

POLICY & RESOURCES COMMITTEE

Terms of Reference

1. Committee objectives

This committee will be responsible for the following:

- 1.1 Long term policy for the development and improvement of the town.
- 1.2 Maintenance of the highest standards of conduct within all Council matters.

2 Functions of the Committee

- 2.1 Subject to full Council agreement – budgeted matters relating to staffing and donations and grants.
- 2.2 Annual review of Standing Orders and Financial Regulations
- 2.3 Matters relating to Audit, the internal control, Internal Audit and External Audit.
- 2.4 Appointment of a sub-committee for dealing with personnel matters (refer 4.2 below)
- 2.5 Reporting Committee for complaints received from the Complaints Procedures

3 Advise Council on:

- 3.1 Long term policy matters of the Town Council.
- 3.2 New projects suggested by the Town Council, Committees and general public.
- 3.3 Composition of Committees.
- 3.4 Staffing matters.
- 3.5 Detailed monitoring of budget.
- 3.6 Maintenance of risk register.
- 3.7 Annual review of Terms of Reference.

4. Committee Membership

4.1 The Mayor, Deputy Mayor and the Chairs of each of the Town Council Committees and at least 3 other members. In any year where the Mayor and / or Deputy Mayor is also elected as a Chair of a standing committee, an equal number of vacancies shall also exist on the Policy and Resources committee. These vacancies shall be filled by other elected members of Council.

4.2 Personnel Sub-committee: Mayor, Deputy Mayor and two additional members from the Policy & Resources committee.

Reviewed August 2016
Next review August 2018

NOTES: NNDC = North Norfolk District Council
NCC = Norfolk County Council