

Greater Manchester Learning Trust

Personnel Committee

Terms of Reference

Core Purpose:

The Personnel Committee has been established to:

- To prepare and recommend to the Trust
 - An Appraisal policy
 - A Pay Policy
- To carry out the Executive Principal's Performance management
- To carry out, with the support of the Executive Principal, the appraisal of the performance of academy Principals
- To consider disciplinary, capability and staff grievance matters and seek to resolve them including any appeals that may arise
- To advise on the strategic planning of human resources across the Trust

Membership

The membership shall have a minimum of three and a maximum of five members, one of whom shall be the Chair of the Board of Trustees and one a Trustee with experience of educational appraisal. The Executive Principal shall not have any involvement in decisions regarding his/her own Performance Management and Pay but will attend review committees other than that committee reviewing his/her own performance.

Proceedings

- The committee will meet at least three times per year.
- At its first meeting of each year, the committee will elect a Chair.
- The committee may invite attendance from persons who are not Trustees to assist or advise on a particular matter or range of issues. Such persons shall not be entitled to vote should a vote be required.
- The quorum will be 3 committee members
- Minutes will be forwarded to the Board for consideration at its subsequent meeting.

Responsibilities

Pay and Performance

1. To submit annually recommendations of an Appraisal Policy to the Trust Board
2. To submit annually recommendations of a Pay Policy to the Trust Board
3. To carry out the Executive Principal's Performance Management in accordance with statutory regulations
4. To support the Executive Principal with the annual report to the Trust Board on appraisal arrangements and outcomes in Trust academies
5. To moderate pay decisions across all academies for teaching and support staff
6. To provide a panel to hear any appeal against the outcome of their threshold application

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7. To provide information to the Trust Board on the overall staffing levels, both teaching and support, required in each academy
8. To make recommendations to the Board on leadership within the GMLT
9. To advise on and recommend for adoption by the Board, all policies relating to staff
10. To consider staff grievances and complaints and to seek to resolve them
11. To recommend to the Board a policy on staff discipline and capability
12. To follow and implement on behalf of the Board, the governance aspects of the discipline and capability policy including the provision of panels for hearings and appeals