

## Lowestoft Town Council

### Terms of Reference for the Standing Orders and Policies Sub-committee of the Finance and Governance Committee

1. The Standing Orders and Policies Sub-Committee has been established by Full Council as a Sub-Committee of the Finance and Governance Committee
2. **Duties.** The Sub-Committee's duties, as set out in these terms of reference, are defined and agreed by the Finance and Governance Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's term.
3. **Meetings.** Meetings are to be held as and when required.
4. **Membership.** The Sub-Committee will consist of no fewer than three councillors. The Chair will be elected at the first meeting of the Sub-Committee each Council year. All members of the Sub-Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be three members of the Sub-Committee. Substitutes can be appointed to ensure that meetings are quorate. The Mayor will have automatic membership and full voting rights. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.
5. **Record of Proceedings.** The Sub-Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Finance and Governance Committee meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. **Responsibilities**  
The Sub-Committee has delegated authority from the Finance and Governance Committee to fulfil the following responsibilities: -
  1. To review Lowestoft Town Council's Standing Orders and policies at least annually, or as required - such as due to a legislative change – and make recommendations to the Finance and Governance Committee.
  2. To review its own remit and make recommendations to the Finance and Governance Committee at least annually, or as required, on its Term of Reference.
7. **Climate Emergency.** This Sub-Committee's review and recommendations on Standing Orders and policies will include whether there are any lawful improvement which might remove barriers to or better facilitate progressing climate emergency actions.