

## Terms of Reference of Human Resources Committee

### 1. Version Control

Version	Date	Author/comment
Vn6	16.02.18	Amends following R and S
Vn 7	19.02.18	Check and minor amends GS
Vn 8	20.02.18	GS: Removed reference to electronic voting
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

## Terms of Reference of Human Resources Committee

In accordance with Articles 105 and 137 of the Articles of Association, the Board of Trustees has established a Human Resources Committee. The Board of Trustees delegates authority to the Human Resources 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 Academy Governance Committees, the Executive Leadership Team, and (in the case of Church Academies) the local Diocese
- how the Trustees, local governors and the executive team work together effectively

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

## Terms of Reference of Human Resources Committee

### PURPOSE

#### 1. The overall purpose of the Human Resources Committee is to:

- a. consider, determine and keep under review any strategies and policies for human resources 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 and diversity in employment
- d. ensure effective measures are in place to promote and monitor staff well-being
- e. develop strategy and policy in all matters relating to the recruitment, reward, retention, motivation and development of the Academy Trust's staff
- f. monitor HR 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 HR
- 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.

## Terms of Reference of Human Resources Committee

### MEMBERSHIP

1. Membership of the Human Resources Committee will comprise five committee members including a majority of Trustees.
2. 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 Human Resources 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 Head of HR as the lead professional and the Chief Operating Officer on matters with financial implications

### Attendance

5. The Committee may ask the Chief Executive and any other senior executive to attend meetings of the Committee either regularly or by invitation.
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. The Chief Operating Officer will ensure that clerking support is available for each meeting.

## Terms of Reference of Human Resources Committee

### CONSTITUTION

#### 1. Frequency of meetings:

- a. There will be at least three meetings of the HR 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 HR 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 an HR 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 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.

#### 3. Terms of Office:

- a. The terms of office of the members shall be as follows:
- b. Trustee Chair - appointed annually by the Trust Board
- c. 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:

## Terms of Reference of Human Resources Committee

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