

**LEIGHTON-LINSLADE TOWN COUNCIL
POLICY AND FINANCE COMMITTEE – 21 SEPTEMBER 2020
WORK PLAN 2020-2021 (INCORPORATING OBJECTIVES 2019-2024)**

Policy & Finance Strategic Objectives for 2019-2024 (from Town Council Five Year Plan 2019-2024)

Overarching Objective 1 – Operational Efficiency: to ensure value for money, operational efficiency and a structure which will underpin current and future service delivery by the Town Council.

Objective ref.no. (5 Yr Plan)	Objective	Comments
1	To regularly review how we communicate and seek to embrace new technologies	<i>Six monthly communications update report to committee Ongoing through interdepartmental meetings/management meetings Software review anticipated by end of 2021-22</i>
2	To continue to aim towards a paperless office	<i>Ongoing Review of paperless meetings anticipated during software review 2021-22</i>
3	To review our financial systems and develop more financial analysis/reporting	<i>Part of the software review anticipated in 2021-22</i>
4	To develop a customer service strategy	<i>Initial report to committee February 2020; further work to follow in March 2020 and July 2020 July 2020: now deferred due to COVID</i>
5	To review waste and recycling operations	<i>Main waste management contract approved by Council September 2019. Office confidential shredding contract to be reviewed by November 2020.</i>
6	To revisit the Volunteer Policy.	<i>Consultation with volunteer organisations during January 2020 Report to committee February 2020; final draft expected April 2020 July 2020: now deferred due to COVID</i>
7	To increase environmental awareness and incorporate the Town Council's environmental ambitions across all facilities and service areas	<i>Ongoing through various communication channels</i>
8	To work with the local authority to review and where appropriate, upgrade existing CCTV provision	<i>Officer review of existing CCTV with CBC colleagues and Bedfordshire Police during 2019-20. Awaiting timescales for system and camera upgrade from CBC.</i>
9	To consider imaginative uses of Community Safety budgets for the benefit of our community.	<i>Ongoing through the Community Safety Sub-Committee.</i>
10	<i>To renew the Council's four-year Quality Gold accreditation in 2021.</i>	<i>Update/status reports to committee in September 2020 and January 2021.</i>

Wider aspirations as contained in the Partnership Project List may also be subject to periodic review by this Committee, as appropriate.

Other groups reporting to this Committee via meeting minutes and recommendations:

Community Safety Sub Committee (police liaison, Watch schemes, CCTV, community safety) – quarterly meetings

Personnel Sub Committee (staffing matters) – quarterly meetings

Grants & Awards Sub Committee (grant applications, grant guidelines, Community Volunteer Awards) – meets May and November annually

Disciplinary, Grievance & Appeals Sub Committee (only convened if required)

Health Services Sub Committee – meeting frequency determined by group

Boundary Review working party – meeting frequency determined by group

MEETING DATES 2020-2021

Meeting Date	Regular Updates	Fixed Deadline items	Other anticipated discussion items
15 June 2020 MEETING CANCELLED DUE TO COVID	Grants & Awards minutes	Town Mayor's accounts 2019-2020 <i>deferred until end of Mayor's term</i> Sub Committee Terms of Reference and membership <i>deferred</i> Approval of annual governance statement <i>moved to July</i> Approval of annual statement of accounts <i>moved to July</i>	Accessibility Regulations compliance update <i>deferred</i> Complaints Policy review <i>deferred</i> Freedom of Information Policy review <i>deferred</i>
20 July 2020	3-month budget monitoring Community Safety minutes Personnel minutes	Approval of budget timeline for 2021-22 budget	<i>Annual Report 2019-2020</i> <i>Annual accounting statements 2019-2020</i> <i>Annual Governance and Accountability Return 2019-2020</i> <i>Annual review of Standing Orders, Financial Regulations & System of internal control</i>
21 September 2020	Communications update	Asset Register External auditor's report 2019-2020 (if received) Risk Register Action Plan mid-year update Review priority projects for inclusion in 2021-22 budget	<i>Insurance claims report</i> <i>Quality Council status renewal report</i> <i>Accessibility Regulations compliance update</i> Freedom of Information policy review <i>deferred</i> Complaints Policy review <i>deferred</i> <i>Added by Council 24/8/20: Black Lives Matter & Standing Orders Review</i>
16 November 2020	6-month budget monitoring 5-year financial plan Community Safety minutes	Review priority projects for inclusion in 2020-21 budget Receipt of first draft budget 2021-22	<i>Telecoms contract</i> <i>Confidential waste contract review</i> <i>Town Mayor's accounts 2019-2020</i>

	Personnel minutes Grants & Awards minutes		
18 January 2021	9-month budget monitoring Community Safety minutes Personnel minutes	Final draft budget for 2021-22 & consider recommendation to Council Consider Community Volunteer Award nominations 2021 Risk Register and Action Plan for 2021-22	<i>Quality Council status update Accessibility Regulations update.</i>
22 February 2021	Communications update	Draft Calendar of Meetings 2021-22 Review Town Council/employee memberships	<i>HR Service Level Agreement renewal Employee Assistance Programme renewal FOI Policy and Complaints Policy review</i>
19 April 2021	12-month budget monitoring report Community Safety minutes Personnel minutes	<i>Draft Annual Report 2020-21 Annual review of Investment Policy, Financial Regulations, Standing Orders & System of Internal Control Set provisional committee work plan for 2021-22 Review arrangements with local authorities</i>	<i>Data protection update report Code of Conduct review/update</i>