

**LEIGHTON-LINSLADE TOWN COUNCIL  
POLICY AND FINANCE COMMITTEE – 19 SEPTEMBER 2016  
WORK PLAN 2016-2017 (INCORPORATING OBJECTIVES 2015-2018)**

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

Objective ref.no. (3 Yr Plan)	Objective	Timescale	Comments
1	Review options related to the future premises to house the Town Council and secure accommodation.	31 <sup>st</sup> March 2017	Depot Accommodation:- Short terms strategy agreed Early negotiations beginning in respects of Town Council accommodation.
2	Accreditation under the new Local Council Award Scheme.	Quality standard 2015; Gold standard 2016	Quality Award achieved January 2016. Gold submission anticipated within the calendar year.
3	Review and update contracts of employment.	By December 2015	COMPLETED
4	Update Staff Handbook to include all staffing related policies under one publication.	By December 2015	COMPLETED
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	New allowance policy adopted by Council January 2016.
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	COMPLETED. Report approved by Council January 2016. Ongoing tasks to be incorporated into Three Year Plan.
23	Review and update the Market Development and Business Plan	By end 2015	COMPLETED – presented to committee in May 2016.

**WORK PLAN 2016-2017**

<b>Meeting Date</b>	<b>Regular Updates</b>	<b>Work Plan 2016-2017</b>
<b>13 June 2016</b>		Review of Sub-Committees incl. Terms of Reference and membership Town Mayor's Accounts 2015-2016 Annual accounts and governance statement Health & safety provider review Consider Committee structure/meeting calendar recommendations arising from working party Insurance review
<b>1 August 2016</b>	3-month budget monitoring 5 year financial plan	Approval of budget timeline for 2017-18 budget Insurance claims 2015-16 Online payments and bookings update Business Risk action plan update Market Towns Regeneration Fund projects update Town Council accommodation update
<b>19 September 2016</b>	Communications update	Review priority projects for inclusion in 2017-18 budget External auditor's report for 2015-16 Update regarding Local Council Award Scheme accreditation Review the procedures, protocols and expenses related to the civic position of Town Mayor.
<b>21 November 2016</b>	6-month budget monitoring 5 year financial plan	Review priority projects for inclusion in 2017-18 budget Review of salary budget for 2017-18 White House refurbishment/redecoration programme I.T. contract
<b>16 January 2017</b>	9-month budget monitoring	Recommend to Council the budget and precept for 2017-2018 Consider Honorary Burgess 2017 nomination/s Business Risk Register & Action Plan
<b>27 February 2017</b>	Communications update 5 year financial plan	Draft Calendar of Meetings 2017-2018 Review Town Council/employee memberships Market Towns Regeneration Fund projects update
<b>10 April 2017</b>	12-month budget monitoring report	Annual Report 2016-2017 Review of Committee Objectives 2016-17; Setting provisional Committee Objectives 2017-18 Review arrangements with local authorities. Review of inventory.