

**Minutes of a Meeting of the People Committee
held at Bishopstoke Methodist Church
commencing at 7:30pm on 27th June 2023**

Present: Cllrs Hillier-Wheal (Chair), Harris (Vice Chair), Francis and Moore

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr Daly (Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present.

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Public Session

1 Apologies for Absence

1.1 Apologies had been received from Cllr Winstanley.

2 To adopt as a true record, and sign, the Minutes of the People Committee meeting held on 28 February 2023

2.1 The Minutes of the above meeting had been circulated prior to the meeting.

2.2 Proposed Cllr Francis, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 28 February 2023 be adopted as a true record.

Action: Clerk and Chair – to sign and publish the minutes and document pack

3 Declarations of Interest and Requests for Dispensations

3.1 None declared or requested.

4 To discuss, amend if necessary, and re-adopt the Grievance Policy

4.1 The Grievance Policy had been circulated with the papers for the meeting.

4.2 The Committee felt that an introduction indicating who the policy affects would be useful, as well as further details on who might be dealing with the complaint in the event of a conflict of interest. After further discussion the Committee also agreed that the Complaints Procedure and Discipline Policy would also benefit from similar treatment and it was thought all three could be tied together. Finally, a section should be added detailing the powers of the Council to sanction Councillors deemed to have behaved inappropriately. The Clerk was asked to make the necessary changes to the policies and bring them forward to the next People Committee meeting.

Action: Clerk – Modify all the policies for clarity and detail, adding introductions as necessary and a section on Cllr sanctions for the October People Committee meeting

5 To discuss, amend if necessary, and recommend the Council Mission Statement and Objectives

5.1 The Mission Statement and Aims had been included with the papers for the meeting.

5.2 The Committee agreed that having objectives for each aim would be beneficial and further agreed to work on those objectives collectively via an online amendable document provided by the Clerk. A further project would be identifying which Aims and Objects each aspect of Council business impacts.

5.3 Proposed Cllr Moore, Seconded Cllr Harris, **RECOMMENDED** unanimously that the Council approve the unchanged Mission Statement and Aims, and that the Committee members work to create Objectives for each Aim.

Action: Clerk and Committee Members – to add the Mission and Aims to the next Full Council agenda, to provide Committee members with a working document for Objectives and to bring the suggested Objectives to the October People Committee meeting; Committee members to add Objectives as they see fit

6 To receive the overtime hours report

6.1 The overtime report had been included with the papers for the meeting and was noted. The Clerk offered to provide updates in between meetings as the Committee only meets three times per year and this was accepted by the Committee.

Action: Clerk – to provide the overtime report on a monthly basis to Committee members

7 To receive the Clerk’s report

7.1 The Clerk’s report had been included with the papers for the meeting and was noted. The Clerk was asked to include details of recent training undertaken by both Officers and Councillors in future reports.

Action: Clerk – to amend the Clerk’s report to include details on training undertaken

8 Date, time, place and agenda items for next meeting

8.1 The next meeting of the People Committee was scheduled to take place at 7:30pm on Tuesday 24th October at the Bishopstoke Methodist Church. Both Cllrs Hillier-Wheal and Harris indicated that they would be unable to attend.

8.2 Proposed Cllr Moore, Seconded Cllr Hillier-Wheal, **RESOLVED** unanimously that the next meeting of the People Committee will take place on Tuesday 17th October at 7:30pm in the Bishopstoke Methodist Church. The Clerk advised Committee members that any requested agenda items, including any supporting papers, should be with him by Tuesday 10th October.

Action: Clerk – to update the published meeting schedule and advise Cllrs of the change

There being no further business, the Chair closed the meeting at 8:24pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____