

# Report to: Environment Committee

**Report Ref:** ENV1919  
**Meeting Date:** 9<sup>th</sup> March 2020  
**Agenda Item:** 11  
**Prepared By:** Town Clerk



**Subject:** Committee Policy Review

---

## 1.0 INTRODUCTION

At the March Council meeting, it was agreed that the council should develop a formal Communications Policy and the Environment and General Purposes Committee was tasked with this as communications fall within its general remit.

The council has a number of adopted policies, of which four are under the jurisdiction of the Environment Committee. A number of these policies have not been reviewed since adoption. The Personnel Committee has recently undertaken a review of all its policies and the Town Clerk considers it timely for the Environment Committee to do likewise.

The policies under the committee and the date of their adoption or last review are:

Policy	Adopted/Reviewed
Armorial Bearings	March 2014
A Boards, Banners and Signage	November 2017
Community Engagement	September 2015
Environment	July 2013

## 2.0 RECOMMENDATION

It is recommended that a working group is established to review policies and develop a Communications Policy as per the terms of reference detailed in Annex A.

The committee should consider which policies require review and appoint members to the working group.

## ANNEX A – TERMS OF REFERENCE

1. The Environment Policy Review Working Group will consist of 3 councillors determined by the Environment and General Purposes Committee and the Town Clerk in an advisory capacity. Membership to be reconfirmed / changed by the parent body at its first meeting at start of a new Mayoral year. The working group may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
2. At its first meeting (or first in a new Mayoral year) the working group members shall:
  - a. Review these terms of reference.
  - b. Appoint a member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.
3. In line with the task set by the committee, the purpose and remit of the working group is to:
  - a. Review the adopted policies designated for review
  - b. Develop a Communications Policy
  - c. Present revised policies for approval to the committee
4. The group does not have delegated powers to make decisions on behalf of the Environment and General Purposes committee or the Town Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference
5. The group reports to the Environment Committee
6. The group shall provide timely reports to the parent body in the following manner:
  - a. Verbal updates when necessary
  - b. Presentation of revised policies for adoption
7. Meetings of the working group are not usually but may be public meetings.