ACTION PLAN FOR THE FINANCE & GENERAL PURPOSES COMMITTEE

Objectives

1 To ensure that Council business is conducted in accordance with best practice.

2 To recommend to the Council a Strategic Plan for the town and its amendment from time to time as required by the Council.

Objective 1: To ensure that Council business is conducted in accordance with best practice.

SPECIFIC OBJECTIVES TO ENSURE THAT COUNCIL BUSINESS IS CONDUCTED IN ACCORDANCE WITH BEST PRACTICE

3 To act on behalf of other Committees on any item that the Chair of the Council certifies that it requires urgent action and when the appropriate committee or committees will not be able to consider the matter in good time.

4 To ensure that an up to date record is maintained of the land and property for which the Committee is responsible.

5 To consider budget proposals prepared by the Council's Committees and, in November each year, make recommendations to Council in relation to the estimates for the following year and the precept to be set.

6 Regularly to monitor reports of income and expenditure against the approved budget.

7 To monitor the Council's cash position through bank reconciliation statements.

8 To make annual budget recommendations which reflect the strategic plan, including proposals for fees, charges and rent increases relating to the Almonry building, and thereafter to manage performance against budget.

9 To ensure that an up to date record is maintained of the land and property for which the Council is responsible.

10 To undertake regular reviews (at least once every 4 years) of the Council's Financial Regulations and Standing Orders.

11 To ensure that the Council continues to aim to fulfil the criteria relating to Quality Council, or its successor, status.

12 To recommend to Council the Annual Return and, as part of that process to:
- consider the annual accounts;
- review the insurance arrangements;
- ensure that the asset register is up to date;
- consider any risk management issues.

13 To receive and act on reports and recommendations of the Personnel sub-Committee to determine personnel policy and staff management issues, including annual reviews of staff salaries.

14 To be responsible for the smooth operation of the Council’s administrative systems, including setting and monitoring the implementation of IT policy.

15 To be responsible for health and safety policy.

16 To make a decision on applications for grants, and to make recommendations to Council [where amount exceeds committee authority level].

Outcomes	Objective	Notes	Cost	Timescale
SHORT TERM				
~~Review Standing Committee Business Plans and regularly review their Detailed Action Plans~~	~~1~~	~~Enable oversight of all plans~~ ~~Support for Committee Chairmen and act as critical friends~~	~~N/A~~	~~Ongoing~~
Hold ad hoc meetings if urgent action is required	3	Only if not possible to be taken to Full Council. Meet prior to another scheduled meeting wherever possible.	N/A	Ongoing
Review record of the land & property for which the Committee is responsible	4	Maintained by TC and reviewed prior to Council's Annual Meeting	N/A	Annually in March
Build up and maintain earmarked strategic reserves and general reserves	5	Strategic reserves for projects etc. General reserves for emergencies & contingencies For discussion by Council in December	TBA	Annually in November
Review all budget lines to assist zero budget setting	5	Review recommendations from TC	N/A	Annually in September
Identify additional sources of funding for projects and routine activities	5	Grants, CIL, donations etc	N/A	Ongoing
Make annual budget recommendations regarding the strategic plan and manage performance against budget	8	Include proposals for fees, charges and rent increases F&GP budget needs to reflect the strategic plan for use of The Almonry	N/A	Annually
Recommend precept to Council	5	Consider Committee budget proposals and agree recommendations at November meeting	N/A	Annually

Monitor income & expenditure against budget	6	Each Standing Committee monitors its budget at every meeting	N/A	Ongoing
Inspect bank reconciliation statements and review financial audit reports	7	Quarterly reconciliation Bi-annual audit reports	N/A	Ongoing
Review record of the land & property for which the Council is responsible	9	Maintained by TC and reviewed by F&GP prior to Council's Annual Meeting	N/A	Annually in March
Review Council's Financial Regulations and Standing Orders	10	Adoption of standing orders and financial regulations renewed at Council Annual Meeting Detailed review by F&GP every four years	N/A	Annually 2023
Consider risk management	12	Review Operational and Finance Risks prior to Council Annual Meeting	N/A	Annually
Review insurance cover	12	Review at Council Annual Meeting Ongoing review and renewal as required	N/A	May 2022 Ongoing
Review and recommend the Annual Return	12	Prepared by TC, for review by F&GP in May and/or by Council in June	N/A	Annually
Appoint Personnel Sub-committee	13	Three members of F&GP Chairman may not be Chairman of Council	N/A	Annually
Review staffing requirements	13	Review staffing against Council business requirements Publish salary scales & points on website and in Annual Report	TBA	Ongoing

Review recommendations following staff appraisals and review staff salaries	13	Annual appraisals in September Mid-year reviews in March	N/A	Ongoing
Assess staff and Councillors' training needs and agree budget	13	Internal & external training	TBA	Annually in October
Review/update all Council Policies	14	Ensure that all required policies are in place and retire any that are superseded or no longer applicable Review on each policy's review date as required	N/A	Jul 2022 Ongoing
Review IT and administration requirements	14	Review systems and suppliers ~~Set up on-line payment system for residents~~ Seek possible reduction in costs for stationery etc.	N/A	Annually in April
Review Health & Safety Policy and ensure its implementation	15	Regular review of reports from TC	N/A	Ongoing
Review grant applications in line with Council Policy	16	Review in June and December Requests for over £1,000 to be agreed by Council	£3,000	June & January
MEDIUM TERM				
LONG TERM				
Review Council practice against Council quality status criteria	11	Consider need for quality status (If needed, review annually)	N/A	Jul 2023

Objective 2: To recommend to the Council a Strategic Plan for the town and its amendment from time to time as required by the Council.

SPECIFIC OBJECTIVES

17 To be responsible for developing a strategic plan for the use of the Almonry and monitoring its implementation.

18 To be responsible for the operational aspects of the Almonry and its environs, including the collection of rents and fees and the upkeep of the Almonry Gardens.

19 To keep under review the leases held by others of Council property.

20 To consider such other general matters as may arise from time to time including consultation papers which are not specific to any other Committee.

Outcomes	Objective	Notes	Cost	Timescale
SHORT TERM	○			
Review plan for the management of the Almonry	18	Review of tenancies/rents, room rental fees	N/A	Nov 2021 Annually
Maintain the Almonry Garden	18	Enter SSEiB competition (small park) Monitor Agreement with BB against service	£102 £3,325	Jul 2022 Ongoing
Review leases of Council property	19		N/A	Nov 2021 Annually
Develop a strategic plan for the use of The Almonry	17	Liaise with ER&TD	TBA	Apr 2022

MEDIUM TERM				
LONG TERM				
Update Council's Business Plan (4-year Plan)	2	To be finalised by Council at start of Council term Include priorities for CIL funds, possible grant funding Reviewed and updated every four years	N/A	Sep 2023