

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

SPECIAL COMMITTEE - TERMS OF REFERENCE

1. Membership

3 Members, to exclude the Chair of the Corporation, the Vice Chair of the Corporation (if that person has been involved in any investigations related to the designated senior postholder and/or the Clerk if he/she is the subject of the Special Committee), the Principal, the Staff Members, and the Student Member. A fourth Member shall be appointed to act as a Reserve.

2. Quorum

3 Members.

3. Appointment of Chair

The Committee shall elect a Chair from among its members.

4. In Attendance

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting. All persons In Attendance shall have no voting rights.

5. Meetings

The Committee shall meet as and when necessary for the proper discharge of its responsibilities.

The Clerk to the Corporation shall act as Clerk to the Committee, or if the Clerk is the subject of dismissal, then an Acting Clerk shall be appointed by the Corporation.

6. Terms of Reference

To receive and consider a referral from the Chair of the Corporation or, in the Chair's absence, the Vice Chair of the Corporation or a majority of the members of the Corporation, about the possible dismissal of a designated senior postholder and/or the Clerk.

To examine the case for the dismissal of a designated senior postholder and/or the Clerk.

To make recommendations to the Corporation on the dismissal of a designated senior postholder and/or the Clerk.

7. Review of Terms of Reference

The Clerk will review the Terms of Reference on a three yearly cycle and recommend any changes to the Corporation as appropriate.

Next review: November 2025