



Terms of Reference for the Policy Committee

1. Purpose

The Policy Committee Meeting ("the Committee") of Cwmaman Town Council is convened to deliberate and provide recommendations on matters of policy, governance, and any miscellaneous business of the council that requires attention. The Committee shall work in accordance with the Council's Standing Orders, Financial Regulations and Local Government and Elections (Wales) Act 2021 and other relevant UK legislation, as applicable.

2. Membership

a. The Committee shall consist of the following members:

- Chairs of Standing Committees (as appointed by the Council)
- The Mayor
- The Deputy Mayor
- Two representatives from the minority party.

b. The Chair of the Committee shall be elected by the Committee members annually, and the Chair will be responsible for presiding over meetings and ensuring the orderly conduct of business.

3. Meetings

a. The Committee shall hold meetings as required, with a minimum frequency of 4 times a year.

b. The Committee shall consider any miscellaneous business of the Council that requires attention.

c. Meetings shall be convened in compliance with the relevant notice requirements outlined in the Local Government and Elections (Wales) Act 2021

4. Quorum

a. The quorum for a Committee meeting shall be one-third of the total membership.

b. In the absence of a quorum, the meeting may proceed as an information-sharing session, but no formal recommendations can be made.

5. Responsibilities

a. The Committee shall engage in constructive discussion and deliberation on policy matters, governance issues, and any miscellaneous business brought before it.

b. The Committee shall have no decision-making powers. Instead, it shall formulate recommendations based on its discussions and findings.

c. Recommendations made by the Committee shall be presented to the full Council for consideration and decision.

d. In the event that the Committee is tasked with reviewing specific policy matters or council initiatives, it shall conduct thorough examinations and assessments, involving relevant stakeholders and experts as necessary.

6. Reporting

a. The Chair of the Committee or their designated representative shall report the recommendations of the Committee to the full Council.

b. Any miscellaneous business discussed by the Committee shall also be reported to the full Council, along with any necessary actions or resolutions.

7. Review of Terms of Reference

a. The Committee shall review these terms of reference periodically, and any proposed amendments or changes shall be presented to the full Council for approval.

8. Miscellaneous Business

a. Miscellaneous business refers to any matters or issues that arise within the Council's purview but do not fit into the jurisdiction of the standing committees or require special attention.

b. The Committee shall consider and address these miscellaneous matters as they arise.

Signed _____ Date _____

Mayor

Signed _____ Date _____

Approved: Full Council Meeting

Review Date: