

## PERSONNEL COMMITTEE

### Terms of Reference

#### *Constitution*

The Diocese of Ely Multi-Academy Trust resolves to establish a committee of the Trust Board to be known as the Personnel Committee.

#### *Membership*

The Committee shall be appointed by the Trust Board and shall consist of not less than three non-executive trustees.

Quorum for the Committee shall be three members of the Committee. Where a split vote is reached the matter will be referred to the Trust Board for resolution. Where a meeting is not quorate, it will be reconvened. Other trustees can join any committee (with the exception of the Remuneration Committee) and contribute as a committee member to assist with quoracy.

The Chair of the Committee will be appointed by the Board from among their number. The Committee may propose that additional members with particular skills are co-opted to the Committee with all co-options being approved by the Board. These would become co-opted members.

The Head of HR or substitutes delegated by the Chief Executive Officer (CEO) will be in attendance. The CEO will join the meeting in an advisory capacity, with other members of the Executive or Central Leadership Team joining to present reports as required.

Any trustee who is not a member of the Committee may attend to observe.

#### *Term of Office*

Members shall serve for a period of 3 years, renewable for a second term of office. This will also apply to the Chair of the Committee; however, they will be voted in annually.

#### *Meetings*

Meetings shall be held as necessary but not less than three times a year in line with the termly cycle, pay review timetables and ahead of Board meetings to present proposals for approval in a timely manner.

Meetings shall be held at least three times per year on a termly basis. The Chair shall also convene a meeting at other times if considered necessary or upon the reasonable request of any Committee member.

The Chair will set the agenda for the Committee meetings in conjunction with the Clerk and relevant staff.

The Clerk shall be appointed by Trustees and shall attend and service Committee meetings, including circulating the agenda and papers before each meeting, and preparing the minutes.

The Clerk will circulate an agenda for each meeting and papers at least a week before each meeting.

Meetings will be chaired by the Chair of the Committee. In the absence of the Chair, the Committee will elect a temporary replacement from among the members present at the Committee meeting.

In the absence of the Clerk, the Committee will approve a replacement for the meeting.

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#### **DEMAT Office Address:**

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

Attendance at each meeting, matters discussed and recommendations for decisions will be recorded. The written minutes of each meeting will be submitted to the Committee and to the Trust Board.

### **Duties**

The Committee will:

1. Seeks to ensure that the Trust provides guidance on a range of policies, procedures, and systems sufficient to cover all aspects of pay, pension schemes and HR.
2. Seeks to ensure the HR related practice, policies, procedures, and systems meet the statutory requirements and those of the Trust.
3. Ensure that HR related practice, policies, procedures, and systems reflect the Trust values and its Christian ethos
4. Advise on matters relating to the Trust's responsibilities as an employer, where a Board-level decision is required.
5. Review Trust-wide staff restructures and make recommendations to Board.
6. Review and consider HR related management information reports and report to Board.
7. Review and approve Headteacher pay recommendations as proposed by the Trust CEO.
8. Convene an appeal committee on staffing matters as determined by the Scheme of Delegation.
9. Receive reports on performance management outcomes for all staff (except the CEO and Central Services senior team) and provide challenge on the processes undertaken.
10. Review the Personnel risk register and report to the Board on actions against key risks and movements.
11. Represent the Board in any substantial negotiations on pay and conditions as required.
12. As deemed appropriate instruct benchmarking exercises to be undertaken or union discussions to be held.
13. Seeks to ensure the Board satisfies its employer responsibilities for pension scheme administration.
14. Review, on a regular basis, its own performance, constitution, and terms of reference to ensure it is operating at maximum effectiveness.
15. Review survey outcomes.
16. Annually review the following Trust-wide and statutory policies:
  - a. Sickness absence management, grievance, and behaviour
  - b. Allegations of abuse against staff
  - c. Code of Conduct
  - d. Staff disciplinary
  - e. Performance improvement
  - f. Equalities objectives and informationAnd any policies or procedures as the Trust Board deems appropriate.

### **Authority**

The Committee may seek outside legal or professional help and advice and may require an employee of the Trust to co-operate with any reasonable requests for information.

### **Reporting**

The Chair shall ensure minutes of the committee meetings are accessible to the Board and will be available to the Board to answer questions thereon.

### **Review**

These terms of reference will be subject to review every two years. Date of last review. **January 2024**