

## Terms of reference, constitution and membership 2018/19

**Committee of:** Board of Trustees

### Terms of reference

The Remuneration and HR Committee is a committee of the University of Brighton Academies Trust's Board of Trustees. All areas of responsibility are delegated to the committee as detailed in the trust's Scheme of Delegation. The key responsibilities of the Remuneration and HR Committee are:

#### Overall strategy

1. To ensure that the implementation of the trust's vision, values and mission is underpinned by sound HR and recruitment strategy
2. To develop and monitor the HR and recruitment strategy of the trust ensuring that it is designed to attract and retain high caliber staff and recommend approval to the Board of Trustees
3. To establish and approve remuneration, HR and related policies in order to ensure that sound procedure is in place meeting all statutory requirements

#### Remuneration

4. To approve the senior staff (principal and vice-principal) structure and pay ranges in each academy
5. To endorse the appointment of academy principals
6. To approve the pay progression of academy principals
7. To approve additional posts in line with delegated responsibilities.
8. To monitor staff pay and appraisal across the trust

#### Human Resources

9. To monitor effective arrangements for staff consultation and negotiation with Trade Unions
10. To monitor and evaluate all matters relating to the recruitment, reward, retention and development of the trust's staff, both for their benefit and for the benefit of pupils
11. To ensure that effective measures are in place to promote equality and diversity in employment

#### Accountability

12. To ensure appropriate communication and reporting links with the Board of Trustees, its Committees and Panels, and the trust's Executive Team and Professional Services and make recommendations about any remuneration and HR matters considered by them
13. To establish such short-term working groups as the Committee considers appropriate to enable it to fulfil its responsibilities
14. To undertake any other specific duties and advise on such matters requested by the Board of Trustees or Chief Executive
15. To have due regard within its decisions to the need to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations between different people, in accordance with the public sector general duty of the Equality Act (2010)

## Constitution and membership 2018/19

<b>Constitution</b>	<b>Membership 2018/19</b>	<b>Means of Appointment</b>
At least three Trustees appointed by the Board of Trustees	Liz Gray (Chair)	Nominated
	Chris Kirkness	Nominated
	Andrew Wilson	Nominated
Up to two co-opted external members appointed by the Remuneration & HR Committee	Vacancy	
	Vacancy	

### Chair

- The Chair of the Committee will be appointed by the Board of Trustees
- The term of office for the Chair will be three calendar years and will normally be from the first meeting of the academic year to the first meeting of the academic year three years later to ensure continuity of role
- In the event of the resignation of the Chair of the Committee during the term of office the Board of Trustees shall seek to appoint a successor by use of Chair's action or at its next meeting so that there is always a Chair in place.

### Officers

- Samantha Coates, Director of Planning, Policy & Governance
- Peter O'Connor, Human Resources Director
- Dr John Smith, Chief Executive

### Clerk

- Trust Clerk

### Quorum

- Two Trustees

### Meetings

- Three meetings per academic year