



## **Chairs & Strategic Development Sub Committee Terms of Reference**

### **1. Delegation**

- 1.1 Haydon Wick Parish Council (the Council) agreed to adopt the Chairs & Strategic Development Sub Committee (formerly known as the Chairs Coordinating Group) Terms of Reference was adopted by Full Council on 27<sup>th</sup> April 2021.
- 1.2 The Council will consider renewing these Terms of Reference as required.

### **2. Membership**

- 2.1 The membership will consist of SIX Councillors comprising the Chairman and Vice Chairman of the Council and the Chairs of the four standing committees (namely Finance & Policy, Parks & Open Spaces, Community Development and Planning & Highways).
- 2.2 The Vice-Chairs of each Committee may attend as required as a substitute for the Chair of the respective Committee.
- 2.2 The quorum of the Sub Committee will be THREE Members including the Chairman and Vice Chairman of the Council.

### **3. Procedures**

- 3.1 The Sub Committee will operate within Haydon Wick Parish Council's Standing Orders, Financial Regulations and all the relevant legislation for local government.
- 3.2 The Chair will be taken by the Chairman or the Vice-Chairman of the Council.
- 3.3 The Sub Committee will agree all minutes of meetings to the next appropriate meeting.
- 3.4 The Clerk to the Council will provide administrative support for the Committee.
- 3.5 The Working Party will meet without the press and public present.

#### **4. Meeting Dates**

- 4.1 This Sub Committee will meet on an ad-hoc basis but at least on one occasion annually.
- 4.2 The Committee shall meet in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick SN25 1QQ unless otherwise agreed, or blended/remotely, if and when legislation permits.

#### **5. Committee Functions**

The Committee shall:

- 5.1 Identify mentors to induct new Councillors for an initial period of six months after joining the Council to ensure they are fully aware of their role and responsibilities.
- 5.2 Devise a training and development policy for Councillors.
- 5.3 Coordinate the activities of Councillors, both jointly & severally to ensure that they are representing the Council appropriately, having been fully briefed as to the policies & objectives.
- 5.4 Develop a future strategic plan for the Council building upon the *Shaping the Future* strategy which expired March 2020.
- 5.5 To monitor the work of the Council in achieving the Council's strategic plan.
- 5.6 To act as a 'think-tank' in discussing potential areas of strategy and formulating proposals for consideration by the Full Council or respective Committee.
- 5.7 To provide support and advice if required by the Clerk.

#### **Version Control**

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| <b>Chairs &amp; Strategic Development Sub Committee</b> | Georgina Morgan-Denn<br>Clerk to Council | Adopted: Reviewed 20 <sup>th</sup> April 2021. Adopted 27 <sup>th</sup> April 2021. | <b>Review:<br/>April 2022</b> |
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