

# Terms of Reference for ‘Ad Hoc’ Trust-level Hearings and Appeals Panels

## **APPROVAL and REVIEW**

Review date: ***Sep. ‘18***

Approval needed by: ***Trust Board***

Adopted: ***Sep. ‘18***

Next review date: ***Sep. ‘20***

## **1. General Role of 'Ad Hoc' Hearings and Appeals Panels**

1.1 Provide a suitable group of Directors for decision-making in 'first hearing' and/or appeals procedures.

## **2. Specific Remit of 'Ad Hoc' Hearings and Appeals Panels**

2.1 Where a member of the Core Team (including the Executive Director) is the subject of potential action (as determined by the Trust Board), make decisions that are consistent with the Trust's HR policies and procedures, with support from the Trust's external HR adviser. Relevant policies and procedures include:

- Staff discipline
- Grievances
- Capability
- Restructuring and Redundancy

2.2 Where a member of staff who works in a partner school (including the Headteacher) is the subject of potential action, make appeal hearing decisions that are consistent with the Trust's HR policies and procedures, with support from the Trust's external HR advisor. Relevant policies and procedures include:

- Staff discipline
- Grievances
- Capability
- Restructuring and Redundancy

2.3 Make decisions relating to complaints that relate to the Trust itself, rather than to the actions of school staff (which are handled by Local Governing Bodies and their Headteachers).

2.4 As required, and as directed by the Trust Board, determine other constitutional matters over which the Trust has discretion.

## **3. Organisational Characteristics and Arrangements**

3.1 'Ad Hoc' Panels and Appeals Panels (and their Chairs) are appointed by the Board and comprise at least three (usually three) Directors and/or (as appropriate) Governors.

- 3.2 The Executive Director cannot take the position of a panel member, and neither can any Director with direct involvement in the matter that is to be considered.
- 3.3 Where an Appeals Panel is convened, no Director or Governor who was previously involved in the related hearing can sit on the Appeals Panel.
- 3.4 The Trust's HR adviser will be employed, as appropriate, to support the work of the Panel.

***Stuart Jones; Sep. '18***