



POLICY AND RESOURCES COMMITTEE TERMS OF REFERENCE

Purpose of the Committee

- 1.** Policy and Resources Committee is established to ensure that Sudbury Town Council maintains strategic direction, looking ahead to balance ends, ways and means, in order to deliver efficient and effective services to the public.
- 2.** The Committee will consist of eight members and will normally meet quarterly, on the third Thursday of the following months (January, April, July and October), or more frequently if required. Meetings will commence at 6.30pm.
- 3.** The Committee may appoint working groups whose terms of reference and members shall be determined by the Committee. Members of working groups may include non-councillors.
- 4.** The committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a.** To conduct a rolling annual review of the Council's standing orders, and any other policies and procedures that do not naturally fall to another committee to ensure relevance, effectiveness and compliance with legislation and guidance.
 - b.** To evaluate proposals for new Council services or significant alterations before they are implemented to ensure compatibility with Council policies. Consideration must be given to need to balance the new service (the ends), with the resources available (the means) and the possible options to deliver them (the ways). This should be distilled into a simple business case.
 - c.** To update the Business Plan on a quadrennial cycle and monitor annual progress.
- 5.** Any proposed unbudgeted expenditure will require approval of the Finance Committee.