

## DETAILED ACTION PLAN FOR OBJECTIVE 1

<u>Specific Objective</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
Review Standing Committee Business Plans	Review Environment business plans Review ER&TD business plans Review P&T business plans	Sep 2019 Nov 2019 Jan 2020	
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 2019 Mar 2020	
Review record of land & property for which F&GP is responsible	Review in March prior to Council's Annual Meeting in May	Mar 2020	
Build up & maintain EMRs	Review project and general reserves prior to budget setting	Sep 2019	
Review all budget lines	Review recommendations from TC	Sep 2019	
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 2020	
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 2019	
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 2019	

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	Jul 2019 Sep 2019	
Consider risk management	Review Operational and Finance Risks Document	Mar 2020	
Review insurance cover	Review all insurance cover Review and renewal as required	Mar 2020 Ongoing	
Review and recommend Annual Return	Review documentation at Full Council	Jun 2019	
Appoint Personnel Sub-Committee	Appoint three members – Chairman not to be Chairman or Vice-Chairman of Council	May 2019	May 2019
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 2019 Sep 2019 Oct 2019 Mar 2020	
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 2019 Nov 2019 Mar 2020	
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	Jun 2019 Nov 2019 Nov 2019	
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 2019 Sep 2019 Sep 2019 Nov 2019	

SHORT TERM Cont'd			
Review IT and administration requirements	Review IT systems to ensure they meet Council needs Research a card payment system Agree system and implement Research an on-line payment system for residents Agree system and implement	Sep 2019 Jun 2019 Jul 2019 Aug 2019 Sep 2019	
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	Sep 2019 Ongoing Ongoing	
Provide an efficient enquiry service	Sign contract with RDC Re-arrange office space and install additional equipment Review equipment needs and service provision	Jun 2019 Jul 2019 Oct 2019	
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	Jul 2019 Jan 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

<u>Specific Objective</u>	<u>Action to be taken</u>	<u>Timescale</u>	<u>Completed</u>
SHORT TERM			
Update Council's Business Plan	Prepare draft, to include priorities for CIL money from RDC Review draft Finalise plan for review by Council	Jul 2019 Jul 2019 Sep 2019	
Develop a plan for the management of the Almonry	Review draft Finalise plan Review tenancies/rents Review room hire fees Advertise and promote wedding venue	Jul 2019 Sep 2019 Nov 2019 Nov 2019 Ongoing	
Develop the strategic plan for the development of the Almonry	Review first draft Finalise plan	Sep 2019 Nov 2019	
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 2019 Jun 2019 Aug 2019 Sep 2019	
Review leases of Council property	Review leases	Nov 2019	

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	May 2020 Jul 2020 Sep 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 2020	
LONG TERM			
Update Council's Business Plan	Update every four years	Jul 2023	