

**WMAT Directing Board Central Services Committee  
2017 -18 Terms of Reference**

**Purpose of Committee**

1. To co-ordinate the central funding and services of the WMAT.
2. To assist the decision making of the WMAT, by enabling more detailed consideration to be given to the best means of fulfilling the WMAT Directing Board's responsibilities.
3. To ensure sound deployment of central services staff.
4. To exercise delegated functions, make appropriate recommendations and provide information and advice on staffing matters to the WMAT Directing Board.
5. To work with other committees and provide input to any development and improvement plans.
6. To ensure all statutory requirements covered by its remit are met and discharged.
7. To respond to requests or submit appropriate recommendations and reports to the WMAT Directing Board.
8. To ensure major issues are referred to the Directing Board.

**Terms of Reference**

Staffing (HR)

1. Ensure statutory compliance with employment law.
2. Make recommendations to Directing Board on Terms and Conditions of employment, Staffing Structure for WMAT wide functions and roles and implications of any staffing issues or changes.
3. Exercise delegated authority to authorize restructuring or redundancy at local school level when funded by delegated budget and initiation of appropriate restructuring or redundancy of WMAT wide staff.
4. Make recommends to the Directing Board where redundancy cost will be funded centrally.
5. Consider proposals for additional staff and make recommendations to the Directing Board in respect of funding options, opportunities to introduce new roles and combined posts.

Policies & Procedures

6. Ensure WMAT has required statutory and operational policies and procedures.

7. Ensure relevant policies and procedures are being adopted and applied across the WMAT.
8. Undertake with staff the review of policies as per agreed schedule.
9. Monitor and review effectiveness of policies and procedures and make recommendations to the Directing Board about any issues or changes required.

#### WMAT Reporting

10. Policies that need updating.
11. Contracts that need renewal over £500 in total.

#### Facilities

12. To ensure sound monitoring and management of environmental infrastructure and Health & Safety provision.

#### Committee Membership and Meetings

1. Max size of committee 10, at least 2 must be board members.
2. Additional attendees can be invited to assist or advise on a particular matter or range of issues. Any board member may attend a meeting as an observer.
3. The membership will be agreed annually at the first meeting of the board in the autumn term.
4. The Chair shall be elected by the committee on an annual basis at its first meeting in the autumn term. If the Chair is absent from a meeting the committee will elect a temporary replacement. No employee or non-director can be a Chair.
5. The quorum for each committee meeting is fixed at 3 (2 must be Board Members) eligible to vote.
6. Only directors who are members of the committee may vote and where necessary, the committee Chair may have a second or casting vote.
7. The committee must meet at least four times each academic year, prior to Directing Board meetings, and as often thereafter as is necessary to fulfil its responsibilities.
8. The agenda and supporting papers are to be circulated at least 5 working days before each committee meeting. A formal record of the meeting will be maintained and this must be circulated as part of the agenda and papers of the next Board meeting.

### Reporting to the Board

Produce committee reports using the full range of monitoring information available to provide a financial and staffing overview and highlighting, opportunities or targets and provisions which are not being met or are a cause for concerns and need to be addressed.

### Advising and requiring actions of Local Governing Bodies

Specific responsibility for the dissemination of information and actions required of Local Governing Bodies will be delegated to a named committee member. Local Governing Bodies will be required via that person to confirm actions taken.

### Advising and requiring actions of Academy Schools

Delegated responsibility for informing and ensuring actions required by the committee are executed at individual school level will be through the Chief Executive Officer and recorded in the committee minutes.

**These Terms of Reference for the Central Services Committee of the WMAT were approved by The Directors of the WMAT on the 19<sup>th</sup> October 2017**

**Review Due September 2018.**