

**HAILSHAM TOWN COUNCIL**  
**STRATEGY COMMITTEE**  
**TERMS OF REFERENCE 2020-2021**

**Background:**

This committee is appointed to make recommendation to the council in drawing up a business plan of priorities for the Town Council, monitoring progress against that business plan and recommending any amendments or changes to the business plan as it progresses.

The committee is responsible for working in partnership with other organisations, members of the town council or other town council committees or sub-committees to achieve this objective.

**Membership:** The working group consists of appointed Chair and vice-Chair of Council and the Chair and Vice Chairs of Committees (but not Sub-Committees or other Working groups).

**Chairmanship** The working group shall be chaired by the Chairman of the Town Council or in their absence, the Vice Chair of council.

**Quorum:** Shall be half of appointed members or the closest majority to that number

**Frequency of Meetings:** The Working Group must meet quarterly (or more frequently if deemed necessary) in order to develop a business plan for the Town Council over the coming municipal year, monitoring progress against that business plan and recommending any amendments or changes to the business plan as it progresses.

**Membership eligibility:** Open to members of council who have been appointed as Chairs or Vice-Chairs of Council or Committees,

The members may therefore be any member of Hailsham Town Council.

The Committee may appoint non-council members of the committee, subject to this being a recommendation to the Council. Non-Council members of the Committee may not have voting rights.

Other members may be co-opted from other organisations, or guests invited for specific purposes, if and when appropriate.

## Remit

1. The Committee is appointed to draw up a Business Plan for the Town Council, containing key aims, priorities and objectives for the Town Council to implement over a given period.
2. The committee is appointed to monitor progress against that business plan and recommend any amendments or changes to the business plan as it progresses. It will report on these matters to full council
3. The Committee is able to respond to consultations on behalf of the town council, although it must recommend responses only, to be finally agreed by full council.
4. The committee exists to make recommendation 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 is to be agreed by resolution of full council only.
5. The business 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.
6. The Committee must be mindful of the legal and financial restrictions on its recommendations at all times and in particular employment law and statutory responsibilities as an employer
7. The Strategy Committee will ensure that the contents of the Hailsham Neighbourhood Plan are taken into account when considering the council's overall strategic direction.
8. Exclusions

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.

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 (that is, areas of responsibility of those committees falling outside of the time scale of any recommended plan)

The committee is expected to set priorities, objectives, actions and targets within a plan which are directly within the control of the Town Council and not outside of its statutory or other remit Although such priorities, objectives, actions

and targets may include areas in which the Town Council seeks to influence other statutory service providers, local authorities or any other organisation. -