

## **BISHOPSTOKE PARISH COUNCIL**

### **PEOPLE COMMITTEE**

### **TERMS OF REFERENCE**

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

**11<sup>th</sup> November 2025**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

# **BISHOPSTOKE PARISH COUNCIL**

## **PEOPLE COMMITTEE**

### **TERMS OF REFERENCE**

#### **Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
8.1.6	12 <sup>th</sup> July 2022	Vacancies
8.1.7	12 <sup>th</sup> July 2022	Annual review of Council requirements
1.2 & 1.3	9 <sup>th</sup> July 2024	Membership of the Committee
7.1	25 <sup>th</sup> February 2025	Permitted overspend – financial regulations
4.1.1	11 <sup>th</sup> November 2025	Added facility to amend meeting date / venue

## **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 a single Councillor holds more than one of the relevant posts then a replacement committee member will be appointed as follows:
  - 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.
  - 1.2.2 If the Councillor is Chair of two committees then the Vice Chair of whichever of those committees comes first out of Finance, Assets and Planning will become a member of the People Committee. If they are already a member then the Vice Chair of the second Committee will become a People Committee member.
  - 1.2.3 If there is 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 member from the remaining Councillors.
- 1.3 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 People Committee or the Full Council, with additional meetings arranged if necessary.
  - 4.1.1 If a request to change a Committee meeting date and/or venue is submitted by a Councillor or Officer and there is no available Full Council or Committee meeting at which to consider the request, the Chair and Vice Chair of the Council or Committee, in conjunction with the Clerk, may consider the request and, if thought appropriate, approve the request. Any such change would then be communicated to all Committee members as soon as possible
- 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 A report on the resolutions and recommendations of the Committee will be presented at each Full Council meeting. The Chair or other nominated member of the Committee may present an additional report to the Council. The approved minutes of the last Assets Committee meeting will be sent to all Councillors as part of the document pack for the subsequent one.

## **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 10% or £100, whichever is greater).
- 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.