

# Strategy Project Team (Working Group)

## Terms of Reference 2023-2024

|                      |                                   |
|----------------------|-----------------------------------|
| Authority Reference: | Minutes: 16-28/02/23 Full Council |
| Quorum               | One third and no less than 3      |
| Reporting to:        | Full Council                      |
| Frequency            | To ensure progress as required    |
| Start                | March 2023                        |
| Finish               | January 2024                      |

### Background:

1. To better serve the community of Thame and to direct the work of the Council, Thame Town Council wishes to develop a 4-to-10-year deliverable strategy.
2. The final strategy must align with the Thame Neighbourhood Plan, the Green Living Plan and have achievable objectives.
3. To deliver a strategy, the council must understand the needs of Thame residents, businesses, stakeholders and those in surrounding areas affected by the services and facilities available in Thame.

### Composition:

4. Open to any Member of the Council subject to their membership being agreed by Full Council. The working group may also recommend to Full Council that non-Councillors be members subject to not deciding on financial matters (these may include temporary members). The Clerk (and/or managers and officers will also be members with all council staff consulted in the process)
5. Members are:
  - a. Chair
  - b. ??
  - c. ??
  - d. ??
  - e. ??
  - f. Town Clerk

### Working Group Aims:

6. To deliver a draft Strategy for the **approval of the Full Council by January 2024**, the strategy team will need to include:
7. a Mission Statement for the Council
  - a. **the Mission Statement** describes what we do currently for who, and how. It should be memorable and not too long, the team should be able to use and

retain it. Some mission statements combine the mission with the vision so are both informative or descriptive as well as inspirational, such as the Walt Disney one; *“The Walt Disney Company is to entertain, inform and inspire people around the globe through the power of unparalleled storytelling, reflecting the iconic brands, creative minds and innovative technologies that make ours the world’s premier entertainment company.”*

8. the core values of the Council
  - a. **Core Values** are the Council’s beliefs that will enable the Council to deliver on its vision and mission. These beliefs can cover areas such as community leadership, in collaboration with the local community, representing the needs of the local community, delivering the best possible services and accountability.
9. carrying out a SWOT Analysis to identify the current Strengths, Weaknesses, Opportunities and Threats
10. the timeline and milestones for the delivery of the strategy
  - a. all SMART<sup>1</sup> objectives 4 – 10 years
  - b. the coming year’s SMART objectives
11. what methods will be used to gather data from the wider Thame community
  - a. eg visioning workshops, surveys, meetings
12. who we will contact
  - a. eg councillors, businesses, volunteer groups, neighbouring parishes, policy, district and county council
13. how we will communicate / publicise the creation and then the delivery of the strategy
14. when we will contact them (the timeline)
15. what questions we will ask
  - a. eg linked to categories
    - i. employment
    - ii. environment
    - iii. leisure and recreation
    - iv. people and community
    - v. safety
    - vi. Town development
16. how the data will be collected and published
17. reference relevant policies, acts and documents including but not limited to:
  - a. draft 1 year action plan 2023-24
  - b. project list (date ???)
  - c. s106 allocations
  - d. CIL allocations
  - e. infrastructure delivery plan working group tor (2015)
  - f. community engagement policy (2022)
  - g. communications strategy (not started)
  - h. equality and diversity policy (2020)
  - i. freedom of information policy (2022)
  - j. Thame Green Living Plan

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<sup>1</sup> Objectives which are Specific, Measurable, Achievable, Realistic and Time Bound

- k. data protection act 2018
- l. freedom of information act 2000
- m. asset management plan (not started)
- n. Thame Neighbourhood Plan
- o. community projects
- p. A guide to the Local Council Award Scheme (NALC)

**Delegations are:**

- 18. The working group is advisory and will collect information, analyse and conclude recommendations to Full Council.
- 19. Making recommendations to the Council on the capital programme – content, phasing and monitoring.

**Guidance from the Council**

- 20. Provided at initial resolution and after each meeting report back to Full Council.

**Resources and Budget**

- 21. The group will be allowed use of Town Council meeting rooms, administration resources and officer time as required. Any funding authorisation is to be sought from the Full Council.
- 22. There may also be a requirement for specialist facilitators.

**Governance**

- 23. Decisions to be agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson's casting vote if necessary.

**Additional Notes**

- The Group will communicate through email, phone and meetings, both formally and informally
- Relevant documentation is stored in the Strategy folder on the Town Council IT data store, plus in an e-mail store within the Town Clerk's e-mail folders and additional Office365 apps may be used
- Sub-groups (with other nominated members) can be created as necessary to progress specific items
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the Council
- Sample strategy and visioning documents from other councils will be available for reference to the working group

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by Full Council.