

## **TERMS OF REFERENCE**

### **1. Authority**

- 1.1. The People Committee (PC) was established by the Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Wendover (PCC) as noted in the minutes of the PCC meeting on 25 May 2022.

### **2. Composition**

- 2.1. The chair and members of the People Committee are appointed annually by the PCC, in the first meeting held following the APCM.
- 2.2. The members of the People Committee will normally comprise the Vicar, a Church Warden, together with members of the PCC and wider church community.
- 2.3. Three members of the People Committee constitutes a quorum.
- 2.4. The PCC shall appoint the Committee chair. In the absence of the Committee chair and/or an appointed deputy at a Committee meeting, the remaining members present shall elect one of themselves to chair the meetings.

### **3. Scope**

- 3.1. The People Committee is responsible to the PCC for monitoring and supporting the governance and delivery of HR policies and procedures as they apply to all employees of St Mary's Church, Wendover PCC. The PCC retains formal accountability for these matters but delegates the detailed consideration to the People Committee.
- 3.2. Where the People Committee recommends changes to its Terms of Reference or changes to the policies and procedures within its remit, these will require the approval of the full PCC.
- 3.3. The People Committee will support and advise the PCC in the development and deployment of volunteers within the church community.

### **4. Responsibilities**

- 4.1. To assist the PCC to ensure that St Mary's Wendover exhibits honesty, integrity, and effectiveness in dealing with employees and volunteers in accordance with our values.
- 4.2. To support, monitor and review the operation of the PCC's safeguarding policy, receiving regular updates from the Safeguarding Officer whilst maintaining necessary confidentiality.
- 4.3. Provide the PCC with regular updates on the operation of the Safeguarding Policy highlighting areas of good practice and raising any concerns regarding the operation of the policy.
- 4.4. To ensure that the PCC's legal and regulatory obligations regarding the employment of staff are discharged in a timely manner.
- 4.5. To develop, monitor and review the policies and procedures necessary to support the full employee lifecycle including:
  - 4.5.1. Employee Recruitment Policy
  - 4.5.2. Employee Induction and Probation Policy
  - 4.5.3. Employee Performance Review and Development Policy
  - 4.5.4. Equality and Diversity Policy

- 4.5.5. Employee Pay Review Policy
- 4.5.6. Redundancy Policy
- 4.5.7. Employee Grievance Procedure
- 4.5.8. Employee Capability Procedure
- 4.5.9. Employee Disciplinary Procedure
- 4.5.10. Equality and Diversity Policy
- 4.5.11. Lone Working Policy
- 4.6. To provide the PCC with regular updates concerning the operation of HR policies and procedures whilst maintaining appropriate confidentiality
- 4.7. To monitor and review the volunteer roles within the church to ensure that individuals are appropriately supported in their role and that the deployment of volunteers is consistent with the delivery of the Mission Action Plan and the PCC's Safeguarding Policy
- 4.8. To monitor and manage people-related risks within the St Mary's risk register

## **5. Functions**

- 5.1. The People Committee meets at least three times a year, and more frequently as necessary, to review and take decisions on matters within its TOR, which are then recorded in the People Committee minutes.
- 5.2. Minutes of People Committee meetings are shared with the PCC. Where confidential matters are discussed within the People Committee, the minutes of these will be circulated to People Committee members only.
- 5.3. The People Committee operates policies and procedures under delegated authority from the PCC within the agreed scope. Policies and procedures will require approval by the full PCC before implementation.
- 5.4. The chair of the People Committee, or – in their absence – another People Committee member, reports on People Committee activities to each meeting of the PCC. This includes, as and when appropriate, recommendations from the People Committee for decisions that need to be taken at PCC level or which relate to matters reserved for the PCC.
- 5.5. For the avoidance of doubt, all PCC members remain ultimately responsible for all matters dealt with by the People Committee and should ensure that they appropriately scrutinise, understand and, where appropriate, approve the decisions made.