



## **SPECIAL COMMITTEE TERMS OF REFERENCE**

The following Terms of Reference shall apply to meetings of the Special Committee under Article 12 of the Instrument and Articles of Government relating to the dismissal of a Senior Post-holder.

### **ROLE OF THE COMMITTEE**

If the Chair, or in his absence the Vice-Chair or a majority of the Corporation, consider it appropriate for the Governors to dismiss the holder of a senior post, a Special Committee shall be convened as soon as practical to examine the case for dismissal and to make recommendations to the Corporation.

The procedure to be followed at meetings of the Special Committee are documented within the Disciplinary Procedure for Holders of Senior Posts, as approved by the Corporation.

### **MEMBERSHIP**

The Committee will comprise at least 3 members of the Corporation, together with 2 reserves. The Chair, Vice-Chair, Principal and Staff and Student Members are ineligible for membership of the Committee (Article 12 (8)).

The Corporation will appoint members to the Committee and this will be reviewed annually.

### **QUORUM**

Meetings of the Committee shall be quorate only if 3 members are present.

### **COMMITTEE CHAIR**

The Committee will appoint one of its members to act as Chair. The Chair of the Committee is responsible for ensuring compliance with the Committee's procedure, taking advice as appropriate.

### **CLERKING ARRANGEMENTS**

1. The Clerk to the Corporation will ensure that appropriate clerking arrangements are in hand for the Committee. Normally this will be the Clerk to the Corporation.
2. If the Clerk to the Corporation is the subject of the Special Committee, the Governors will appoint a Clerk for the meeting.
3. The Clerk to the Corporation will circulate a report of the meeting to all members of the Corporation with recommendations.

### **FREQUENCY OF MEETINGS**

The Special Committee will meet as and when considered necessary by the Chair of the Corporation.

### **STANDING ORDERS**

The Corporation Standing Orders will apply to the running of the Committee as appropriate.