



**LLANDRILLO COLLEGE  
FURTHER EDUCATION CORPORATION**

**TERMS OF REFERENCE OF THE  
DISCIPLINARY & GRIEVANCE APPEALS  
COMMITTEE**

<b>Recommended by Employment &amp; Safety Committee:</b>	<b>6 June, 2006</b>
<b>Approved by Corporation Board:</b>	<b>28 June, 2006</b>

## **LLANDRILLO COLLEGE FURTHER EDUCATION CORPORATION**

### **DISCIPLINARY AND GRIEVANCE APPEALS COMMITTEE**

#### **TERMS OF REFERENCE**

- 1 The Committee shall comprise five persons, excluding the Principal and staff and student members. Additionally, the Corporation Chair and/or Vice Chair shall be ineligible for appointment if previously involved in the pre-appeals stage of any case.
- 2 The Committee Chair and alternate Chair shall be appointed by the Corporation. Other members shall be appointed for each case by the Clerk to the Corporation using an alphabetical schedule of eligible members. Each member will be contacted sequentially until a total of five members is achieved. The Clerk to the Corporation will be required to compile and retain a schedule of such contacts.
- 3 The Committee shall have the power to employ the services of such external advisers as they deem necessary to fulfil their responsibilities and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary.
- 4 The quorum for meetings of the Committee shall be three persons.
- 5 The Committee shall meet as and when business is required to be conducted.
- 6 The Clerk to the Corporation shall act as Clerk to the Committee and shall keep appropriate records of their proceedings.
- 7 The Committee shall provide a facility whereby:
  - 7.1 Staff and/or students may appeal against disciplinary measures imposed by college management.
  - 7.2 Staff and/or students may appeal against the decisions of college management relating to grievance proceedings.
  - 7.3 Members of the public may appeal against the decision of college management relating to admission to courses/training.
- 8 The role of the Committee is advisory and recommendations made will be ratified by the Corporation.

Revision History

Revised by Corporation Board on:-