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REGIONAL BOARD REPORT

Subject: Committee Terms of Reference – Chair’s Committee	Purpose: For Approval <input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input type="checkbox"/>
Prepared by: Ingrid Earp	Date: 19/11/20
Purpose: To update the Chair’s Committee Terms of Reference (ToR) to reflect wording in the latest version of the College Policy on Employee Disciplinary Policy and Procedure.	
Linked to Strategic Ambition: Take a leading role in enabling an inclusive, resilient and sustainable Scotland	
Executive Summary: The attached paper shows tracked changes of the amendments proposed to the Chair’s Committee ToR, largely to reflect the College policy referred to in the ToR but also to clarify constitution and reporting.	
Recommendation: The Board approves the amendments to the ToR.	
Previous Committee Approvals: No	
For publication <input checked="" type="checkbox"/>	For publication with redactions <input type="checkbox"/> Not for publication <input type="checkbox"/>

BORDERS COLLEGE
CHAIR'S COMMITTEE
TERMS OF REFERENCE

1 Constitution/Meetings

The Regional Board Chair, ~~Vice Chair and Chairs of the Board Committees and various other Members of the Regional Board~~ 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.
- 1.3 **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.

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 manage grievance procedure for staff where the grievance is against the Principal;
- 2.5 To manage grievance appeals where the grievance is against a member of the Executive Team;
- 2.6 -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;

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2.7 To consider and make recommendations to the Regional Board on any matters of unusual or special interest not within the remit of another Committee.

3 Frequency of meetings and Reporting

The Committee will meet as deemed necessary by the Chair of the Regional Board. ~~All members of the Regional Board shall receive a copy of the minutes of each meeting and~~ 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: ~~December 2019~~

~~Date of next Board review: December 2021~~