

**LEIGHTON-LINSLADE TOWN COUNCIL
POLICY AND FINANCE COMMITTEE – 19 NOVEMBER 2018
WORK PLAN 2018-2019 (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 nearing completion in respects of Town Council accommodation.
8	Investigate and develop online payments and bookings for all Council services.	Payments – 31 st March 2017	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 Deferred until 2018-19	Websites to be reviewed in full during 2018-19, following appointment of a support provider. Proposals for future development to be brought to committee before end of 2018.
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. Both COMPLETED.
	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 updated for 2018. 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 Regulations (effective May 2018)	April 2018	Significant progress made incl staff training, review of IT security, development of policies and procedures. DPO audit undertaken on 4 September.

I.T. infrastructure: develop clear timescales for hardware & software upgrades, server replacement, review of storage and network arrangements	September 2018	New server installed, back up solution under review, new hardware ordered, network switches upgraded. Email move to Office 365 completed and enhanced to include 21 x Cllr email addresses. Old server has been decommissioned.
Budget process for 2019-20	January 2019	Underway.
Community safety: review effectiveness of current expenditure and options for alternative measures	January 2019	Through the Community Safety Sub Committee

- Objectives 2,3,4,5,6,17 & 23 from Three Year Plan completed and removed from work plan.

WORK PLAN 2018-2019

Meeting Date	Regular Updates	Work Plan 2018-2019
18 June 2018		Town Mayor's Accounts 2017-2018 Annual accounts and governance statement Revised Community Engagement Strategy
30 July 2018	3-month budget monitoring	Approval of budget timeline for 2019-20 budget Insurance claims 2017-18 Data protection update Asset register
17 September 2018	Communications update	Review priority projects for inclusion in 2019-20 budget External auditor's report for 2017-18 Business Risk action plan update Modern.gov: review of first three months Community Emergency Plan deferred due to ill health of co-ordinator Standing Orders review Community Engagement Strategy
19 November 2018	6-month budget monitoring 5 year financial plan	Review priority projects for inclusion in 2019-2020 budget Review of salary budget for 2019-20 Website development plan and hosting/support provider review I.T. review and budget recommendations
21 January 2019	9-month budget monitoring	Recommend to Council the budget and precept for 2019-2020 Consider Honorary Burgess 2019 nomination/s Business Risk Register & Action Plan for 2019-2020 Recommendations from Police Liaison in respect of Community Safety

25 February 2019	Communications update	Draft Calendar of Meetings 2019-2020 Review Town Council/employee memberships Annual review of Financial regulations, Standing Orders and System of internal control Modern.gov review
15 April 2019	12-month budget monitoring report	Annual Report 2018-2019 Review of Committee Objectives 2018-19; Setting provisional Committee Objectives 2019-2020 Review arrangements with local authorities.