



DISCOVERY
EDUCATIONAL TRUST

Human Resources Committee Terms of Reference

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Human Resources Committee

1. Introduction

The Human Resources Committee (HRC) is a Committee of the Discovery Educational Trust (DET) Trust Board (TB).

The constitution, membership and proceedings of any TB Committee shall be determined by the Trustees.

The establishment, terms of reference, constitution and membership of any committee of the Trustees shall be reviewed, at least, once in every 12 months. This document is approved at the first TB meeting of each new academic year.

The membership of any TB Committee may include persons, who are not Trustees, provided that (with the exception of the Local Schools Committees (LSC)) a majority of members of any such Committee are Trustees.

Except in the case of a LSC, no vote on any matter shall be taken at a meeting of a TB Committee unless the majority of members of the Committee present are Trustees.

In the event of an equal division of votes, the Chair of the HRC uses their casting vote. In accordance with the DET Articles of Association, the Chair's casting vote is in addition to their standard vote.

2. Membership and Quorum

- Four Trustees.
- Quorum: Three HRC members.

Due to their membership of the Chief Executive Officer (CEO) Performance Management Committee, the TB Chair and Vice Chair are not permitted to be party to discussion/decisions regarding the CEO pay award, but can be members of the HRC.

The CEO and the Executive Headteacher (EHT)/Headteachers (HT) may attend all proceedings of the HRC for the purpose of providing information and advice, but must withdraw when their own salary is being discussed.

Other Trustees and/or members of DET staff can attend, as appropriate and as approved by the members of the HRC. Attendees do not contribute to the quorum and do not have a vote.

3. General

- Acts on matters delegated by the TB.
- Liaises and consults with other committees and LSCs, as required.
- Contributes to DET's strategic priorities and improvement plans and ensures that each School has the resources needed to deliver its chosen curriculum.
- Considers safeguarding and equalities implications when undertaking all HRC functions.

4. Purpose and Remit

The role of HRC is to scrutinise all aspects of Human Resource management, ensuring that DET has an effective and engaged workforce.

People Strategy

- Guides and supports the TB in developing a staff body with appropriate knowledge, skills and expertise to enable DET to fulfil its vision and achieve its strategic objectives.
- Guides and supports the TB 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.
- Considers and identifies opportunities to optimise the employment, deployment, development and management of staff across the Trust's schools.

Pay and Benefits

- Determines the DET Pay Policy in consultation with staff and trade union representatives and submits to the TB for approval.
- Advises the TB on current and future pay levels.
- Determines and/or monitors pay and pay increases, as appropriate, in accordance with the Pay Policy.
- Monitors and reports to the TB on the annual pattern of pay progression.
- Determines and/or monitors the introduction and impact of staff benefits and incentives.

Engagement and Wellbeing

- Ensures that, in all discussions and for all decisions taken, the mental and physical wellbeing of all DET staff and pupils is a key factor for consideration and that no decisions are approved where there is any doubt as to the impact on this wellbeing.
- Monitors staff turnover and retention rates to ensure that DET remains an employer of choice with an engaged workforce.
- Monitors staff absence, long-term and short-term, and ensures a focus on mental health and wellbeing strategies across DET.

Recruitment and Retention

- Ensures that the Schools are staffed sufficiently for the fulfilment of the Schools' Improvement Plans, and the effective operation of the Schools.
- Ensures that staffing procedures and recruitment procedures follow equalities legislation and safer recruitment practice, reviewing as necessary.
- Annually reviews and approves procedures for dealing with staff discipline, performance management and grievances for noting by the TB to ensure that any underlying issues are managed effectively and efficiently.
- Oversees any process leading to staff reductions, in consultation with staff.
- Monitors all appeal processes outside of Pay, Performance Management and Capability to ensure robust scrutiny and fair outcomes.
- Monitors staff recruitment and Continuing Professional Development (CPD) strategies to ensure best practice.
- Establishes the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

Diversity and Inclusion

- Monitors staff demographic across age, gender and ethnicity to better understand DET's workforce, and to ensure a diverse and inclusive working environment.
- Receives the annual Gender Pay Gap Report, analyses its findings and reports to TB.
- Monitors the equality impact of the Pay Policy and takes actions, as required.

5. Authority

The HRC has the authority to conduct or authorise investigations into any matters within its scope of responsibility. It is empowered to:

- investigate any activity within these Terms of Reference;
- seek any information that it requires from any employee. All employees are directed to cooperate with any requests made by the HRC. Timescale is to be specified by the HRC;
- seek relevant information from subcontractors, consultants and other third parties and consult the internal and external auditors, as needed. Timescale is to be specified by the HRC;
- obtain outside legal or independent professional advice. Such advisers may attend meetings, as necessary.

All decisions made by the HRC must be ratified by the TB at the TB meeting immediately following the HRC meeting at which the decision was taken.

6. Frequency of Meetings and Proceedings

The HRC meets three times a year (once per term). Teachers' pay is discussed in the Autumn term meeting and Support/Associate Staff pay and performance is discussed in the Summer term meeting. HRC also meets at such other times as the Chair of HRC deems to be appropriate.

- The HRC meetings are not open to the public, and details of reports and discussions are not made available due to the sensitivity and confidentiality of the subject matter.
- Unless otherwise agreed by all members of the HRC, notice of meetings, confirmation of the venue, time and date together with an agenda and all relevant papers, should normally be circulated to each member, at least, seven days prior to the date of the meeting.
- The HRC meeting must be minuted by a Governance Professional/Clerk.
- HRC provides a summary report of its decisions to the TB.

7. HRC Responsibilities for Documents and Policies

The following policies are reviewed and approved for noting by TB:

- Capability Procedure;
- Employee Code of Conduct;
- Employee Discipline and Dismissal Procedure;

- Early Career Teachers' Statutory Induction Policy;
- Equality Policy;
- Equality and Diversity in Employment Policy;
- Flexible Working Policy;
- Grievance Procedure;
- Leave of Absence Policy;
- Menopause Policy and Guidance;
- Mental Health and Wellbeing Policy;
- Pay Policy;
- Pensions (Local Government) Discretions Policy;
- Pensions (Teachers') Severance Discretions Policy;
- Performance Management Procedure;
- Probation Procedure;
- Employee Recruitment Procedure;
- Redundancy and Restructuring Procedure;
- Referral Bonus Scheme;
- Sickness Absence Management Policy.