



Policy and Finance Committee

Date: 19 April 2021

Title: Committee draft workplan 2021-22

Purpose of the Report: To request consideration of updated priorities for Central Services in 2021-22.

Contact Officer: Sarah Sandiford, Deputy Town Clerk

Corporate Objective/s	LLTC Five Year Plan – Aim 1 (to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council).
Implications:	
Financial	None
Human Resources	None
Operational/Service delivery	To ensure resources are available to undertake essential work on systems and document management to safeguard the council.
Risk/Health and Safety	None

1. RECOMMENDATIONS

Should the Committee be minded, the proposals are:

- 1.1 To approve a change in the work plan to progress actions arising from the Council's Risk Register Action Plan for 2021-22, including recommendations from a recent social media security audit, during 2021-22 and to defer the Council software review project (linked to approved Council objectives 1-3) until the municipal year 2022-23.

2. BACKGROUND

- 2.1 The Town Council's Five Year Plan and Objectives for 2019-2024 was adopted in 2019 with revisions approved by Council on 28 September 2020.

- 2.2 The Plan includes the following objectives:

#1: to regularly review how we communicate and seek to embrace new technologies

#2: to continue to aim towards a paperless office

#3: to review our financial systems and develop more financial analysis/reporting

2.3 In 2020-21 the Policy and Finance approved a work plan which set out that objectives 1-3 would be progressed through a whole-Council software review anticipated to be undertaken during the municipal year 2021-22.

3. UPDATE

3.1 The Risk Register Action Plan for 2021-22, endorsed by Council on 25 January 2021 included the following two action points:

- Computing/Communications: recommendations awaited from social media security report
- GDPR: internal information audit and external data protection audit due in 2020 delayed due to Covid-19 and now overdue for action

3.2 It is hoped that work can commence shortly on the data audit process and that later in the year, following removal of Covid restrictions, the anticipated external data protection audit can take place.

3.3 The social media security report was received in March 2021 and contains over 20 recommendations for action to be taken. This is anticipated to be a significant piece of work but which is essential to ensure the greater security of our communications platforms, whilst setting parameters which will inform improvements to our communications protocols.

3.4 Committee will recall that in early 2021, additional server storage capacity had to be purchased to accommodate increasing numbers of photographic, video and image files. However, work also needs to be undertaken to ensure all information is managed in accordance with a range of policies including the Council's data retention policy.

4. RECOMMENDATIONS

4.1 Whilst information management, communications and adherence to Council policies and legislation is applicable to everyone, leading on this work will rest with the Central Services team which has limited resources available.

4.2 For these reasons, Committee approval is sought to defer the anticipated whole-Council software review (linked to objectives 1-3 as set out above) until the municipal year 2022-23.

End.