



**INFORMATION FOR POTENTIAL NEW MEMBERS**

<b>NAME OF STANDING COMMITTEE/AGENCY:</b>	
Personnel Appeal Group	
<b>REMIT:</b>	
The Panel will hear appeals in regard to staff grievances and disciplinary matters as set out in the Appeals Procedure document which is available from the Human Resources Department. This relates to staff of the employing agencies of the Church with the exception of the Social Care Council which has its own appeals procedures.	
<b>CONVENER:</b>	To be agreed by Panel members
<b>VICE-CONVENER(S):</b>	N/A
<b>SECRETARY:</b>	Solicitor of the Church
<b>MEMBERSHIP:</b>	
<b>NB: a completed Nomination Form must be submitted by anyone wishing to be put forward for proposed re-appointment</b>	
8 members appointed by the General Assembly with the Solicitor of the Church as Secretary. Members shall not include any former or current members of staff of any of the Church's Employing Agencies (including the Social Care Council), nor any current Council or Committee member.	
The Solicitor will select three members from the Panel to serve on an Appeal Group. The group will then agree as to who of their number is to convene the hearing.	
<b>FREQUENCY, TIMING AND VENUE OF MEETINGS:</b>	
The Appeal will be heard as soon as practicable and normally not later than twenty working days after a written appeal is received by the Solicitor of the Church. If necessary, this time limit may be extended through mutual agreement, or by the Secretary where there are issues with availability. The Solicitor of the Church shall inform the appellant of the Group's decision in writing, normally within ten working days after its final meeting to hear the appeal. The decision of an Appeal Group is final, with no further right of appeal within the Church.	
<b>EXPECTATIONS OF MEMBERS:</b>	
<ul style="list-style-type: none"> <li>• Discretion and the ability to handle confidential matters and information in a professional way.</li> <li>• HR or legal experience or qualifications, or experience of sitting on a judicial panel (or other similar experience of handling an appeal process) would be useful.</li> </ul>	
<b>FURTHER DETAILS:</b>	
<b>Include any useful web links</b>	