



Yearly Meeting of
the Religious Society
of Friends in Britain

BRITAIN YEARLY MEETING TRUSTEES SENIOR STAFF DISCIPLINARY & GRIEVANCE APPEALS GROUP TERMS OF REFERENCE

1 Summary of purpose

- 1.1 Accountable to Britain Yearly Meeting Trustees, the Senior Staff Disciplinary & Grievance Appeals Group hears and decides appeals from senior staff arising from disciplinary or grievance procedures set out in the Staff Handbook. Senior staff are here defined as the Recording Clerk, members of Management Meeting, or any other staff directly appointed by the Trustees.

2. Membership

- 2.1 The group will comprise a membership of 4, appointed by BYM Trustees for a three-year period, up to two members retiring annually, though eligible for reappointment for a second term and perhaps for a third. At least two members will be serving Trustees.
- 2.2 The convener is appointed from the group membership by Trustees on the nomination of their Nominations Committee.
- 2.3 The group will invite the appellant and the complainant to attend; who both may bring an appropriate representative or supporter.
- 2.3 Individual members of a committee or committees may also attend separately by invitation of the convener to provide background information and to answer any questions the group may have.

3 Frequency of Meetings

- 3.1 The group will only meet at the request of the Clerk of BYM Trustees, and then as often as is required for the task.

4 Duties & responsibilities

- 4.1 The group will be responsible for hearing and deciding appeals, referred to it by the clerk of BYM Trustees, against decision on grievance or disciplinary matters made by the Recording Clerk in the case of members of Management Meeting or other staff directly

appointed by the Trustees, or by the clerk of BYM Trustees in the case of the Recording Clerk.

4.2 The group will:

- a. check that the timetable is appropriate to the case, taking advice from the Recording Clerk and/or the Human Resources Manager;
- b. ensure that the employee has proper notice and full opportunity to state her/his case;
- c. ensure that all relevant information is available to the group to assist it in its decision, including original and supplementary (if required) statements from the appealing and complainant body or individual;
- d. take legal advice when the group feels this is necessary;
- e. require confidentiality in all the proceedings and records of the group;
- f. determine whether the appeal should be upheld or denied;
- g. keep records of the group's decision;
- h. prepare a written statement to the member of staff concerned, giving the group's decision;
- i. report, in writing, with due regard for anonymity, with the group's decision to BYM Trustees.

4.3 The decision of the group is final and should be reported, with due regard for confidentiality, for information purposes only.

5 Procedures

- 5.1 These terms of reference should be used in conjunction with the grievance and disciplinary procedures laid down in the Staff Handbook.
- 5.2 The terms of reference may be amended from time to time by BYM Trustees on the recommendation of their Employment Subcommittee. When such amendments are made, details shall be given to the employees concerned.

The committee shall work within these terms of reference, as approved by minute BYMT/08/01/8 of Britain Yearly Meeting Trustees held 10 January 2008.

