

Terms of Reference

1.1 Title

The Academy Trust (AT) HR network (“the Network”).

1.2 Attendees

- (a) The invite will be limited to the strategic lead for HR in an academy trust.
- (b) The Head of HR can nominate a deputy if they are unable to attend, which should be made to the secretariat at least 24 hours before the meeting.
- (c) The secretariat for formal meetings will be provided by Employer Link.
- (d) Guest speakers will be invited, as appropriate.
- (e) Members will be assigned to one of nine regional groups, based on the location of most of their academies: members may ask to move groups.

1.3 Functions

- (a) The primary function of the group is to facilitate networking on any HR, IR, OD, Pensions, or other relevant workforce related issues of interest to the members. The main benefits are:
 - (i) to influence the national policy agenda
 - (ii) to share best practice
 - (iii) to collaborate on education sector specific projects
 - (iv) to ensure that there is a coherent employer understanding of what the trade unions are doing (at local, regional, and national level)
 - (v) to support the professional development of members (and their teams)
- (b) The network may determine to undertake research or commission specific pieces of work. Individual ATs may opt out of specific research projects or any work that is commissioned – but access to the outcomes will be limited.
- (c) The network may choose to make submissions as a group to relevant calls for evidence or consultations (see 1.6(e)).
- (d) Email addresses may be shared, within the network, to help smooth the operation of meetings and the delivery of its functions.

1.4 Costs

- (a) There are no membership fees to be a part of the network.
- (b) A charge may be payable for any work that is commissioned, speaker fees, venue hire, refreshments or for any costs otherwise incurred.

1.5 Information sharing

- (a) Generally, information for individual meetings will be shared via email.

- (b) A closed KHub group exists for the network to share documents. Views may also be sought in between meetings using the *chat* in Microsoft Teams.
- (c) Employer Link is a brand name / subscription service of the LGA. Information linked to their work on workforce issues in the education sector may be limited to subscriber organisations rather than all members of the network.

1.6 Procedures

- (a) A network Sounding Board (“the Board”) will be appointed for a period of two years. The secretariat will seek nominations and interested parties will submit an outline of their credentials. The Board will be made up of one person per region, with an additional two deputies per region (see appendix for list of the current make-up of the Board and Deputies). The secretariat will then arrange a confidential voting process, if necessary, ensuring that all members of the network can have their say.
- (b) The role of the Sounding Board is:
 - (i) To co-ordinate the agenda
 - (ii) To engage in separate in-depth discussions in line with the functions of the network and agree the position of the network on relevant issues (see para 1.6(e)). Discussions will involve a wider cross education network with the maintained sector through [NEOST](#).
 - (iii) To facilitate the regional break-out sessions, to inform the in-depth discussions and ensure the voice of all members is heard.
 - (iv) To provide the Chair of each meeting on a rotating basis
 - (v) Other necessary support in arranging events.
- (c) The role of the Chair is to preside at the online meetings.
- (d) Meetings

Online monthly meetings will normally take place, with the exception of August. Meetings may be cancelled if they clash with school closure periods or if an alternative in-person event is arranged.

The secretariat will ask members for agenda items in advance of the meeting and draw up the agenda for the Chair / Vice Chair to sign off.

The secretariat will arrange the meetings (e.g. invite speakers to present).
- (e) Submission of evidence / consultations and other work

The secretariat is for the regular online meetings. Volunteers will be sought to undertake any additional work. Wherever practical consultation and response sign off will be at formal meetings. However, where necessary this will be done electronically, with agreement being via the Sounding Board.
- (f) Sponsorship or other income generation

May be sought for the benefit of the network. Sponsorship will not be seen as an endorsement of one supplier over any others. Conflicts of interest will be guarded against.