

GOVERNANCE & POLICIES PANEL

(Reporting to Town Council)

Terms of Reference (v4)

1 Sustainability

- 1.1 All sub-group decisions should consider the environmental impact on any recommendation decision made by the Council

2 Advisory Powers

When necessary, to receive, keep under review, work-up or advise Town Council and Standing Committees on:

- 2.1 Any new or revised government policies or legislation that requires adoption;
- 2.2 Any national or in-house guidance or policies considered necessary for adoption to assist the smooth day to day operation and activity of Council or the Mayor;
- 2.3 Any in-house guidance or policies considered necessary for adoption to control potential civic financial irregularities, unguarded social media posts, or the reputational damage of the Mayor, members or officers of the Town Council;
- 2.4 To undertake an annual review of Standing Orders;
- 2.5 To undertake an annual review of Finance Regulations and refer same to Finance & Scrutiny Committee for further consideration;
- 2.6 To undertake an annual review of the Terms of Reference of all Standing Committees and refer same to the appropriate Standing Committee for further consideration;
- 2.7 To undertake an annual review of the Terms of Reference of all sub-groups and refer same to their appropriate Standing Committee for further consideration;
- 2.8 To undertake a review of all existing policies on an ongoing basis, when necessary;

- 2.9 To undertake an annual review of the Protocol and Procedures Guidance for the Town Mayor of Stratford-upon-Avon;
- 2.10 To assist and act as scrutineer of the Mayor's charitable events enabling the loss/break-even/profit point to be calculated well in advance of the occasion in order that non-viable charitable events can be cancelled before incurring significant expense;
- 2.11 To undertake an annual review of the Mayor's charitable account;
- 2.12 To act as the first 'port of call' for discussion or consideration of issues of challenge or concern by the Town Clerk or the Mayor.
- 2.13 To undertake a review of its terms of reference at least annually;

3 Membership

- 3.1 Membership of the Panel shall comprise no more than six members plus the discretionary, ex-officio attendance of the Mayor;
- 3.2 It is recommended that the Panel should have a representative from each of the Council's Standing Committees, preferably but not necessarily the Chairman or Deputy Chairman;
- 3.3 Membership shall be determined at the July Town Council Meeting when the Chairman and Deputy Chairman of the five Standing Committees have been appointed.
- 3.4 When necessary, the Panel may also invite or co-opt non-voting members to a meeting/s with relevant skills, experience and knowledge consistent with these Terms of Reference.

4 Quorum

- 4.1 The Governance & Policies Panel shall be quorate when no less than three voting members are present;

- 4.2 If less than three voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken.

5 Chairman

- 5.1 The Governance & Policies Panel will elect a Chairman and Deputy Chairman from amongst their number in accordance with the procedure as specified in Council's Standing Orders;
- 5.2 If the Chairman is not present, the Deputy Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number, unless the Mayor is present when he/she would automatically take the Chair.

6 Clerking Arrangements

- 6.1 If available, the Town Clerk will usually clerk the meeting but if unavailable, the Panel will ensure that appropriate clerking arrangements are in hand from amongst their number;
- 6.2 The Panel shall keep notes of its transactions either electronically or in hard copy.

7 Frequency and Timing of Meetings

- 7.1 The purpose of working parties (panels, forums, groups) is that meetings may be called at relatively short notice at any time in order that urgent issues can be considered and business can be ongoing between Standing Committee Meetings;
- 7.2 A meeting may be held on any day of the week and at any time of day;
- 7.3 A meeting will be held as soon as a quorum is confirmed and cancelled or postponed if it is apparent in advance that the meeting will not be quorate.

8 Standing Orders

- 8.1 The Standing Orders of Council will generally apply but at the discretion of the Chairman, greater latitude will be permitted in order to allow members to fully discuss issues in a less formal or prescriptive manner.

Town Clerk

April 2020

1.1. Approved and Adopted TC 28/4/20