

**LEIGHTON-LINSLADE TOWN COUNCIL
POLICY AND FINANCE COMMITTEE – 11 APRIL 2022
WORK PLAN 2022-2023 (INCORPORATING OBJECTIVES 2019-2024)**

MEETING DATES 2022-2023

| Meeting Date | Regular Updates | Fixed Deadline items | <i>Other anticipated discussion items</i> |
|--------------------------|---|--|---|
| 20 June 2022 | 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 |
| 25 July 2022 | 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 |
| 19 September 2022 | Communications update July South Side WP minutes Health Services T&F minutes | Asset Register External auditor's report 2021-2022 (if received) | Review tenders and award contract for I.T. support Review findings of council software review and consider recommendations |
| 14 November 2022 | 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 | Review Code of Conduct and Dispensations procedure Facilities improvements update report |

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| 23 January 2023 | 9-month budget monitoring Community Safety minutes Personnel minutes Nov 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 | |
| 27 February 2023 | Communications update Jan South Side WP minutes | Draft Calendar of Meetings 2023-24 Review Town Council/employee memberships Annual review of Health & Safety Policy Investment Strategy review | Review proposals for post elections (councillor devices, software, induction and training) |
| 17 April 2023 | 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.

| 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. |

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| 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 | <i>Installation in LLTC owned parks expected March 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 – 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> | 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 June/July 2022**

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

South Side working party – **ToR endorsed 22/11/2021, meetings held 7/2/2022 and 7/3/2022**