

Terms of Reference for the Strategic Planning Committee



Type & Function: Committee of the Council
Report Author: David Liddle, Town Clerk
Adopted: 23 May 2018
Reviewed: 13 May 2020 & May 2021
To Be Reviewed: May 2022

<p>Voting Members Seven members of the Town Council which should include:</p> <ul style="list-style-type: none"> • Chairman of the Council • Chairman of the Finance & General Purposes Committee • Chairman of the Property Committee • Chairman of the Staffing Committee • Chairman of the Planning Committee • Chairman of the Events and Lighting Committee • Chairman of the Town Guide & Map Committee <p>The Chairman of the Council will be the Chairman of this Committee.</p>	<p>Quorate Three</p>
<p>Meeting Location and Frequency Council Chamber a minimum of 4 times year</p>	<p>Clerk Town Clerk</p>
<p>Non-Voting Members Committee to have no non-voting members.</p>	
<p>Aim and Role Aim Provide effective, efficient, consistent and professional management of the Council in order that it may provide a high standard of quality services to its community.</p> <p>Roles The Committee is to:</p> <ol style="list-style-type: none"> i. Ensure that Council policy is consistent and up to date. ii. Review and update key strategic documents. iii. Improve communication and quality, share good practice, and ensure consistency within the Council. iv. Manage the Council’s website and IT. v. Manage negotiations with other local authorities. vi. Manage the Local Council Award scheme accreditation. 	
<p>Budgetary Control</p>	

Committee to have budgetary control of the following expenditure lines:

- 5223 Quality Status Re-Accreditation

Budgetary Oversight

Committee to have budgetary oversight of the following expenditure lines:

- 5209 Software/training/support
- 5222 IT Budget
- 5224 Data Protection

Delegated Powers

- a. Identify and review the Council's strategic documents such as the Town Plan and Action Plan.
- b. The Strategic Planning Committee is to undertake a review of the Council every two years and produce an Action Plan for the Council.
- c. On an annual basis to review all policies and procedures not delegated to other committees and make a recommendation to the Annual Meeting.
- d. Review annually the Council's: Standing Orders and Code of Conduct, Freedom of Information Policy, Publication Scheme, Data Protection (GDPR) and Scheme of Delegation and make a recommendation to full council.
- e. Review Terms of Reference for all the committees and working parties on annual basis and as necessary throughout the year. Recommendations to be made to Full Council.
- f. Manage the Local Council Award Scheme re-accreditation on behalf of the Council.
- g. Review and monitor the Town Council's website and all matters related to the IT (including policies and procedures).
- h. Keep up with regional and national best practice in local authorities and report to Council.
- i. Enter into negotiations with other local authorities regarding the provision of enhanced services and increased responsibilities.
- j. Consider the contents of a Local Council Charter with Scarborough Borough Council and make recommendations to Full Council.
- k. Chairman to issue press statements regarding Strategic Planning matters on behalf of the Council.

Annual Procedural Business

- a. The principle tasks of the Committee is to initiate and manage the policy and procedural review process in advance of the Annual Meeting of Council.
- b. Although not on annual basis the Committee is to undertake a review of the Council once every two years.
- c. Committee to review the following policies on an annual basis:
 - i. Standing Orders
 - ii. Coe of Conduct

- iii. Action Plan
- iv. Data Protection (GDPR) policy
- v. Scheme of Delegation
- vi. Freedom of Information Policy & Publication Scheme
- vii. Document Retention Policy
- viii. Complaints Procedure
- ix. Press and Media Policy
- x. Council Recording (filming) Policy
- xi. Laptop and Mobile Device Policy
- xii. Community Engagement
- xiii. Abuse and Harassment Policy