CALNE WITHOUT PARISH COUNCIL

STRATEGIC PLANNING COMMITTEE – TERMS OF REFERENCE

AUTHORITY

1. The Strategic Planning Committee is appointed by and is solely responsible to Calne Without Parish Council (the Main Council). The Committee duties are defined and agreed by the Main Council who may vote, at any time, to modify the Committee's powers and terms of reference. The Terms of Reference will be reviewed annually.

2. The Strategic Planning Committee has the authority to produce and maintain the prioritised list of projects on which the Councils funds will be spent; and the list of community improvement ideas which may become projects in the future.

3. The Strategic Planning Committee does not have the authority to approve, or cancel, individual projects, or change their budget allocation, but it will produce recommendations to the Finance Committee and Main Council.

MEMBERSHIP

4. All members of the Committee will be Councillors elected onto the Committee by the Main Council. The Committee will consist of no fewer than five Councillors. The Parish Clerk will attend each committee meeting. The chairman of the Parish Council must be a member of the committee.

5. The committee will meet quarterly but can also be convened to deal with special events as they occur (such as updating the new four-year strategic plan in line with the annual budget submission). Ad-hoc informal meetings may be convened to address specific topics, such as draft the commentary in a new version of the Strategic Plan. Such informal meetings do not have the authority to approve anything.

6. A Chairman will be elected each year after the Annual Parish Meeting.

7. A quorum for the Committees meetings will be three elected members.

AIMS & OBJECTIVES

8. The main aim of the Strategic Planning Committee is to produce and maintain Calne Without Parish Council's Strategic Plan.

9. The objectives of the Strategic Plan are to:
   a   Detail to the community the list of community improvements to be delivered by Calne Without Parish Council.
   b   Maintain a list of projects to enable the Council to forecast its spend versus budget for the next four years.
   c   Provide a way of capturing and discussing ideas for community improvements, from the Council, members of the local community or local community groups, and recommending them to the Council for approval.
   d   Maintain a list of community improvement ideas which may individually be approved by the main council to become official projects.
   e   Summarise the strategic aspirations of the main council and all of its committees and working groups. Specifically, every year it would ask the main council and every committee and working group to document their 4-year strategic objectives for inclusion within the Strategic Plan.
   f   Care will be taken to ensure complete alignment with the Neighbourhood Plan, where appropriate.
   g   Have oversight of projects to ensure that they are delivered to plan and to measure that the benefits delivered meet those committed to when the project was initiated.

TERMINOLOGY

10. A "community improvement idea" is a proposal for funding to deliver a set of predetermined benefits to the residents of Calne Without parish.

11. Once a community improvement idea has been considered by the Strategic Planning Group, and approved by the Main Council, it becomes a project. Each project must have a clear set of deliverables, a budget allocated to it, a lead Councillor, and a clear milestone plan.

RECORD OF PROCEEDINGS

12. Written minutes will be taken to record the Committee's decisions and actions only and will be circulated to all Councillors with recommendations for the next Full Council meeting. The minutes will be published on the Parish Council web site. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

13. The list of recommended, and candidate, community improvement ideas will be published on the Parish Council web site along with a summary of the background material presented to the committee on each of them. Confidential material, such as contract details, will not be included.

14. The project status reports will be published on the Parish Council web site.

RESPONSIBILITIES & DELIVERABLES

15. The main deliverable of the Strategic Planning Committee is Calne Without Parish Council's Strategic Plan.

16. The Strategic Plan will have a four-year outlook. An updated version will be produced annually for approval by the main council in line with the production of the annual plan and budget.

17. The Neighbourhood Plan will be a key driver for the Strategic Plan.   Projects recommended for approval will reference which section of the Neighbourhood Plan they contribute towards delivering, when applicable.

18. The Strategic Plan will contain the following sections:

    a. An introductory section explaining the community improvement that the residents of Calne Without can expect to see over the next four years. This section will also highlight the link between the Strategic Plan and the Neighbourhood Plan, where applicable.
    b. A section detailing the strategic plans for the main council and every committee / working group.
    c. A prioritised, costed list of projects, with individual benefits and deliverables, which will deliver the community improvements outlined in (a & b). This list will also contain a breakdown of projected spend by year.
    d. A list of community improvement ideas, with expected individual benefits, which have yet to be prioritised and approved by the Finance Committee and main Council.
    e. A cross reference showing which projects will deliver benefits to which Ward: or whether the project is expected to benefit the whole of Calne Without (e.g., the Neighbourhood Plan or delivery of community wide assets).
    f. A call to the wider Calne Without community for suggestions for new community improvement ideas.
    g. An annex showing a one-page summary of each approved project. A template is included in annex A of this document. This will include the following:
       - Summary of purpose and which Neighbourhood Plan area(s) they contribute towards delivering.
       - A milestone plan for the whole project (showing at least one deliverable per quarter).
       - A cost breakdown by year (showing forecast and actual spend).
       - The benefits to be delivered by year, how these will be measured and who is accountable for their delivery.
       - The key risks associated with the project with mitigation measures.
    h. Whilst the Strategic Plan will be formally approved annually, it is expected that the one-page project summaries will be updated at least quarterly. The list of active projects and community improvement ideas will be updated every time the Strategic Planning Committee meets.

