

Terms of reference for the HR and Pay Committee of South Essex Academy Trust (SEAT)

General terms

- To assist the decision making of the board of directors, by enabling more detailed consideration of matters delegated to the committee.
- To act on matters delegated by the board of directors.
- To make recommendations to the board of directors.
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum and voting

- The quorum for each meeting will be three directors.
- The chair will have a casting vote on any equality of votes.
- Any decisions taken must be determined by a majority of committee members present and voting - but no vote can be taken unless a majority of those present are directors.
- No member of the committee may participate or vote in discussions and decisions where s/he has a pecuniary or other interest.

Membership

- At least three and no more than five directors plus other non-directors appointed to the committee by directors as required, however the majority of members of the committee shall be directors.
- Committee membership will be published on the trust website.

Chair

- The chair of the committee will be appointed by the board of directors.

Meetings

- The HR and Pay committee will meet once per term as set out in the governance calendar and additionally as required by the board of directors.
- The committee meetings will not be open to the public, but minutes shall be made available on request.
- Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- Agendas and associated papers for forthcoming meetings will be made available to all committee members at least seven days in advance of the meeting.
- Committee papers will be available to all directors (not just those on the committee)
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).

- The draft minutes of each meeting will be circulated to committee members once agreed by the chair and CEO.
- Agreed minutes will be approved and signed by the committee chair at the next committee meeting.
- Agreed and/or approved minutes will be presented to the board of directors at their next meeting.
- The chair of the committee (or in his/her absence another member of the committee) will report to the board of directors any recommendations made by the committee and any delegated decisions taken by the committee.

Committee tasks and duties

The committee shall exercise the responsibilities and duties delegated by the board of directors as set out in these terms of reference and the scheme of delegation:

HR

- Maintain oversight of the trust's HR policies and procedures.
- Guide and support the board of directors in fulfilling its legal and regulatory responsibilities for the employment of staff in line with the trust's vision, ethos and values.
- Guide and support the board of directors in developing a staff body with appropriate knowledge, skills and expertise to enable the trust to fulfil its vision and achieve its strategic objectives.
- Guide and support the board of directors in monitoring and managing the working conditions, work/life balance and wellbeing of trust employees including absence and sickness.
- Make recommendations on trust staffing and pay structure to the board of directors.
- Review and approve policies delegated to the committee in the scheme of delegation.
- Review and respond to proposals for the restructuring and redundancy of staff. The committee shall ensure that proposals are compliant with relevant legal and regulatory requirements and with the trust's relevant policies.
- Recommend any changes to terms and conditions to the board of directors.
- Establish and oversee the operation of the appraisal policy, including the arrangements and operation of appraisal procedures for the CEO.
- Establish staff selection and recruitment procedures.
- Ensure that staffing and recruitment procedures follow equalities legislation.
- Ensure recruitment procedures conform with safer recruitment practices.
- Annually review procedures for dealing with staff discipline and grievances and make recommendations to the board of directors for approval.
- Monitor approved procedures for staff discipline and grievance.
- Ensure the Gender pay Gap report meets statutory requirements.

Pay

- Ensure that sufficient funds are allocated in the budget to enable eligible staff to progress through the pay scales, subject to them meeting their performance objectives.
- Use appropriate discretion and flexibility within the terms and conditions documents to recruit, reward and retain the highest quality staff according to the needs of the trust.
- Ensure all staff are treated fairly and equitably.

- Consider appropriate pay relativities when conducting pay reviews and be mindful of the public sector equality duty.
- Ensure pay and reward decisions fairly reflect staff responsibilities, achievements and contributions with regard to the applicable professional standards.
- Ensure that each member of staff receives an annual written statement of their salary details.
- Ensure that job descriptions accurately reflect the responsibilities of the post and are reviewed and updated regularly.
- Determine annually salary progressions for eligible staff following recommendation by the CEO.
- Approve support staff pay determinations following the recommendation of the CEO.
- Recommend any salary increments for the CEO to the board of directors, having carried out the appraisal process.
- Monitor and report to the board of directors the annual patterns of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- Determine, with the CEO pay ranges for all staff on the leadership scale.
- Determine the pay range on the leadership scale for the CEO.
- Hear appeals by any teacher employed at any academy against the outcome of their threshold assessment outcome.

Appeals

- Appeals against any decisions of the pay committee will be managed in accordance with the procedure within the trust pay policy.

General

- Review annually the terms of reference of the HR & pay committee and make any recommendations to the board of directors.
- Deal with any other matters related to pay, appraisal and employment as directed by the board of directors.
- Report any risk relating to the committee's area of operations to the board of directors.