



# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

## **Terms of reference for the Strategic planning steering group**

### **1. Authority**

The steering group is appointed by and is solely responsible to Wendover Parish Council (WPC). The steering group is to explore and recommend ideas to the Council on a regular basis and it should set out an annual calendar of activities for approval by the Parish Council.

It must not commit the Council to expenditure as they have no powers as an informal group.

### **2. Membership**

The membership shall be comprised of:

At least two councillors, one of whom should be the Chair and/or Vice Chair of the Parish Council.

The Clerk

It shall be advised that the chairs of the Committees sit on this group.

The group will seek the input of other Council stakeholders and non-Councillors can be called to present to the group. It is an advisory group to the Parish Council.

### **3. Chair of the Steering group**

Steering groups do not require a Chair but for organisational purposes a member of the group may be nominated to lead research, chair meetings and submit research and recommendation papers to the Council for consideration at its next meeting.

### **4. Agenda Setting**

The Chair of the group may wish to set agendas to assist meetings in running smoothly and targets being achieved.

### **5. Record of Proceedings**

Written minutes are not necessary, but notes should be taken for clarity and to allow members of the group to be reminded of actions they should take between meetings. Notes of meetings should be submitted to the Clerk/Deputy Clerk at the end of each month for reports to be included in the Parish Council meeting pack.

### **6. Responsibilities**

**To develop a strategic planning process, impact reporting process and strategic review process for the Council  
To prepare the strategic plan in line with the agreed process for approval by the Council**

Specifically, the steering group should aim to:

1. Research and report on stakeholder expectations through engagement activities
2. Research and report on the current and potential future context within which the Parish Council operates
3. Taking direction from Full Council, produce a draft strategic plan and impact report for approval. The plan should set out:
  - a. A 10 year vision
  - b. Plans for each department with 5 year milestones. The departments to be agreed by Council and each plan to be costed
  - c. A 1 year operational plan
  - d. An impact report of the previous year's actions

### **8. Public Participation**

Steering groups are not required to meet in public as no formal decisions are made by a steering group. If members of the group feel it appropriate or necessary, meetings can be advertised on the website and parish noticeboards but must have a set agenda. Public should be advised that the steering group recommendations and research is discussed by Full Council or elected Council Committee in monthly meetings held in public and this would be the appropriate time to comment.

#### **9. Conduct by steering group members**

**Steering group members are expected to abide by the WPC Code of Conduct at all times.**

Although debate at meetings is often less formal than at the Council meeting, members of the group may, at the discretion of the Chair, still be asked to raise their hand to speak and to only speak when invited to by the Chair.

#### **All members must:**

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before concluding on an item being discussed
- agree recommendations submitted

**Reviewed: 7 May 2024**