

PAY & PERFORMANCE COMMITTEE: Terms of Reference

The Terms of Reference are determined by the Pay & Performance Committee and approved by the Board of Directors.

Composition of the Committee

The Pay & Performance Committee will comprise of the Chair of the Trust Board, the Chair of the Standards Committee and the Chair of the Finance and Operations Committee.

Establishment of the Policy

The Pay & Performance Committee is responsible for

- Establishing the policy, in consultation with the Trust CEO and HR Provider, staff, and trade union representatives and submitting it to the Trust for approval

The Trust is responsible for

- Formal approval of the Pay Policy

Monitoring and Review

The Pay & Performance Committee is responsible for

- Reviewing the Terms of Reference and Pay Policy annually and submitting to the Trust for approval

The Trust is responsible for

- Considering an annual report on decisions taken in accordance with the terms of the Pay Policy

Application of the Pay Policy

The Pay & Performance Committee is responsible for:

- Taking decisions regarding the pay of the Head Teacher following consideration of the recommendations of the Trust's Chief Education Officer, CEO and Chair of Academy Council/RAEB

- Ensuring that the Head Teacher is informed of the decision of the Pay & Performance Committee and of the right of appeal.
- Taking decisions regarding the pay of the deputy and assistant head teachers, classroom teachers and support staff following consideration of the recommendations of the Head teacher and Academy Council/RAEB
- Ensuring that pay recommendations for the deputy and assistant head teachers, classroom teachers (including applications to progress to UPR) and support staff are made and submitted to the Trust in accordance with the terms of the policy
- Ensuring that staff are informed of the outcome of decisions of the Pay & Performance Committee and the right of appeal
- Ensuring that the grades for support staff are appropriate to the expectations of the job role, including by having posts re-evaluated using the relevant job evaluation scheme
- Advising the Trust on its decisions
- Submitting reports of these decisions to the Trust

The Appeals Committee of the Trust is responsible for

- Taking decisions on appeals against decisions of the Pay & Performance Committee in accordance with the terms of the appeal procedure.

Review

The Terms of Reference will be reviewed annually by the Pay & Performance Committee.

Approved by:

Pay & Performance Committee
Board of Directors

[Insert date]

[Insert date]