

## **Romanby Parish Council**

### **Governance Committee – Terms of Reference.**

#### **1. Governance Committee.**

There shall be a standing Committee of Romanby Parish Council (the Council) to be referred to as the Governance Committee (the Committee). This will be reviewed at the Annual Meeting of the Council.

#### **2. Terms of Reference.**

The powers and other matters relating to the Committee will be subject to these Terms of Reference. These Terms of Reference will be reviewed at each Annual Meeting of the Council and if necessary revised.

#### **3. Role and Objectives.**

The overall role of the Committee shall be to produce and annually review all aspects of the Council's governance documents.

The general objectives of the Committee in meeting its role shall be to produce and manage those documents that set the environment in which the Council is expected to discharge its duties and powers. They constitute the internal rules, practical arrangements and processes which are essential to those who form and work for the Council.

#### **4. Membership and Quora.**

The Committee shall be comprised solely of Romanby Parish Councillors with a minimum membership of two councillors plus a chair and a maximum membership of five plus chair. One of the members will be Vice Chair and deputise in the absence of the Committee Chair.

The Chair and Vice Chair of the Full Parish Council shall be, during their terms of office, Chair and Vice Chair of the Committee.

Committee membership other than the Chair and Vice Chair will normally be the chairs of the Finance, Parks & Recreation, and Projects and Planning committees.

The quorum for any meeting of the Committee shall be three members plus the Chairman or Vice Chairman of the Committee.

The Parish Clerk will normally attend meetings of the Committee to record proceedings and advise if required. A meeting of the Committee shall not

cease to be quorate (subject to minimum numbers) merely because of the absence of the Clerk.

The Committee will meet as often as necessary but in any case once in every quarter. At the first meeting of the Committee after the Council Annual Meeting the Committee will determine and cause to be published a schedule of intended meetings for the year.

Meetings, in addition to the published schedule or in amendment of the schedule, may be convened by the Committee Chairman or Vice Chairman, in consultation with the Clerk.

## **5. Powers and duties of the Committee**

### **a. Under Delegated Powers**

Within the approved budget and in accordance with the Financial Regulations adopted by the Council and these Terms of Reference, the Committee has authority, for and on behalf of the Council, to exercise these **delegated powers**:

- i. To effect the production, management, review (annually) and maintenance of all core governance that set the environment in which the Council is expected to discharge its duties and powers.

### **b. Powers to consider, advise and make recommendations**

The Committee is required to consider, advise and where necessary make recommendations to the Council (at least annually) regarding all core governance matters and documentation comprising (but not limited to):

- i. Standing Orders for the conduct and transaction of business at meetings of the Council and any of its committees.
- ii. Standing Orders and arrangements for the proper administration of the Council's financial affairs.
- iii. Standing Orders for entering into contracts and procurement.
- iv. Standing Orders relating to the management of risk as part of Council business.
- v. Terms of Reference for committees and any sub-committees which evidence the nature and extent of the duties or powers which have been delegated.
- vi. Arrangements for inspection of minutes and accounts by local residents and the scheme of publication.

- vii. Information governance and arrangements, in keeping with the Data Protection Act and Freedom of Information Act, for access to information held by the Council.
- viii. The code of conduct adopted by the Council which Councillors must observe.
- ix. Arrangements for handling complaints.
- x. All Human Resource matters including Employee contracts, Terms of Reference, disciplinary matters and relations with volunteers.