



# Pay & Personnel Committee

## Terms of Reference

The Board of Trustees has established a Pay & Personnel Committee to oversee the development of a robust personnel management policy framework for the trust, with the aim of ensuring that the Trust is well staffed with suitably qualified and experienced staff within an agreed budget.

### 1. Responsibilities

- To advise the Board regarding pay policy, annual pay reviews for executives, teaching staff and support staff.
- To advise the Board on strategic matters with personnel implications and other key matters.
- The work of the Committee must reflect a good understanding of personnel legislation that applies to the Trust.
- The Committee is required to determine compliance systems that give assurance that the Trust is meeting its statutory and legal responsibilities in relation to its staff.

### 2. Authority

The Pay and Personnel Committee:

- is a Committee of the Academy Trust Board and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.
- is authorised to request any information it requires from any employee, external audit, internal audit or other assurance provider.
- may obtain outside legal or independent professional advice it considers necessary to carry out its responsibilities normally in consultation with the Accounting Officer and/or the Trust Board.

### 3. Composition

- Membership of the Committee will comprise a minimum of three and a maximum of five committee members. At least two of these committee members must be trustees.
- Until otherwise determined by the Board of Trustees, a quorum shall consist of two members of the committee.
- Staff employed by the Trust may be invited to attend the Pay and Personnel Committee to provide information and participate in discussions but should not be members of the committee.
- Any trustee may attend a meeting of the Pay and Personnel Committee, including those who are not members of the Pay and Personnel Committee.
- The chief executive officer/accounting officer should also attend meetings.

### 4. Reporting

The Pay and Personnel Committee will:

- report back to the Trust Board at least three times a year.
- provide minutes of all Committee meetings for review at board meetings.

## **5. Terms of Reference**

To recommend to the Board of Trustees adoption of policies assigned to this group as identified in the central Trust policies list.

The powers and functions delegated by the Board to the Pay and Personnel Committee are set out below:

### ***Pay***

- 1 To operate in accordance with the Trust's appraisal policy. This includes the appraisal process for the CEO, Headteachers/Principals and all staff and pay determination.
- 2 To moderate pay decisions across the academies.
- 3 A panel selected from the Committee to hear any appeal by a teacher employed at any academy against the outcome of their threshold assessment application.
- 4 A panel from the Committee to hear any appeal by an employee employed at any academy against the outcome of their appraisal.
- 5 To determine annually, in accordance with the School Teachers' Pay and Conditions Document the Appraisal and Pay Policies adopted by the trust.
- 6 To determine annually, in accordance with the adopted Pay Policy and any appropriate regulations and agreements, the salaries and gradings of support staff.
- 7 To deal with any other matters relating to pay, appraisal and employment as may be referred by the Board.

### ***Grievances***

- 8 To consider staff grievances where there is a referral under the grievance procedure adopted by the Board. A panel comprised of members of the Committee will consider the grievance and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure. Normally, grievances will be heard by a panel of governors selected from Local Governing Bodies.
- 9 To consider staff complaints of harassment where there is a referral to the Committee under the procedure adopted by the Board. The Committee will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted policy. Normally, this will be heard by a panel selected from LGBs.

### ***Staff Discipline/Dismissals***

- 10 Under the disciplinary or capability procedures for the Headteacher/Principal adopted by the Trust Board, to consider formal action against the Principal and for a panel comprised of members of the Committee to make a determination as provided for under either procedure. The Committee will be responsible for the future review of any sanction short of dismissal as required under the relevant procedure.
- 11 Under the disciplinary or other relevant procedures (e.g. relating to capability, staff reductions or incapability due to ill-health) adopted by the Board, to make any determination that any member of staff employed at an Academy should be dismissed from

their post. This would normally be heard by a panel of governors from Local Governing Bodies.

- 12 Before taking a decision on dismissal, to give the member of staff concerned an opportunity to make representations on the proposed action and to consider those representations at a formal meeting conducted in accordance with the relevant adopted procedure.
- 13 Where it is determined that a member of staff should be dismissed, to ensure that the member of staff is notified of the decision, the reason for it and that the member of staff has a right of appeal against the decision.

### **Staff Appeals**

- 14 Under the disciplinary procedure or capability procedure adopted by the Board, to consider any appeal against a sanction short of dismissal issued by the Principal or by the staff discipline/dismissal Committee to a member of staff employed at the Academy.
- 15 Under the disciplinary or other relevant procedures (e.g. relating to capability, redundancy or incapability due to ill health) adopted by the Board, to consider any appeal against a decision of the staff discipline/dismissal Committee to dismiss from their post a member of staff employed at the Academy.
- 16 To consider appeals under other procedures as may from time to time be delegated by the Trust Board, including appeals under the academy's adopted Pay Policy.

### **Personnel**

- 17 To receive reports and make recommendations to the Board on all aspects of matters relating to staff at the academies.
- 18 To advise on the strategic planning of human resources.
- 19 To monitor the communication and consultation of policies and processes to staff and review feedback.
- 20 To advise on the means of achieving active participation by staff in policy development.
- 21 To advise and recommend revisions to those policies which affect staff, including but not limited to those which relate to recruitment, retention, record-keeping, induction, training, allegations against staff, equalities, discipline and grievance, professional conduct, professional development, charging and remissions, training, performance management, management of stress, trade unions, whistle-blowing and pay.
- 22 To ensure the legal requirements for ECT induction are complied with.
- 23 The Board delegate the appointment of all staff to the relevant Headteacher/Principal, with the exception of Headteacher/Principal appointments that are made by the CEO.

## **6. Membership**

<b>Name of Committee Member</b>	<b>Role</b>
Christopher Watt (Chair of Trustees)	Chair of Pay & Personnel Committee
Jo Chitty (Trustee)	Committee Member
Sarah Jones	Committee Member
Jamie Clarke (CEO)	Ex Officio/CEO/Accounting Officer
<b>Invited to attend</b>	

Belinda Bowers	Governance Professional
Sue Wagstaff	CFO
Camillia Salter	HR

<b>Quorum:</b>	<b>At least 2 members of the committee</b>
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<b>Date Committee established:</b>	<b>September 2016</b>
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<b>Date of next review:</b>	<b>September 2025</b>
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<b>History of amendments</b>	
Committee reviewed & approved ToR	9 Oct 2020 8 Oct 2021 27 Sep 2022 25 Sep 2023 24 September 2024
Thomas Schilling resigned as trustee and committee member	November 2022