

HTC GOVERNANCE DOCUMENT REVIEW SCHEDULE

No.	POLICY	PURPOSE	REVIEW FREQUENCY	LAST REVIEWED
1	Allotment Management	Determines the rules and procedures relating to the management of the HTC allotments	Every Four Years	Jul-16
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	Jun-15
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	Jul-14
4	Budget setting process	Sets out the process for setting and adopting the budget	Every Four Years	Jul-16
5	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
6	Equal opportunities	Sets out how Council deals with people regardless of gender, race etc	Every four Years	May-15
7	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	Jul-17
8	Financial Regulations	Defines the rules under which HTC must operate in all matters financial	Every Four Years	Mar-19
9	Freedom of Information	To define to process for Freedom of Information requests made to the Council	As required	2014
11	Grants Process / ToR	Details the parameters of both the small and Revenue Grants Process	Every Four Years	Jan-19
12	Grievance Procedure	Informs staff how to make a grievance	Every 4 years	Oct-16
13	Ground Maintenance Contract Review	Review of Ground maintenance specification for tendering purposes	Every 5 Years	2017
14	Members Code of Conduct	Rules of Conduct of Members in carrying out their duties as Councillors	Every Four years	May-19

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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	Jul-18
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	Jan-15
17	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	Mar-19
18	Standing Orders	Procedures and protocols for managing Council business and meetings	Every four years	Mar-19
19	Tender process	Defines the steps to be taken when seeking tenders for projects	Every Four Years	Aug-17
20	Transparency Code	Details information which HTC are required by law to make available for public scrutiny	If legislation changes	2014

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DATE OF NEXT REVIEW
2020
2019
2019
2020
2022
2019
2021
2023
2019
2023
2020
2022
2023

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2022
2019
2023
Jul-05
2020
As required