



Local Government for Langton Green, Speldhurst,  
Ashurst and Old Groombridge

### **GOVERNANCE COMMITTEE \***

#### **TERMS OF REFERENCE**

1. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council in May each year.
2. A Chairman shall serve no more than three consecutive years.
3. In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.
4. The Committee will consist of a minimum of four councillors, to include the Council Chairman, the Vice-Chairman and the Chairman of the Finance Committee.
5. A quorum of 3 members is required for each meeting.
6. The Clerk and Responsible Financial Officer will attend all meetings.
7. There will be a minimum of four meetings per year with additional meetings as required.
8. Draft minutes will be submitted to Council members.
9. The Committee will design and conduct an annual review of internal audit, together with any interim reviews it considers appropriate.
10. The Committee will review working practices and procedures and identify key risks and ensure appropriate risk management measures are in place.
11. The Committee will devise and implement policies and action plans arising from 9 and 10.
12. The Chairman plus one other member of the Governance Committee, will conduct the Clerk's annual appraisal each January.
13. The Terms of Reference will be reviewed annually.

**\* As the Working Group does not have the authority of a Committee, it will adopt the same principles, making recommendations to Full Council when it cannot operate in the usual way (as agreed by Full Council on 6<sup>th</sup> December 2021 – Minute 21/236).**