



PEOPLE & CULTURE COMMITTEE CHARTER

1. Purpose

The purpose of this charter is to set out the authority, duties & responsibilities, meetings, composition and reporting of the People & Culture Committee of the City on a Hill Movement Ltd. (COAHM) and related or controlled entities including: City on a Hill Authorised Anglican Congregations (AACs), City on a Hill Creative, the City on a Hill Foundation, and Many Rooms Ltd.

2. Authority

The People & Culture Committee is established as a sub-committee of the COAHM board and has delegated authority to assist the board to discharge their governance responsibilities specifically with respect to organisational culture and human resource management.

3. Duties and Responsibilities

Subject to any resolution of the board, the duties of the People & Culture Committee are to:

- a) Prayerfully and practically support the mission and vision of City on a Hill.
- b) Monitor the organisational culture of the movement and leadership strategies to develop a culture consistent with the mission and vision.
- c) Provide advice and counsel to senior leaders in support of healthy organisational culture.
- d) Review and recommend strategies to promote staff wellbeing.
- e) Provide review, advice and counsel in support ongoing staff review and development, staff retention, and succession planning.
- f) Review and recommend strategies and progress for appropriate diversity and inclusion in governance, leadership and staff teams across City on a Hill.
- g) Review and endorse codes of conduct and HR related policies.
- h) Review and recommend to the board remuneration policies and pay scales in support of healthy staff culture and appropriate for the context of church ministry.



4. Meetings

- a) The People & Culture Committee should meet regularly enough to undertake its role effectively and provide timely reporting to the COAHM board. This should not be less than quarterly.
- b) Meeting procedures should be in accordance with the terms in the [City on a Hill Movement Constitution](#).

5. Composition

- a) Members of the People & Culture Committee are appointed by the COAHM board. The chair of the People & Culture Committee may recommend members to the board.
- b) The People & Culture Committee must consist of a minimum of three members, and a majority of lay members.
- c) The People & Culture Committee should include:
 - i) At least one member holding the office of director of the COAHM board.
 - ii) Other suitably skilled members of the church.
 - iii) Diversity in representation from across City on a Hill (including church location & gender).
- d) The chair of the People & Culture Committee is appointed by the COAHM board.

6. Reporting

- a) The chair of the People & Culture Committee will report to the board on the activities of the People & Culture Committee.
- b) Meeting minutes should be kept and made available to the COAHM board.