19. After each meeting the Strategic Planning Committee will produce prioritised list of new community improvement ideas for the main Council with a recommendation against each one as to whether it should be approved, rejected, or deferred. An idea maybe deferred for a number of reasons, for example, to give time to get more information, or to a future year when funding is available. The criteria used when deciding which community improvement ideas should be recommended for approval are given in Calne Without Parish Council's document "Grant Application Requirements and Advice".

20. Every community improvement idea that is recommended for approval, and to be turned into a project, must have a nominated Councillor who is responsible for it. This person will be responsible managing the project and will be accountable to the Council for the delivery of its objectives.

21. The Strategic Planning Committee will work closely with the Finance Committee to ensure that their plans / budgets are aligned with the Strategic Plan and that there are no overlaps in the financial oversight of projects.

22. The Strategic Planning Committee will work with the Engagement and Participation Working Group to develop a strategy for seeking project ideas from the community. The key reason why the Strategic Planning Committee is a "committee" rather than a "working group" is ensure that there is complete transparency around the project identification and prioritisation process. The public and community groups will be actively encouraged to attend meetings and put forward project ideas.

23. It is anticipated that the Strategic Planning Committee will remain in existence whilst the council has Community Infrastructure Levy (CIL) funding to invest. If the amount of CIL funding available to the Council significantly reduces the number of projects will reduce and along with it the need for a separate committee.

24. Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members to vote on.

25. Individual Councillors will be asked to present the progress of specific projects to the committee periodically. This may be during a critical phase or if problems with a project have been reported, such as significant slippage, descoping or a requested change to the benefits to be delivered. Such presentations will also be expected once a significant project has been completed to ensure that the committed benefits have been delivered. Councillors informed at the main council meeting preceding the Strategic Planning Meeting if one of the projects that they are responsible for has been selected for review. A Councillor may also ask for one of their projects to be reviewed.

26. There will be two classes of project: light and normal. "Light" will apply to those projects with a total budget of less than £1,000. Such projects must still be reported on, have a responsible Councillor, and have clearly defined benefits, but they may not be subject to the same level of oversight (e.g., status presentations at committee meetings etc). When a project is approved it will be classified as either light or normal.

MEETING STRUCTURE AND CONTENT

27. The agenda for the meetings of the Strategic Planning Committee shall include at least the following sections in this order:

    a) Apologies
    b) Public Participation
    c) Declarations of interest
    d) Minutes from last meeting
    e) Summary of current budget position and funding available for new projects by year
    f) Identification of new community improvement ideas.
        a. Public presentation of ideas (Max. 5 mins presentation per activity followed by discussion).
        b. Councillor initiated ideas (Max. 5 mins presentation per activity followed by discussion).
        c. Committee to prioritise activities discussed and agree a list of activities to form new projects for input to next main council meeting for approval.
    g) Individual Project Reviews
    h) Review Strategic Plan commentary (annually)
    i) Review inputs from the main council, committees and working groups (annually)
    j) Review Terms of Reference (annually)

28. Background material for each community improvement idea to be presented to the meeting must be circulated to Councillors at least 3 clear days before the meeting.

Annex A - Project Status Report Template

Project Name:		Date:	6
Project Status: Green (on track), Amber (at minor risk to timeline or budget), Red (major risk of timeline or budget overrun, or under delivery of benefits)		Responsible Councillor:	
		Project Type: (Light or normal)	

Outline of project. (To include Neighbourhood Plan area addressed, community benefit(s) to be delivered (by year) and Ward(s) to which the benefit will be delivered).			
Neighbourhood Plan area(s) (if applicable)		Ward(s)	

Key progress since the last report:

Finances (Budget / Actual)

21/22		22/23		23/24		24/25	

Key project milestones: (at least one every 3 months must be given)

Key project risks: (along with mitigations)