



Terms of reference :Case Management Panel

Approved by:	Responsible for review
Chair of the Board	Independent Chair, Case Management Panel

Change History				
Version	Sections approved	By	Date of approval	Next review date
BR-14-01	Terms of Reference	Board	Jan-2016	Jan-2018
BR-14-02	Terms of Reference	Board	Nov-2018	Nov-2020
BR-14-03	Terms of Reference	Board	Dec-2020	Nov-2022
BR-14-04	Terms of Reference	Board	Dec-2022	Nov-2023
BŞ-14-05	Terms of Reference	Board	Feb-2024	Jan-2025

Case Management Panel (CMP) – Terms of Reference

Introduction

- 1.1 The CMP is set up to oversee the Archery GB Disciplinary Policy and accompanying procedures and Code of Conduct.
- 1.2 Archery GB is committed to ensuring it does all it can to keep everyone involved in the sport safe and free from harm and abuse. The Code of Conduct help to raise standards of behaviour and achieve the vision of enriching lives through archery.
- 1.3 The CMP is accountable to the Archery GB Board through the Chief Executive. The Board will approve the Terms of Reference of the CMP. The CMP will be accountable for carrying out the responsibilities which are delegated within the Terms of Reference.

Purpose of the CMP

- 1.4 To provide a source of independent advice and expertise on safeguarding and misconduct cases to Archery GB board of directors (the Board).
- 1.5 To ensure all safeguarding and misconduct cases referred to the CMP are managed appropriately in accordance with the related procedures accompanying the Archery GB’s Disciplinary policy.
- 1.6 To keep the Archery GB Disciplinary policy under review and ensure that the policy complies with legislative requirements, and any national and regional policy.
- 1.7 To advise on positive disclosures and referrals of individuals to the Disclosure and Barring Service.
- 1.8 To oversee Archery GB procedures and rules relating to case management to promote a fair, timely and consistent approach to cases.
- 1.9 To consider the learning from case outcomes to determine any regional patterns or themes and advise the Board on the effectiveness of Archery GB’s policies and practice.

Responsibilities of the CMP

- 1.10 To decide whether immediate protective measures are required in serious cases.
- 1.11 To ensure that statutory agencies are promptly notified where a case raises concerns about suspected or actual harm to a child or adult, and to follow advice provided.
- 1.12 To suspend a member where it is reasonable to believe that:
 - 1.12.1 A child or adult may be at risk of harm
 - 1.12.2 There is a risk to other members, property or visitors
 - 1.12.3 The alleged misconduct is serious and may amount to gross misconduct
- 1.13 To regularly review the grounds for suspension no later than every 3 months to ensure it remains reasonable and proportionate
- 1.14 To decide whether a case can be managed at a local club, county or regional level or requires oversight by the CMP
- 1.15 To agree case decisions and ensure they are implemented and reviewed on a regular basis to avoid unnecessary delays. For example, whether the level of misconduct can be addressed as a Fast Track case, or the matter requires to be set down for a Disciplinary Panel hearing.
- 1.16 To carry out risk assessments to determine the nature and extent of the case investigation.
- 1.17 To consider the principles of natural justice and balance the rights of the parties with the process, and keep all parties regularly updated
- 1.18 To determine whether there is a case to answer
- 1.19 To review the likely level of sanction of a member in Fast Track cases.
- 1.20 In exceptional cases, during the formal Disciplinary Panel process, to make admissibility decisions or other case management decisions which are binding on the parties. This will not affect the ability of the independent Disciplinary Panel to remain open and transparent in their decision making.
- 1.21 To achieve consensus on the final outcome and rationale, and provide a copy to the parties to ensure an open and transparent process.
- 1.22 To strengthen gate-keeping and to reflect on the impact of the CMP role in an annual report to the Board by:
 - 1.22.1 Producing annual statistics
 - 1.22.2 Actively auditing outcomes on sample cases
 - 1.22.3 Reviewing outcomes of cases and DBS positive disclosure cases
 - 1.22.4 Comparing regional and national data
 - 1.22.5 Reviewing the Disciplinary policy and accompanying procedures and practice (Code of Conduct/Lower Level Concerns Policy) to identify how processes provide positive changes to members' experiences.
 - 1.22.6 Reviewing decisions of the Disciplinary and Appeal Panels.

