

Terms of Reference - Pay Review Committee

Scope :

- To appoint a Chair of the committee at the autumn term meeting each year;
- To achieve the aims of the Trust-wide pay policy in a fair and equal manner;
- To apply the criteria set by the Trust-wide pay policy in determining the pay of each member of staff at the annual review;
- To ensure a consistent approach to appraisal and benchmarking of proposed pay awards has taken place;
- To observe all statutory and contractual obligations for both teachers and support staff;
- To receive individual academy proposals and consider the recommendations made by the Chief Executive Officer / Executive Principal in order to determine the final pay award decisions for each academy;
- To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the Trust Board Finance Committee;
- To keep abreast of relevant developments and to advise the Trust Board when the pay policy needs to be revised; and
- To work with the Chief Executive Officer / Executive Principal in ensuring that the committee complies with Academies Financial Handbook.

The full Pay Review Committee will therefore receive anonymised information about the teacher's appraisal and its relationship to salary progression but not with names and will be placed in the confidential section of the Pay Review Committee's agenda. Names will be restricted to the Pay Review Committee and on a confidential basis.

Authority

The Committee is authorised by the Trust Board to:

- Carry on any activity authorised by these terms of reference; and
- Carry out pay duties highlighted in the scheme of delegation that are allocated to the Board of Trustees providing recommendations where appropriate; and
- Seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

Frequency of meetings

Meetings shall normally be held a minimum of once a year in the autumn term. The Chief Executive Officer (CEO), Senior HR Business Partner or Director of Finance may request additional meetings throughout the year if they consider it necessary.

Constitution and Membership

The Pay Review Committee will be appointed by the Board of Trustees, there shall be 3 members of Trustees of 1 associate member without voting right as agreed by the Chair of the committee.

A quorum shall be at least three members of the committee. The Chair of the Board of Trustees should not be a member of the committee.

Membership

- 3 members (voting right) and 1 associate member (no voting right).
- Up to 2 associate members may be appointed to the committee. They may contribute to meetings but have no voting authority within the committee meetings.
- No vote on any matters shall be taken at a meeting of the Pay Committee unless the majority of members present are Trustees.

Quorum: 2

Attendance at meetings:

- The Committee shall have a minimum of 3 members and 1 associate member (with no voting right) maximum of four members. Committee members must be Directors of the Trust Board.
- The Committee's current members are: **Graham Moss, Helen Wagner, Michael Russell**
- The Committee shall at the first meeting of each academic year elect a member to act as chair of the Committee (the Chair). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- No person may act as Chair unless they are also a member of the Trust Board; the Chief Executive / Executive Principal shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

Remit and responsibilities of the Committee

The Committee shall be responsible for the matters set out in the Schedule.

Proceedings of Committee meetings

- The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year.
- Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Directors of the Trust.
- Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- Each member present in person shall be entitled to one vote.
- Where there is an equal division of votes the Chair shall have a casting vote.
- A register of attendance shall be kept for each Committee meeting and published annually.

Reporting Procedures

- Within 14 days of each meeting the Committee will:
- Produce and agree minutes of its meetings;

- Provide a summary document identifying (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussion by the Trust Board.
- The Committee Reports will be sent to the Trust Board within 21 days following each Committee meeting.
- The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.
- The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

Responsibilities of the Pay Review Committee

To prepare and submit recommendations for the adoption by the Trust Board of:

- An appraisal policy; and
- A pay policy for the Academies

To operate in accordance with the statutory appraisal regulations and the relevant Academy’s adopted policy as follows:

- To select an external adviser to advise the Committee undertaking the appraisal of the Chief Executive Officer
- To take advice from the external adviser when agreeing objectives and reviewing the CEO’s Appraisal
- To agree Appraisal objectives with the CEO
- To conduct the CEO’s appraisal
- To determine whether the outcome of the CEO’s appraisal meets the criteria for pay progression as covered under the adopted pay policy
- To support the CEO with the annual report to the Trust Board on appraisal arrangements and outcomes
- A panel selected from this Committee to hear any appeal by any member of staff against entries made within their appraisal statement

And:

- To moderate pay decisions across the Trust’s Academies.
- A panel selected from this Committee to hear any appeal by a teacher employed at any Academy against the outcome of their threshold assessment application.
- To determine annually, the Appraisal and Pay Policies adopted by the Academy and the Academy’s salaries budget, the salaries of teaching staff.
- To determine annually, in accordance with the adopted Pay Policy and any appropriate regulations and agreements and within the Academy’s salaries budget, the salaries and gradings of support staff.
- To deal with any other matters relating to pay, the Trust Board may refer appraisal and employment as.

Chair of Pay Review Committee

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Signature

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