

LGB HEARINGS AND APPEALS PANELS RE HR MATTERS – TERMS OF REFERENCE

1. PURPOSE

- 1.1 Hearings and Appeals Panels may be convened from time to time to consider the business of the Academy/ies in respect of various Hearings and Appeals.
- 1.2 Hearings and Appeals Panels may be related to the following policy documents approved by the Trust Board:
 - Disciplinary
 - Grievance
 - Performance Capability
 - Sickness Absence / Ill Health
 - Redundancy.

2. CONSTITUTION +

- 2.1 Hearings and Appeals Panels will be convened as and when required.
- 2.2 Membership of all Panels will consist of between one and three members, depending on the specific circumstances.
- 2.3 In all Hearings (*except any relating to Executive Principals, Principals, Executive Vice-Principals and Heads of School*), the Panel will comprise of members of the Trust's Executive & Senior Management Team who have had no previous involvement in the matter and are not conflicted (ie, the CEO, Executive Principals, Principals, Executive Vice-Principals, Heads of School or members of the Support Centre's Leadership Team).
- 2.4 The Chair of a Hearing Panel will be appointed by the Trust.
- 2.5 In all Appeals, (*except any relating to Executive Principals, Principals, Executive Vice-Principals and Heads of School*), the Panel will be drawn from the Trust's Executive & Senior Management Team (*definition as in clause 2.3*) and/or a member of the Governing Body, with the agreement of the Governing Body Chair.
- 2.6 No person is eligible to sit on both a Hearing Panel and an Appeals Panel relating to the same case.
- 2.7 The Chair of an Appeal Panel will ordinarily be appointed after discussion with the Governing Body Chair and the Trust.

- 2.8 It is the duty of the Executive Principal / Principal to inform the Chair of any forthcoming Hearings and Appeals and to also report these to the Governing Body retrospectively.
- 2.9 Hearings and Appeals must be heard within the time period specified in the particular policy wherever practical.
- 2.10 Minutes will be taken of all Panel meetings. A member of the Trust's Governance Team will clerk Appeal Panel meetings, though hearings (except those outlined in section 3) and any formal meetings which may precede a hearing will be clerked by a member of the Academy's staff, unless this is deemed inappropriate in the particular circumstances. Hearings outlined in Section 3 will be clerked by a member of the Trust's Governance Team.
- 2.11 The Trust Board shall review these Terms of Reference at least every two years.

3. INSTANCES WHERE THE PANEL RELATES TO AN EXECUTIVE PRINCIPAL, PRINCIPAL, EXECUTIVE VICE-PRINCIPAL OR HEAD OF SCHOOL

- 3.1 In instances where a Hearing relates to an Executive Principal, Principal, Executive Vice-Principal or Head of School, the constitutional arrangements will be consistent with the previous section (excluding clauses 2.3 and 2.4), except that Hearing Panel members should comprise the relevant Governing Body Chair or Vice-Chair (or another Governing Body member appointed by the Chair), along with up to two members of the Trust's Executive Management Team (ie, the CEO, Executive Principals or members of the Support Centre's Leadership Team).
- 3.2 With regard to an Appeal Panel, this will comprise the relevant Governing Body Chair or Vice-Chair (or another Governing Body member appointed by the Chair), along with the CEO (or a person appointed to deputise for the CEO) and up to one other member of the Trust's Executive Management Team (as defined in the previous paragraph).

4. DUTIES

To consider the detail of a Hearing or Appeal arising from the respective policy.

The decision of a Hearing Panel shall be considered final except in the case of a decision to dismiss, where the member of staff has a right of Appeal, or in any other instances where the relevant policy provides for an Appeal being heard.

In the event of an Appeal being heard, the ruling of the Appeal Panel will be final.

+ except in cases where the Hearing or Appeal relates to an Executive Principal, Principal, Executive Vice-Principal or Head of School