**Strategy Committee**

**Terms of Reference**

**Membership**

The Strategy Committee will comprise of eight elected members of Council including the Chair and Vice-Chair of Council ex officio. Members will be elected at each Annual Meeting of Council. A Chair and Vice-Chair of the committee shall be elected annually from among its members.

The committee may co-opt members as it sees appropriate. As per the Standing Orders, these co-opted members shall not have voting rights.

**Code of Conduct**

All members of the committee, both Councillors and co-optees, are subject to Council’s Code of Conduct and will need to be aware of the contents of the Code, complete the Register of Interests and act accordingly.

**Quorum**

A quorum for this committee shall be four voting members.

**Reporting**

The Committee will consider all matters referred to by the Council and will make recommendations to Council for approval.

**Meetings**

The committee shall meet monthly, except for August.

Working groups shall be formed as required. Membership of these working groups may comprise any number of councillors and/or non-councillors. Working groups shall have specific, time-bound remits with relevant, achievable and measurable outcomes. Working groups shall meet as often as required.

**Remit**

The primary function of this committee is to have strategic oversight of council activities and ensure delivery of the Parish Council Strategic Plan (PCSP).

The committee will be responsible to Council for the following:

* Producing, monitoring and reviewing the PCSP, presenting quarterly to Full Council
* Assign work to other committees as required by PCSP and as ad hoc tasks/projects arise
* Receive and action, as appropriate, recommendations from the Charlotte Coxe group
* Coordination and submission of consultation responses
* Preparing an annual schedule of events that the council and delegating responsibility for coordinating/contributing to these as appropriate.

The committee will carry out an annual evaluation of activities and events to assess their value to the community and to examine ways of improving what has been provided. The committee may canvass the views of Councillors, public opinion or relevant outside bodies in order to achieve this aim.

The Chair of the committee will report and make recommendations to Full Council meetings on actions taken by the committee.

**External Liaisons**

* Charlotte Coxe group
* Watlington Support Fund / Watlington Public Charities Trustees
* Watlington Education Foundation
* Friends of Watlington Library
* Watlington Youth Club
* Icknield Community College
* Five Parishes Transport Group
* Watlington Business Association

Recommended to Full Council for approval by Strategy Committee on 25th September 2018.