APPENDIX F: TERMS OF REFERENCE OF PEOPLE COMMITTEE

1. Version Control

Version	Date	Author/comment
Vn 9	08/05/18	GS: amends re membership and quorum/formatting and consistency
Vn10	16/05/18	CT Formatting and Consistency + Proposed amendments
Vn 11	18/05/18	GS/CT amends as per Governance Ctee 18.05.18
Vn 12	13/07/18	GS amends as per Board comments
Vn 13	04/10/18	GS amends to ensure trustee majority agreed by Trust Board 12 October 2018
Vn 14	23/01/20	AA/NH/GS amends
Vn 15	09/04/20	GS amends following HR Committee review
Vn 16	16/07/21	Trust Board approves updates
V1	12/05/23	Trust Board approves reviewed ToRs following merger
V2	Nov 2024	Annual Review
V3	Dec 2024	Clarification on quorum and voting. Addition of risk monitoring.
V3	Dec 2025	Annual review- no changes

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In accordance with Articles 105 and 137 of the Articles of Association, the Board of Trustees has established a People Committee. The Board of Trustees delegates authority to the People Committee to act in accordance with the approved Terms of Reference as stated below.

The Terms of Reference of the Trust's various committees, along with the Articles, the Scheme of Delegation and the Trust's policies issued from time to time form the framework by which the Trust is governed and managed, and in particular:

- how the Trustees ensure compliance with the various statutory and regulatory requirements placed upon them
- the relationship between the Trustees, the Local Governance Committees, the Executive Leadership Team, and (in the case of Church schools) the local Diocese
- how the Trustees, local governors and the executive leadership team work together effectively

These Terms of Reference may be amended at any time by decision of the Trustees.

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PURPOSE

1. The overall purpose of the People Committee is to:

a. consider, determine and keep under review any strategies and policies for staffing and organisational development
b. 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.
c. ensure effective measures are in place to promote equality inclusion and diversity in employment.
d. ensure effective measures are in place to promote and monitor staff well-being
e. review and approve strategy and policy in all matters relating to the recruitment, reward, retention, motivation and development of the Trust's staff
f. monitor relevant Key Performance Indicators such as staff turnover and absence and Chair to provide summary to the Board
g. approve, following input from Finance specialists, annual cost of living pay awards within the context of national and local agreements and the wider employment market.
h. support the Board in providing an added level of scrutiny in the monitoring of the Trust's compliance with its statutory obligations in relation to employment law.
i. ensure that the Trust communicates appropriately with staff and trades unions in all matters pertaining to pensions terms and conditions.
j. review, on a regular basis, its own performance, constitution, and terms of reference to ensure it is operating at maximum effectiveness.
k. Ensure that risks allocated to the committee are reviewed and monitored regularly and at least twice a year.

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MEMBERSHIP

1. Membership of the People Committee will comprise four or ideally five committee members including a majority of Trustees.

2. The Trust Board shall appoint committee members with relevant expertise drawn from the membership of the Board and LGCs. In appointing the committee membership the Board will ensure that the committee has the right balance of skills, knowledge and experience overall to fulfil its remit.

3. The chair of the People Committee will be a Trustee and will be appointed as the committee Chair by the Board, taking into account the required skills and experiences required for the position and the balance of chairing responsibilities within the Trust. The Committee may appoint a Vice-Chair.

4. The committee will be supported by the Trust's Director of People as the lead professional and the Chief Operating Officer on matters with financial implications.

Attendance

5. The Committee may ask the Chief Executive Officer and any other senior executive to attend meetings of the Committee either regularly or by invitation.

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6. The Committee may also ask any other person whose attendance they consider necessary or desirable to attend any meeting either regularly or by invitation.

7. Clerking support will be made available for the Committee.

CONSTITUTION

1. **Frequency of meetings:**

   a. There will be at least three meetings of the People Committee per academic year.
   b. Additional ad hoc meetings be arranged as required.
   c. Time limited ad hoc working groups may be established as required. Such working groups should have clear terms of reference to clarify their purpose and reporting lines to the People Committee. The creation of any working group must be reported to the Board or relevant sub-committee to ensure consistent working across the Trust.

2. **Quorum and Voting:**

   a. The quorum shall be three Committee members, including a majority of Trustees.
   b. For every matter that requires a decision at a People Committee meeting, the Chair should encourage discussion of the pros and cons of the various options with a view to reaching a consensus. Where, after adequate

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discussion, the meeting has reached a clear consensus, the Chair should summarise the position which must be formally recorded as a decision in the minutes. Where a consensus is not possible or not clear, the Committee may wish to defer the matter for further investigation or reach a decision through a formal vote, with the Chair having the casting vote if necessary. For matters of major significance or where some individuals could be influenced by others, consideration should be given to conducting a secret vote. The outcome of any vote must be recorded in the minutes.

c. Where a meeting is anticipated to be or becomes inquorate, the clerk may ask the Chair or Vice Chair of the Trust Board to attend and vote in order to restore the quorum.

d. When other trustees join a meeting in a visiting capacity, they are not able to vote (unless attending under the provisions of c. above).

3. Terms of Office:

The terms of office of the members shall be as follows:

a. Trustee Chair - appointed annually by the Trust Board

b. Other members: four years, renewable as agreed between the Board and the member, subject always to the needs of the Trust and to the member's term of office as a Trustee/Governor.

4. Integrity and Openness:

a. Committee members must comply with the Trust's Code of Conduct and policy on conflicts of interest.