



BISHOPSTOKE PARISH COUNCIL

PEOPLE COMMITTEE

TERMS OF REFERENCE

**These Terms of Reference were approved
by the Council at its meeting on**

14th March 2023

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
PEOPLE COMMITTEE

TERMS OF REFERENCE

Amendment Sheet

| Amendment No. | Date Incorporated | Subject |
|----------------------|----------------------------|---------------------------------------|
| 8.1.6 | 12 th July 2022 | Vacancies |
| 8.1.7 | 12 th July 2022 | Annual review of Council requirements |

TERMS OF REFERENCE FOR THE PEOPLE COMMITTEE

1 Membership

- 1.1 The Committee will consist of the current Chair and Vice-Chair of the Council, and the Chairs of the Council Committees.
- 1.2 Where appropriate, other persons may be invited to attend one or more meetings.

2 Chair

- 2.1 The Chair of the Parish Council will Chair the Committee. In their absence, a Chair for the meeting will be appointed at that meeting.

3 Quorum

- 3.1 A quorum will consist of three members of the Committee.

4 Meetings

- 4.1 The Committee will meet on the fourth Tuesday of June, October and February unless otherwise decided at a previous meeting of either the Human Resources Committee or the Full Council, with additional meetings arranged if necessary.
- 4.2 The Clerk shall produce and circulate an agenda for the meeting, including any relevant policy, procedure or other document being discussed, at least three clear working days in advance of the meeting in accordance with Parish Council Standing Orders.
- 4.3 The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed. Draft minutes will be provided to the Chair as soon as possible and then circulated to the Committee members no later than the point at which the next agenda is circulated. In discussions relating to the appraisal of the Clerk, the notes will be taken by the Chair or other appointed person.

5 Reporting

- 5.1 The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be achieved by the circulation of the relevant minutes with other agenda papers before the meeting.

6 Decisions

- 6.1 The Committee will have no power to make decisions on behalf of the Council except in the following areas:
 - 6.1.1 Date, Time and Place of its Meetings.
 - 6.1.2 Identifying and filling the training needs of the Committee, within the overall training budget specified by the Full Council.
 - 6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Committee.
 - 6.1.4 Policies relating to the Council's role as an employer.

7 Budget

- 7.1 The Committee will have the power to commit to any necessary expenditure on behalf of the Council relating to its decision-making powers providing it is within the relevant budget set by the Parish Council each year. Any other expenditure the Committee recommends must be either approved by the Clerk (in cases where emergency work is required) or must be agreed by the Council (in cases where either there is no agreed budget for the expenditure or it exceeds the agreed budget by over £500).
- 7.2 Any expenditure the Committee wishes to undertake that is either greater than budgeted or not yet budgeted for must be sent to the Parish Council for approval.

8 Responsibilities

- 8.1 The Committee will have specific responsibility in the following areas:
 - 8.1.1 Policies relating to the Council's role as an employer.
 - 8.1.2 Allegations related to use of Council resources and facilities.
 - 8.1.3 Allegations related to code of conduct breaches.
 - 8.1.4 Amendments to staff documents such as contracts and job descriptions.
 - 8.1.5 Overseeing the appraisal process and in particular conducting the Clerk's appraisal.
 - 8.1.6 Overseeing the appointment process from agreeing the details of a vacancy through to appointing the successful applicant.
 - 8.1.7 Conducting an annual review of the requirements of the Council in relation to the roles of the officers and adjusting those roles accordingly.
- 8.2 The Committee will be expected to make recommendations on:
 - 8.2.1 Staff remuneration and staffing levels.
 - 8.2.2 The mission statement and objectives of the Council.
 - 8.2.3 Sanctions as a result of misuse of Council resources and facilities or breaching the code of conduct.