

Disciplinary & Grievance Panel Secretary role description

There are four members of non-staff Steering Committee on the Disciplinary & Grievance (D&G) Panel. One of these will take on the role of Secretary for the panel.

The D&G panel secretary will act as the main point of contact for any disciplinary or grievance procedure at CAAT. If the secretary is unavailable for any part of a disciplinary or grievance procedure then another individual on the panel should take on the role of secretary temporarily in their absence.

The secretary will:

- share the responsibility with the rest of the panel ensuring that CAAT's disciplinary or grievance process is being duly followed as speedily and fairly as possible;
- organise any meetings that take place for the panel (how, when and where they take place);
- be the main person anyone would contact for matters concerning the D&G panel;
- give permission for your email to be on a CAAT webpage indicating you are the person to contact with regards to a grievance with the organisation or any person working for CAAT;
- in the case of a disciplinary procedure, inform the member of staff accused of misconduct of the outcomes of the panel's meetings and write up relevant records;
- keep CAAT's Office Co-ordinator up to date with the progress of the process and send them any records that need filing;
- keep the rest of SC up to date with the progress of the process so they are satisfied it is being implemented correctly;
- find a replacement to carry out D&G secretary duties during periods when you are not available for a substantial length of time, or during key periods during the process;
- be involved in appointing a D&G Appeal panel and secretary if that stage in the proceedings is reached;
- recommend external help with the process if felt needed by the panel;
- delegate tasks to other members of the panel as necessary.