

**FINANCE & GENERAL PURPOSES COMMITTEE
DRAFT WORK PROGRAMME 2017**

AGENDA ITEM: 7

24 th April 2017		Report Deadline: 18 th April 2017	
Item	Objective	Officer	Outcome
Part 1			
Annual Work Plan Programme	<ul style="list-style-type: none"> To review the draft annual work plan programme To formally adopt the plan 	Clerk/RFO, Office Manager.	<ul style="list-style-type: none"> To amend and agree the draft work programme for 2017 To agree timelines and targets To implement the programme
Risk Register Action Plan	<ul style="list-style-type: none"> To review the action plan agreed by Full Council at its meeting on 27/03/17 To review levels of risk 	Clerk/RFO, Office Manager, Finance Assistant	<ul style="list-style-type: none"> To update the risk register and to comment on progress to date
Corporate Strategy	<ul style="list-style-type: none"> To confirm Corporate objectives for 2017 To agree a timeline for development and delivery To update the document as required 	Clerk/RFO	<ul style="list-style-type: none"> To develop a priority list of corporate objective priorities to be delivered in 2017/18 To agree the project timelines
Medium Term Financial Plan	<ul style="list-style-type: none"> To agree to develop this document To agree a timeline for development, review and adoption 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> To agree a timeline for developing this document Draft document to be presented to Committee at its meeting on 30th October 2017 Completed document to be adopted at the meeting on 18th December 2017
Key Performance Indicators (KPIs)	<ul style="list-style-type: none"> To review the KPIs related to F&GP To agree reporting timetable 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> To receive KPI reports at following meetings: Q1 (interim) – 26th June 17 Q2 (full) – 30th October 17 Q3 (full) – 26th February 18 Q4 (full) – 30th April 18

**FINANCE & GENERAL PURPOSES COMMITTEE
DRAFT WORK PROGRAMME 2017**

AGENDA ITEM: 7

Additional Corporate Performance Documents	<ul style="list-style-type: none"> To agree the additional priority Corporate Performance documents to be reviewed/developed 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> Business Continuity Plan Corporate Governance Policy/Statement Standing Orders Financial Regulations Budget Monitoring Committee Terms of Reference Scheme of Delegation
Strategic Review 2016	<ul style="list-style-type: none"> To complete the implementation of the targets set out in this document 	Clerk/RFO, Office Manager.	<ul style="list-style-type: none"> Outstanding items to be implemented; Update report to be developed.
General Reserves	<ul style="list-style-type: none"> To increase general reserves of Council over the next three years 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> Regular financial reports and updates; General balances and expenditure updates.
Civic Protocols	<ul style="list-style-type: none"> To develop a Civic protocol handbook to help govern and plan all future civic events Protocols to include the roles of all civic positions 	Clerk/RFO, Office Manager, Administration Assistant	<ul style="list-style-type: none"> Develop a handbook to cover all civic protocols Initial draft to be considered at meeting on 30th October 17
Office and infrastructure projects	<ul style="list-style-type: none"> To agree projects to be developed To agree timescale for each project 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> Wifi capability in Corn Square Initial report at 18th December 2017 meeting Implementation, subject to cost and technical issues, by May 2018. Computerised recording system: Initial concept at 26th June 2017 meeting Implementation, subject to

**FINANCE & GENERAL PURPOSES COMMITTEE
DRAFT WORK PROGRAMME 2017**

AGENDA ITEM: 7

			<p>cost and technical issues, by July 2017</p> <ul style="list-style-type: none"> • Gold Level NALC Quality Status <ul style="list-style-type: none"> • Initial report at 30th October 2017 meeting • Aim to achieve status by 31st March 2018
Risk Assessments	<ul style="list-style-type: none"> • To undertake new Risk Assessments for the TIC at Corn Square; • To undertake new Risk Assessments for the Town Council at Corn Square. 	Clerk/RFO, Office Manager, Administration Assistant and Environmental Supervisor	<ul style="list-style-type: none"> • To be undertaken as soon as possible following formal occupation of the new TIC and Offices; • Report back to Committee on 26th June 2017
Booking Forms, Hire Agreement and Pricing Policy, 11 Corn Square	<ul style="list-style-type: none"> • To develop these documents and policies for the new Council Offices 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> • Documentation to be presented at meeting on 26th June 2017 for adoption
Power of General Competence	<ul style="list-style-type: none"> • To agree timescale for Clerk to undertake relevant training and complete relevant module 	Clerk/RFO.	<ul style="list-style-type: none"> • To be achieved by 26th September 2017
Internal Audit	<ul style="list-style-type: none"> • To agree to undertake two internal audits per annum • Interim audit in October 2017 • Final audit in April 2018 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> • Iain Selkirk FCA has been appointed as internal auditor for 2017/18; • Councillor to be appointed to carry out quarterly reviews as required by Financial Regulations.
Staff Structure Review	<ul style="list-style-type: none"> • Review existing structure • Amend as required 	Clerk/RFO, Office Manager.	<ul style="list-style-type: none"> • Review existing structure at 26th June 2017 meeting • Full Council to consider on 24th July 2017, if required
Asset Register	<ul style="list-style-type: none"> • Review existing register • Update existing register 	Clerk/RFO, Office Manager, Finance Assistant,	<ul style="list-style-type: none"> • Initial review to be completed by 26th June 2017

