

**THE CORPORATION**  
*of*  
**THE SIXTH FORM COLLEGE, COLCHESTER**



**DISCIPLINARY COMMITTEE**

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STANDING ORDERS AND TERMS OF REFERENCE 2022-2023

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In accordance with the Instruments and Articles of Government, Disciplinary and Disciplinary Appeals committees will be established to examine the case for disciplinary action against a Senior Post Holder. The committees, to be known as the Disciplinary and Disciplinary Appeals Committee' may take independent professional advice before examining any case and before making any decision.

*Notwithstanding the provisions of article 16(1)(c)(i)<sup>1</sup> It should be noted that the Chair, or in their absence, the Vice Chair, may dismiss with immediate effect, if the circumstances are such that immediate dismissal is justified by the conduct of the Senior Post Holder.*

### **Standing Orders**

#### **Membership**

3 persons drawn from the membership of the Search & Governance and Remuneration Committees. Only Corporation members without prior knowledge of the facts to be considered are eligible to serve on the committee.

The Principal, staff and student members are not eligible to serve on the committee.

#### **Chairman**

A Chair will be appointed from among those appointed as members of the committee.

#### **Quorum**

3 committee members

#### **Clerking**

Where the matter under consideration involves the Clerk to the Corporation an independent clerk to the committee will be appointed.

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<sup>1</sup> Article 16(1)(c)

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**Terms of Reference**

To examine allegations of serious misconduct or poor performance involving Senior Post Holders and make subsequent recommendations to the Corporation.

**Misconduct investigation & hearing procedure**

1. Cases will be referred to the Committee by the Chair of the Corporation, or in their absence the Vice Chair of the Corporation, or a majority of the members of the Corporation.
2. The chair of the committee will, following the reference of a case to the Committee, convene (including making appropriate clerking arrangements) and initially chair the Committee.
3. The timing and procedure for all hearings and the conduct of the Disciplinary Committee will follow those outlined in the senior post holder discipline and dismissal procedures.
4. Senior Post Holders are afforded the right of appeal to a committee appointed by the Corporation [see Disciplinary Appeals Committee terms of reference].

**THE CORPORATION**  
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**DISCIPLINARY APPEALS COMMITTEE**

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STANDING ORDERS AND TERMS OF REFERENCE 2022-2023

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**Terms of Reference**

To hear the appeal of a Senior Post Holder following the outcomes of the Disciplinary Committee's meeting.

To determine whether or not to uphold the appeal and whether any subsequent recommendations should be made to the Corporation.

**Standing Orders**

**Membership**

3 persons drawn from the members of the Corporation. Only Corporation members without prior knowledge of the facts to be considered are eligible to serve on the committee e.g. those who have not served as a member of the Disciplinary Committee.

The Principal, Staff and Student members are not eligible to serve on the committee

**Chairman**

A Chair will be appointed from among those appointed as members of the committee.

**Quorum**

3 committee members

**Clerking**

Where the matter under consideration involves the Clerk to the Corporation an independent clerk will be appointed.