

**WMAT Directing Board Personnel Committee  
2016/17 Terms of Reference**

**Purpose of Committee**

1. 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.
2. To ensure sound monitoring and management of staff structures and pay is undertaken.
3. To work with other committees and provide input to any development and improvement plans.
4. To ensure all statutory requirements covered by its remit are met and discharged.
5. To respond to requests or submit appropriate recommendations and reports to the WMAT Directing Board.
6. To ensure major issues are referred promptly to the Directing Board.

**Terms of Reference**

1. Responsible for establishing the following policies, in consultation with the CEO, staff and trade union representatives,
  - Teachers Pay Policy
  - Support Staff Pay Policy
  - Teachers Appraisal Policy
  - Support Staff Appraisal Policy
  - Capability Policy
  - Staff Discipline and Grievance Policy
2. Taking decisions regarding the pay of teachers, following consideration of the recommendations of the CEO and in accordance with the terms of the appraisal policy and pay policy. To be completed by the 31<sup>st</sup> October annually.
3. Ensuring that the pay and grading of support staff is within the agreed framework of grades in the model pay policy.
4. Taking decisions regarding the pay of head teachers, following consideration of the recommendations of the CEO and the Local Governing Body and in accordance with the terms of the appraisal policy and pay policy. To be completed by 31<sup>st</sup> December annually.
5. Agree job description and salary enhancement of the CEO.

6. Carry out appraisal of CEO's performance against the agreed objectives and make pay recommendation. To be completed by 31<sup>st</sup> December annually.
7. Set objectives of the CEO for the new appraisal period.
8. Take decisions regarding proposed changes to leadership structure within the individual Academies.
9. Form and carry out grievance and disciplinary hearings in accordance with the terms of the Staff Discipline and Grievance Policy.

#### Committee Membership and Meetings

1. Size of committee 6 board members to include the CEO (except when appraising CEO)
2. The committee will meet a minimum of twice a year to meet terms of reference 2 and 6. Additional meetings will be held as necessary for the committee to meet its accountabilities.
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 the committee meeting is fixed at 3.
6. All members of the committee may vote and where necessary, the committee Chair may have a second or casting vote.

**These Terms of Reference for the Directing board Pay Committee of the WMAT were approved by The Directors of the WMAT on the 19<sup>th</sup> October 2016.**

Signed by Chair of Directors.....

**Review due September 2017.**