



Chichester City Council

Terms of Reference Business Plan Sub-Committee

1. The Business Plan Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than five Councillors as voting members with a third of members and not less than three members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee
6. The Business Plan Sub-Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Business Plan Sub-Committee shall meet at least four times a year.
8. The Business Plan Sub-Committee is responsible for regular reporting on delivery of the Business Plan, review and updating of the Business Plan and performing due diligence on new project proposals not currently within the Business Plan.
9. The Business Plan Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. Preparation of regular reports for Council on Business Plan progress
 - b. Regular review of the current Business Plan
 - c. Update and development of future Business Plans
10. The recommendations and decisions made at the Business Plan Sub Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
11. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
12. The Business Plan Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Development of new projects not already included in the adopted Business Plan that have a financial or other resource implication for the City Council.
13. All correspondence shall be conducted through the Town Clerk wherever possible.

14. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)