DETAILED ACTION PLAN FOR OBJECTIVE 1

Specific Objective	Action to be taken	Timescale	Completed
SHORT TERM			
Review Standing Committee Business Plans	Review Environment business plans Review ER&TD business plans Review P&T business plans	Sep 2020 Nov 2020 Jan 2021	
Review Standing Committee detailed action plans	Review detailed action plans on a quarterly basis Committees to present reports to Council every six months	Ongoing Nov 2020 Mar 2021	
Review record of land & property for which F&GP is responsible	Review in March prior to Council's Annual Meeting in May	Mar 2021	
Build up & maintain EMRs	Review project and general reserves prior to budget setting	Sep 2020	
Review all budget lines	Review recommendations from TC	Sep 2020	
Identify additional sources of funding for projects and routine activities	Seek grant funding sources against current projects Collate suggestions and ideas to seek support from local businesses	Ongoing Mar 2021	
Recommend precept to Council	Committees to agree proposals prior to November F&GP meeting in order for F&GP to consider and recommend precept to Council	Nov 2020	
Monitor income & expenditure against budget	Review budget at each meeting	Ongoing	
Inspect bank reconciliation statements	Signatories to review and sign statements quarterly	Ongoing	
Review financial audit reports	Review reports and act on any recommendations bi-annually	Ongoing	
Review Council's Financial Regulations and Standing Orders	Detailed review, then every four years	Jul 2023	

SHORT TERM Cont'd			
Review Council practice against Quality Status criteria	Agree whether or not to seek Quality Status Review practice against criteria and recommend any changes required	 Sep 2020	 N/A
Consider risk management	Review Operational and Finance Risks Document	Mar 2021	
Review insurance cover	Review all insurance cover Review and renewal as required	Mar 2021 Ongoing	
Review and recommend Annual Return	Review documentation at Full Council	Jun 2020	
Appoint Personnel Sub-Committee	Appoint three members – Chairman not to be Chairman or Vice-Chairman of Council	May 2020	
Review staffing requirements	Update salary scales on website Review staffing against Council business requirements with TC Make recommendations to Council if changes required Publish salary scales in Annual Report	May 2020 Sep 2020 Oct 2020 Mar 2021	
Review recommendations following staff appraisals and review salaries	Chairman of Personnel S-C to undertake annual appraisal of TC Personnel S-C to make recommendations to F&GP when staff appraisals complete Chairman of Personnel S-C to undertake mid-year review of TC	Sep 2020 Nov 2020 Mar 2021	
Assess staff and Councillors' training needs and agree budget	Personnel S-C to recommend Councillors' training needs in consultation with TC Personnel S-C to recommend staff training needs in consultation with TC Agree training budgets for 2020/21	Jul 2020 Nov 2020 Nov 2020	
Review and update all Council Policies	Ensure necessary policies are in place Retire policies that are superseded or no longer applicable Agree interval between review for each policy Review current policies and update as needed, adding date of review and date of next review	Jul 2020 Sep 2020 Sep 2020 Nov 2020	

SHORT TERM Cont'd			
Review IT and administration requirements	Review IT systems to ensure they meet Council needs Research an on-line payment system for residents Agree system and implement	Sep 2020 Aug 2020 Sep 2020	
Seek reduction in costs for office supplies	Seek possible cost-savings for stationery etc Review contracts for printing/photocopying as appropriate Review telephone/broadband supply costs as appropriate	Ongoing Ongoing Ongoing	
Review Health & Safety Policy and ensure its implementation	Personnel S-C to monitor documentation and report to F&GP every 6 months	Ongoing	
Review grant applications	Review applications in June Review applications in Dec	Jun 2020 Dec 2020	
MEDIUM TERM			
Review and update all Council Policies	Review policies at agreed intervals	Ongoing	
LONG TERM			
Review Council's Financial Regulations and Standing Orders	Detailed review every four years	Mar 2023	

DETAILED ACTION PLAN FOR OBJECTIVE 2

Specific Objective	Action to be taken	Timescale	Completed
SHORT TERM			
Review plan for the management of the Almonry	Review plan Review tenancies/rents Review room hire fees Advertise and promote wedding venue	Sep 2020 Nov 2020 Nov 2020 Ongoing	
Develop the strategic plan for the development of the Almonry	Review first draft Finalise plan	Jun 2020 Jul 2020	Jun 2020
Maintain the Almonry Garden	Inspect the gardens to note areas that need special attention Write notes for SSEiB judges in consultation with BB Review judges' report Agree improvements if necessary in consultation with BB	May 2020 Jun 2020 Aug 2020 Sep 2020	 N/A N/A
Review leases of Council property	Review leases	Nov 2020	

MEDIUM TERM			
Renovate the Almonry and develop it into a one-stop-shop and community centre	Review the joint enquiry service Undertake survey of service users to review service and identify gaps Identify space and service requirements to improve service Budget for changes/upgrades Undertake improvements	Sep 2020 Sep 2020 Nov 2020 Nov 2020 Apr 2021	
Review Council's Business Plan	Review every year	Jul 2020	
Maintain the Almonry Garden	Review Agreement with BB against service and revise if required	Jul 2021	
LONG TERM			
Update Council's Business Plan	Update every four years	Jul 2023	