



# The Priory Federation Of Academies Trust

## PAY, PERFORMANCE AND HR COMMITTEE TERMS OF REFERENCE

### **Introduction**

1. The Pay, Performance and HR committee is a committee of the Federation established under the terms of Articles 105 to 106 of the Articles of Association (2014).

### **Purpose of the Committee**

2. The purpose of the Committee is to advise the Federation on strategies and employment policy for all staff including the CEO.
3. As a general principal, the Committee is required to adopt open and transparent procedures for its work, and that the HR strategies follow best practice.
4. The Committee has the responsibility for agreeing the procedure for staff selection, appointment, training and performance management. In addition to this the committee will review and agree pay policies and procedures relating to the employment, retention and welfare of staff
5. The Committee will Consider any employment issues carrying a significant potential risk (eg in legal or financial terms) to the Federation

### **Membership and Operation**

6. The Committee shall consist of a minimum of three Trustees appointed by the Federation. The Federation may appoint additional Trustees to increase the size of the Committee's membership. Membership of the Committee may also include additional persons who are not Trustees to add to the skills and expertise available. Such additional members (ie non-Trustees) will not be entitled to vote.
7. The quorum shall be two Trustees appointed by the Federation. The quorum is the minimum number of members of the Committee necessary to conduct the business of the Committee.
8. The Committee shall be served by the HR Manager to the Trustees or his/her deputy.
9. The Chair will be appointed by the full Trust.
10. The Committee may appoint a Vice/Deputy Chair if it so wishes.
11. In the event of the Chair or Vice/Deputy Chair (if one exists) of the Committee being unable to attend, the remaining members shall elect one of their members as Chair for the meeting.



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12. The Chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the business. Lead members of the Senior Leadership Team whose area of responsibility include matters relative to the Detailed Responsibilities of the Committee listed below shall be expected to attend meetings of the Committee.
13. The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy) to exclude any, or all, participants and observers, except the Clerk to the Trustees.
14. The Committee shall undertake an annual review of these terms of reference, and recommend any changes needed to the Trust for approval.

### Detailed Responsibilities

15. The Committee is also tasked with the following matters of detail:
  - a. the design and implementation of application and selection processes, including determining the criteria for the search for new highly talented individuals
  - b. advising the Trust on key staffing policies in relation to pay, terms and conditions of service for staff
  - c. agreeing on any proposed collective bargaining arrangements with the recognised trade unions
  - d. recommendations to The Trust on the appointment of the Chief Executive Officer
  - e. reviewing the staffing structure in consultation with the Chief Executive Officer
  - f. overseeing the process leading to any potential staff reductions
  - g. to make recommendations on HR related expenditure to the Finance Committee
  - h. setting targets and monitoring the absence statistics for The Federation

### Meetings

Committee meetings will be held on an as required basis but at least once a term.

A member of the committee will make a record of all proceedings at each meeting. Minutes will be circulated to members within seven days of the meeting, and a summary of the Committee meetings/decisions/recommendations (either written or oral) will be presented to the next full Trust meeting.



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The minutes of Committee meetings may be subject to public disclosure under the Freedom of Information Act 2000. Where requests are made, the Clerk shall, with legal advice where necessary, release such information as is not subject to exemption under the terms of the Act.

The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Trustees.

### Delegated Functions

16. Subject to the detailed requirements of the Federation's Scheme of Delegated Authority, the Committee:
  - (a) has the authority of the Trust to investigate any activity within its Terms of Reference; and
  - (b) may be requested to investigate anything by the Trust within the Committee's Terms of Reference.

The Committee may obtain independent professional advice in accordance with the Trust's procedures.

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