

CIC Approved Inspectors Register (CICAIR) Appeals Committee Terms of Reference



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1. Introduction

These terms of reference set out the framework within which the CICAIR Ltd (*herein referred to as CICAIR*) appeals committee will operate. The committee's remit extends to the functions of CICAIR only and not to any other area of the Construction Industry Council's work.

2. Scope of the Committee

The appeals committee will be responsible for overseeing CICAIR's processes and procedures for approval and disciplinary appeals lodged by prospective and current Approved Inspectors.

3. Structure

The committee will be constituted by a minimum of five members at all times. A Chair and a Deputy Chair will be appointed from within the committee's membership by the CICAIR Board of Directors. The committee will be supported by the Registrar. The Chair and Deputy Chair's appointment will initially be for three years unless the Chair or Deputy Chair resigns or is removed by the CICAIR Board of Directors.

The current Chair of the appeals committee is Diane Marshall and the Vice Chair is Robert Biggs.

4. Remuneration

The Chair, Vice Chair and committee members will not receive remuneration, but CICAIR will pay appeals panel members a small fee for each appeal they participate in and reimburse expenses reasonably incurred in carrying out their duties.

5. Conflict of Interest

Committee members may never act in a way that could infer a conflict of interest. The composition of each appeals panel will be decided by the Registrar and committee members will inform the Registrar immediately if a conflict of interest should affect their ability to participate on a specific panel or to carry out their role.

6. Operation

Appeals will be handled in accordance with the procedure outlined in the Code of Conduct for Approved Inspectors and Disciplinary Procedures of the Construction Industry Council Approved Inspectors Register and the appeals committee protocol.

The committee will be responsible for maintaining and reviewing the appeals committee protocol to ensure it remains fit for purpose.

7. Committee Selection Process

Committee members are appointed by the CICAIR Board of Directors. Potential members wishing to participate in the duties of the appeals committee will complete and submit an application (available from the Registrar) which will be assessed by the Board of Directors at each of its tri-yearly meetings. Applicants will be required to complete an observation process before being accepted as a full committee member.

8. Procedures

The committee will operate in accordance with any procedure or protocol that CICAIR has in place or may introduce in future.