



**Terms of Reference for the Screening Panel
Under
Dignity and Respect Policy and Sexual Misconduct Policy**

A revised Dignity and Respect Policy and a new Sexual Misconduct Policy (“the policies”) were approved by the Board of Trinity College in November 2023. As part of “the policies”, a Dignity, Respect and Consent Advisory Service has been established.

As part of the new policies a Screening Panel has also been established, whose primary responsibility is to screen complaints to ensure that they fall within the remit of the “the policies”. In doing so they are not making a decision on the outcome of a complaint as the SP **does not** investigate complaints. The terms of reference for the Screening Panel are set out below.

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| 1. Purpose | The purpose of the Screening Panel (SP) is to screen complaints received by the Dignity, Respect & Consent (DR&C) Manager to determine if the complaint falls within the scope of the Dignity and Respect policy and/or the Sexual Misconduct Policy. |
| 2. Membership | <p>The SP consists of three primary senior nominees¹ who will generally be from HR, EDI Office, the Office of the Junior Dean and an appointed independent Chair. There will be reserves² for each SP member. In addition, there will be a panel of reserve Chairs.³</p> <p>In addition, the DR&C Manager⁴ will be co-opted to the SP, they will be the designated SP member for liaising with complainants and respondents and not have a part in the decisions and/or recommendations of the SP. They will, however, have responsibility for convening the meeting and circulating the necessary/relevant documentation. There will be a reserve for the DR&C Manager⁵</p> <p>Appropriate gender representation will be reflected as far as possible on the Panel.</p> |
| 3. Meetings | <p>To be compliant with response times lines set out in the policies, the SP will meet fortnightly.</p> <p>In exceptional circumstances, there may be need to call the SP together outside of this frequency.</p> |

¹ Chair: Prof Henry Rice, HR: HR Director, EDI: AVPEDI, Office of the Junior Dean: Junior Dean.

² Chair, Prof Mark Bell, HR: Nominee of the HR Director, EDI: Head of EDI, Office of the Junior Dean: Dean of Students.

³ Panel of Reserve Chairs: TBD *2

⁴ DR&C Manager.

⁵ DR&C Manager reserve will be Employee Relations Managers.



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| 4. Confidentiality | Confidentiality will be maintained at all times by all members of the SP in accordance with Data Protection and Privacy statements. All materials provided to the SP shall be redacted of all personal DATA of the complainant, respondent and others. |
| 5. Duties | <ul style="list-style-type: none">• To make an evidentiary based decision as to whether the alleged behaviour, which is the subject of the complaint, falls within the definition of bullying and harassment as outlined in the Dignity and Respect Policy and/or sexual misconduct as outlined in the Sexual Misconduct Policy.• To make recommendations in relation to the consideration of informal options where appropriate as per the Dignity and Respect Policy and/or Sexual Misconduct Policy.• To assess the impact of a delay on bringing a complaint forward on the likelihood of a fair investigation being carried out.• To outline their decision in writing and to recommend alternative appropriate University policy or procedure, if relevant. In this instance consideration will be given to the fact that the individual has already completed a complaint form outlining the details of the incident(s).• To provide the necessary information to the DR&C Manager to allow them to liaise with the complainant and respondent.• If relevant, the Screening Panel may make a recommendation to the Director of Human Resources and/ or to the Junior Dean that precautionary action should be considered, based on the information contained in the complaint form. |
| 6. Authority | The SP operates under delegated authority from the Dignity and Respect Policy and Sexual Misconduct Policy approved by Board in November 2023. This authority is limited in its scope. Decisions made by the screening panel are not a pre-determined outcome of the findings of an investigation. |
| 7. Training | Members of the screening panel will receive training in relation to bullying, harassment and sexual misconduct, including trauma informed and sexual violence training. |
| 8. Conflicts of Interest | If a conflict of interest exists in relation to any member of the screening panel regarding a particular complaint, the panel member will recuse themselves and the next available reserve panel member will be called upon. In the event that both the primary and reserve panel members from either HR, EDI Office or the Office of the Junior Dean are |



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| | conflicted then, the Head of the School/Area concerned will nominate a further person from their function to act as a panel member on an exceptional basis. |
| 9. Review | The membership and operation of the SP will be reviewed in line with normal policy review. |

Approved 25 March 2024