

HTC GOVERNANCE DOCUMENT REVIEW SCHEDULE

No.	POLICY	PURPOSE	REVIEW FREQUENCY	LAST REVIEWED	DATE OF NEXT REVIEW
1	Allotment Management	Determines the rules and procedures relating to the management of the HTC allotments	Every Four Years	2016	2020
2	Amenities Committee Terms of Reference	To define the terms under which the Amenities Committee operates and any powers delegated to them by Full Council	Every Four Years	2019	2023
3	Broadcasting and Social Media	To explain the rules regarding the right of use of broadcasting and social media at Council and Committee meetings	As required – best practice ever 4 years	2019	2023
4	Budget setting process	Sets out the process for setting and adopting the budget	Every Four Years	2016	2020
5	Clerks Delegation schedule	Functions the Clerk is delegated to carry out on behalf of Council	Every Council term	2019	2023
6	Complaints Procedure	The Process of dealing with complaints from staff, members and the public – to ensure quality of service is maintained	Every Four years	2018	2022
7	Equal opportunities	Sets out how Council deals with people regardless of gender, race etc	Every four Years	2019	2023
8	Finance & Audit Terms of Reference	Defines the terms under which the F&A Committee operate and any powers delegated to them by Full Council	Every Four Years	2017	2021
9	Financial Regulations	Defines the rules under which HTC must operate in all matters financial	Every Four Years	2019	2023
10	Freedom of Information	To define to process for Freedom of Information requests made to the Council	As required	2019	2023
11	Grants Process / ToR	Details the parameters of both the small and Revenue Grants Process	Every Four Years	2019	2023
12	Grievance Procedure	Informs staff how to make a grievance	Every 4 years	2016	2020
13	Ground Maintenance Contract Review	Review of Ground maintenance specification for tendering purposes	Every 5 Years	2017	2021
14	Members Code of Conduct	Rules of Conduct of Members in carrying out their duties as Councillors	Every Four years	2019	2023

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15	Planning & Highways Terms of Reference	Defines the terms under which Planning & Highways Committee operates and any powers delegated to them by Full Council	Every Four Years	2018	2022
16	Public Speaking at Meetings	Ensures residents are aware of the rules regarding public speaking and representations at Council Meetings	As required – best practice ever 4 years	2019	2023
17	Public Toilet sub-committee	Defines the parameters under which the committee operates in relation to the refurbishment and maintenance of the public toilets	Every Four Years	2019	2023
18	Staff Committee Terms of Reference	Defines the terms under which the Staff Committee operates and any powers delegated to them by Full Council	Every Four Years	2019	2023
19	Standing Orders	Procedures and protocols for managing Council business and meetings	Every four years	2020	2024
20	Tender process	Defines the steps to be taken when seeking tenders for projects	Every Four Years	2017	2021
21	Transparency Code	Details information which HTC are required by law to make available for public scrutiny	If legislation changes	2015	2019