



MILDENHALL HIGH TOWN COUNCIL

ESTABLISHMENT & POLICY COMMITTEE

Terms of Reference

The following Terms of Reference were agreed at the meeting of the Full Council held on 24th June 2021

The Establishment & Policy Committee (E&P) will comprise a maximum of eight elected members of Council to include the Mayor and Deputy Mayor of Council, Chairman of Amenities & Operations Committee (A&O), Chairman of Planning Committee, Immediate past chair of this committee and three other councillors in any given year. Members will be elected at each Annual Meeting of Council. A quorum will be four.

The Committee shall meet a minimum of four times each year (normally three-monthly).

A Chair and Vice Chair of the Committee shall be elected annually from among its members.

Agenda for meeting

The Town Manager will issue an agenda no later than three working days before the meeting. Each agenda will include an item to review the minutes of the previous meeting and to consider matters arising from actions identified.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations to the next Full Council meeting. The Town Manager will be responsible for arranging the recording and distribution of the minutes.

Areas of responsibility

The primary function of this Committee is to recommend to Full Council all aspects of policies of the council which are not specific to one Committee to include financial and employment matters. To achieve this it exercises the following role:

Mildenhall High Town Council
Establishment & Policy Committee – Terms of Reference
First adopted: Historical Document
Last adopted: June 2021
Due to be reviewed: June 2022

The Establishment and Policy Committee will be responsible to Council for proposing the budget aims and after consultation with the other Committees will present a full budget to Full Council for approval to form the precept.

The Committee will recommend to Council updates and new policies as they become necessary in the specific areas shown below.

The Committee will have delegated responsibility for the use of funds allocated to its designated cost centres in accordance with the Council's Financial Regulations.

The Chairman of the Committee will report and make recommendations to Council meetings on actions taken by the Committee. Minutes of meetings will be made available to subsequent Council meetings and an opportunity will be presented in the agenda for the Committee Chairman to comment on specific items and to invite questions.

The Committee may canvass the views of Councillors and undertake consultation in respect of issues and proposals and liaise with outside organisations and bodies. The Committee may from time to time co-opt members from Council or from outside bodies to advise on specific issues. Such co-opted members shall not have a vote.

The Committee is responsible for an overview of all aspects of the Councils working except those, by Amenities & Operations Committee, Communications & Events Committee and the Personnel Committee:

- (a) Creating groups with a specific purpose to report back to the Committee with recommendations/ findings
- (b) Providing terms of reference for those groups
- (c) Managing a delegated budget as agreed by Full Council annually
- (d) Providing clear and concise formal proposals at all times to avoid ambiguity in the minutes to ensure that the intention of the resolution is conveyed to the members for them to vote on
- (e) Liaison with other Council Committees and Groups to ensure consistency and continuity.

Specifics

- I. Confirming the budget and raising the Precept
- II. Finance matters including accounting procedure and VAT
- III. All Council policies (excepting the Staff Handbook, Lone Working Policy and Safeguarding Policy – which are the responsibility of the Personnel Committee).
- IV. All Insurance Matters.
- V. Register of all Council assets including financial accounts, buildings, leases to Football Club, Scouts, Suffolk County Council and any other organisations. Also office equipment.
- VI. Training Policy for both staff and councillors. Council and Staff subscriptions.
- VII. Contracts including utilities.
- VIII. Internal & External Auditors.

- IX. Code of Conduct.
- X. Review of terms of reference for committees.
- XI. Periodic review of council byelaws.
- XII. Any other general matters which are not specific to one committee.