



Scotts Project Office, Delarue Close, Shipbourne Road, Tonbridge, Kent TN11 9NN
Telephone: 01732 367917 www.scottsprjecttrust.org.uk
Registered Charity No. 1051947

Terms of Reference Policy Committee

A committee named the 'Policy Committee' (the Committee) has been delegated by the Board of Trustees (the trustees) of Scotts Project Trust (the Trust) to act as a sub-committee of the Trust.

1. Purpose

The Committee shall be responsible for overseeing that the Trust has in place appropriate policies, procedures and practices in compliance with current legislation and guidance and that by all staff, volunteers (and where appropriate contractors) comply with their provisions

2. Membership and Attendance

- 2.1 Membership of the Committee shall include one trustee, who will chair the Committee, the Policy Coordinator, the Manager of St Peter's Row, the Manager of Supporting Independent Living Service , the Manager of the Development Centre and the Finance & Administration Manager.
- 2.2 The Committee may, from time to time, invite other parties to attend all or part of a meeting of the committee as appropriate. Such persons may be invited to speak but may not vote. The Committee may form sub-committees for particular purposes, agree their terms of reference and receive their reports.

3. Meetings and Conduct of Business

The Committee will meet at least 4 times a year; the Committee Chair may call additional meetings as required and subject to a minimum of 7 day's notice.

4. Remit

4.1 The Committee shall have the following specific responsibilities:

- Ensuring that the Trust has appropriate, robust policies procedures and practices in compliance with current legislation and guidance **and ensuring that the trustees are both kept informed thereof and made aware of their responsibilities thereunder**
- Maintaining and developing substantive and procedural guidance
- Promoting consistency of approach and application of policies procedures and practices across the Trust



Scotts Project Office, Delarue Close, Shipbourne Road, Tonbridge, Kent TN11 9NN
Telephone: 01732 367917 www.scottspojecttrust.org.uk
Registered Charity No. 1051947

- Reviewing at least annually the Trust's policies procedures and practices and the consequences of implementing them
- Ensuring that any lessons learnt in the application of the Trust's policies procedures and practices are recorded and disseminated
- Making any revisions to the Trust's policies procedures and practices as may be necessary to reflect changes in legislation and guidance, lessons learnt and to meet changing circumstances
- Ensuring that all staff, volunteers (and where appropriate contractors) are aware of the Trust's policies procedures and practices and any revisions thereto and that they comply with the provisions thereof
- Ensuring that all staff and volunteers receive appropriate training
- The Committee shall submit regular reports of its activities to the Trustees.
- To carry out such other tasks as may, from time to time, be assigned by the Trustees.

Date: 17/7/14