

**TERMS OF REFERENCE FOR REMUNERATION COMMITTEE**

<b>DATE</b>	<b>18<sup>th</sup> July 2024</b>
<b>AGREED BY TRUST BOARD ON</b>	<b>18<sup>th</sup> July 2024</b>
<b>NEXT REVIEW DUE ON</b>	<b>Autumn 2025</b>
<b>Previous Review Dates</b>	<b>December 2022</b> - to reflect new Trust name; to show CEO instead of EHT <b>October 2023</b> – to reflect new job titles; reformat. <b>July 2024</b> – Reviewed

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<b>1</b>	<b>Rationale</b>	
	1.1	The Committee will carry out duties related to pay and remuneration highlighted in the scheme of delegation that are allocated to the Board of Trustees providing recommendations where appropriate
	1.2	It will seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.
<b>2</b>	<b>Membership of the Committee</b>	
	2.1	The Committee will be appointed by the Board of Trustees.
	2.2	There shall be up to five members the majority being Trustees. The Chair of the Board of Trustees or the Chair of the LGB should not be a member of this Committee or LGB Pay Panel.
	2.3	In attendance: CEO, Head of People, Director of Finance, HT shall attend meetings where relevant.
	2.4	A quorum shall be at least 3 members of the Committee.
	2.5	Meetings will normally be held a minimum of once a year in the Autumn term.
	2.6	The CEO, Head of People or Director of Finance may request additional meetings throughout the year as necessary.
	2.7	A Chair of the Committee will be appointed at the Autumn Term meeting each year.
<b>3</b>	<b>Reporting</b>	
	3.1	The Committee will minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Trust Board
<b>4</b>	<b>Remit</b>	
	The Committee will:	
	4.1	Achieve the aims of the Trust-wide pay policy in a fair and equal manner
	4.2	Apply the criteria set by the Trust pay policy in determining the pay of each member of staff at the annual review
	4.3	Ensure a consistent approach to appraisal and benchmarking of proposed pay awards has taken place
	4.4	Ensure all statutory and contractual obligations for all staff are observed

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	4.5	Receive individual school's proposals and consider the recommendations made by the CEO/CEO APPRAISAL PANEL in order to determine the final pay award decisions
	1.6	Ensure that its decision about levels of executive pay follow a robust evidence-based process and are clearly reflective of the individual's role and responsibilities.
	1.7	Ensure no individual can be involved in deciding his or her remuneration.
	9.2	With the help of the CEO and Clerk, keep abreast of relevant developments, new legislations and to advise the Trust Board when the pay policy needs to be revised.
	9.3	Work with the CEO in ensuring that the LGBs comply with current Appraisal Regulations, Appraisal Policy and the Headteachers Standards and Teachers Standards.