

**LEIGHTON-LINSLADE TOWN COUNCIL
POLICY AND FINANCE COMMITTEE – 20 NOVEMBER 2017
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	Town Council is accepting online payments via WorldPay. Agreed that online bookings are not currently a viable option but intention is to trial online ticketing.
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	Nov 2017 update: now split into two documents, an internal Communications protocol and an external Community Engagement/Consultation Strategy – completion of both by March 2018
15 (c)	Social media development		Launch of App summer 2017. Launch of Instagram account – date to be determined.
	Paperless meetings	31 st March 2018	Recommendation to adopt Mod.gov software. 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	Home working protocol established Oct 2017. Business continuity plans being developed/updated. Awaiting input from external volunteer consultant in respect of Emergency Plan.
	Data Protection: review procedures and amend as required to comply with General Data Protection	April 2018	Initial training commenced; information audit started; external support being sought.

	Regulations (effective May 2018)		
	I.T. infrastructure: develop clear timescales for hardware & software upgrades, server replacement, review of storage and network arrangements	September 2018	Proposal from Virtual IT agreed and work anticipated in early 2018.
	Budget process for 2018-19	January 2018	Underway.
	Community safety: review effectiveness of current expenditure and options for alternative measures	March 2018	Through the Police Liaison Sub Committee
	Asset Register: review and transfer onto new software	31 March 2018	
	Financial Regulations: review	Sept 2017	Deferred to Nov 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	Approval of budget timeline for 2018-19 budget Insurance claims 2016-17 Online payments and bookings update initial discussion held; deferred to Feb 2018

		I.T. update Asset register/review of inventory Community Emergency Plan
18 September 2017	Communications update	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 reviewed – no changes required at this time
20 November 2017	6-month budget monitoring 5 year financial plan	Review priority projects for inclusion in 2018-19 budget Review of salary budget for 2018-19 White House refurbishment/redecoration programme pending lease renewal Paperless meetings: review of options Draft communications strategy following initial work, will now be two documents, an internal Communications protocol and a revision of the Community Engagement Strategy
15 January 2018	9-month budget monitoring	Recommend to Council the budget and precept for 2018-2019 Consider Honorary Burgess 2018 nomination/s Business Risk Register & Action Plan for 2018-2019 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 GDPR: data protection update Revised Community Engagement Strategy Community Emergency Plan update
16 April 2018	12-month budget monitoring report	Annual Report 2017-2018 Review of Committee Objectives 2017-18; Setting provisional Committee Objectives 2018-19 Review arrangements with local authorities. Asset Register Update regarding online bookings/payments/e-ticketing