

Strategy Committee Terms of Reference

Authority reference: Minute: 24/117/SC Strategy Committee: 9 April 2025

No. of members of Committee: Unlimited

Quorum: 1/3rd of Members of the Committee and no less than 3

Reporting to: Full Council

Frequency of meetings: every month

The Strategy Committee is open to any Members of Council to join provided their membership has been agreed by Full Council. The Committee may also recommend to Full Council (for its decision) that non-Councillors be members (subject to not deciding on financial matters).

The Committee will meet usually monthly (2nd Wednesday at 6pm) and included in the Council Calendar of meeting decided at Annual Council.

1. The Committee will elect a Chairman and may elect a Vice Chairman.
2. The Committee will prepare an Agenda for meetings and those will be published with 3 clear days' Notice. Minutes will be prepared and publicly available.
3. Members of the Committee will be decided at the Annual Full Council meeting in May.
4. The brief for the Committee (encapsulated in these TOR) was also approved by Full Council.
5. The Committee may establish a number of Working Groups which report to it and within its delegated authority, Committee can make decisions.
6. Should speed of Decision making dictate, Decisions (within the remit of the Committee and within budget) can be made between Committee meetings by Delegation to the Town Clerk (in consultation with the Committee Councillors).
7. Each meeting of the Committee will report back to the next meeting of Full Council via presentation of Minutes for Noting and make any recommendations to be decided by Full Council regarding the Council's strategy.
8. The Committee will have budgetary responsibility for those budget headings which are allocated to the Committee, including to approve expenditure in consultation with the Responsible Financial Officer (RFO) up to the approved budget and up to £1,000 pa each Committee, which is not included in the budget.
9. The Committee is advisory and collects information, analyses and concludes recommendations to Full Council.
10. The Committee will lead on "horizon scanning" drawing on the work of other organisations and stakeholders, preparing a draft Council strategic plan (Work Programme) encapsulating the Council's strategic objectives, tourist and economy, inclusive Council, community engagement, Boundary review, Youth Council, NALC quality council, and relationships with EDDC/DCC within a performance cycle all supported by the Council Structure.
11. The Committee will review implementation of the plan (Work Programmes).

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age

and any disability), Crime & Disorder, Health & Safety and Human Rights. Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011 and consideration of requests for Grants of Dispensation in respect of Disclosable Pecuniary interests.

Meetings of Honiton Town Council are to be conducted in accordance with the approved Standing Orders of Honiton Town Council (dated September 2024, Minute 24/145).

A council can arrange to have any of its functions, with some exceptions, exercised by a committee, which can in turn, arrange to have them exercised by a sub-committee (Local Government Act 1972 s101 and s102). Working Groups may be established as informal, no-decision making meetings of the Council and all members must adhere to the Council's Code of Conduct. Officers are not expected to attend, prepare Agenda or Minute working groups. The Terms of Reference and Membership are to be approved by Council. Terms of Reference and Membership of Committees is approved at Annual Council meetings.