

PEOPLE & CULTURE COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

- 1.1 The People & Culture Committee is authorised by the Board of Trustees to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the committee in the conduct of its enquiries. The Committee is authorised to obtain independent professional and legal advice if it considers this necessary. This committee will support the Trust Board and Central Team in identifying areas of good practice as well as areas requiring support.

2. MEMBERSHIP & QUORUM

- 2.1 This Committee will be chaired by a Trustee and its membership shall include at least two other Trustees.
- 2.2 The Committee may co-opt an additional member with relevant HR expertise.
- 2.3 The quorum for the Committee is three Committee members, at least two of whom must be Trustees.

3. MEETINGS & ATTENDEES

- 3.1 This Committee should meet at least three times per year.
- 3.2 The Chief Executive Officer, People & Culture Lead and COO will be invited to attend and report at each meeting. Other Trust leaders may be invited, as required.

4. COMPLIANCE & POLICIES

- 4.1 This Committee will receive assurance around the Trust's compliance with its policies, statutory and legal guidance on matters related to pay, HR, People and Trust Culture.
- 4.2 This Committee will approve relevant policies in line with the Trust policy schedule.

5. KEY COMMITTEE FUNCTIONS

- 5.1 The main functions of this Committee are to:
- seek assurance on behalf of the Board of Trustees regarding pay, HR, People and Trust Culture;
 - ensure a strong monitoring, evaluation and reporting framework to ensure the Trust is working effectively and in line with legal requirements and best practice;
 - make recommendations to the Board of Trustees and to other committees as necessary and appropriate.

6. COMMITTEE RESPONSIBILITIES

- 6.1 This Committee shall monitor the Trust on behalf of the Trust Board in respect of the following areas:
- to review, recommend and monitor the Trust's People Strategy to the Board;
 - to ensure the Trust has all statutory HR policies in place and these are fit for purpose and is implementing the policies effectively, across the Trust;
 - to review, recommend and monitor the Trust's pay and benefits policies;
 - to act as the pay committee to review pay awards for the executive team, ensuring pay and benefit practices are fair, transparent, and equitable;
 - to ensure HR policies and practices are compliant with relevant employment law and best practice;
 - to monitor procedures for effective communication of policy and compliance between the Trust and schools;
 - to review the effectiveness of HR strategies, policies and procedures;
 - to advise the Board on workforce planning, succession planning, and talent management;

- to refer to the Finance, Audit and Risk Committee, any proposals that have substantial resource implications;
- to regularly receive quantitative and qualitative reporting on employee absence;
- to regularly receive quantitative and qualitative reporting on recruitment, retention and attrition;
- to review arrangements for employee relations, staff development and training;
- to ensure the Trust has a culture of continuous professional growth, in line with the Trust's People Strategy;
- to review and monitor employee health and wellbeing;
- to review, monitor and promote equality, diversity and inclusion;
- to approve the Trust's staff survey and review survey outcomes;
- to review and monitor relevant HR related risk registers;
- to ensure effective employee relations with recognised trade unions via a Joint Consultative and Negotiation Committee and trade union recognition agreement.

7. ASSURANCE

7.1 This Committee shall seek assurance on behalf of the Board that:

- each school and the central team are following Trust HR policies;
- The Trust has suitable, sufficient and effective HR support (internally and/or externally) to mitigate risks associated with staffing and HR issues;
- The Trust has robust plans relating to employee health, wellbeing, equality, diversity and inclusion;
- The Board is actively reviewing any HR related items on the Trust's Strategic Risk Register.

8. REPORTING TO THE BOARD

8.1 The Committee Chair will report key points to Trustees at the next Board meeting and will escalate any areas of concern.