



Looe Town Council – Policy and Strategy Committee Terms of Reference

Committee Name

Policy and Strategy

Type

Full Standing Committee

Purpose

- To set the broad vision and direction of Looe Town Council (LTC)
- Determine specific outcomes and goals that enable LTC to deliver on that vision
- Set in place the strategies and policies that allow LTC to deliver those goals
- Ensure that there is alignment between Council Committees in delivering the overall LTC vision and plan (*via committee ToR and Priority setting*)
- Support 'special projects' and recommend to full council for approval
- Review business case for new projects
- To promote a positive Safety, Health and Environment (SHE) culture within the council. Specifically, we will consider Environmental issues as a priority when making decision and operate in alignment with the councils existing SHE Policy."

Scope

- Looe Town Council and it's Committees
- Special Projects as identified to deliver on the LTC Vision

Authority

- The committee shall recommend to Full Council Policy and Strategy for adoption
- The committee shall make recommendation to the Full Council for execution and delivery of Special Projects to facilitate the delivery of the LTC Vision
- Any decision requiring additional financial funding outside of agreed budgets shall be presented to Full Council for consideration
- The committee shall recommend to the Full Council where they are recommending other committees to adopt modified work practices and responsibilities. For example, this may include policy ownership and development of work priorities.

Membership

- The Committee shall consist of a Chair, Vice Chair and elected committee members as determined by the Full Council.
- Other member may be co-opted on the day of the meeting.



- Non designated committee members who are Looe Town Councillors shall be free to join meetings as and when they want to and may participate in the meeting at the discretion of the Committee Chair.

Meeting arrangements

- The Committee shall meet monthly and on an ad hoc basis when required by the Chair
- Quorum for the Committee shall 50% of the committee membership rounded up.
- An agenda will be provided for all formal committee meetings and minutes will be prepared.

Reporting

- Approved meeting minutes will be made available on the LTC web site for public review
- The Committee Chair will provide a brief summary of activity at the Full Council Meeting
- The Chair shall present an annual report demonstrating progress against agreed goals and objectives

Resources and budget

£1,000 has been allocated to this Committee