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Review date: Annual Meeting May 2027



Cyngor Tref Aberystwyth Town Council

STANDING ORDERS AND POLICY COMMITTEE

Terms of Reference

1. Procedures

- a. The Standing Orders and Policy Committee reports to Full Council.
- b. The Mayor and Deputy Mayor are automatically *ex-officio* members of the Standing Orders and Policy Committee and have voting rights.
- c. Apart from 1(b), the membership of the Standing Orders & Policy Committee is determined annually by Full Council, in the first Full Council meeting after the Annual Meeting.
- d. The Standing Orders and Policy Committee meets at least twice a year.
- e. The quorum of the Standing Orders and Policy Committee is a half of the membership or 3 councillors, whichever is more. No business will be discussed while the meeting is inquorate. If quorum is not achieved 5 minutes after the scheduled start of the meeting, the meeting will not be held.
- f. The chair of the Standing Orders and Policy Committee will manage the meeting in accordance with Section 2.

2. Chairing

- a. The first item on the Standing Orders and Policy Committee agenda following the Annual Meeting of Council will be to elect a chair and vice-chair.
- b. In general, meetings are managed by the Chair of the Standing Orders and Policy Committee.
- c. If the Chair is unable to attend, the Vice-Chair becomes the Chair for the specific meeting.
- d. If the Chair and Vice-Chair are unable to attend, the members can elect another member to be the Chair for the specific meeting.
- e. It is expected that the Chair will have read any Standing Orders and Policy papers thoroughly before the meeting and be able to present them in an unbiased way to the other councillors.
- f. A vote of no confidence can be put in the Chair or Vice-Chair. More than half of the Standing Orders and Policy Committee members would need to vote in favour for the motion to succeed. If the motion does succeed, it is necessary for the Chair or Vice-Chair

to resign as Chair/Vice-Chair of the Standing Orders and Policy Committee and to yield the chair immediately.

- g. ONLY through a formal motion on the agenda can 2(f) be done. No confidence cannot be put as an emergency motion or raised during the course of the meeting.

3. Agenda

- a. The agenda for the Standing Orders and Policy Committee will be advertised to councillors and the public in accordance with 3ai and 3aii in the Standing Orders.
- b. The agenda will include the following: Present, Apologies, Declarations of interest, Correspondence, policies and any other motions which may come to the office for the consideration of the Standing Orders and Policy Committee.
- c. Agendas should be discussed by the Chair and the Proper Officer prior to the advertisement of meeting.

4. Meetings

- a. Members of the public can attend the meetings, and they can speak depending on permission of the Chair.

5. Responsibilities

- a. To be responsible for monitoring Council policies, other than those specifically relating to staffing, and to identify the need for review of existing policies and developing new policies.
- b. To be responsible for reviewing and updating Standing Orders and Terms of References.
- c. To advise the Council on the distribution of functions between Committees and Sub-Committees and any major policy changes in the Council's management or administrative procedures.
- d. To respond to relevant consultations from Government and other bodies.
- e. To consider other matters referred to it by Full Council or any other committee.
- f. To monitor and review all standing orders and policies to ensure they are enacted and followed by councillors and staff.

6. The Proper Officer

- a. The Proper Officer will circulate Standing Orders and Policy Committee papers to members in accordance with standing orders 3ai and 3aii.
- b. The Proper Officer will take minutes of the Standing Orders and Policy Committee.

7. Special circumstances

- a. If the Standing Orders and Policy Committee meeting is not quorate 10 minutes after the start, time-sensitive Standing Orders and Policy Committee matters will be dealt with by a meeting of Full Council.

- b. If a Standing Orders and Policy matter arrives after the Standing Orders and Policy Committee and has a deadline before the meeting of Full Council, the matter will be dealt with in an Extraordinary meeting of Full Council.
- c. In accordance with 6c and 6d of the Standing Orders, 3 members can call on the Chair of the Standing Orders and Policy Committee to call an extraordinary meeting.