



THE DISPUTES RESOLUTION AND APPEALS PANEL

Purpose

The purpose of the Disputes Resolution and Appeals Panel Departmental Support Group (DRAP) is to manage Scouting Ireland's (SI) Grievance and Disputes Policy and Disciplinary Policy. The DRAP are also responsible for ensuring that the proper procedures are followed for all grievance and disputes and disciplinary matters, in accordance with SI's Grievance and Disputes Procedures and Disciplinary Procedures documents.

Membership

There will be three members of the DRAP who will be selected by the Volunteer and Group Support Department (VGS) Core Team following an open call to the volunteer membership by the VGS.

Key areas of responsibility / Competency

1. Oversee and manage SI's Grievance and Disputes Policy and Disciplinary Policy.
2. Ensure the proper procedures pertaining to SI's Grievance and Disputes Procedures document and Disciplinary Procedures document are adhered to.
3. Provide information, advice and guidance on SI's Grievance and Disputes Policy and Grievance and Disputes Procedures to members of SI and the professional staff.
4. Provide information, advice and guidance on SI's Disciplinary Policy and Disciplinary Procedures to members of SI and the professional staff.
5. Address all queries, from any quarter, on all matters relating to SI's Grievance and Disputes Policy and Grievance and Disputes Procedures.
6. Address all queries, from any quarter, on all matters relating to SI's Disciplinary Policy and Disciplinary Procedures.
7. Assist with training on all matters relating to grievance, disputes and discipline.
8. Provide the VGS Core Team regular statistical reports on matters relating to grievance, disputes and discipline, including input into the VGS submission to SI's Annual Report.
9. Be aware of the sensitive nature of the information that may come to your attention.
10. Ensure that all information is dealt with in a confidential manner.

THE DISCIPLINARY PANEL

Purpose

The purpose of the Disciplinary Panel (DPAN) is to consider and report on all disciplinary matters that are referred to them by the DRAP, in accordance with the terms and provisions of SI's Disciplinary Policy and Disciplinary Procedures.

Membership

There will be three members of the DPAN who will be selected by the DRAP, in consultation with the VGS Core Team. The VGS Core Team will appoint the DPAN following an open call to the volunteer membership by the VGS and the instigation of an external recruitment process by the VGS. The DPAN will consist of two SI volunteer members and one non SI external member.

Key areas of responsibility / Competency

1. Receive all disciplinary matters as referred to them by the DRAP.
2. Receive all Investigation Officers' (IO) reports (when required).
3. Discuss all cases based on the documents submitted.
4. Request further information from any party to the matter where it is deemed so appropriate.
5. Meet with respondents to discuss their case before reaching any final recommendation on sanction or otherwise, where such a meeting is deemed so appropriate.
6. Finalise the DPAN's findings and recommendations by way of a Disciplinary Report and submit this Report to the DRAP.
7. Be aware of the sensitive nature of the information that may come to your attention.
8. Ensure that all information is dealt with in a confidential manner.



THE INVESTIGATION OFFICERS

Purpose

The purpose of the IO is to conduct fact finding and evidence gathering on disciplinary cases that are referred to them by the DRAP, in accordance with the terms and provisions of SI's Disciplinary Policy and Disciplinary Procedures.

Membership

There will be a pool of IO's who will be selected by the DRAP in consultation with the VGS Core Team. The VGS Core Team will appoint the IO's following an open call to the volunteer membership by the VGS. Members of the IO Pool should have the requisite personal/Scouting experience in the field of Human Resources and carrying out investigations. As far as is possible, the IO Pool should reflect the geographical spread of the six Scout Provinces.

Key areas of responsibility / Competency

1. Receive all disciplinary matters as referred for investigation by the DRAP.
2. Carry out disciplinary investigations in accordance with the terms and provisions of SI's Disciplinary Policy and Disciplinary Procedures.
3. Finalise the IO's findings by way of an IO's Report and submit this Report to the DRAP.
4. Be aware of the sensitive nature of the information that may come to your attention.
5. Ensure that all information is dealt with in a confidential manner.

THE HEARING POOL

Purpose

The purpose of the Hearing Pool (HP) is to assist the DRAP in conducting dispute hearings. The members of the HP will populate three person Dispute Hearing Panels, as and when required. Each Dispute Hearing Panel will be appointed by the DRAP in accordance with the terms and provisions of SI's Grievance and Disputes Policy and Grievance and Disputes Procedures.

Membership

The members of the HP will be selected by the DRAP in consultation with the VGS Core Team. The VGS Core Team will appoint the Hearing Panel following an open call to the volunteer membership by the VGS. Members of the HP should have the requisite personal/Scouting experience in the field of Human Resources and/or dispute/conflict management resolution. As far as is possible, the IO Pool should reflect the geographical spread of the six Scout Provinces.

Key areas of responsibility / Competency

1. Sit on Dispute Hearing Panels when requested by the DRAP.
2. Convene and conduct dispute hearings in accordance with the terms and provisions of SI's Grievance and Disputes Policy and Grievance and Disputes Procedures
3. Complete a Hearing Report containing findings and recommendations for each Hearing and submit this Report to the DRAP.
4. Be aware of the sensitive nature of the information that may come to your attention.
5. Ensure that all information is dealt with in a confidential manner.

THE APPEAL PANEL

Purpose

The purpose of the Appeal Panel (AP) is to consider and report on all appeals that are referred to them by the DRAP, in accordance with the terms and provisions of SI's Grievance and Disputes Policy; Disciplinary Policy; Grievance and Disputes Procedures and Disciplinary Procedures.

Membership

There will be three members of the Appeals Panel who will be selected by the DRAP, in consultation with the VGS Core Team. The VGS Core Team will appoint the Panel following an open call to the volunteer membership by the VGS and the instigation of an external recruitment process by the VGS. The Panel will consist of two SI volunteer members and one non SI external member.

Key areas of responsibility / Competency

1. Consider all appeals that are referred to them by the DRAP.
2. Convene and conduct an appeal hearing (where appropriate) in accordance with the terms and provisions of SI's Grievance and Disputes Policy; Disciplinary Policy; Grievance and Disputes Procedures and Disciplinary Procedures.
3. Complete a Report containing findings and recommendations for each appeal received and submit this Report to the DRAP.
4. Be aware of the sensitive nature of the information that may come to your attention.
5. Ensure that all information is dealt with in a confidential manner.