

SAND Academies Trust



Terms of Reference: People Committee

Purpose

The committee supports the trustees in providing strategic oversight of the Trust's people-related strategies, risks and opportunities. The committee also oversees the over-arching principles and parameters of performance and remuneration across the Trust.

The Remuneration Advisory sub-committee is a sub-committee of the People committee, responsible for advising the Trust on remuneration and objectives of individual Executive Team members. A member of the Finance and Resources committee will be invited to sit on this sub-committee.

Membership

The committee will consist of at least three members of the trust board to include the CEO of the Academy Trust assuming the CEO is also a trustee.

The committee will be chaired by a trustee who has been appointed from within the committee membership. If the Chair deems it necessary, they may appoint a vice-chair of the committee from amongst the members. In the Chair's absence, the committee will elect an acting chair.

Unless there is a clear conflict of interest which would prevent them from attending the meeting, the HR Manager and Director of School Improvement will usually attend all meetings of the committee in an advisory capacity.

The Chair of the Trust Board is invited to attend all meetings of the committee and may attend if they wish.

The committee may appoint independent member(s) with appropriate experience.

The committee may invite other staff to attend meetings, whether for full meetings or parts of meetings. The committee may require such staff to attend whenever needed to transact business of the committee.

Quorum

Any meeting of the committee will be quorate as long as at least 3 trustees or committee members are present.

Voting

Voting is by a majority and the chair of the committee will have a casting vote in the event of a tie.

Meetings

The committee will meet at least 3 times per year (October, March and July). The Chair may call additional meetings as necessary.

Authority

The committee's authority derives from the Trust Board.

The committee is authorised, where necessary, to obtain any external advice it deems as reasonable. The committee is also authorised to call any staff to be present at the meeting as required.

The Executive team is responsible for delivering the People Strategy and Workforce Development Strategy. The committee provides strategic input into these strategies which will be approved by the full Trust Board. The relevant Leads of the Executive team will attend meetings of the committee as necessary.

Meeting administration

The Governance Professional for SAND Academies Trust will administer all meetings for the committee under direction from the trust board and the committee chair.

Terms of Reference

The committee is responsible for:

- Assessing and approving organisational structure and culture as required
- Setting the over-arching principles and parameters of people performance across the Trust
- Providing strategic direction in relation to organisational capability through workforce planning and leadership development; organisational structure and culture; and diversity
- Approving remuneration and reward, as required and is responsible for advising the Trust Board on the Trust's pay structures. This is subject to collective bargaining with the recognised trade unions
- The Performance Management of the Trust CEO
- Reviewing and approving the Trust's HR policies
- Agreeing the KPIs against which the HR strategy will be monitored

To deliver these responsibilities, the committee will provide strategic input on:

- Progress against the identified success criteria and milestones of the following Trust strategies:
 - People Strategy
 - Equality, Diversity and Inclusion Strategy
 - Workforce Planning Strategy
 - The mitigation of people-related risks and opportunities
 - The results of people-related staff surveys
 - Succession planning arrangements and the skills mix of the senior team and technical or hard-to-recruit critical roles
 - Wellbeing and absence management
 - Recruitment and retention
 - Any matters referred to it from the Trust Board or Executive team
- Review the committee's membership on an annual basis and ensure that it has appropriate skills and relevant experience
- Review and approve any Trust policies which have been delegated to the committee in accordance with the Trust's policy review schedule

Information requirements

The committee should ensure that arrangements are in place to enable it to discharge its responsibilities effectively, including the timely provision of information in an appropriate form and quality. This should include:

- Updates on delivery of the People Strategy, Workforce Planning Strategy and the Equality, Diversity and Inclusion Strategy

- Outcomes of any board or skills evaluation exercise
- Outcomes on any internal audits related to the committee's role
- Outcomes of staff surveys
- Monitoring of an agreed set of HR KPIs

The committee is authorised to obtain external legal or other professional advice as required. There are no specific limits on cost of this, so long as the committee is satisfied that the cost is reasonable.

Budget

The committee is not responsible for a specific budget. Where the committee's actions require a budget, this will be funded from a relevant budget in consultation with the Finance and Resources committee where appropriate.

Approved by SAND Academies Trust board on:	
Next Review date:	October 2023