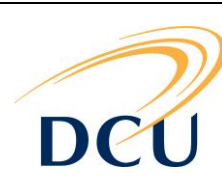




Clamping Panel

Terms of Reference

Document Name	DCU Clamping Panel - Terms of Reference	
Version Reference	Version 1.0	
Document Owner	Estates Office	
Approved by	Acting Head of the Estates Office	
Date	6th May 2016	

1. Membership

- 1.1** The membership of the Dublin City University Clamping Panel, hereinafter referred to as the 'Panel', shall be appointed by either the Director of the Estates Office or the Acting Head of the Estates Office.

The Panel shall consist of at least 6 members, three of whom shall be staff of the Estates Office and three of whom shall be members of staff of other units of the University.

- 1.2** The Chairperson of the Panel shall be appointed at the first meeting in each calendar year.

2. Frequency of meetings

- 2.1** The Panel shall meet at least three times in each calendar year.

3. Quorum

- 3.1** The quorum required for the transaction of business shall consist of at least four members of the Panel. A duly convened meeting of the Panel at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in, or exercisable by, the Panel.

4. Attendance at meetings

- 4.1** Ideally all Panel members should attend where possible to ensure a fair representation.
- 4.2** Where full attendance is not possible the numbers for a quorum as set out in clause 3.1 will be observed.

5. Appeal decisions, voting and minutes

- 5.1** Each appeal at a meeting of the Panel shall be determined by consensus but where, in the opinion of the Chairperson, consensus is not possible, the appeal shall be decided by a majority of the members present and voting on the appeal and, in the case of an equal division of votes, the Chairperson shall have a second and casting vote. All votes taken shall be recorded in the meeting minutes.
- 5.2** The Estates Office Manager will record all decisions of the panel in relation to appeals in the meeting's minutes and will convey the panel's decision to the appellants.

5.3 Minutes of all panel meetings are to be prepared and maintained for future reference.

6. Authority

- 6.1 The Panel is authorised by the Chief Operations Officer to raise any unresolved issues on which it deliberates to either the Director of the Estates Office or the Acting Head of the Estates Office as appropriate.
- 6.2 In addition to these terms of reference the Panel may draw up its own working procedures.

7. Terms of reference

7.1 The overall objective of the Panel is to oversee and evaluate all appeals made in relation to “Cars being Clamped” on any of the University’s campuses with the specific exceptions of the car parks listed at (a) to (c) below. These car parks are managed by an external provider of car park management services and as such fines levied in the car parks at (a) to (c) below are outside the remit of the panel.

- (a) The visitor’s car park directly opposite the University’s main reception on the Glasnevin campus.
- (b) The overflow car park directly behind the visitor’s car park on the Glasnevin campus.
- (c) The car park spaces situated outside of the Nubar and Student Hub on the internal campus road leading from the Ballymun road entrance to the Glasnevin campus.

7.2 The panel will:

- review the circumstances surrounding the clamping incident;
- approve a refund of the clamping fee if appropriate;
- maintain a record of the circumstances pertaining to appeals and the outcome of the panel’s deliberations;
- identify multiple offenders and propose mitigation actions which may to be taken by Senior Management for multiple offenders;
- review major risk incidents and escalation protocols if required; and
- keep a record of Panel judgments / precedents. This will help to ensure consistency over time in responding to similar appeals.

8. Reporting arrangements

- 8.1** The Panel shall report at least annually on its activities to the University's Chief Operations Officer. The report will include the Panel's opinion on the adequacy of the procedures with regard to clamping on any of the University's campuses.
- 8.2** The Panel shall arrange for the regular review of its terms of reference and shall submit any changes necessary to Chief Operations Officer for approval.

End.