



Bishopstoke Parish Council

To find out how to attend or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07368 487464;
Or visit www.bishopstokepc.org

**Members of the People Committee are summoned to attend a meeting on
Tuesday 25th June at 7:30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. Declarations of Interest and Requests for Dispensations
3. To discuss, amend if necessary, and recommend the Mission Statement and Aims of the Council
4. To discuss the procedure for appointments to elected positions within Council and make recommendations
5. To amend the Council's employee contracts so that the holiday year begins on 1st January each year
6. To recommend an amendment to the People Committee terms of reference regarding membership of the Committee
7. To receive the overtime hours report
8. To receive the Clerk's report on People Committee matters
9. Date, time and place for next meeting

DL Wheal
Clerk to Bishopstoke Parish Council
19th June 2024

People Committee – 25th June 2024

Item 03 – Council Mission & Aims

The current mission statement and aims of the Council are as follows:

Mission Statement

To be the voice of the people of Bishopstoke to enhance our village as a great place to live, work and visit.

Aim 1

To improve, and protect, our environment for residents and wildlife.

Aim 2

To promote better health & well-being outcomes for all.

Aim 3

To strengthen a sense of place.

Aim 4

To encourage residents to become more involved in the life of the village.

Councillors are invited to discuss whether these remain appropriate to continue with or whether changes should be made. This could be in the form of additions or deletions, or amending existing phrases.

Additionally, Councillors may wish to discuss adding a number of objectives for each aim.



People Committee – 25th June 2024

Item 04 – Elected Positions

At the first meeting of this Council cycle it was suggested that it would be helpful to new Councillors, and by extension any residents attending the meeting, if each person standing for Chair of the Council could make a short speech giving an idea of why they were standing.

It was noted that it is not always the case that a Councillor intends to stand for Chair – sometimes they are nominated by others – and so this may not be fair when compared to someone who has had ample time to prepare.

One alternative option might be that the nominating person should be the one to give a speech as to why the person they nominated should be Chair. Matters could also be left as they are, on the assumption that anyone interested enough to stand for Council, or attend meetings, would have researched matters prior to standing or attending. There may be other options Councillors might like to put forward.

Consideration should also be given to whether any changes should also be applied to other elected positions such as Vice Chair, Committee Chairs, Committee Vice Chairs, or any of the other appointed positions the Council puts in place.

People Committee – 25th June 2024

Item 05 – Holiday Year

In the early years of Bishopstoke Parish Council an employee's holiday year started on the day their employment started. This led to different employees having different holiday years.

In order to solve this problem, and align more with the Council year, a change was made so that the holiday year for all employees begins on April 1st. This has proven successful until now.

2023-24 had two Good Fridays. One on April 7 2023 and another on March 29 2024. This led to complications because of the way bank holidays tie in with the holiday year for part time staff. Although this is a rare occurrence it will undoubtedly happen again (in the year 2026-27 for example) and there is an easy solution.

The Clerk recommends that the employee holiday year run from 1st January to 31st December with the changeover for the Clerk happening on 1st January 2025, but with all new employees having their holiday calculated for this year as if the new system were already in place.

People Committee – 25th June 2024

Item 06 – Committee membership

The People Committee terms of reference state that the membership of the committee will comprise the Chair of the Council, the Vice Chair of Council, and the three other Committee Chairs (Finance, Assets and Planning).

However, when a Councillor has more than one of the roles listed above then the People Committee is guaranteed to have fewer members.

It would be possible to amend the terms of reference to prevent this diminished membership from happening in the future.

Cllrs could consider adding clauses to section 1 as follows:

Add new 1.2 Where a single Councillor holds more than one of the relevant posts then a replacement committee member will be appointed:

Add new 1.2.1 If the Councillor is Chair or Vice Chair of the Council, AND a Committee Chair, then the Vice Chair of that committee will become a People Committee member.

Add new 1.2.2 If the Councillor is Chair of two committees, then the Vice Chair of the higher ranked committee will become a member of the People Committee.

Add new 1.2.3 If there no way to achieve five committee members from the existing Chairs and Vice Chairs then the Lead Member of the Communications Working Group will be appointed to the People Committee. If that does not resolve the situation then the Lead Member of the Glebe Meadow Working Group will be appointed, and finally, if necessary, the People Committee will vote to appoint a committee member from the remaining Councillors.

Move original 1.2 to become new 1.3.

If this is agreed, Committee members would also need to agree how to order the Committees. The Clerk's suggestion is Finance, then Assets and finally Planning, but any order would do as long as it is agreed by Full Council.

People Committee – 25th June 2024

Item 07 – Overtime Report

As part of its staff welfare remit, the People Committee monitors the levels of overtime undertaken by staff.

Clerk (Full time contract – 37 hours per week)

Pay Month	Weeks in Month	Overtime Hours	OT hours as %
April	3 weeks	1.75	1.58%
May	4 weeks	16.75	11.32%
June (to date)	4 weeks	12.25	8.28%
Total	11 weeks	30.75	7.56%
Max permitted In contract	11 weeks	88	21.62%

As overtime is well below the maximum permitted overtime without additional authorisation, it is not believed that there is cause for concern at this time.



People Committee – Clerk’s Report

25th June 2024

Actions from previous meetings

- PPL_2324_M02/10.2 Regarding the minutes
The minutes were signed and published on the Council website.
- PPL_2324_M02/12.6 Regarding the suite of complaints policies
The policies were amended as agreed and published.
- PPL_2324_M02/12.7 Regarding the structure of the complaints policies
The restructuring is still to be completed.
- PPL_2324_M02/13.3 Regarding safeguarding documents
Other documents have not yet been obtained.
- PPL_2324_M02/13.4 Regarding purchasing a book to record concerns
A book has been purchased and is available for use.
- PPL_2324_M02/13.5 Regarding the Safeguarding Policy
Final amendments are awaiting the completion of PPL_2324_M02/13.3 and, following that, committee approval via email.
- PPL_2324_M02/15.2 Regarding the Jubilee Clock
Good Directions (who installed the clocks originally) have been contacted. I am currently awaiting them completing a search of their archive records.
- PPL_2324_M02/16.2 Regarding a meeting to discuss the structure of the complaints policies
As the restructuring is still to be completed the meeting has not yet been arranged.
- PPL_2324_M02/18.1 Regarding the staff vacancies
HALC and EBC were contacted for support on both medical forms and advertising the vacancies. Job descriptions were forwarded to Committee members.

Recommendations from previous meetings

- PPL_2324_M02/18.3 Regarding salaries
The recommendations of the Committee were accepted by Full Council.

Areas where the Committee has responsibility

Staff

All three vacancies have been successfully filled, subject to references being acceptable. We anticipate all three new officers to start before the end of July with training going on throughout the summer and early Autumn.

Contractors

Shawyers have been continuing with the tree work from last year's survey. A new survey will soon be booked with the date provisionally set for November this year.

Priorities

The Clerk's priority over the past two months has been to process everything essential in a timely fashion and as much of everything else as possible. With this in mind the attention has been on the cemetery and ensuring invoices are paid. With the addition of new staff over the summer, the priorities will shift to include training.

Training

No training has been undertaken since the last report.