



## **Terms of Reference - Special Committee**

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| <b>1</b>  | <b>Membership</b>                        | <p>1.1. The committee will comprise of three members of the Board of Governors</p> <p>1.2. The Chair of the Board of Governors, Principal, staff and student members may not be members of the committee.</p> <p>1.3. Where possible, unless it is reasonably impracticable to avoid, no person may sit on the committee who has been involved in any way in any action relating to the case to be considered leading up to the reference to the committee.</p>   |
| <b>2</b>  | <b>Authority</b>                         | <p>2.1 The committee shall have the authority to examine the matter brought before them and to take appropriate action in line with the College's Staff Disciplinary Policy.</p> <p>2.2 The committee is authorised by the Board of Governors to obtain guidance, if it considers it appropriate, from the College's human resources department or to obtain legal or other independent professional advice and, if it considers necessary, to secure the advice or attendance of those with relevant experience.</p> |
| <b>3</b>  | <b>Quorum</b>                            | <p>3.1 The quorum for meetings of the committee shall be three.</p>   |
| <b>4</b>  | <b>Frequency of Meetings</b>             | <p>4.1 The committee will meet as and when required.</p> <p>4.2 The committee shall convene a meeting as soon as possible after a reference to it and normally within ten days.</p>   |
| <b>5</b>  | <b>Responsibilities of the Committee</b> | <p>5.1 To determine the case for the dismissal of a senior post holder referred to the committee by the chair or vice chair of the Board of Governors, or a majority of the members of the Board of Governors.</p> <p>5.2 The committee will follow the procedure as set out in the College's Staff Disciplinary Policy.</p>  |
| <b>6</b>  | <b>Election of Chair</b>                 | <p>6.1 The chair of the committee will be selected from amongst its members.</p>  |
| <b>7</b>  | <b>Clerking the Committee</b>            | <p>7.1 The Clerk to the Governors shall act as clerk to the committee.</p> <p>7.2 If the Clerk to the Governors is the subject of the Special Committee, the Board of Governors will appoint an appropriate clerk for the meeting.</p>  |
| <b>8</b>  | <b>Reporting</b>                         | <p>8.1 The committee will report to the Board of Governors at its next meeting.</p>   |
| <b>9</b>  | <b>Date of Approval</b>                  | <p>11 July 2019 – Board of Governors.</p>   |
| <b>10</b> | <b>Next Review</b>                       | <p>December 2024</p>  |