

POLICY & AUDIT COMMITTEE

Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)

Membership:	5 Members
Quorum:	3

1. Purpose of the Committee
To provide strategic oversight of Council governance, policy development, audit matters, performance frameworks and corporate systems. The Committee has no executive authority unless expressly delegated and all key decisions remain subject to Full Council approval.
2. Policy and Strategy
The Committee shall: <ol style="list-style-type: none">1. Make recommendations to Council on adoption and amendment of Council strategies2. Make observations on policy and strategy documents issued by public bodies at local, national, regional or sub-regional level, excluding planning related policies.3. Make recommendations to Council on:<ul style="list-style-type: none">• Corporate policies• Financial policies• Personal policies• Environmental policies• Social and community policies• Publicity and marketing policies• Committee Structures and terms of reference• Any other policies not specifically delegated to another committee Delegation: <ul style="list-style-type: none">• All recommendations – Full Council approval required• No final decision making authority within Committee
3. Information Technology
<ul style="list-style-type: none">• Oversee use of information and digital systems in support of Council services• Ensure systems support efficiency, security and service delivery Delegation: <ul style="list-style-type: none">• Operational management: Town Clerk• Strategic overview: Committee
4. Procurement
<ul style="list-style-type: none">• Coordinate and oversee procurement framework• Make recommendations to Council on procurement strategy and practice Delegation: Operational management: Town Clerk Strategic Overview: Full Council
5. Performance and Business Management
<ul style="list-style-type: none">• Monitor Council performance and service delivery• Review and recommend updated to Council Business Plan Delegation: <ul style="list-style-type: none">• Operational management: Town Clerk• Strategic Oversight: Committee
6. Communications, Public Relations and Marketing

- Promote customer care, equality of access and public engagement
- Coordinate communications strategy and access to Council information

Delegation:

- Operational management: Town Clerk
- Strategic oversight: Committee

7. Asset Management

- Maintain and oversee the Council Asset Register
- Review provision and management of office accommodation, fixtures and fittings
- Oversee corporate landlord responsibilities including maintenance, leasing and licensing of Council land and buildings (including the Bailey Centre/ Lodge)

Delegation:

- Asset register: Town Clerk maintained and verified by Committee
- Operational management: Town Clerk
- Strategic oversight: Committee

8. Audit and Governance

The Committee shall:

1. Receive, monitor and ensure action and interim internal audit reports
2. Oversee governance compliance matters including:
 - Data Protection
 - Freedom of Information
 - Access to information
 - Human Rights obligations

Delegation:

- Operational management: Town Clerk
- Strategic oversight: Committee
- Final approval and accountability: Full Council

9. Operational Framework

- The Committee provides strategic oversight only unless explicitly delegated
- The Town Clerk is responsible for operational delivery within approved policy and budget
- All audit matters are reported to Full Council as required
- The Committee ensures compliance with statutory governance duties

10. Operational Framework

Strategic Overview

That part of the initiative or service which is necessary to define policy and budget direction.

Operational Overview

That part of the service which is necessary for delivery within approved policy and budget.

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Strategy & corporate policy	Approve	Recommend	Advise
Financial policies	Approve	Recommend	Implement
Personnel policies	Approve	Recommend	Implement
IT systems oversight	Oversight	Strategic Oversight	Manage
Procurement Framework	Approve	Recommend	Operate
Business Planning	Approve	Review	Deliver
Communications strategy	Approve	Oversight	Deliver
Asset management policy	Approve	Oversight	Maintain register/ manage
Audit reports	Final responsibility	Monitor & action oversight	Implement actions
GDPR/ FOI compliance	Oversight	Monitor	Execute compliance

Adopted: 06.05.26

Review Date: 19.05.27