

**LEIGHTON-LINSLADE TOWN COUNCIL  
POLICY AND FINANCE COMMITTEE – 14 SEPTEMBER 2015  
WORK PLAN 2015-2016 (INCORPORATING OBJECTIVES 2015-2018)**

**Policy & Finance Strategic Objectives for 2015-2018 (from Town Council Three Year Plan)**

<b>Objective ref.no. (3 Yr Plan)</b>	<b>Objective</b>	<b>Timescale</b>	<b>Comments</b>
1	Review options related to the future premises to house the Town Council and secure accommodation.	31 <sup>st</sup> March 2017	First Accommodation Sub-Committee to be held on 10 September 2015
2	Accreditation under the new Local Council Award Scheme.	Quality standard 2015; Gold standard 2016	Work underway towards meeting Quality criteria
3	Review and update contracts of employment.	By December 2015	DONE
4	Update Staff Handbook to include all staffing related policies under one publication.	By December 2015	DONE.
5	Review potential of achieving Investors in People and ISO accreditation.	April 2017	
6	Review the procedures, protocols and expenses related to the civic position of Town Mayor.	1st April 2016	Report to meeting on 14 September 2015
8	Investigate and develop online payments and bookings for all Council services.	1 <sup>st</sup> April 2016	Options under consideration.
15	Expand and consolidate opportunities for two-way dialogue with residents and ensure greater community engagement in, and awareness of, Town Council activity.	Annual & ongoing	Website revisions, About Town delivered in July to all households, increased social media presence (number of posts and number of followers). Development of promotional short videos.
17	Review Big Plan II (in conjunction with other committees)	31 <sup>st</sup> March 2016	Scoping exercise commencing 27 July 2015.
23	Review and update the Market Development and Business Plan	By end 2015	Work underway.

**WORK PLAN 2015-2016**

<b>Meeting Date</b>	<b>Regular Updates</b>	<b>Work Plan 2015-2016</b>
<b>8 June 2015</b>	Communications update (web, social media, newsletter)	Review of Sub-Committees incl. Terms of Reference and membership Town Mayor's Accounts 2014-2015 Annual accounts and governance statement

<b>3 August 2015</b>	3-month monitoring budget	Approval of budget timeline for 2016-17 budget Insurance claims 2014-15 Online payments and bookings <del>Market Development and Business Plan</del>
<b>14 September 2015</b>	Communications update	Review priority projects for inclusion in 2016-17 budget External auditor's report for 2014-15 Update regarding Local Council Award Scheme accreditation Review the procedures, protocols and expenses related to the civic position of Town Mayor.
<b>23 November 2015</b>	6-month monitoring budget	Review priority projects for inclusion in 2016-17 budget Review of salary budget for 2016-17 White House refurbishment/redecoration programme Cleaning contract/facilities management Market Development and Business Plan
<b>11 January 2016</b>	9-month monitoring budget	Set budget and precept for 2016-2017 Consider Honorary Burgess 2016 nomination/s Business Risk Register & Action Plan Health and Safety provider review
<b>22 February 2016</b>	Communications update	Draft Calendar of Meetings 2016-2017 Review Town Council/employee memberships
<b>11 April 2016</b>	12-month monitoring report budget	Annual Report 2015-2016 Review of Committee Objectives 2015-16; Setting provisional Committee Objectives 2016-17 Review arrangements with local authorities. Review of inventory.