



# ICHAS

## Section 2 (a) – Terms of Reference for Decision-Making Structures

Subject:	Terms of Reference for the Garda Vetting Committee		
Date Approved by Academic Council:		June 2021	
Policy Version	1/2021	Date due for Revision	July 2024

### **PURPOSE (including Scope of Functioning/ Key Responsibilities and Accountabilities)**

The College adheres to vetting regulations as set by the National Vetting Bureau which requires that any individual who wish to undertake relevant work or activities with children or vulnerable adults has to undergo Garda Vetting.

The Garda Vetting Committee deliberates on any disclosures other than NIL disclosures that have been returned by the Nation Vetting Bureau (For more information please see Procedures Associated with Garda Vetting.) The Garda Vetting Committee will also consider any Pending cases.

### **MEMBERSHIP**

The Garda Vetting Committee comprises the following:

- The Vice President (Academic Affairs)
- Garda Vetting Officer
- Clinical Director
- College Registrar

### **ROLE AND RESPONSIBILITIES**

The committee is convened by the Registrar who acts as Chair.

### **Role & Expectations**

The Garda Vetting Committee:

- Will advise the Vetting Subject that the vetting disclosure will be referred to the vetting Committee.
- Will ask the Vetting Subject to confirm the accuracy of the disclosure.
- Where deemed necessary will invite the vetting subject to attend the Garda Vetting Committee to support the decision making process. If the invited subject does not attend the meeting will proceed.
- In the case where a vetting subject is not invited to attend, they will be invited to submit a written submission to the committee.
- Will consider Pending Cases.

- Will communicate the decision of the Garda Vetting Committee in writing.
- The Garda Vetting Committee will complete a confidential report, detailing matters discussed and the outcome of the meeting.
- The vetting subject under the Policy on Appeals has the right to Appeal and decision of the Garda Vetting Committee within 5 working days of the communication.
- The vetting subject will not be permitted to continue on the programme pending the outcome of the Appeal.

### **Co-opted Members**

The Garda Vetting Committee has the option to co-opt additional members to provide expertise or specific representation and advice to the Committee. Members may be co-opted on a case-by-case basis and this requires the agreement of the Vice President (Academic Affairs). Co-opted members act in a strictly advisory capacity.

### **Operating Procedures**

The Chair of the Committee convenes meetings with adequate notice.

- At the commencement of the meeting, the Chair should outline the procedures of the meeting.
- Meetings will be held in a timely and efficient manner.
- Minutes will be recorded and be available to any internal Committee if necessary

### **Meetings of the Grade Review Committee**

**Frequency of Meetings:** The Garda Vetting Committee meets as required.

**Quorum:** The quorum for a meeting is 3 members. Where a quorum not possible, the meeting will be adjourned until a time determined by the Chairperson.

**Appointment to the Garda Vetting Committee:** Appointments to the committee are made by the Vice President (Academic Affairs).

### **Powers of Decision Making**

The Committee is a decision-making body. It considers all Vetting Disclosures other than Nil disclosures and pending cases.

### **Reporting Relationships**

The Garda Vetting Committee reports to Academic Council.