

STRATEGIC PLANNING COMMITTEE TERMS OF REFERENCE	
ITEM	DESCRIPTION
Number of members	Nine (increased from seven, full council 25 February 25, minute ref 24/150d).
Frequency of meetings	At least quarterly
Open to press & public	Yes (unless a Resolution is made to exclude the press and public for a specific item / specific reason)
Quorum	Three
Overall purpose/scope	The purpose of this committee is to make recommendation to the council in drawing up a strategic plan of priorities for the Town Council, monitoring progress against that plan and recommending any amendments or changes to the plan as it progresses.
Reports to	This committee will report directly to the Full Council.

SPECIFIC RESPONSIBILITIES	
1	To draw up a 3-5 year strategic plan for the Town Council containing key aims, priorities and objectives for the Town Council to implement over a given period, including, but not limited to, any Neighbourhood Plan, resilience, emergency planning, walking and cycling.
2	To monitor progress against that plan and recommend any amendments or changes to the plan as it progresses. It will report on these matters to full council.
3	The committee exists to make recommendations to the council only. The acceptance of the plan at its key stages of progress, a final plan, or any recommended changes to the existing plan to be agreed by resolution of full council only.
4	The strategic plan is expected to set out key priorities for the chosen time period, the resources required to implement them, any “key milestones” to be reached during the life of the plan and any intended output or outcome targets arising from the actions identified in the plan, against which its success can be measured.

SPECIFIC RESPONSIBILITIES	
5	This committee has no delegated authority to make decisions on any of the areas above but is responsible for making recommendations to the Town Council.
6	The committee is not responsible for making recommendations to Town Council for any aspect of council services or projects that fall under the remit of other council committees or sub committees.