

**Terms of Reference:**

**Human Resources Committee:**

The board of Directors (the Trust Board) of Hamwic Education Trust (HET) has established a committee of the Trust Board to be known as the Human Resources Committee (the Committee).

**Committee Purpose:**

The Committee's purpose is to oversee strategy and policy in all matters relating to the recruitment, reward, retention, motivation and development of HET's staff. The Committee will make the decisions in these areas in relation to the CEO and Executive Team.

**Membership:**

- The number of Directors appointed to the Committee by the Trust Board will be a minimum of 3 and a maximum of 5
- A Chair of the Committee will be appointed by the Trust Board
- The Committee will be supported by the Clerk to the Trust Board
- The CEO and Head of HR will attend Committee meetings to provide information and advice as required
- Additional Trust staff will attend Committee meetings to provide information and advice when required

**Authority:**

The Committee is authorised by the Trust Board to:

- Undertake any activity authorised by these terms of reference
- Seek any appropriate information that it requires from any employee of the Trust and all employees are directed to co-operate with any request made by the Committee
- The Committee is authorised by the Board to obtain outside legal or other independent professional advice if it considers this necessary

**Quorum:**

- The quorum for each meeting will be 50% of the membership rounded up.
- Decisions of the Committee will be taken by a simple majority of those present
- No vote on any matter shall be taken at a meeting of the Committee unless a member of the Trust Board is present
- The Chair will have the casting vote where the vote is tied

**Meetings:**

- The Committee will meet at least three times per year
- Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days notice
- Unless otherwise agreed, notice of each meeting confirming the venue, date and time, together with an agenda, shall be sent to each member of the Committee by the Clerk to the

Trust Board and any other person invited or required to attend no few than seven clear days prior to the date of the meeting

- If the Chair is not able to attend the Committee a temporary Chair may be appointed for the purposes of the meeting by the Committee members
- A register of attendance shall be kept for each Committee and published annually
- The minutes of the Committee will be shared with the Trust Board
- Minutes will be produced, approved by the Chair and circulated to the Committee within 14 days of the meeting

### **Responsibilities:**

### **Main Duties:**

The main duties of the Human Resources Committee are as follows:

- To recruit, appoint and set the remuneration of the CEO and Executive Team of the Trust
- To hold the CEO to account through effective performance management and setting of clear targets
- To hold oversight of the pay and terms and conditions of service of all employees in the Trust
- To review and recommend to the Board any significant changes to staffing structures within the Trust and its academies
- To monitor staff wellbeing
- To ensure effective measures are in place to promote equality and diversity in employment

### **Detailed Responsibilities – Executive Team:**

The Human Resources Committee shall consider and advise the Trust Board on the following specific matters:

- The recruitment and appointment of the CEO and Executive Team of the Trust
- To agree the CEO's key objectives for the forthcoming year and how these will be measured
- The setting of remuneration for the Executive Team based on performance and benchmarked against other similar Trusts within the sector
- To undertake the role of the disputed resolution panel to consider appeals against the Chief Executive Officer or Academy Trust decisions
- Involvement in the recruitment and appointment of other senior roles as required
- Ensure the board has a senior management succession plan which minimises the risk to business continuity in the event of resignations or long term absence

### **Detailed Responsibilities – Pay & Conditions:**

The Human Resources Committee shall consider and advise the Trust Board on the following specific matters:

- To review and advise the Board on any changes to the pay and terms and conditions of service of all employees in the Trust
- To review and advise the Board on pay policy (Trust and School policies)
- Review consistency of School Leader pay and approve requests outside of the STPCD (Standard Teachers' Pay and Conditions Document)

### **Detailed Responsibilities – Staffing Structures:**

The Human Resources Committee shall consider and advise the Trust Board on the following specific matters:

- To review and advise the Board on any significant changes to staffing structures within the Trust
- To approve the business plan for any significant restructure for the Managed Services team that are likely to involve redundancies (voluntary or statutory) and associated costs or have the potential risk of future costs associated with employment tribunals or legal action
- To agree individual voluntary redundancy, statutory redundancy and other payments (settlement agreements, payments in lieu of notice, etc.) in line with the limits set in the Trust Financial Handbook and the DfE's Academy Financial Handbook
- To consider, determine and keep under review effective arrangements for consultation with staff as a whole and for negotiation and consultation with appropriately recognised Trade Unions and/or other representatives

### **General:**

- To review or investigate any other matters referred to the Committee by the Trust Board
- To draw any significant recommendations and matters of concern to the attention of the Trust Board

### **Policies:**

The following policies will be reviewed and scrutinised for recommendation to the Trust Board:

- Pay policy (School and Trust)
- Managing Allegations Against Staff policy
- Staff Disciplinary policy
- Staff Grievance policy
- Performance Management policy
- Recruitment policy
- Reorganisation policy
- Absence policy

### **Terms of Reference Review/Approval:**

The Committee will review its work and these terms of reference annually and will report the outcome and make recommendations to the Trust Board as appropriate.