



## **Towns Deal Terms of Reference Update**

### **1. Towns Deal Terms of References revision**

- 1.1 Following the feedback from the Internal Audit, we are proposing a change to the ToR in relation to Clause 4 - Attendance.
- 1.2 The report highlighted that the current ToR states that the Town Board should meet on a quarterly basis as a minimum.
- 1.3 Following cancellation/ rescheduling of a couple of the meetings last year, this requirement was not met and was highlighted in the audit report as requiring action. Even with valid reasons for cancellation, (elections and lack of agenda items with boards being close together)
- 1.4 As we submit Claims Biannually, we are proposing that this clause be amended to read, "The Board Shall meet on biannual basis in line with claim deadlines, as a minimum".
- 1.5 We still propose to schedule meetings every quarter; however this amendment means the board are keep up to date with progress, but we are not going to break any requirements of the terms of reference if meetings are cancelled or rescheduled.

### **2. Recommendations**

- 2.1 That the Board accept the revisions to the ToR.