PACE Academy Trust

Partnership, Achievement, Community & Excellence

**TERMS OF REFERENCE:**

**PEOPLE COMMITTEE OF THE STRATEGIC BOARD**

## Purpose

1. The People Committee is a sub-committee of the Strategic Board. The composition of the Committee is determined by the Strategic Board.

The purpose of the Committee is:

- To oversee and ensure the highest standards of corporate governance in the remuneration and succession planning of the CEO and the Executive Leadership Group comprising Headteachers, Heads of School and members of the Trust Leadership Group.
- To have delegated responsibility for specific aspects of remuneration
- To have strategic oversight of the main elements of people strategy in PACE Academy Trust: employee engagement and wellbeing; recruitment and retention; and employee development and training.

## Membership and Quorum

2. The Committee shall consist of at least four Trustees, nominated by the Strategic Board, including the Chair. The Chief Executive Officer shall not be eligible to be a member of the Committee although will attend to present recommendations to the Committee and provide advice. The Chief Executive Officer will not be present during any consideration of their own remuneration. No employee of the Trust shall be a member of the Committee.
3. Membership of the Committee shall be agreed by the Board on an annual basis (usually at the first Strategic Board meeting of the academic year).
4. The quorum of the committee shall be three Trustees including the Chair.

## Frequency of Meetings

5. The Committee shall meet as necessary but, in any event, at least twice per year. The Committee may take decisions in correspondence, subject to being quorate. Virtual meetings are permitted.

## Duties – Remuneration

6. The Committee is accountable for the powers, duties and responsibilities delegated to them by the Strategic Board.
7. To consider, determine and keep under review a framework or policy for the remuneration, benefits and incentives of the Chief Executive Officer and the Executive

Leadership Group comprising Headteachers, Heads of School and members of the Trust Leadership Group.

8. To determine recommendations for transition from Heads of School to become Headteachers.
9. To make recommendations to the Board as to the remuneration, benefit and incentives that should be paid to the Chief Executive Officer.
10. To determine remuneration, benefits and incentives that should be paid to the Executive Leadership Group comprising Headteachers, Heads of School and members of the Trust Leadership Group.
11. The committee will receive reports on the outcomes of the appraisal cycle for the CEO and Executive Leaders, ensuring that pay decisions link equitably with appraisal outcomes and considering moderation across roles.
12. Recommendations and determinations will be supported by reference to evidence of the remuneration, benefits and incentives paid to senior staff in comparable employment within the commercial and voluntary sectors.
13. To determine the policy for and scope of pension arrangements.
14. To consider termination and compensation cases.
15. To determine any requests for retirement and re-engagement.

**Duties – People Strategy**

16. The committee will review, at a strategic level, the policy and practice in PACE Academy Trust for recruiting and retaining staff and for the ongoing development and training of all staff:
    a. considering whether staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice and the extent to which PACE is recruiting and retaining the best people;
    b. Considering the offer and take up of employee development and training – considering the extent and impact of the offer available to staff including middle and senior leadership development.
17. The committee will review, at a strategic level, measures of staff engagement and wellbeing within PACE which may include considering absence patterns, feedback from staff groups/ surveys and from staff associations including the trade unions.

**Duties - General**

18. To deal with any other matters relating to pay, appraisal and employment as may be referred by the Board.
19. To review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.
20. To oversee any major changes in the employee benefits structures throughout the Academy Trust.

**Minutes**

21. The PACE Governance Professional shall take the minutes of the meeting.
22. Minutes of committee meetings shall be circulated promptly to all members of the committee.

**Reporting Arrangements**

23. Following a meeting of the Committee, the Chair shall report to the Board. The Chair will decide whether to circulate any written report, the minutes or extract thereof.

**Authority**

21. The Committee is authorised by the Board:

- To seek any information it requires from any employee, consultant or other provider of services to the organisation (e.g. lawyers, tax advisers, management/recruitment consultants etc) in order to perform its duties;
- To ensure that external advice is sought where appropriate (at the organisation's expense) such as independent legal or other professional advice on any matter within its terms of reference.

Document control

| **Document Control Table** | | | |
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| V1 | 21.9.22 | JG | |
| V2 | 11.5.23 | JG | Terms of reference expanded to cover people strategy and committee renaming from Pay and Remuneration Committee to People Committee |
| V3 | 04.01.26 | GB | Amended the word 'Director' to 'Trustee'. |
| V4 | 24.09.26 | GB | The requirement that the Chair of the SB be the Chair of this Committee has been removed. |