



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Terms of Reference

People and Remuneration Committee

2020/21

Date	September 2020
Written by	Head of Governance and Legal
Adopted by Trustees	July 2020
Review Date	July 2021, then annually upon publication of the Academies Financial Handbook

Remit and Responsibilities of the HR Committee

Membership and Meetings

1. A minimum of three Trustees will constitute the Committee. Per Article 101 of the Trust's Articles of Association, additional members of the committee who are not Trustees may be appointed, but a majority of members must be Trustees.
2. No employee of the Trust shall be a member of the committee.
3. The Chair of the committee, being someone other than the Chair of Trustees, will be elected annually from among the membership of the committee.

Responsibilities

Higher Authority

4. The Committee is authorised by the Board to:
 - i. carry on any activity authorised by these Terms of Reference, the Scheme of Delegation and the Policy Framework; and
 - ii. seek any appropriate information that it properly requires to carry out its role from any senior employee of the Trust and all senior employees shall be directed to co-operate with any request made.
5. The HR Committee will function as a higher authority forum where the Executive can refer HR matters beyond its remit for consideration and which, subject to the Committee's evaluation, can be rejected, amended or approved for recommendation to the Board for final approval.
6. Where it is agreed that a matter does not have extensive financial, strategic, legal or reputational implications for the Trust as a whole, the amendments or approval of the committee may be taken as final.

As an illustration, this might include:

- To hear, consider and make decisions about any matters relating to senior staff grievances, or disciplinary matters against senior staff, that have been referred to the Committee in accordance with Astrea's grievance and disciplinary policy
- Succession planning for the Astrea Executive
- Review and consideration of the People Strategy
- Review and consideration the 3-year HR Delivery Plan

Compliance

7. The HR Committee will act on behalf of the Board to ensure that the Executive and the Trust is compliant in all aspects pertaining to HR within Astrea, including related policies and procedures. In particular, the committee will consider and approve the delegation of HR policies and will review, approve, amend or reject policies in accordance with the policy framework.

As an illustration, this might include:

- Monitoring compliance of the Trust with mandatory data returns such as Gender Pay Gap information, pension auto-enrolment and apprenticeship levy submissions
- Monitoring the communication and implementation of mandatory policies such as disciplinary, grievance, staff absence, capability management, and appraisal
- Ensuring compliance with the Trust's duties as an approved visa sponsor

Performance Review

8. The HR Committee will review detailed HR performance across Astrea.

As an illustration this might include:

- Reviewing key HR KPIs across the whole Trust such as long-term sickness absence, persistent absenteeism, vacancies at Executive-level, and turnover and retention
- Reviewing the impact across the whole Trust of Astrea's approach to recruitment and reward packages, career progression, and CPD for educational and non-education staff
- Reviewing the implementation of major HR-led projects with cross-Trust implications, for example the design, delivery and implications of the staff wellbeing survey

Strategic Development

9. The HR Committee will act as an interface and adviser with the Executive to develop and support the strategic development of HR across Astrea.

As an illustration, this might include:

- defining approaches to promoting staff wellbeing across the Trust
- working alongside the Education Committee on approaches to CPD for educational and non-education staff across the Trust
- devising strategies for staff engagement and participation across the Trust

Senior Employee Remuneration

10. To consider, determine and keep under review a framework or policy for the remuneration, benefits and incentives of the Chief Executive Officer and such other members of the Executive Team as the Trust Board shall from time to time direct.

11. To seek evidence of the remuneration, benefits and incentives paid to senior executives in comparable employment within the commercial and voluntary sectors

12. To consider the outcome of every appraisal of the performance of the Chief Executive Officer and such other senior executives as the Board shall from time to time direct.

13. To make recommendations to the Trust Board as to the remuneration, benefit and incentives that should be paid to the Chief Executive Officer and such other senior executives as the Trust Board shall from time to time direct with a view to ensuring that they are encouraged to enhance their performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the Academy Trust and its progress towards fulfilling its objectives.

14. To make recommendations to the Trust Board as to the remuneration, benefits and incentives of newly appointed senior executives.
15. To determine the policy for and scope of pension arrangements, service agreements for senior executives, termination payments and compensation commitments.

General

16. At each meeting, the Committee shall consider whether any matters have come to its attention that should be referred to the Audit and Risk Assurance Committee for inclusion in the Trust's risk register.
17. To deal with any other matters relating to pay, appraisal and employment as may be referred by the Board.
18. In addition the HR Committee will review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.