

**EKO TRUST**  
**WORKFORCE DEVELOPMENT COMMITTEE**  
**TERMS OF REFERENCE (v0.6 July 2024)**

**1. POWERS OF THE BOARD OF TRUSTEES**

- 1.1. The Board of Trustees shall establish the Workforce Development Committee as a Trust committee as empowered by the Trust's Articles of Association (Article 100B).
- 1.2. The Trustees shall determine and approve the Committee's Terms of Reference and shall review the Terms at the start of each academic year (Article 101).
- 1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Committee and shall review this Scheme of Delegation at the start of each academic year (Article 105).
- 1.4. The Trustees shall have the right to intervene in the governance of an individual School where it has serious cause for concern that there is a breakdown in the management of staff or a threat to their safety and well-being.

**2. POWERS OF THE WORKFORCE DEVELOPMENT COMMITTEE**

The Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

- 2.1. to guide and support the Trust Board in fulfilling its legal and regulatory responsibilities for the employment of staff in ways that are appropriate to the Trust's vision, ethos and values;
- 2.2. to guide and support the Trust Board in developing a staff body with appropriate knowledge, skills and expertise to enable the Trust to fulfil its vision and achieve its strategic objectives;
- 2.3. to guide and support the Trust Board in monitoring and managing the working conditions, work/life balance and well-being of Trust employees including absence , sickness and staff turnover;
- 2.4. to receive recommendations from the Cluster Performance Committee and the Growth Committee
- 2.5. to receive audit reports relating to matters overseen by this committee and monitor action plans;
- 2.6. to review and recommend to the Trust Board policies relating to the employment, management and development of Trust staff as per policy matrix;
- 2.7. to fulfil the responsibilities of this committee as set out in the Pay Policy;
- 2.8. to review and recommend to the Trust Board the annual pay awards for Teachers and Support staff, having consulted with the Finance Committee on the financial implications of the proposals. The Committee shall consider relevant local and national agreements ;
- 2.9. to review and recommend to the Trust Board changes to employees terms and conditions and terms and conditions for new schools;
- 2.10. to oversee and recommend to the Trust Board the performance management review of the CEO;
- 2.11. to review and recommend relevant sections of the Trust development plan;
- 2.12. to review the effectiveness of the leadership development and talent management programmes;
- 2.13. to monitor compensation payments up to £50,000. The Committee shall ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies;
- 2.14. to respond to consultation on Trust and School staff structures and appointments;

- 2.15. to review and respond to proposals for the restructuring and redundancy of staff having consulted with the Finance Committee on the financial implications of the proposals. The Committee shall ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies;
- 2.16. to monitor HR metrics and KPIs, alerting the Trust Board or LGBs to any significant trends;
- 2.17. to monitor aspects of the Risk Register related to HR and workforce development.

### **3. COMPOSITION AND APPOINTMENT OF THE WORKFORCE DEVELOPMENT COMMITTEE**

- 3.1. The composition of the Committee shall be as follows;
  - 3.1.1. Trustees with relevant knowledge, skills and expertise in human resources, personnel and pay management
  - 3.1.2. Persons with relevant knowledge, skills, expertise in human resources, personnel and pay management , and leadership development who will be appointed by the Trust Board,
  - 3.1.3. Further Trustees such that the Committee has a majority of Trustees.
  - 3.1.4. The Chief Executive Officer will be invited to attend.

### **4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

- 4.1. The Term of Office for all members is determined by the Trust Board
- 4.2. On appointment members are each required to familiarise themselves and to agree to comply with;
  - 4.2.1. these Terms,
  - 4.2.2. Trust HR policies
  - 4.2.3. current relevant legislation and guidance on the employment of staff.

### **5. MEETINGS OF THE COMMITTEE**

- 5.1. The Committee shall meet at least once per term and in particular;
  - 5.1.1. The Committee shall meet at the appropriate times set out in the Trust Business Calendar
  - 5.1.2. The members will receive notice of each meeting 7 clear days before the date of the meeting.
  - 5.1.3. The agenda, papers and minutes of Committee meetings will be sent to the Clerk to the Trustees when they are issued to members
  - 5.1.4. Minutes will be signed by the Committee Chair at the next meeting to verify that the minutes are a true record.
- 5.2. Quorum for a meeting of the Committee will be half the members and a majority of members present being Trust Trustees.
- 5.3. Each question to be decided at a meeting of the Committee shall be determined by a majority of votes of members present and eligible to vote on the question. The Chair shall have the casting vote in the case of equal votes for and against the decision.

### **6. APPOINTMENT OF THE COMMITTEE CHAIR AND VICE CHAIR**

- 6.1. The Trust Board shall appoint the Chair and Vice Chair,
- 6.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair.
- 6.3. The term of office for Chair and Vice Chair will be 1 year and they shall be appointed at the first meeting of the Trust Board each school year.

### **7. APPOINTMENT OF A CLERK**

- 7.1. The Trust Board shall appoint a Clerk to the Committee.