

## **Draft - Policy Sub Committee Remit**

### **1. Purpose**

The Policy Sub-Committee is responsible for reviewing, updating, and recommending organisational policies to the Board.

### **2. Sub-Committee Role**

- The role of the Sub-Committee is to review any new policies and revised policies, to ensure that all policies remain accurate, up to date, and aligned with legal, regulatory, and best-practice requirements.
- The Sub-Committee will make recommendations to the main Board.

### **3. Management Role**

- The role of Management is to maintain a policy register and to prepare any new policies, and to review and update all existing policies.
- The Management Team and Lead Policy Officer must ensure all policies are up to date and comply with all legal, regulatory and best practice requirements.
- Where a policy cannot, for whatever reason, be updated within the date for review of the policy, the reasons should be provided to the subcommittee for agreement and an extension to the review date should be approved by the Board.
- The Management Team should present all new and updated draft policies to the subcommittee for review and agreement before they are submitted to the Board for approval.
- The Management Team should ensure procedures are fully developed, updated and implemented to demonstrate compliance with approved policies.

### **4. Accountability**

- The Sub-Committee reports directly to the Board.
- The Sub-Committee does not have decision-making authority and all updated, or new policies, must be approved by the Board.

### **5. Responsibilities**

The Management Team and Policy Sub-Committee will:

- Review new and existing organisational policies on a planned schedule, or earlier if required.
- Identify policies that need revision, consolidation, or removal.
- Draft new policies where necessary.
- Ensure that policies meet legal, regulatory standards and recognise best practice within the sector.
- Consult relevant staff, stakeholders, or external specialists when appropriate.
- Present recommended policy changes, and new draft policies, to the Board for approval.
- Maintain a record and register of policy review dates and planned review cycles.

## 6. Membership

- A minimum of three Board members must be appointed to the Sub-Committee.
- The Sub-Committee must include a Chair.
- The Sub-Committee Chair cannot be the Chair of the main Board.
- The Sub-Committee Chair will be elected by the members of the Sub-Committee.
- Additional members, or advisors, may be invited to attend meetings where specialist input is required.

## 7. Servicing

The arrangements for the Sub-Committee will be managed and serviced by the Corporate Support Manager, with support and input from Management Team members and Officers as required.

## 8. Meetings

- Meetings will be scheduled as needed to complete the annual work programme, with a minimum of two meetings per year.
- The Corporate Support Manager, or the relevant Lead Policy Officer, will ensure all new and revised updated policies are provided to the Sub-Committee members for review and consideration.
- The Chair is responsible for setting up the agenda and ensuring minutes and actions are recorded.
- A meeting is quorate when at least two members are present, including the Chair (or a designated deputy if the Chair is absent).
- Meetings can be held virtually, or in person, and matters may be agreed between Sub-Committee members through email if required.

## 9. Reporting

- The Sub-Committee Chair (or their delegate) will provide brief written or verbal updates to the Board after each meeting.
- All policy recommendations must be submitted to the Board for approval.

## 10. Review of Remit

This remit will be reviewed by the Board every two years or when organisational needs to change.

## 11. Monitoring Information

Date remit approved by Board	<b>17<sup>th</sup> Feb 2026</b>
Next review date	<b>Feb 2029</b>
Sub-Committee Members	<b>Andrew McDaniel, Shanana Beattie, Bill Banks</b>
Sub-Committee Chair	
Date Sub-Committee initiated	<b>Feb 2026</b>