**FINANCE & GENERAL PURPOSES COMMITTEE
DRAFT WORK PROGRAMME 2017**

AGENDA ITEM: 7

	<ul style="list-style-type: none"> Review asset register on a regular basis 	Administration Assistant.	<ul style="list-style-type: none"> Interim review to be reported at 26th February 2018 meeting Final review to be completed at 30th April 2018 meeting
Credit card/website payments	<ul style="list-style-type: none"> Review existing provision Investigate sagepay option for website payments Identify services eligible 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> Initial review undertaken and contactless credit card machine to be installed in TIC; Website options and services eligibility initial review to be completed by 30th October 2017
Training Programme	<ul style="list-style-type: none"> Develop a full training programme for Staff Develop a full training programme for Members Draw up internal training programme 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant.	<ul style="list-style-type: none"> Initial training policy drafted; Draft Programme to be developed by 26th June 2017; Programme adopted and implementation by Council by 24th July 2017
Destination Leominster	<ul style="list-style-type: none"> Develop future timetable of meetings Update project file Develop overall master plan 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> Initial programme of meetings developed; Project file updated on a regular basis; Initial Master Plan to be considered by 30th October 2017
Grant Programme	<ul style="list-style-type: none"> New grant application forms and criteria have been developed Schedule of meetings to consider grant applications developed Monitor grant programme 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> New grant forms created and uploaded on to website; New schedule of grant meetings developed for 2017/18; Programme to be monitored throughout the year Develop feedback monitoring form.

**FINANCE & GENERAL PURPOSES COMMITTEE
DRAFT WORK PROGRAMME 2017**

AGENDA ITEM: 7

Links with the Business Community	<ul style="list-style-type: none"> Continue to develop links with the various business organisations within the town 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> Initial links developed; Links to be developed as an ongoing project.
Links with local voluntary organisations	<ul style="list-style-type: none"> Continue to develop links with the various local/voluntary organisations within the town 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> Initial links developed; Links to be developed as an ongoing project.
Youth Project	<ul style="list-style-type: none"> Continue to develop existing programme to deliver youth services Identify and access grant funding to improve the programme Identify overall outcomes 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> Interim 3 month programme to be agreed with HVOSS; Future programme to be developed, implemented and monitored; Grant opportunities being identified and applied for at present; Update report to be presented by 26th June 2017
Leominster News articles	<ul style="list-style-type: none"> Continue to submit monthly articles to Leominster News 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> Regular monthly articles submitted by around 20th of each month.
CCTV	<ul style="list-style-type: none"> Continue to support provision of CCTV in the town 3 year agreement entered into until 2019 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> New 3 year agreement entered into; Consider review of future coverage over the next 3 years taking into consideration technological innovations.
Market Towns Forum	<ul style="list-style-type: none"> Continue to support this forum Develop additional links with the local neighbouring parishes 	Clerk/RFO	<ul style="list-style-type: none"> Meetings held every two months; Clerk is current secretary to Forum; Additional links with Parish Councils currently being developed.

**FINANCE & GENERAL PURPOSES COMMITTEE
DRAFT WORK PROGRAMME 2017**

AGENDA ITEM: 7

Annual Budgetary Process	<ul style="list-style-type: none">• Continue to develop this process	Clerk/RFO, Office Manager, Finance Assistant,	<ul style="list-style-type: none">• Process in place and improved annually.• 2018/19 budget development to commence in September 2017
Participatory Budgeting	<ul style="list-style-type: none">• Consider participatory budgeting in the future	Clerk/RFO, Office Manager, Finance Assistant	<ul style="list-style-type: none">• Initial report to be submitted by 30th October 2017