

**LEIGHTON-LINSLADE TOWN COUNCIL  
POLICY AND FINANCE COMMITTEE – 27 FEBRUARY 2023  
WORK PLAN 2022-2023 (INCORPORATING OBJECTIVES 2019-2024)**

**MEETING DATES 2022-2023**

<b>Meeting Date</b>	<b>Regular Updates</b>	<b>Fixed Deadline items</b>	<b><i>Other anticipated discussion items</i></b>
<b>20 June 2022</b>	Grants & Awards minutes May South Side WP minutes	Annual report review Annual review of Standing Orders, Financial Regs & Internal Controls Sub Committee and T&F Group Terms of Reference and membership Approval of annual governance statement 2021-22 Approval of annual statement of accounts 2021-22 Receipt and approval of year end accounting statements 2021-22 Receipt and approval of Mayor's end of year accounts	Review tenders and award three-year insurance contract Progress update on software review Data protection report Facilities improvements proposals
<b>25 July 2022</b>	3-month budget monitoring Community Safety minutes Personnel minutes	Approval of budget timeline for 2023-24 budget Risk Register Action Plan mid-year update	Insurance claims report Approve tender specification for I.T. support contract Review consultation procedure Procurement and tendering documentation
<b><del>19 September 2022</del> 26 September 2022</b>	Communications update Health Services T&F minutes	<del>Asset Register</del> External auditor's report 2021-2022 (if received)	I.T. support Review findings of council software review and consider recommendations Boundary review External requests for funding
<b>14 November 2022</b>	6-month budget monitoring 5-year financial plan Community Safety minutes Personnel minutes Grants & Awards minutes Oct South Side WP minutes	Receipt of first draft budget 2023-24 <del>Asset register</del>	Review Code of Conduct and Dispensations procedure Facilities improvements update report

<b>23 January 2023</b>	9-month budget monitoring Community Safety minutes Personnel minutes South Side WP minutes	Final draft budget for 2023-24 & consider recommendation to Council Consider Community Volunteer Award nominations 2023 Risk Register and Action Plan for 2023-24	Asset register <i>Draft Calendar of Meetings 2023-24</i>
<b>27 February 2023</b>	Communications update	Review Town Council/employee memberships Investment Strategy review	Review proposals for post elections (councillor devices, software, induction and training)
<b>17 April 2023</b>	12-month budget monitoring report Community Safety minutes Personnel minutes March South Side WP minutes	Draft Annual Report 2022-23 Annual review of Standing Orders, Financial Regulations, Investment Policy & System of Internal Control Set provisional committee work plan for 2023-24 Review arrangements with local authorities	Annual Health & Safety Policy review

### 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.**

<b>Objective ref.no. (5 Yr Plan)</b>	<b>Objective</b>	<b>Comments</b>
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 2022-23 - <b>COMPLETED</b></i>
2	To continue to aim towards a paperless office	<i>Ongoing Review of paperless meetings anticipated during software review 2022-23</i>
3	To review our financial systems and develop more financial analysis/reporting	<i>Part of the software review anticipated in 2022-23</i>
4	To develop a customer service strategy	<b>COMPLETED.</b>
5	To review waste and recycling operations	<b>COMPLETED.</b>
6	To revisit the Volunteer Policy.	<b>COMPLETED.</b>

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. New climate change web page created; "Just 1 Change" campaign started. To be progressed by all committees and service areas.</i>
8	To work with the local authority to review and where appropriate, upgrade existing CCTV provision	<b>COMPLETED.</b>
9	To consider imaginative uses of Community Safety budgets for the benefit of our community.	<i>Ongoing through the Community Safety Sub-Committee – budget for 2022-23 due to be considered at meeting on 4 April 2022</i>
10	<i>To renew the Council's four-year Quality Gold accreditation in 2021.</i>	<b>COMPLETED.</b>

**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 *Awaiting update to CBC HWB in October 2022*

Boundary Review working party – meeting frequency determined by group

South Side working party – *ToR endorsed 22/11/2021,*