



The Northern College For Residential Adult Education

Terms of Reference – Appeals Committee

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| 1 Membership | 1.1. The committee will comprise of three members of the Board of Governors. |
| | 1.2. The Principal, staff and student members may not be members of the committee. |
| | 1.3. Where possible, unless it is reasonably impracticable to avoid, no person may sit on the committee who has been involved in any way in any action relating to the case to be considered leading up to the reference to the committee. |
| 2 Authority | 2.1 The committee shall have the authority to examine any appeal brought before them and to take appropriate action in line with the College's Staff Disciplinary Policy. |
| | 2.2 The committee is authorised by the Board of Governors to obtain guidance, if it considers it appropriate, from the College's human resources department or to obtain legal or other independent professional advice and, if it considers necessary, to secure the advice or attendance of those with relevant experience. |
| 3 Quorum | 3.1 The quorum for meetings of the committee shall be three. |
| 4 Frequency of Meetings | 4.1 The committee will meet as and when required. |
| 5 Responsibilities of the Committee | 5.1 To consider the grounds for appeal against sanctions applied under the College's Staff Disciplinary Policy. |
| | 5.2 The committee will follow the procedure as set out in the College's Staff Disciplinary Policy. |
| | 5.3 Where the committee considers an appeal against the dismissal of the Principal the committee will make a recommendation to the Board of Governors for approval. |
| 6 Election of Chair | 6.1 The chair of the committee will be selected from amongst its members. |
| 7 Clerking the Committee | 7.1 The Clerk to the Governors shall act as clerk to the committee. |
| | 7.2 If the Clerk to the Governors is the subject of the appeal, the Board of Governors will appoint an appropriate clerk for the meeting. |
| 8 Reporting to the Board of Governors | 8.1 The committee will report to the Board of Governors at its next meeting. |
| 9 Date of Approval | 11 July 2019 – Board of Governors. |
| 10 Date of Next Review | December 2020 |