

TERMS OF REFERENCE

ENDEAVOUR TRUSTEE POLICY OVERSIGHT COMMITTEE

MEMBERSHIP AND ATTENDANCE

The Endeavour Policy Oversight Committee membership is the Chair of Trustees plus two other trustees. The CEO and other members of the Executive Team will be invited to attend. The committee may call on external expertise to obtain guidance on specific policies as required. Where this creates unbudgeted costs approval from the CFOO and Chair of Trustees will be required in advance.

QUORUM

To be quorate two trustees must be present. Decisions may be decided by simple majority.

FREQUENCY OF MEETINGS

The committee shall meet at least termly with a formal agenda

MINUTES

Meetings will be minuted in the form of decisions taken and/or agreed actions to follow the meeting. Minutes will be presented to the next Board of Trustees meeting for information.

REMIT

The Policy Oversight committee has responsibility for:

- providing an appropriate forum for the detailed scrutiny of MAT policies resulting in recommendations to the Board of Trustees, maintaining the efficiency of board meetings alongside rigorous policy oversight.
- approving the policy review schedule recommended by the Executive Board and monitoring its alignment with statutory requirements in relevant legislation.
- reviewing and updating any policies not owned by either the Finance Committee or the Audit and Risk Committee.
- receiving reviewed and updated policies owned by the Finance Committee and the Audit and Risk Committee prior to their approval by the Board of Trustees.
- presenting all reviewed and updated policies with recommendations for their approval and adoption at the next available Board of Trustees meeting.
- to undertake appropriate and mandatory training as necessary.