

# 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:** 9 May 2019  
**To Be Reviewed:** May 2020

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