

Terms of Reference for the People and Their Working Environment Committee

Constitution

The Trust Board hereby resolves to establish a committee of the Trust Board to be known as the People and Their Working Environment (referred to as People's Committee) Committee.

Membership

The committee shall be appointed by the Trust Board.

All members of the committee shall be independent non-executive Trustees and shall consist of not less than three (3) members. The committee is quorum with minimum of three (3) trustees.

The Chair of the committee shall be appointed by the Trust Board from amongst the independent non-executive directors. The Vice Chair of the committee shall be appointed by the Trust Board from amongst the independent non-executive directors.

The Chair should have the necessary background and/ or qualifications to undertake the role effectively.

Attendance at meetings

The CEO, DCEO, Director of Operations shall normally attend meetings or part of meetings at the invitation of the Committee. The Chair of the Trust, other Board members and senior officers may also attend if invited by the committee. The committee has the right to exclude any Executive Director and any other attendees during any part of committee business.

Frequency of meetings

Meetings shall be held not less than three (3) times a year.

Purpose

The committee is authorised by the Trust Board to

- Investigate any activity within its terms of reference.
- seek any appropriate information that it requires from any officer of the Trust and all officers are directed to co-operate with any request made.

Responsibilities

The committee is responsible for recommendations to the Trust Board on policy, based on the proposals received from the Executive. The committee will challenge the Executive to ensure proposed changes make sense for the Trust as a whole.



The main responsibilities of the committee shall be:

Employee Pay and Performance Development

- To receive proposals from the Executive with regard to policies for performance development and pay for the schools and the central team, and where required to recommend such policies to the Trust Board for approval.
- To maintain oversight of performance development and pay awards across the Trust.
- To monitor and evaluate the performance of the CEO and to recommend to the Trust Board the remuneration and other employee benefits for the CEO.
- To review and approve pay and remunerations decisions affecting individuals paid in excess of £100,000 per annum across the Trust.
- To approve inflationary pay award decisions for implementation across the Trust in line with national recommendations.

Staff Grievance, Discipline, Dismissals and Appeals

- To receive proposals from the Executive with regard to policies for staff discipline and grievances (including complaints) for the schools and the central team, and where required to recommend such policies to the Trust Board for approval.
- To consider individual cases that may be delegated to the committee by the Trust Board or that may be required as part of the escalation processes under these policies.
- To manage such processes on behalf of the Trust Board in relation to the CEO, where such delegation has been made by the Trust Board.

Workforce Strategy

- To advise on the strategic planning of the Trust's human asset.
- To receive reports from the Executive and make recommendations to the Trust Board on workforce planning and school staffing structures.
- To receive, and comment on, regular reports from the Executive relating to all aspects of the workforce, which may for example include
 - staff absence rates
 - staff turnover rates
 - ratios of staff type, by school
 - ratio of staff to pupil by school
 - Recruitment and retention data
 - pay analysis, such as average salaries and level of TLRs
- To review, at least on an annual basis, the staffing establishment for each school and the central team, ideally in advance of the approval of the annual budget for the following academic year.

Estates

- To advise on the strategic planning of the Estates Management and Development.



- To receive reports from the Executive and make recommendations to the Trust Board on Capital Planning and Sufficiency.
- To receive, and comment on, regular reports from the Executive relating to all aspects of Estate, which may for example include
 - Repairs
 - Condition Surveys
 - Asbestos reporting
- To review, at least on an annual basis, the Estate for each school and the central team, ideally in advance of the approval of the annual budget for the following academic year.

Other

- To review and approve policies that are brought before the committee in relation to the workforce, including but not limited to, remuneration and benefits, recruitment, performance development, capability, discipline, grievance and Trade Unions.
- To support the Executive in relation to interactions with Trade Unions.
- To comment on, and input to, the Trust approach with regard to staff training and continuous professional development.
- To work with the Executive on matters of employment law in order to advise the Trust Board.
- To review the Trust Health and Safety policy, processes and procedures, and to receive reports on health and safety issues and incidents on behalf of the Trust Board.
- To review the strategic risks, and the adequacy and delivery of any mitigating actions, in relation to the areas delegated to the committee.

Reporting

All meetings will be minuted.

Minutes checked, approved and signed.

All documentation related to Trustee and LGC will be stored on TTG.

Reporting procedures

All meeting will be minuted, these must be check and signed for accuracy.

Board minutes and any supplementary notes from the chair are provided to the Trust Board in advance of the meeting (subject to the need to protect matters of individuals' confidentiality) to allow trustees time to read and formulate questions of the Chair at the Trust Board meeting.

All documentation related to Trust Board will be saved in TTG.