

**LEIGHTON-LINSLADE TOWN COUNCIL  
POLICY AND FINANCE COMMITTEE – 26 JULY 2021  
WORK PLAN 2021-2022 (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.**

| <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<br/>Ongoing through interdepartmental meetings/management meetings<br/>Software review anticipated by end of 2022-23</i>                                |
| 2                                    | To continue to aim towards a paperless office  | <i>Ongoing<br/>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   | <i>Initial report to committee February 2020; further work to follow in March 2020 and July 2020 <b>July 2020: now deferred due to COVID</b></i>   |
| 5                                    | To review waste and recycling operations   | <i>Main waste management contract approved by Council September 2019.<br/>Office confidential shredding contract to be reviewed by November 2020.<br/><b>Nov 2020: delayed as office closed due to COVID</b></i> |
| 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</i>  |
| 8                                    | To work with the local authority to review and where appropriate, upgrade existing CCTV provision                                      | <i>Council contribution approved 29 March 2021; work expected to be undertaken May-July 2021.</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>Council resolution to proceed made in September 2020. Re-accreditation application to be submitted by end Dec 2020 for consideration by the national review panel in January 2021. <b>OUTCOME AWAITED</b></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 **Next meeting with CCG/PCN anticipated June 2021**

Boundary Review working party – meeting frequency determined by group **Feedback submitted following Council approval**

**MEETING DATES 2020-2021**

| <b>Meeting Date</b>      | <b>Regular Updates</b>   | <b>Fixed Deadline items</b>  | <b>Other anticipated discussion items</b>   |
|--------------------------|--|--|---|
| <b>21 June 2021</b>      | <del>Grants &amp; Awards minutes</del>   | Sub Committee and T&F Group Terms of Reference and membership<br>Approval of annual governance statement 2020-21<br>Approval of annual statement of accounts 2020-21<br>Receipt and approval of year end accounting statements | Neighbourhood Plan consultant report<br>Accessibility of meetings policy<br><del>Cash handling procedure</del> <b>completed April 2021</b>  |
| <b>26 July 2021</b>      | 3-month budget monitoring<br>Community Safety minutes<br>Personnel minutes   | Approval of budget timeline for 2022-23 budget   | Sickness Absence Procedure<br>Review of statement of pension discretions<br>Flexible retirement policy<br>Five Year Plan & Objectives 2019-2024: mid term update<br>Insurance claims report |
| <b>20 September 2021</b> | Communications update  | Asset Register<br>External auditor's report 2020-2021 (if received)<br>Risk Register Action Plan mid-year update   | Winter salt policy<br>Asset management policy<br>Procurement policy<br>Tendering procedure<br>Possible creation of a planning led policy document   |
| <b>15 November 2021</b>  | 6-month budget monitoring<br>5-year financial plan<br>Community Safety minutes<br>Personnel minutes<br>Grants & Awards minutes | Review priority projects for inclusion in 2022-23 budget<br>Receipt of first draft budget 2022-23  | Social media procedure<br>Equality in Employment procedure<br>Press protocol  |

|                         |  |   |   |
|-------------------------|--|---|---|
|                         |  |   | Home working protocol ( <i>tentative; dependent upon HR advice &amp; prior consideration by Personnel Sub-Committee</i> ) |
| <b>24 January 2022</b>  | 9-month budget monitoring<br>Community Safety minutes<br>Personnel minutes         | Final draft budget for 2022-23 & consider recommendation to Council<br>Consider Community Volunteer Award nominations 2022<br>Risk Register and Action Plan for 2022-23   |   |
| <b>28 February 2022</b> | Communications update  | Draft Calendar of Meetings 2022-23<br>Review Town Council/employee memberships<br>Annual review of Health & Safety Policy<br>Investment Strategy review   | Councillor/officer protocol<br>Leader protocol<br>Tender invitation for insurance renewal                                 |
| <b>11 April 2022</b>    | 12-month budget monitoring report<br>Community Safety minutes<br>Personnel minutes | Draft Annual Report 2021-22<br>Annual review of Standing Orders, Financial Regulations, Investment Policy & System of Internal Control<br>Set provisional committee work plan for 2022-23<br>Review arrangements with local authorities | Annual Health & Safety Policy review  |