

	Gasóga na hÉireann/Scouting Ireland			
	Document No.	Issued	Last Amended	Next Review
	TOR-SUB04	8 th July 2017	22 nd September 2019	November 2021
	Category: Sub-Committees			
Disputes Resolution and Appeals Panel Sub-Committee – Terms of Reference				

Related Documents
SID-CCD01 - Scouting Ireland's Grievance and Disputes Process
SID-CCD02 - Scouting Ireland's Conflict Resolution Policy and Guidelines
SID-CCD03 - Scouting Ireland's Disputes Policy (Youth Members)
SID-CCD04 - Scouting Ireland's Disciplinary Process

Revision Schedule		
Revision	Date	Description
C	22/09/2019	Updated to increase Panel Members to three
B	18/11/2018	Minor Revisions
A	14/10/2018	Updated to reduce Panel Members to two (temporary measure until 1 st January 2019)
#	08/07/2017	Document Issued

Terms of Office

The DRAP Sub-committee are appointed annually by the Board of Directors of Scouting Ireland, subject to the Constitution of Scouting Ireland.

Purpose

The purpose of this Sub-committee is to oversee and manage Scouting Ireland's Policies as contained within policy documents SID-CCD01 – Grievance and Disputes Process, SID-CCD02 – Conflict Resolution Policy, SID-CCD03 - Disputes Policy (Youth Members under 18) and SID-CCD04 – Disciplinary Process.

Membership

The Disputes Resolution and Appeals Panel Sub-committee shall consist of three Scouters approved for appointment by the Board of Directors of Scouting Ireland. The three individuals that fill this role should have the necessary professional background in order to successfully discharge the responsibilities attached to the duties of the post.

Key areas of responsibility

1. Oversee and manage all Scouting Ireland's Policies pertaining to grievance, disputes, conflict and discipline.
2. Draft, and revise when necessary, all Scouting Ireland's policy documents pertaining to grievance, disputes, conflict and discipline.
3. Draft, and revise when necessary, the suite of DPF forms to support Scouting Ireland's policy documents pertaining to grievance, disputes, conflict and discipline.
4. Appoint, manage, support and refresh, when necessary, a Hearing Pool, to be approved by the Board of Directors of Scouting Ireland, consisting of up to 20 Scouters, with the requisite personal/scouting experience in the field of Human Resources and/or dispute/conflict management and resolution.
5. When required, provide advice and guidance to both Scouting Ireland's volunteers and Professional Staff on all matters pertaining to grievance, disputes, conflict and discipline.