Terms of Reference: Appeals Panel

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Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

1. Purpose

The Appeals Panel hears appeals against BFS decisions: certification, recertification, suspension, withdrawal, examination results, CPD audit and provider decisions.

2. Functions

1. Review each appeal on the record and, where needed, hear the appellant.
2. Uphold, vary or overturn the decision, or send it back for a fresh decision.
3. Give a written decision with reasons, normally within 30 working days of receiving the appeal.
4. Report trends that suggest a scheme or process needs to change.

3. Composition

4 seats. Members are appointed by the Governing Board after an open call for nominations, for their expertise and the interest they represent, not as delegates of any organisation. No single stakeholder category may hold a majority.

Stakeholder category	Seats	Condition	Status
Independent chair (legal or adjudication experience)	1	—	**Open, nominations invited**
Fitness professionals	2	—	**Open, nominations invited**
Public or consumer member	1	—	**Open, nominations invited**

4. Quorum

Three members for each appeal, including the chair or a nominated deputy and at least one member who does not work in the fitness industry.

5. Term of office

Three years, renewable once. Members may resign by written notice and may be removed by the Governing Board for failure to declare a conflict, breach of confidentiality, or repeated non-attendance.

6. Meetings

Convened for each appeal. Meetings may be held online. Minutes record attendance, declarations of interest, decisions and reasons.

7. Conflicts of interest

- Every member signs the BFS Conflict of Interest declaration on appointment and renews it every year, and declares any new interest as soon as it arises.
- At the start of every meeting the chair asks for declarations on each agenda item; declarations are minuted.
- A member with an interest in an item leaves the discussion and the decision on that item. The chair decides on borderline cases; if the chair is conflicted, the vice-chair decides.
- No member may take part in any decision about a person they have trained, taught, employed, coached, assessed for a training provider, or are related to, within the previous 2 years.
- Members do not receive any payment linked to the outcome of a decision. Any honorarium is fixed in advance and published in the annual impartiality report.
- Members sign the BFS Confidentiality undertaking. Papers about individual candidates, examination content and complaints are confidential and are returned or destroyed after use.

8. Decision making

By majority. No panel member may have had any part in the decision under appeal, or any link to the appellant.

9. Reporting

Reports anonymised outcomes to the Governing Board and the Impartiality Committee; numbers are published in the annual report.

10. Review

These terms of reference are reviewed at least every 3 years by the Governing Board.