

People and Development Committee Terms of Reference

1 CONSTITUTION

- 1.1 The Board of Trustees (the “Trustees”) of The Golden Thread Alliance (the “Trust”) hereby resolves to establish a committee of the Board of Trustees to be known as the People and Development Committee (the “Committee”).

2 MEMBERSHIP

- 2.1 The Committee shall comprise a minimum of four Trustees appointed by the Board of Trustees.
- 2.2 The Chair will be appointed by the Committee annually. The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair. No person may act as Chair unless they are also a member of the Board of Trustees.
- 2.3 The Executive shall ensure that a Governance Professional is provided to take minutes at meetings of the Committee.
- 2.4 The Committee may invite attendance at meetings from persons who are not Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

3 REMIT AND RESPONSIBILITIES OF THE COMMITTEE

- 3.1 The Committee shall be responsible for the matters set out in the scope of responsibilities below.

4 PROCEEDINGS OF COMMITTEE MEETINGS

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but three times in the academic year as a minimum.
- 4.2 The quorum for the Committee shall be three Trustees.
- 4.3 Every matter to be decided at a meeting of the Committee must be determined by a majority of Trustees.
- 4.4 Meetings of the Committee shall be convened by the Governance Professional to the Committee, who shall send the Trustees written notice of the meeting and a copy of the agenda at least seven clear days in advance of the meeting. Where there are matters demanding urgent consideration the Chair may waive the need for seven clear days’ notice of the meeting and substitute such notice as he/she thinks fit.
- 4.5 The convening of a meeting and the proceedings conducted thereat shall not be invalidated by reason of any individual not having received written notice of the meeting or a copy of the agenda thereof or any defect in the appointment of any person serving on the Committee.
- 4.6 Any Committee Member shall be able to participate in meetings by telephone or by any suitable electronic means and by which all those participating in the meeting are able to communicate with all other participants. A person so participating by telephone or other communication shall be deemed to be present in person at the meeting and shall be counted in a quorum and entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no group which is larger than any other group, where the chair of the meeting is located at that time.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually.

5 AUTHORITY

- 5.1 The Committee is authorised by the Board of Trustees to:
- 5.1.1 carry on any activity authorised by these terms of reference and delegated powers through the Trust’s Scheme of Delegation; and
- 5.1.2 seek any appropriate information that it requires from any staff member of the Trust and all staff members shall be directed to co-operate with any request made.

6 REPORTING PROCEDURES

- 6.1 Within 14 days of each meeting the Governance Professional will produce minutes of the meeting which will include any decisions taken and any recommendations or areas for further discussion by the Board of Trustees.

- 6.2 The Committee meeting minutes can be agreed by Committee Members by e-mail.
- 6.3 The Committee meeting minutes will be submitted to meetings of the Board of Trustees.
- 6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Board of Trustees from time to time.
- 6.5 The Committee shall conduct an annual review of its work and shall report the outcome and make any recommendations to the Board of Trustees.

SCOPE AND RESPONSIBILITIES OF THE PEOPLE AND DEVELOPMENT COMMITTEE

The Board of Trustees has established a People and Development Committee with its main function to ensure that personnel arrangements across all of the schools support the strategic priorities of the Trust in terms of staff wellbeing and enabling the recruitment, motivation and retention of staff while complying with all regulatory requirements.

The Committee will carry out this function by:

Pay

- Scrutinising the anonymised pay recommendations on an annual basis and submitting recommendations to the Board of Trustees.
- Reviewing the Pay Policy annually and submitting a recommendation for its approval to the Board of Trustees.

Staffing

- Evaluating staff data reports provided at each meeting of the Committee.
- Convening a panel of Trustees, where appropriate, to support the hearing and/or appeal process in relation to staff processes (including, but not limited to, grievance, capability, probation, disciplinary) pursuant to policies as laid down by the Board of Trustees.
- Reviewing or investigating any other matters in relation to staffing referred to the Committee by the Board of Trustees.

Staff Wellbeing

- Reviewing and monitoring the impact of the range of strategies/initiatives in place to support Staff Wellbeing and Workload.
- Reviewing the Staff Wellbeing Policy annually.

This Committee is also responsible for:

- Reviewing and approving policies pursuant to the policy cycle of review and delegation.
- Reviewing and recommending appropriate training and development activities in respect of the above scope.

The annual review of these Terms of Reference was carried out in Autumn 2022 and approved by the Board of Trustees on 12th December 2022.