



**LLANDRILLO COLLEGE
FURTHER EDUCATION CORPORATION**

**TERMS OF REFERENCE OF THE
REPORTING COMMITTEE**

Recommended by the Employment & Safety Committee:

6 June, 2006

Approved by Corporation Board:

28 June, 2006

LLANDRILLO COLLEGE FURTHER EDUCATION CORPORATION

REPORTING COMMITTEE TERMS OF REFERENCE

1. Status and Authority

- 1.1 The Reporting Committee shall be convened by the Clerk to the Corporation (unless he/she is the subject of the investigation) at the request of the Chair or Vice Chair under the terms of Article 10(3)-(5) of the Articles of Government, normally within 10 working days.
- 1.2 The Reporting Committee is authorised by the Corporation to investigate any activity within its terms of reference. It is authorised to seek any information it requires either externally or from any employee of the College and all employees of the College are directed to co-operate with any request made by the Reporting Committee.
- 1.3 The Reporting Committee in pursuit of the above may obtain outside or other professional advice and secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, normally in consultation with the Chair or Vice Chair of the Corporation. It may not, however, incur direct expenditure in this respect in excess of [£1,000 excluding VAT] without the prior approval of the Chair or Vice Chair of the Corporation.

2. Terms of Reference

- 2.1 The Reporting Committee shall be responsible for examining the case for dismissal of holders of senior posts/the Clerk to the Corporation (if he or she is also a member of staff) and preparing a written report, including recommendations as to the decision to be taken by the Special Committee, for consideration by the Special Committee.

3. Membership

- 3.1 The Chairman and members of the Reporting Committee shall be selected by the Chair of the Corporation, or in his/her absence, the Vice Chair.
- 3.2 The Reporting Committee shall consist of no fewer than one and no more than five members of the Corporation.
- 3.3 Members of the Special Committee, the Chair, Vice Chair, Principal and staff or student members of the Corporation shall not be members of the Reporting Committee.
- 3.4 The Clerk to the Corporation shall act as Clerk to the Reporting Committee except where he/she is the subject of the investigation in which case an appropriate alternative person will be appointed by the Chair.

4. Reporting Committee Procedures

- 4.1 The Reporting Committee shall investigate the case for dismissal of the senior post/the Clerk (as the case may be) and compile a written report for the Special Committee. The report must set out the facts of the case and any matter which the Reporting Committee considers should be taken into account by the Special Committee in their consideration of the case, and shall include recommendations as to the decision to be taken by the Special Committee. A copy of the report shall be sent to the holder of the senior post/the Clerk (as the case may be).

These Terms of Reference shall be subject to the provisions of the Instrument and Articles of Government.

- 4.2 The Reporting Committee may require any person to appear or to produce evidence relevant to the case under discussion.

These Terms of Reference shall be subject to the provisions of the Instrument and Articles of Government.