



STRATEGIC COMMITTEE

TERMS OF REFERENCE

1. CONSTITUTION

The Strategic Committee (The Committee) will be appointed by the Board of Directors of Carriglea Cáirde Services.

2. AUTHORITY

The Committee is authorised by Board of Directors to develop the 5 Year Strategic Plan for Carriglea Cáirde Services.

The committee is authorised to obtain legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge.

The objective of the committee is to set the strategic context to assist the Board in carrying out its duties in regard to all management & operating activities, policies, procedures and legal compliance.

3. MEMBERSHIP

The Committee shall be appointed by the Board from amongst its members, executive management and independent members and shall consist of not less than five members of which not less than three members are non-executive Directors of Carriglea Cáirde Services and not less than two members are members of the Executive Management.

The Committee will be chaired by a Non-Executive Director of the Board.

The Chairperson of the Committee shall be appointed by the Board. The Company Secretary is Secretary to the Committee and a member of the Committee. A recording secretary may be appointed by resolution of the Committee.

4. ATTENDANCE AT MEETINGS

The quorum necessary for the transaction of the business of the Committee shall be not less than three Committee members of which 2 must be non-executive Directors.

The Company Secretary (or their nominee) will act as secretary to the Committee.

The Committee may invite external advisors to attend for all or part of any meeting.

5. FREQUENCY OF MEETINGS

Meetings shall be held at least two times a year. Meetings may be called by the Board, or the Chairperson of the Board acting for the Board, or by the Chairperson of the Committee.

6. DUTIES

The Strategic Committee will be responsible for the following:-

- a) A Strategic Plan will be developed covering a 5-year timeline.
- b) The Strategic Plan will be developed by the Committee in consultation with relevant stakeholders and in consideration with best practice within the Disability Services, compliance and funding arrangements.
- c) The Strategic Plan and its objectives will be accompanied by an operational plan and actions.
- d) The Strategic Plan will include high level objectives based on the vision, mission, values and ethos of the organisation.
- e) The Operational Plan will include timelines for agreed actions.
- f) The Strategic Plan and its implementation will be monitored annually by the Strategic Committee who will report progress to the Board of Directors.
- g) The plan will include action points which can be measured creating key performance indicators.

7. PROCESS

The Strategic Committee will recommend for approval to the Board of Carriglea Cáirde Services the Strategic Plan every five years.

The planning process begins at the beginning of the final year of the current plan and the new plan should be launched within three months of the commencement of the new five-year term.

Developing strategy involves making judgements about the future based on:

- i. Where we are now.
- ii. Where we want to be.
- iii. The needs of stakeholders.
- iv. Best practise, current and past performance.
- v. Current and potential resources.
- vi. Changes in the environment (political, economic, social, technological, natural).
- vii. Assumptions about the effect of various possible actions.

The Strategic Planning Process – whilst responsibility for strategic planning lies with the Board Of Directors it is vital that all those who will be affected by the plan (service users, members of staff, volunteers, members of the company, funding bodies (HSE), regulatory bodies, partners etc.) have some input into its development process. Those who will be key to delivery of the plan including senior staff, service users can provide the Board of Directors with the information they will need to make strategic choices.

8. REPORTING

- a) The minutes of Committee meetings will be formally recorded and submitted to the Board after each meeting.
- b) The Committee shall make a statement in the annual report about its activities and the process used to make appointments.

9. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The terms of the General Data Protection Regulations (GDPR) apply to Carriglea Cáirde Services. This sub-committee will adhere to the provisions of these Regulations and all other data protection laws and codes of conduct with regard to any personal data that may be collected, used, processed or stored in the course of carrying out its functions.