



TERMS OF REFERENCE – POLICY COMMITTEE

1. The Council will elect the Chair and review the membership and terms of reference of the committee at its Annual Meeting.
2. There shall be five members, with wherever possible equal representation from each Ward.
3. The quorum shall be three members.
4. The Council's Standing Orders will apply to all meetings of the committee.
5. Non-members of the committee may attend in their capacity as councillors and will be allowed to speak on an agenda item with the agreement of the Chair.
6. The committee will act in an advisory capacity only with the exception of any delegated authority granted and will make recommendations to Council for final decisions.
7. Meetings will be publicised in accordance with the Council's Standing Orders and be open to members of the public, unless the committee feels it appropriate to exclude the press and public for specific items.

IN PARTICULAR THE COMMITTEE WILL:

8. Create policies and procedures related to the Council and ensure that these are compliant with statutory requirements as necessary.
9. Review all policies and procedures related to the Council and ensure that these are compliant with statutory requirements, working jointly with other committees as appropriate.
10. Review the Standing Orders.
11. Review the Financial Regulations jointly with the Finance Committee.

DELEGATED AUTHORITY:

The Council will delegate authority and responsibility for the following matters to the Policy Committee:

- Review, maintain and create Council policies and procedures for submission to full Council for approval and adoption.

MEETINGS OF POLICY COMMITTEE:

The Policy Committee will meet to discuss the following matters:

- To review, maintain and create policies and procedures for the Council to adopt.