

**LEIGHTON-LINSLADE TOWN COUNCIL
POLICY AND FINANCE COMMITTEE – 28 FEBRUARY 2022
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.

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 2022-23</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	COMPLETED.
5	To review waste and recycling operations	COMPLETED.
6	To revisit the Volunteer Policy.	COMPLETED.
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 under development. 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	<i>Upgrade underway: local authority advises completion expected by January 2022.</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>	COMPLETED.

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 4/3/2022; next attendance by CCG/PCN anticipated Spring 2022**

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

South Side working party – ToR endorsed 22/11/2021, first meeting date 7/2/2022

MEETING DATES 2021-2022

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

	Grants & Awards minutes Health Services minutes		Flexible working policy recommendation from Personnel Sub-Committee
24 January 2022	9-month budget monitoring Community Safety minutes Personnel minutes	Final draft budget for 2022-23 & consider recommendation to Council Consider Community Volunteer Award nominations 2022 Risk Register and Action Plan for 2022- 23	Possible governance review update Press protocol
28 February 2022	Communications update Minutes of first South Side working party meeting	Draft Calendar of Meetings 2022-23 Review Town Council/employee memberships Annual review of Health & Safety Policy Investment Strategy review	Councillor/officer protocol Leader protocol Tender invitation for insurance renewal
11 April 2022	12-month budget monitoring report Community Safety minutes Personnel minutes South Side WP minutes Health Services T&F minutes	Draft Annual Report 2021-22 Annual review of Standing Orders, Financial Regulations, Investment Policy & System of Internal Control Set provisional committee work plan for 2022-23 Review arrangements with local authorities	Annual Health & Safety Policy review Procurement and tendering documentation Five Year Plan & Objectives 2019-2024