

Terms of reference Acas People and Remuneration Committee

Context and purpose

1. Acas has an ambitious strategy for making working life better. This also includes the aspiration that Acas is an exemplar employer.
2. The People and RemCo (P&RC) is a sub-committee to the Acas Council. Its remit is to support the CEO and People Director by providing oversight and stimulus to Acas's people strategy, to support Acas to achieve its ambitions and in its development as an exemplar employer.

Specific role

3. The role of the Committee is to:
 - Support the executive, by providing stimulus, oversight and assurance on the vision and delivery plans for Acas's people strategy.
 - Ensure that the pay of the Acas Chief Executive is awarded fairly, according to contribution, both in achievement of objectives and in development of competencies, skills and knowledge.
 - Make decisions on the distribution of pay and performance awards for the Acas Chief Executive and their Senior Civil Servants' direct reports, ensuring that awards are made fairly and equitably in line with current guidance and with regard to equal opportunities. Any appeals on these decisions should be submitted in writing to the Chief Executive and will be referred to the Chair of the Acas Council for decision. The sub-committee will recognise Acas's internal structures namely the Joint Pay Committee and the wider Civil Service framework for pay and HR policy.
 - Provide a further mechanism for employee voice to be understood by Acas Council members.
 - Provide oversight for any changes to the pay arrangements of Council members within the parameters set by our sponsor department.
4. In addition, the Committee may provide a role in advising on Council member development and effectiveness, including training and succession planning and shall provide advice to the CEO and Chair on such matters, within the parameters of public appointments.

Membership

5. The Committee shall be chaired by the Chair of Acas Council and comprise 3 members of the Acas Council, to reflect the tripartite balance of the Council. It shall be quorate when the Chair and 1 member are present.

Meetings

6. Meetings will be organised as follows:
 - The Committee will normally meet twice a year, but may do so more often if necessary, as determined by the Chair and Committee members.

- The Chief Executive and People Director will be invited to attend all or part of each meeting, as required and where Senior Civil Servant pay is under consideration, the Head of Pay and Reward will be invited. Other officials will be invited as required.
- The Committee will oversee how Acas is listening and responding to employee voice. This can include engagement, facilitated by the executive, with trade union and wider reps, such as network chairs.
- Before each meeting the Chair and Chief Executive will agree an agenda that addresses relevant and timely issues.
- Papers shall be distributed to Committee members and those in attendance 5 days in advance of the meeting.
- Minutes of each meeting will be taken and will be kept securely along with all supporting documentation.
- The Chair or a delegated member of the Committee is responsible for presenting a summary written or oral report on Committee activities, findings, conclusions and any recommendations to the subsequent full Council meeting.

Review

7. The Committee will periodically review its effectiveness, taking into account best practice in governance, and recommend to the full Council for approval of any changes necessary to facilitate effective and efficient conduct Committee business.

8. These terms of reference will be reviewed annually but can be reviewed more frequently should the need arise.

9. The People and Remuneration Committee is a successor to the Remuneration Committee. Terms of reference for the People and Remuneration Committee were agreed by the Council at its meeting of 5 May 2021 and updated by the Committee at its meeting on 28 February 2023.