



Bodmin Town Council

**Terms of Reference
September 2017**

Policy Committee

The Policy Committee will oversee the development and review of the Council's policies, strategies and Standing Orders, making recommendations to Council thereon. The Committee will advise the Council in formulating its key objectives and corporate targets as set out in the Annual Report, with operational aspects and performance management overseen by the FS&PM, Promotions and Properties Standing Committees as appropriate.

- To make recommendations to the Council as to the Council's Vision and Key Objectives and setting the Council's targets;
- To consider and monitor the use of the Council's Standing Orders and make recommendations for any amendments;
- To oversee the Code of Conduct issues and matters relating to Code of Conduct referrals via the Monitoring Officer at Cornwall Council;
- To oversee the Council's Gifts and Hospitality policy and receive reports on gifts and hospitality for Elected Members and Staff;
- To consider in detail new policy documents (other than those relating specifically to the business of other Committees) and to review existing policy documents, prior to adoption by the Council;
- To consider in detail the Council's Health and Safety Policies (with the monitoring of the arrangements being undertaken by the FSPM Committee);
- To consider any strategic issues and liaison with other parish and town councils and Cornwall Council;
- To oversee the preparation of the Council's Annual Report;
- To consider and make recommendations in respect of the Annual Investment Strategy;

- To consider, in liaison with the Finance, Staffing and Performance Management Committee, the Council's Financial Regulations as appropriate;
- To scrutinise the broad aspects of the Council's Performance Management Framework (with the monitoring of the Framework being undertaken by the FSPM Committee);
- To be responsible for the Council's Risk Management Strategy (with the monitoring and operational aspects of the Strategy and reporting on Control Assurances being undertaken by the FSPM Committee); and
- To consider consultation documents where appropriate and where not the direct business of other standing committees.