



# **PERSONNEL AND PAY COMMITTEE**

## **TERMS OF REFERENCE**

<b>Final Version 12 April 16</b>
<b>Date for Revision – April 17</b>

## **1. Authority**

- 1.1 The Personnel and Pay Committee is a Committee of Peterborough Diocese Education Trust's ("PDET") Board of Directors ("the Board") and is authorised to act within its terms of reference or on projects specifically delegated to it by the Board.

## **2. Membership**

- 2.1 The Personnel and Pay Committee will consist of at least three Directors. In addition, the PDET HR Manager will be invited as and when required, to offer specialist HR advice.
- 2.2 The Personnel and Pay Committee will be quorate if two Directors are present.
- 2.3 The Chair of the Committee will be a Director of PDET and shall have a casting vote.

## **3. Role**

- 3.1 The role of the Personnel and Pay Committee is to maintain an oversight of PDET's staffing structure and to review at least annually the salaries of all staff. The Personnel and Pay Committee will formulate and review any policies that are delegated to it by the Board of Directors.
- 3.2 The Personnel and Pay Committee has no executive powers or operational responsibilities / duties.

## **4. Duties**

The duties of the Personnel and Pay Committee are:

- 4.1 To agree a Staffing Policy for PDET with the purpose of recommending adoption by the Board of Directors.
- 4.2 To agree a Pay Policy for PDET with the purpose of recommending adoption by the Board of Directors.
- 4.3 To agree a PDET Performance Management Policy and ensure it is implemented throughout the organisation and that all staff are included in the system of performance review.
- 4.4 To monitor and review PDET policies and procedures to include recruitment and selection; equal opportunities; employee relations; conduct and capability; grievance and dismissal.

- 4.5 To agree procedures for the appointment of PDET central staff. Appointment of senior staff will involve at least one director in the selection process and interviews.
- 4.6 To ensure that every member of PDET staff has an up to date job description and that job descriptions are reviewed when vacancies occur.
- 4.7 To ensure that policies and procedures relating to discipline and capability are in place and managed effectively and that appropriate policies and procedures for the handling of any staff grievance are maintained.
- 4.8 To receive the recommendations of the Chief Executive on pay progression for all PDET central staff.

## **5. Administration**

- 5.1 The Personnel and Pay Committee will meet at least once per half term.
- 5.2 Administrative support will be provided by PDET's Administration Officer.
- 5.3 Agendas will be agreed in advance by the Chair of the Personnel and Pay Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.
- 5.4 Minutes of meetings will be taken and once approved in draft by the Chair of the Personnel and Pay Committee, be submitted to the next scheduled meeting of the Board.
- 5.5 The Personnel and Pay Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis prior to submission to the Board for approval.

