

TERMS OF REFERENCE OF COMMITTEES OF THE COUNCIL

POLICY & RESOURCES COMMITTEE

The Powers, Duties and functions of this Committee are as follows:-

Terms of Reference

1. Constitution

The Constitution of this Committee shall be those Members of the Council duly appointed by the Council. (The Town Mayor and Deputy Town Mayor are ex officio Committee Members). The Committee shall be responsible for the election of the Committee Chairperson and Vice Chairperson annually.

2. Attendance at meetings

All members of the authority may attend all meetings of the Committees of the Council and speak thereat on matters pertaining to their Ward and otherwise with the permission of the Committee Chairman but may not vote unless a member of the Committee.

3. Membership of Committee

Membership to be a maximum of 16 Councillors, to be appointed annually.

4. Purpose

- To review Standing Orders and the authority's committee structure, constitution and procedures and make any recommendations to the Council.
- To consider legislation and the consequences thereof upon this authority and disseminate such information to all Members of the authority and its staff.
- To consider all matters appertaining to any re-organisation of Local Government and the ramifications for this authority.
- To recommend policy for the authority to all Members of the Council including all issues arising from the Local Council Award Scheme.
- To consider all aspects of the management of property and land which is owned by this authority; leased to the authority or over which this Council has control (except such areas that are included in the Community & Heritage Committee's sphere of activity).
- To consider all aspects of Health and Safety for those buildings and land over which this Council exercises control except those Health

and Safety matters expressly dealt with by the (Civic) Community & Heritage Committee.

- To consider matters referred from the Council
- To consider all matters regarding staff of the Council through the Staffing Sub-Committee.

5. Sub-Committees/Working Groups

The Policy & Resources Committee shall form the following Sub-Committees/Working Parties:-

Staffing Sub-Committee

Neighbourhood Development Plan Monitoring Group

And shall operate in accordance with Terms of Reference adopted by the Council.

6. Specific Responsibilities

The Committee will have specific responsible for all matters relating to:

- CCTV/Police/Crime
- List of Council Assets and maintenance thereof
- Newton's Place
- War Memorial
- St Leonard's Clocktower
- Newfoundland Way public conveniences

7. Delegated Powers

The Committee shall have delegated powers to make binding decisions on behalf of the

Council as indicated at paragraphs 4 and 6 above, provided that in all cases the meeting is quorate.

8. Quorum of Committee

A third of the members appointed to the Committee shall constitute a quorum of the Policy & Resources Committee (minimum of 3).

If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

9. Review

These terms of reference are to be reviewed annually.

Reviewed	July 2017 June 2018 June 2019 Sept 2021 22 nd June 21 st June 2023
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