



# **SOUTHEND EAST COMMUNITY ACADEMY TRUST PERSONNEL AND PAY COMMITTEE TERMS OF REFERENCE**

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**Created and Adopted by Trust Board 27<sup>th</sup> March 2019**

## **1. Membership**

1.1. The membership of the Personnel and Pay Committee will be a minimum of three Trustees. The CEO will automatically be a member.

## **2. Quorum**

2.1. The quorum will be 3 members, one of whom must be the Committee Chair or Vice Chair.

## **3. Chair**

3.1. The Chair will be appointed by the Trust Board annually.

3.2. The Vice Chair will be elected by the Personnel and Pay Committee annually and lead the meeting in the absence of the Chair.

## **4. Clerk**

4.1. The Trust Board Clerk will clerk all meetings of the Personnel and Pay Committee. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the CEO).

## **5. Meetings**

5.1. The Personnel and Pay Committee will meet as often as is necessary to fulfil its responsibilities but at least once per academic term.

5.2. The Chair leads on and sets agenda items.

5.3. When decisions requiring a vote are raised, each member of the Personnel and Pay Committee will have one equal vote. Where there is an equal division of votes, the casting vote resides with the Chair. Attendance / voting cannot be by proxy.



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- 5.4. Any member of the Personnel and Pay Committee may request that the Chair invites additional guests to attend or contribute to a meeting (but this person will not have any voting privileges).
- 5.5. Resignations (actual or planned) should be announced at meetings. Any resignation does not become formal until approved and recorded in the meeting minutes.
- 5.6. The Clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within 10 school days of the meeting (or as agreed) and presented with the agenda for the next Personnel and Pay Committee meeting.
- 5.7. Meetings considering Pay matters should not be clerked by a member of the Personnel and Pay Committee or the CEO.
- 5.8. The reasons for all pay decisions will be recorded in the minutes clearly but will remain confidential to the Personnel and Pay Committee, the employee and their advisors. Similarly, where an appeal is lodged, the decision and minutes relating to the appeal will remain confidential to the appeals panel, the employee and their advisors.

### **6. Terms of Reference**

- 6.1. Reviewed annually by the Trust Board.

### **7. Roles and responsibilities of the Personnel and Pay Committee**

- 7.1. To consider safeguarding and equalities implications when undertaking all committee functions.
- 7.2. To contribute to the Strategic Plan.
- 7.3. To complete an annual Personnel and Pay Committee self-review.
- 7.4. To review and approve policies as delegated by the Trust Board.
- 7.5. To act on matters delegated by the Trust Board.
- 7.6. To maintain expenditure within the limits set by the Trust Budget Plan in relation to any matters delegated to the Committee.



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#### **8. Personnel Matters**

- 8.1. To ensure that the staffing structure within each Academy is commensurate with the needs of the Academy based on pupil numbers.
- 8.2. To ensure that the central MAT staffing structure is commensurate with the needs of the Trust and the number of academies within it.
- 8.3. To approve procedure for recruitment and appointment of staff.
- 8.4. To oversee the process leading to staff reductions, including any redundancies.
- 8.5. To follow established procedures when advertising, selecting and appointing new members of staff i.e. CEO, Headteachers and Central Staff.
- 8.6. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence based on information provided from the academies.
- 8.7. To draft and recommend for adoption, the procedures for dealing with staff discipline and grievances.
- 8.8. To establish and review a Performance Management/Appraisal policy for all staff.
- 8.9. To establish and review all HR related Trust Policy.

#### **9. Pay Matters**

- 9.1. To establish a Pay Policy for all categories of staff.
- 9.2. To determine, monitor and review the Trust staffing structure (Central and in each Academy) setting out the number and pay ranges for all posts within in a formal document.
- 9.3. To agree, determine, monitor and review staff salaries and allowances in accordance with the Trust Pay Policy, including annual pay progress for Teachers and applications to be paid on the Upper Pay Range on recommendation of the Headteacher, and including the CEO and Central Staff.



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- 9.4. To ensure pay and allowances decisions made by the Personnel and Pay Committee are communicated to each member of staff in writing in accordance with the STPCD (where relevant).
- 9.5. To monitor the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- 9.6. To consider the provisions of the Equality Act 2010 in relation to equal pay issues as advised in the 'Implementing your school's approach to pay' DfE advice note.
- 9.7. To determine and review a Pay Appeals Committee, terms of reference and a Pay Appeal Procedure.