



TERMS OF REFERENCE FOR PERSONNEL COMMITTEE 2022/2023

MEMBERSHIP

- The Committee shall have a minimum of three members appointed by the Board
- The majority of members of the Committee shall be members of the Board (who may include the Chief Executive Officer) but the Board shall be entitled to appoint persons to the Committee who are not members of the Board
- The People Director and Chief Executive Officer will always attend these meetings, extenuating circumstances aside

QUORUM

- The quorum for meetings of the Committee will be two members of the Committee who are also Board members (who may include the Chief Executive Officer if a member)

COMMITTEE CHAIR

- The Board will appoint a Chair from the members of the Committee who are also members of the Board. The term of office for the Committee Chair will be as determined by the Board, but on expiry of the term of office the existing Chair shall be entitled to continue in office until the Board has appointed a successor
- If the Committee Chair is not present at the meeting, the members will elect a Chair for the meeting from amongst their number.

FREQUENCY OF MEETINGS

- The Committee shall meet at least three times per year at such time and place as may be determined by the Chair
- The Chair of the Committee is authorised to take appropriate action as necessary in accordance with these Terms of Reference
- Any member shall be able to participate in meetings of the Committee by telephone or video conference provided:

1. s/he has given notice of his intention to do so detailing the means of contact where s/he can be reached in good time before the meeting, and

2. if after all reasonable efforts this does not prove possible, the meeting may still proceed with its business provided it is quorate

RESPONSIBILITIES

To ensure that the Committee is fully versed in the Personnel work and performance of each Academy, and is able to cogently discuss this with external bodies, eg Ofsted, HIP

1. All matters relating to the recruitment, retention, succession planning, remuneration and appraisal of staff. For the avoidance of doubt, the Pay Committee remains responsible for annual salary increases, including annual progression between pay grades
2. Staff discipline and the supervision of the conduct of grievances. For the avoidance of doubt grievances and matters of discipline are to be conducted in accordance with published policies
3. Structural issues relating to the human resources of the MAT, including the creation of new posts and the determination of job content. For the avoidance of doubt, this aspect (and potentially other aspects) of this Committee's remit will overlap with that of the Resources & Workforce Development Committee; the focus (and the approach) of the two committees is different, with R&WD having a primary focus on budgetary implications, but it is recognised that that committee will inevitably consider matters such as the desirability of creating a new post whilst considering the likely cost, affordability and worth.