

Standing Order Review Committee

TERMS OF REFERENCE

Mandate

In accordance with Standing Orders (April 2021) clause D6, the mandate of the Committee is to keep the Council's Standing Orders under review.

To enable this, it has been granted delegated authority by the Council to consult with appropriate groups or individuals, and prepare reports and recommendations for the Council, subject to its not contravening the Council's wider policies.

It is required to make recommendations to the Council, in which case the Proper Officer should place them on the agenda for resolution at its next scheduled meeting; and it must do so in the event that any proposed expenditure might exceed any limits set by the Council.

Its Chairman should provide a report, not less than annually, to a meeting of the Council.

In carrying out its mandate, the Committee is particularly responsible for:

- Reviewing the Council's Standing Orders and other related policies and procedures;
- Consulting with the Proper Officer on Standing Orders and other related policies and procedures;
- Making recommendations to the Council on any new material that needs to be added and any errors or omissions that need correction;
- Such other matters as may be delegated to it by the Council.

Membership

The Committee should comprise of at least five members (to include the Mayor and Deputy Mayor) appointed by the Council annually. Casual vacancies arising should be filled for the remainder of the cycle then current.

Meetings & Procedure

The Committee should meet as often as it deems necessary for the efficient and timely execution of its business, but not less than annually.

Unless otherwise directed by the Council, the Committee's Chairman and Vice-Chairman should be elected by its members at the first Committee meeting of each election cycle.

The quorum for a meeting of the Committee is three.

Committee decisions should be made by a majority of those present and voting. In the event of a tie, the Committee Chairman on the day may give a casting vote.

In the interests of transparency, all Committee meetings should be open to the press and public except to the extent that confidential or sensitive business dictates otherwise. All confidential or sensitive business must be considered 'below the line' in accordance with the legal provisions then in place for the exclusion of the press and public.

The Committee, if at its sole discretion it deems it expedient, may invite outside specialists to attend and participate in (or to observe) all or part of any meeting on a non-voting basis.

The agenda for any meeting should be prepared by the Town Clerk in consultation with the Committee Chairman (or in his/her absence, with its Vice-Chairman). Minutes of all Committee meetings should be taken, recorded in a transparent manner and permanently stored; and presented to the next meeting for approval. The agendas and minutes of all Committee meetings should be posted in a timely manner on the Council's website; but sensitive or confidential matters should first be summarised or redacted as appropriate.

Committee meetings may take place online to the extent that the law permits or requires it.