



Governance & Policy Sub Committee Terms of Reference

To oversee, in accordance with policies determined by the Board of Directors, the Governance and Policy of the TMO

1. Delegation of duties

The TMO Management Board agree to delegate any of its duties to sub committees it requires to effectively undertake its responsibilities and may approve the terms of reference, membership and any delegated authority to its sub-committees.

2. Membership

The Governance & Policy Management Sub Committee will be comprised of:

Up to 3 Members of the TMO Board, and the Chief Officer and a member of staff employed by the City of Wolverhampton Council. Others may be invited to attend all or part of any meeting.

3. Appointments and Terms

Members of the Governance & Policy Management Sub Committee will be appointed by the Management Board in accordance for a term not exceeding 1year and may be re-appointed for further terms each year on the 1st meeting after TMO AGM.

4. Chairman

The Chairperson of the Governance & Policy Management Sub Committee will be nominated by the sub committee on 1st meeting after AGM In the absence of the appointed Chairperson, the committee members will elect a Chair for the duration of the meeting.

5. Secretary

The secretary / minute taker will be nominated by the sub committee on 1st meeting after AGM

6. Quorum

The quorum of the Governance & Policy Management Sub Committee meetings shall be 3 members eligible to attend and able to vote

7. Frequency of Meetings

The Committee will expected to meet at least 4 times a year

8. Notice of Meeting

Unless otherwise agreed, notice of each Sub Committee meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Sub Committee and any other person required to attend, no later than 5 working days before the date of the meeting.

9. Conduct of Meetings

Except as outlined above, meetings of the Governance & Policy Management Sub Committee will be conducted in accordance with the provisions of the TMO code of conduct

An approval or resolution of the Governance & Policy Management Sub Committee may be passed by a simple majority of those present and entitled to vote at the meeting.

Any member of the Governance & Policy Management Sub Committee who has a material interest relating to any decision to be made by the Governance & Policy Management Sub Committee must declare his interest before the item relating to that decision is discussed and will not be entitled to vote on that decision. The Chairman will have the final ruling on whether or not the member is entitled to vote.

10. Minutes of Meetings

The agreed minute taker will take minutes via Fireflies AI or equivalent which includes the meeting audio recorded for accuracy and evidence of the decision-making processes conducted. The meeting and circulate a draft to the chairperson within 7 days of the meeting and approved as a true record after any amendments that may be applicable has been noted. Final minutes will also be provided to the Chair of Management Board for information.

11. Duties and responsibilities

- To have a broad overview of Health and Safety matters;
- To keep the Organisation's Health and Safety policy and procedures under review;
- To conduct safety tours of the premises;
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled;
- All tenancy (and leaseholder) related, policies and procedures are up to date and reviewed within agreed timescale
- Choice-based lettings applications and allocations policies and procedures are up to date and reviewed within agreed timescale
- Repairs and Maintenance related, policies and procedures are up to date and reviewed within agreed timescale
- Crime & Antisocial behaviour and tenancy breeches related, policies and procedures are up to date and reviewed within agreed timescale
- Complaints and compliments related, policies and procedures are up to date and reviewed within agreed timescale
- Corporate business delivery
- Employee related, policies and procedures are up to date and reviewed within agreed timescale
- Employer related, policies and procedures are up to date and reviewed within agreed timescale
- Board related, policies and procedures are up to date and reviewed within agreed timescale
- Programmed work related, policies and procedures are up to date and reviewed within agreed timescale
- Social Support related, policies and procedures are up to date and reviewed within agreed timescale

12. Reporting Responsibilities

To review all policies and procedures relating to the business and service delivery. To propose and agree on amendments where applicable to present to the Full board meeting with recommendations of adoption via a member democratic vote.

The Chair of the Governance & Policy Management Sub Committee will submit a summary of the activities of the Sub Committee to Management Board promptly after every meeting.

13. Terms of Reference

The Terms of Reference of the Governance & Policy Management Sub Committee will be reviewed every 2 years and recommended changes submitted to the Management Board for review.

Date Adopted	Review Required	Initials
July 2025	July 2027	Full board / GC / NR