

STRATEGIC SERVICES COMMITTEE

Draft Terms of Reference:

The Committee will comprise 9 Councillors. The quorum of the Committee shall be 50% of Committee members. The Committee shall undertake the following roles and functions:

1. STRATEGY

- i. To oversee the production of the Council's Annual Plan (annual)
- ii. To oversee performance against the objectives/projects within the Annual Plan (each meeting)
- iii. To oversee the Council's Business Continuity and Emergency Plans

2. COMMUNITY, ECONOMY AND ENVIRONMENT

- i. To oversee the development and delivery of Council run:
 - a) Community Projects
 - b) Economic Development Projects
 - c) Environmental Projects
 - d) Community Events
- ii. To oversee the allocation of Community Infrastructure Levy funds

3. COUNCIL COMMUNICATIONS

- i. To oversee all aspects of Council communications

4. POLICIES

- i. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function, specifically:
 - a) Business Continuity Plan
 - b) CIL Policy and Procedures
 - c) Community Engagement Strategy
 - d) Consultation Policy
 - e) Data Protection Policy
 - f) Environmental Policy
 - g) Filming, Recording and Reporting Council Meetings
 - h) Flag Flying and Banner Policy
 - i) Freedom of Information Policy
 - j) Honorary Freeman Policy
 - k) Member Code of Conduct
 - l) Recording of Decisions Policy
 - m) Risk Management Policy
 - n) Social Media Policy

- o) Standing Orders
 - p) Town Partners Scheme
 - q) Transparency Policy
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- ii. To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.
 - iii. To determine contractual award to enable the undertaking of the discharge of the above responsibilities.
 - iv. To vire expenditure within its own budget and to recommend to the Full Council such other virements and carry overs as the Committee considers appropriate.