DETAILED ACTION PLAN FOR OBJECTIVE 1

Specific Objective	Action to be taken	Timescale	Completed
SHORT TERM			
Review Committee detailed action plan	Review detailed action plan at each meeting Committee to present report to Council every six months	Ongoing Nov 2021 Mar 2022	
Review record of land & property for which F&GP is responsible	Review in March prior to Council's Annual Meeting in May	Mar 2022	
Build up & maintain EMRs	Review project and general reserves prior to budget setting	Sep 2021	
Review all budget lines	Review recommendations from TC	Sep 2021	
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/associations	Ongoing Mar 2022	
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 2021	
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	At Annual Meeting Detailed review every four years at start of Council term	May 2022 Jul 2023	
Consider risk management	Review Operational and Finance Risks Document at Annual Meeting	May 2022	

SHORT TERM Cont'd			
Review insurance cover	Review all insurance cover Review and renewal as required	May 2022 Ongoing	
Review and recommend Annual Return	Review documentation at Full Council	Jun 2021	Meeting 20/7/21
Appoint Personnel Sub-Committee	Appoint three members – Chairman not to be Chairman or Vice-Chairman of Council	May 2021	completed
Review staffing requirements	Update salary scales on website Review staffing against Council business requirements Make recommendations to Council if changes required Publish salary scales in Annual Report	May 2021 Sep 2021 Oct 2021 Mar 2022	
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 2021 Nov 2021 Mar 2022	
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 2022/23	Jul 2021 Nov 2021 Nov 2021	
Review and update all Council Policies	Ensure necessary policies are in place and retire policies that are superseded or no longer applicable Review current policies on review date and update as needed (adding date of review and date of next review)	Sep 2021 Nov 2020	

SHORT TERM Cont'd			
Review IT and administration requirements	Review IT systems to ensure they meet Council needs	Sep 2021	
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	Jul 2021 Jan 2022	
MEDIUM TERM			
LONG TERM			
Review Council practice against Quality Status criteria	Agree whether or not to seek Quality Status If sought, review practice against criteria and recommend any changes required	Jul 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 the facilities	Nov 2021 Nov 2021 Nov 2021 Ongoing	
Maintain the Almonry Garden	Inspect the gardens to note areas that need renovation or special attention Monitor the Service Level Agreement with BB, renegotiate if required Review previous judges' reports Agree improvements if necessary in consultation with BB Compile notes, presentation etc for SSEiB judges	Aug 2021 Sep 2021 Sep 2021 Sep 2021 Jun 2022	
Review leases of Council property	Review leases annually	Nov 2021	
Develop a strategic plan for the use of The Almonry	Set up Working Group Agree whether to continue use as a wedding venue Liaise with RDC regarding One-stop-shop Liaise with ER&TD regarding TIP Review first draft Finalise plan	Jul 2021 Jul 2021 Jul 2021 Sep 2021 Jan 2022 Apr 2022	
MEDIUM TERM			
LONG TERM			
Update Council's Business Plan (4-year Plan)	Update every four years	Jul 2023	