

**LEIGHTON-LINSLADE TOWN COUNCIL
POLICY AND FINANCE COMMITTEE – 19 JUNE 2017
DRAFT WORK PLAN 2017-2018 (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 st March 2017	Depot Accommodation:- Short terms strategy agreed Negotiations ongoing in respects of Town Council accommodation.
8	Investigate and develop online payments and bookings for all Council services.	Payments – 31 st March 2017 Bookings – phased approach until 31 st March 2018	Underway - further research needed as part of longer term IT strategy – ongoing project.
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.
15 (a)	Creation and adoption of website development plan	January 2018	Implementation timescale tbc once plan adopted
15 (b)	Creation and adoption of communications strategy	November 2017	Implementation timescale tbc once plan adopted
15 (c)	Social media development		Launch of App summer 2017. Launch of Instagram account autumn 2017.
	Paperless meetings	31 st March 2018	One year trial period prior to new Council in 2019
	Policies: review/update/develop Home working protocol, Business continuity plans for Astral Park and TACTIC, Community Emergency Plan	April 2018	
	Data Protection: review procedures and amend as required to comply with General Data Protection Regulations (effective May 2018)	April 2018	
	I.T. infrastructure: develop clear timescales for hardware & software upgrades, server replacement, review of storage and network arrangements	September 2018	
	Budget process for 2018-19	January 2018	
	Community safety: review effectiveness of current	March 2018	Through the Police Liaison Sub Committee

Agenda Item No. 7 (b)

	expenditure and options for alternative measures		
	Asset Register: review and transfer onto new software	31 March 2018	
	Financial Regulations: review	Sept 2017	
5	Review potential of achieving Investors in People and ISO accreditation.	April 2017	COMPLETED. Report to Committee February 2017. No further action at this time.
17	Review Big Plan II (in conjunction with other committees)	31 st March 2016	COMPLETED. Report approved by Council January 2016. Ongoing tasks 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.
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
2	Accreditation under the new Local Council Award Scheme.	Quality standard 2015; Gold standard 2016	COMPLETED. Gold accreditation secured for 4 years.
6	Review the procedures, protocols and expenses related to the civic position of Town Mayor.	1st April 2016	COMPLETED. Mayoral Allowances policy adopted January 2016; revised Mayoral Protocol adopted January 2017.

WORK PLAN 2017-2018

Meeting Date	Regular Updates	Work Plan 2017-2018
19 June 2017		Town Mayor's Accounts 2016-2017 Annual accounts and governance statement Asset register/review of inventory deferred to July
31 July 2017	3-month budget monitoring 5 year financial plan	Approval of budget timeline for 2018-19 budget Insurance claims 2016-17 Online payments and bookings update deferred to Nov/Feb I.T. update Asset register/review of inventory Community Emergency Plan
18 September 2017	Communications update 5 year financial plan	Review priority projects for inclusion in 2018-19 budget External auditor's report for 2016-17 Business Risk action plan update

			GDPR: data protection update Financial Regulations
20 November 2017	6-month monitoring	budget	Review priority projects for inclusion in 2018-19 budget Review of salary budget for 2018-19 White House refurbishment/redecoration programme Paperless meetings: review of options Draft communications strategy Update regarding online payments
15 January 2018	9-month monitoring	budget	Recommend to Council the budget and precept for 2018-2019 Consider Honorary Burgess 2018 nomination/s Business Risk Register & Action Plan Website development plan and hosting/support provider review Community safety – recommendations from Police Liaison Sub Committee
26 February 2018	Communications update 5 year financial plan		Draft Calendar of Meetings 2018-2019 Review Town Council/employee memberships Market Towns Regeneration Fund projects update Update regarding online bookings
16 April 2018	12-month monitoring report	budget	Annual Report 2017-2018 Review of Committee Objectives 2017-18; Setting provisional Committee Objectives 2018-19 Review arrangements with local authorities. GDPR: data protection update Asset Register