**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

1. **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.

1. **Meetings.** Meetings are to be held as and when required, usually quarterly, so that policies and standing orders can be considered over the course of the year.

1. **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 may be appointed to ensure that meetings are quorate. The Mayor will have automatic membership and full voting rights. The Deputy Mayor will have ex-officio membership for the 2021 – 2022 civic year, which will not count towards the quorum and will not include 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.

1. **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.

1. **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 quarterly, 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 quarterly, or as required, on its Term of Reference.
3. **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.