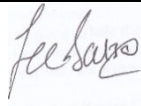


Epping Forest Schools Partnership Trust

*Unlocking the Potential of Collaboration*

# HR Committee

## Terms of Reference

These Terms of Reference were approved by the Board of Trustees in:	October 2018
Signed by the Chair of Trustees:	
These Terms of Reference will be reviewed by the Trust on an annual basis. Next review date:	October 2019

## **1. POWERS OF THE BOARD OF TRUSTEES**

- 1.1. The Trustees of the Trust Board shall establish the HR Committee as a Trust committee as empowered by the Trust's Articles of Association (Article 100B).
- 1.2. The Trustees shall determine and approve the Committee's Terms of Reference and shall review the Terms at the start of each academic year (Article 101).
- 1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Committee and shall review this Scheme of Delegation at the start of each academic year (Article 105).
- 1.4. The Trustees shall have the right to intervene in the governance of an individual School where it has serious cause for concern that there is a breakdown in the management of staff or a threat to the safety and well-being of the staff in that school.
- 1.5. The Trust Scheme of Delegation appears on the Trust website.

## **2. POWERS OF THE HR COMMITTEE**

The Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

- 2.1. Shall guide and support the Trust Board in fulfilling its legal and regulatory responsibilities for the employment of staff in ways that are appropriate to the Trust's vision, ethos and values,
- 2.2. Shall guide and support the Trust Board in developing a staff body with appropriate knowledge, skills and expertise to enable the Trust to fulfil its vision and achieve its strategic objectives,
- 2.3. Shall guide and support the Trust Board in monitoring and managing the working conditions, work/life balance and well-being of Trust employees including absence and sickness,
- 2.4. Shall review and recommend to the Trust Board policies relating to the employment and management of Trust staff as per the Trust's policy matrix (SoD 3.1-3);
- 2.5. Shall oversee the performance management review of the CEO and make recommendations to the Trust Board (SoD 3.7),
- 2.6. Shall review and respond to Local Governing Bodies' proposals for the redundancy of staff. In doing so, the Committee shall ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies (SoD 4.19),and
- 2.7. Shall review and respond to a Local Governing Body's recommendations for compensation payments up to £50,000, having consulted with the Finance & Audit Committee on the financial implications of the proposals. The Committee shall ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies (SoD 6.5).

## **3. COMPOSITION AND APPOINTMENT OF THE HR COMMITTEE**

- 3.1. The composition of the Committee shall be as follows;
  - 3.1.1. Trustees with relevant knowledge, skills and expertise in human resources and personnel
  - 3.1.2. Chief Executive Officer,
  - 3.1.3. Persons with relevant knowledge, skills and expertise in human resources and personnel who will be appointed by the Trust Board,
  - 3.1.4. Further Trust Trustees such that the Committee has a majority of Trustees.
- 3.2. The membership of the Committee shall be detailed [in Annex 1](#).

## **TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

- 3.3. The Term of Office for all committee members is 4 years.
- 3.4. On appointment committee members are each required to familiarise themselves and to agree to comply with;
  - 3.4.1. the Trust Articles of Association,
  - 3.4.2. the Trust Master and Supplementary Funding Agreements
  - 3.4.3. these Terms,
  - 3.4.4. current relevant legislation and guidance on the employment of staff.

## **4. MEETINGS OF THE COMMITTEE**

- 4.1. The Committee shall meet at least once per term and in particular shall meet at the times as set out in the Trust Business/Governance Calendar.
- 4.2. The members will receive notice of each meeting 7 clear days before the date of the meeting.
- 4.3. The agenda, papers and minutes of Committee meetings will be sent to the Clerk to the Trustees when they are issued to members
- 4.4. The Clerk shall ensure that minutes are prepared which will be signed by the Committee Chair at the next meeting to verify that the minutes are a true record.
- 4.5. Quorum for a meeting of the Committee will be half the members of the Committee provided that more than half of those present are Trustees.
- 4.6. Each question to be decided at a meeting of the Committee shall be determined by a majority of votes of members present and eligible to vote on the question. The Chair shall have the casting vote in the event that the vote is tied.

## **5. APPOINTMENT OF THE COMMITTEE CHAIR AND VICE CHAIR**

- 5.1. The Trust Board shall appoint the Chair and Vice Chair.
- 5.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances where they have cause for concern that the Committee is not fulfilling its responsibilities or in the case of misconduct.
- 5.3. The term of office for the Chair and Vice Chair will be 1 year and they shall be appointed at the first meeting of the Trust Board each school year.

## **6. APPOINTMENT OF A CLERK**

- 6.1. The Trust Board shall appoint a Clerk to the Committee.

**Membership of the Trust’s HR Committee**

<u>Trustees</u>
Lesley Duffin
Sue Sunderland
Brenda Jarvis
Peter Tidmarsh