

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 S137 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.
- 3.8 Take appropriate action on items not delegated to other committees.

4. Committee Membership

4.1 The Mayor, Deputy Mayor and the Chairs of each of the Town Council Committees. 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 July 2019

Next review July 2020

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