

People, Pay and Performance Committee

Terms of Reference

1. Authority

The People, Pay and Performance Committee (PPPC) is authorised to investigate any activity within its terms of reference or specifically delegated to it by the board of trustees. It is authorised to request any appropriate information it requires from any employee pertaining to him/herself and to obtain any external legal advice or independent professional advice it considers necessary.

The committee does not have its own budget and has no remit for capital expenditure. Legal commitments, including approving annual pay increases, are made with the prior delegation of the board of trustees.

2. Role

2.1 The People, Pay and Performance Committee is a subcommittee of the board of trustees. The purpose of the committee is:

- to oversee, monitor and advise the board on remuneration and pay progression within the trust;
- to oversee, review and approve people-related policies (listed below) and strategy.

3. Duties

The duties of the People, Pay and Performance Committee are as follows:

3.1 To recommend decisions to the board for the following matters:

- 3.1.1 outcome of CEO performance appraisal;
- 3.1.2 CEO pay setting;
- 3.1.3 central executive team pay setting.

3.2 To decide/approve/resolve the following matters, with update to the wider board:

- 3.2.1 the pay recommendations for heads made by the CEO;
- 3.2.2 the annual review of the pay policy and annual pay progression;
- 3.2.3 severance or redundancy agreements and associated costs.

3.3 To consider and advise the trust board on the following matters:

- 3.3.1 recruitment and appointment of the CEO;
- 3.3.2 recruitment and appointment of the trust's executive team (also known as the central team) and other senior roles across the trust.

3.4 To oversee/review/approve the following people-related policies, procedures and guidance documents (see Appendix A) to ensure that:

- 3.4.1 policies are accurate and compliant;
- 3.4.2 policies are clearly identified and the 'owner' of each policy is identified, informed and taking ownership of their policies;
- 3.4.3 approved policies are disseminated within the trust to all relevant stakeholders;
- 3.4.4 approved policies are understood by stakeholders across the organisation via appropriate training and information;
- 3.4.5 the impact of people-related policies is reviewed by the receipt of evaluative information and this information is used to inform the review and update the policies in line with the agreed schedule of renewals on an ongoing basis.

4. Administration

- 4.1 The People, Pay and Performance Committee will meet at least twice a year.
- 4.2 The PPPC will consist of at least three trustees. Additionally, up to two external co-opted members may be appointed.
- 4.3 The PPPC will be quorate if two members of the committee are present with 50% of those members being trustees.
- 4.4 Trustees will have one vote each. Where the committee has the delegated power to decide/approve, if a split vote is reached, the matter will be referred to the trust board for resolution/decision/approval. Where the committee has the delegated power to recommend a decision to the board, if a split vote is reached, the outcome of the vote will be referred to the trust board for overall resolution/decision/approval.
- 4.5 Any member of the committee who has an interest, loyalty or duty that conflicts, or is reasonably likely to conflict, with the interests of the committee must declare his or her interest for the particular item and must not vote or be present for the vote on that item. All academy trustees must manage personal relationships with related parties to avoid both real and perceived conflicts of interest, promoting integrity and openness in accordance with the seven principles of public life. Article 97 and 98 of the trust's articles of association set out the full guidance on this matter.
- 4.6 Trust staff may be invited to attend meetings but will have no voting rights.
- 4.7 Agendas will be agreed in advance by the chair of the PPPC and papers will be circulated to members and attendees at least five working days in advance of the meeting.
- 4.8 Minutes of meetings will be taken and will be submitted to the next scheduled meeting of the board of trustees, after approval by the chair of the PPPC.
- 4.9 The PPPC will review the terms of reference and self-assess its performance against the terms of reference on an annual basis at the first meeting of the year.

Any proposed changes will be referred to the trust board for approval. Any additional changes made during the year must be referred to the trust board for approval.

5. Confidential documentation

5.1 Confidential documentation will be shared with appropriate trustees and will be stored confidentially with the appropriate limitation of access.

Appendix A

1. The following contractual people-related policies sit within the remit of the PPPC:

- Capability Procedure for Teachers
- Disciplinary Procedure
- Early Career Teachers: Failure to Satisfactorily Complete Induction
- Grievance Resolution Policy
- Induction for Early Career Teachers
- Managing Redundancy Situations in Schools
- Managing Unsatisfactory Performance of Support Staff in Academies
- Probation Policy (support staff)
- Sickness Absence Management Policy
- Shared Parental Leave

2. The following non-contractual people-related policies, procedures and guidance sit within the remit of the PPPC. This includes but is not limited to:

- Pay Policy for Academies

3. The PPPC will have an awareness of the following documents:

- School Teachers' Pay and Conditions Document
- Conditions of Service for School Teachers in England and Wales (Burgundy Book)
- National Agreement on Pay and Conditions for Service (Green Book)