



## **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 Terms of Reference was adopted by Full Council on the 24<sup>th</sup> May 2022.

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 or 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 Chief Officer/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 community-led strategic plan for the Council building upon the *Shaping the Future* strategy which expired in 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 Chief Officer/Clerk.

#### Version Control

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| <b>Chairs &amp; Strategic Development Sub Committee</b> | Georgina Morgan-Denn<br>Chief Officer/Clerk to Council | Adopted: Reviewed 20 <sup>th</sup> April 2021. Adopted 27 <sup>th</sup> April 2021. | <b>Review:<br/>April 2022</b> |
|   |  | Reviewed and Adopted 24 <sup>th</sup> May 2022.                                     | <b>May 2023</b>               |