



COLEHILL TOWN COUNCIL

GOVERNANCE WORKING GROUP - TERMS OF REFERENCE

Under Standing Order 4 the Council may set up advisory committees that consist of Councillors and members of the public.

1. Name

The name of the advisory committee shall be the Governance Working Group.

2. Purpose

a) The purpose of the Group shall be to review on a regular basis all governance documents for Colehill Town Council, including:

- Standing Orders
- Financial Regulations
- Policies
- Employment Policies
- Risk Assessments
- Terms of Reference for all committees and working groups
- Any other documents/policies/procedures that require regular review

b) The Group shall establish and maintain a full list of all governance documents, and for each document shall establish the required frequency and timing for review, taking into account any regulatory requirements.

c) Proposed changes shall be presented to Council or the appropriate committee for agreement.

3. Membership

The Governance Working Group shall consist of Town Councillors, appointed by Colehill Town Council. The Group may co-opt additional members (including members of the public) at its discretion.

It must consist of at least two Councillors.

4. Officers

At the first meeting the Group will elect a chair.

5. Meetings

The Group will meet as and when required.

Version History

Date	Summary of Changes
3/2/26	Council name changed to Colehill Town Council, removing historic reference to working group creation

This Terms of Reference will be reviewed annually, last review 3rd February 2026, next review due February 2027.