

### **Audlem Parish Council Policy Committee – Terms of Reference**

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations.

#### **Purpose**

The purpose of the Policy Committee is to review and update all policies and procedures of the Parish Council and to make appropriate recommendations to the Council for ratification.

#### **Membership**

The committee shall comprise three (3) councillors. The quorum of the committee is three (3).

#### **Meetings**

The Committee shall hold a meeting in public 3 times per year to review policies and procedures. A working group may be created by the committee which may meet on an ad hoc basis to discuss changes to policies and procedures. Any recommendations from the working group will be brought to Committee.

#### **Functions**

The Committee will be responsible for:

- Nominating its own Chair and / or Deputy Chair.
- Reviewing the Policy schedule
- Creating a timetable for policy creation and review
- Liaising with the Clerk to create new policies
- Liaising with the Clerk to update existing policies
- Making recommendations to Council regarding new policies
- Making recommendations to Council regarding existing policies
- Reviewing legislative changes which impact Parish Council policies.
- Providing ongoing communications to all Councillors regarding planned Committee activity or outcomes.
- Inviting other Councillors to Committee activities, as required e.g. where an individual has a particular skill or understanding.
- Contributing towards the sharing of policy matters and promote openness with all members.
- Liaising with any relevant body for the purposes of fact-finding, understanding/ interpretation of regulations and progressing agreed or desired functions of the Council (e.g ChALC/NALC/Auditors/Contractors/Unitary Authority/Grant Funding Bodies).

#### **Powers**

The Committee has no delegated powers to make decisions on behalf of the Council. The Committee should not look to override or take on the responsibilities of the Clerk.