

BORDERS COLLEGE
CHAIRS' COMMITTEE
TERMS OF REFERENCE

1. Constitution

The Regional Board Chair, Vice Chair and Chairs of the Board Committees will constitute this Committee. There will be no representative from the Executive Team unless requested to attend by the Regional Board Chair.

- 1.1 **Quorum:** The Regional Board Chair and two members of the Committee will constitute a quorum.
- 1.2 **Chair:** The Regional Board Chair shall be Chair.

2. Terms of Reference

- 2.1 To advise the Regional Board on the selection/appointment of the Principal and Board Secretary;
- 2.2 To advise the Regional Board on any matters relating to the misconduct on the part of the Principal, Board Secretary or Board member;
- 2.3 To manage staff disciplinary procedure appeals in the case of punitive disciplinary action including dismissal, and to consider any appeal where - in exceptional circumstances - a warning is issued to a member of staff by the Principal in person. As referenced in the College Employee Disciplinary Policy and Procedure dated January 2020;
- 2.4 To consider any proposed severance package prior to submission to the Regional Board in terms of the College's Staff Severance Policy and Scottish Funding Council guidelines/rules, where this relates to the Principal and/or Executive Team or other member of staff as required by Scottish Funding Council (SFC) guidance;
- 2.5 To manage the grievance procedure for staff where the grievance is against the Principal;
- 2.6 To manage grievance appeals where the grievance is against a member of the Executive Team;
- 2.7 To oversee any urgent matter that may, in the opinion of the Chair of the Regional Board, affect the operation of the College, excepting however matters specifically reserved for Board **decision** and excluded from any delegation all as set out in the Regional Board's Scheme of Delegation as constituted from time to time or relevant legislation;

- 2.8** To consider and make recommendations to the Regional Board on any matters of unusual or special interest not within the remit of another Committee;
- 2.9** To review the Terms of Reference for this and all other sub-chairs annually; and
- 2.10** To provide an annual report to the Regional Board.

3. Meetings

Meetings of the Committee shall be called by the Chair of the Regional Board and invitations to attend will in each case be issued to the Vice Chair of the Regional Board and the Chairs of each of the Committees of the Regional Board.

Invitations to attend may also, at the discretion of the Chair of the Regional Board, be issued to further or all members of the Regional Board depending on the nature of the business proposed to be dealt with at any meeting of the Committee.

The Committee will meet as deemed necessary by the Chair of the Regional Board.

4. Reporting

The Chair of the Regional Board shall make an oral or written report, as is appropriate, at the following Regional Board meeting or earlier if necessary.

Approved by the Board – 1 Dec 2022

Date of Next Board Review – June 2023