



Disciplinary and Grievance Panel

Terms of Reference

Date Approved by the Board: 2018

1. Purpose

- 1.1. The Disciplinary and Grievance Panel's principal purpose is to ensure that British Rowing handles fairly and efficiently complaints, grievances and disciplinary matters for which it is responsible under the Disciplinary and Grievance Procedure of British Rowing as approved by the Board from time to time.

2. Reporting

- 2.1. The Disciplinary and Grievance Panel shall report to the Board.

3. Membership – voting

- 3.1. The Disciplinary and Grievance Panel shall comprise a minimum of eight people who shall be appointed by the Board having regard to the mix of skills necessary for the effective discharge of the Disciplinary and Grievance Panel's duties. The Disciplinary and Grievance Panel shall not include any person who is an employee of British Rowing.
- 3.2. The Disciplinary and Grievance Panel shall appoint a chair from amongst its number.

4. The Functions of the Disciplinary and Grievance Panel shall be to:

- 4.1. Hear complaints, grievances and disciplinary matters referred to it and to make such rulings and/or recommendations as the Panel thinks appropriate in accordance with the Disciplinary and Grievance Procedure.
- 4.2. Keep under review the Disciplinary and Grievance Procedure and make such recommendations to the Board as may be necessary from time to time to ensure the effective and equitable handling by British Rowing of complaints, grievances and disciplinary matters.
- 4.3. Provide guidance to Affiliated Members and Regions from time to time on



interpretation of the Disciplinary and Grievance Procedure.

- 4.4. Provide an annual report to the Board detailing the number and nature of cases heard and their outcomes and make such recommendations as the Disciplinary and Grievance Panel considers necessary for the improvement of the Disciplinary and Grievance Procedure.

5. Meetings

- 5.1. The Grievance and Disciplinary Panel shall meet as often as may be appropriate but in any case not less than once per year. Meetings may be held by telephone but shall be attended in person not less than once per year. A quorum shall be 5 members entitled to vote at the meeting.
- 5.2. In the absence of the chair of the Committee, the remaining members present shall elect one of themselves to chair the meeting.