Membership

Role of the Chair

- 1.23 The Chair of the CMP is appointed by the Board, and the Chair oversees the appointment of the CMP members.
- 1.24 The Chair is an independent person (independent means not employed by Archery GB) capable of ensuring that the CMP advisory and scrutiny functions are carried out effectively.
- 1.25 The Chair will have extensive professional safeguarding expertise in a relevant statutory, voluntary, or legal capacity.
- 1.26 The Chair enables all CMP members to participate in meetings to create clear decision-making and succinct action plans.
- 1.27 The Chair will be able to demonstrate personal authority to communicate effectively with Archery GB's senior officers, the Board and external organisations in relation to safeguarding and misconduct case decisions, as required.

CMP membership

- 1.28 The CMP comprises of a minimum of three people, with the exact membership determined by the nature of the case and availability of members.
- 1.28.1 Voting members include:
 - 1.28.1.1 Independent Chair
 - 1.28.1.2 Regional development leads
 - 1.28.1.3 Club/ welfare officer representative
 - 1.28.1.4 External safeguarding advisor/practitioner and deputy independent chair
 - 1.28.1.5 Non-voting members include
 - 1.28.1.6 Lead Safeguarding Officer
 - 1.28.1.7 Senior Officer -various
 - 1.28.1.8 Legal advisor
 - 1.28.1.9 Any other person required by the CMP to provide their professional input

Administration

- 1.29 The CMP Chair and members will be appointed to serve for a three-year term. Members cannot be on the CMP for more than three terms in a row. After three terms in a row, members cannot be reappointed for at least three years.
- 1.30 The CMP will meet as required and at least six times each year. A minimum of three people is needed for quoracy and if necessary, the Chair will have the deciding vote.
- 1.31 All documents will be held under the management and direction of the National Lead Safeguarding Officer (NLSO) on behalf of Archery GB.
- 1.32 On receipt of a safeguarding or misconduct complaint, the NLSO will notify the Chair within 48 hours. Upon receipt of the allegation the CMP or CMP Chair must have an initial discussion and provide a written update to the member/respondent within 14 days of receipt of the complaint unless external statutory agencies recommend otherwise.
- 1.33 The Chair will arrange the CMP meeting and ensure agenda and relevant documents are circulated before the meeting. The meeting may be in person or online.
- 1.34 The CMP meetings are held in private. However, others may be invited to participate if relevant and necessary.
- 1.35 The Archery GB Safeguarding and Governance Officer provides administrative support to the CMP and will produce appropriate minutes of CMP meetings and once agreed by the Chair, a copy of the minutes will be held by Archery GB.
- 1.36 The Chair will report to the Director of Governance on case progress and decisions, learning outcomes, and urgent cases where immediate action is required to protect an individual or Archery GB's reputation.
- 1.37 The CMP is authorised to obtain any information required to perform its duties.

Other matters

- 1.38 All safeguarding and child protection matters must be regarded as highly confidential and not for disclosure outside of the CMP unless so agreed, and this will be on a strictly need to know basis in accordance with the Data Protection legislation.
- 1.39 It is essential that the CMP is empowered by Archery GB to make recommendations and case management decisions without influence or prejudice by others in the organisation who are not members of the CMP.
- 1.40 All members of the CMP have an overriding obligation to protect children at risk of harm and may therefore share information as appropriate with third parties.

- 1.41 Any member of the CMP shall inform the Director of Governance if they discover they are connected, or have an interest in, any referral case which would disqualify them from participating in any matters relating to that particular case.
- 1.42 When carrying out their roles, CMP members must act in accordance with Archery GB policies and procedures, and Code of conduct applicable to be covered by Archery GB insurance.
- 1.43 Any person who is no longer a CMP member must keep confidential all CMP matters dealt with during their panel membership.
- 1.44 Any CMP member who is accused of a criminal offence or poor practice will be suspended in accordance with the Archery GB Disciplinary Policy. If a conflict of interest arises, the case must be referred to the Director of Governance for determination and/or on whether Sport Resolutions or other third party should carry out this process.
- 1.45 In any case, it may be appropriate to refer the case to Sport Resolutions or Sport Integrity for initial advice, investigation, Disciplinary panel, and Appeal panel processes. In such cases the panel will follow the Sport Resolutions National Safeguarding Panel Procedural Rules. Any decision arising from this process will be final and binding on Archery GB and the parties, and shall not be subject to any appeal to any Court or tribunal.