



## **TERMS OF REFERENCE FOR PEOPLE COMMITTEE 2024/2025**

### **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 retains effective oversight of the Human Resources department and employment-related matters across the Trust and is able to cogently discuss this with external bodies, e.g. Ofsted, HIP.

1. Employment-related matters includes the recruitment (including Safer Recruitment practices), retention, succession planning, remuneration, terms and conditions 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. Committee members may participate in formal discipline and grievance processes and exit interviews where relevant, depending on contextual need as indicated by the People Director or upon request from a member of the Committee.
3. Structural issues relating to the human resources of the MAT, including departmental restructures, reviewing the rationale/job content of new posts and reviewing the job content of current posts where a significant change is proposed. 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.