Respect Collaboration Trust

Terms of Reference for Pay and Remuneration Committee

Constitution

The Trust Board has resolved to establish a committee of the Trust Board to be known as the Pay and Remuneration 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 a 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 shall normally attend meetings, or parts thereof, 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.

Frequency of meetings

Meetings shall be held not less than once (1) times a year.

Purpose

The committee is authorised by the Trust Board to:

- Review executive leaders pay.
- Determine the Chief Executive Officers Pay.

Responsibilities

The responsibilities of the committee shall be:

- To maintain an oversight of the academy Trust's executive pay and report appraisal progression of the Chief Executive Officer pay to the Trust Board

Respect Collaboration Trust

The Pay and Renumeration Committee will:

- Advise the Board on pay progression of executive leaders
- Ensure the CEO's appraisal is appropriately managed providing both support and challenge
- To ensure colleagues earning over £100,000 are documented appropriately and displayed in accordance with the Academy Trust Handbook
- To hear appeals over pay challenges, where appropriate that cannot be resolved by Trust Leaders.

Reporting

All meetings will be recorded (excluding the CEO's appraisal meetings)

Minutes checked, approved and signed.

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

Reporting procedures

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