



COUNCIL ACTION PLAN FOR 2017/18

1. The Council has resolved to create an Action Plan for the remainder of 2017/18, in order to provide oversight of existing projects and to make provision for projects identified for the future. Each project has a priority for action and an estimated timescale for completion.
2. The Council and its Committees start a new Council Year with every Annual Meeting of the Council. The start of a new Council Year comes soon after the start of a new Financial Year with a new Budget. The Council and its Committees should therefore be looking at this time to (1) implement any Budget Strategies and (2) make progress on the Council's Five Year Plan.
3. It is intended that the Action Plan for each year be one stage of updating the Council's Five Year Business Plan (which, as a rolling plan, needs updating each year anyway. The Business Plan was last reviewed in October 2016).
4. Although not a 'legal' issue, the creation of Annual Plans and Five Year Business Plans will help the Council with its ambition to become a 'Quality Gold' Council.
5. The projects identified below are the result of consulting each of the Council's Committee's, with the collated results considered and approved by the Council at the Meeting held on 26th June 2017.
6. Council

	Activity / Project	Priority for Action	Urgency (Timetable for action) Immediate = 3 months Medium = 6 months Routine = This Council Year Long term = future	Progress to be led by	Notes and/or Reasons for Change Green – positive news Amber - ongoing/neutral Red - possible concern
1	Provision of Additional Burial Ground	High Priority	Immediate	Council / H&R	Sept – Borehole results received. Awaiting

					confirmation results adequate for planning application
2	Banking / cash handling provision for the town	Medium Priority Low Priority	Immediate Medium/Routine	Council / F&S with H&R	Site for Mobile Branch agreed and now in place. Discussions continue for town centre ATM
3	Dolphins Hall Extension	Medium Priority High Priority	Immediate / Medium	Council / DH Committee	Discussions ongoing
4	Supporting the Town Centre Economy	Medium Priority	Routine and Long-Term	Council / H&R	Council - No directly related activity but match funding applied for £60K CCTV scheme H&R – see H&R section
5	LCAS Quality Gold Award	Medium Priority	Routine	Council / F&S	Portfolio being developed

7. Finance and Scrutiny Committee:

	Activity / Project	Priority for Action	Urgency (Timetable for action) Immediate = 3 months Medium = 6 months Routine = This Council Year Long term = future	Progress to be led by	Notes and/or Reasons for Change
1	Goods Shed – Post Project Review	Medium Priority	Immediate	Council / F&S / Town Clerk	June. Only three responses to advertisement, posters and emails. Received from one member of project team and two members of the public. Clearly no real <u>demand</u>

					for a Review but Town Clerk/RFO will prepare a short report with costs for the Council.
2	Improving presentation of the Accounts	Medium Priority	Immediate	F&S / Town Clerk	8 th Nov. Contract placed
3	Confirm new Town Clerk in post	Medium Priority	Immediate	F & S / Town Clerk	26 th Jun. Approved by the Council
4	Identification of HR / Personnel items for attention	High Priority	Immediate	Council / F&S / Town Clerk	July/Aug. Identification of issues by F&S. Staffing Review approved by the Council on 26 th Sept and implemented with effect from 1 st Oct 2017
5	Consider need for separate Personnel Committee for 2017/18 only, to deal with above	Medium Priority	Immediate	Council / F&S / Town Clerk	July/Aug. F&S agrees to deal with Staffing Review direct
6	Update of Complaints Procedure	Medium Priority	Immediate	Council / F&S / Town Clerk	25 th Sept. Approved by Council
7	Member/Officer Protocol	Medium Priority	Immediate	Council / F&S / Town Clerk	25 th Sept. Approved by Council
8	Internal Auditor's recommendation to assess risks and review the adequacy of arrangements to manage risks	Medium / High Priority	Medium	Council / F&S / RFO	10 th July. Risk Management Strategy presented to F&S Committee
9	Internal Auditor's recommendation to review the Council's Investments	Medium / High Priority	Medium	Council / F&S / RFO	9 th Oct. Reviewed by F&S Committee
10	Pre-school provision in Tetbury	Medium Priority	Medium	F&S / Town Clerk	Oct/Nov. Discussions ongoing
11	Acquiring land for strategic purposes	Medium Priority	Routine / Long term	F&S / Town Clerk	No progress
12	Creation of a Community Housing Trust to provide affordable housing	Low Priority	Routine / Long term	F&S / Town Clerk	No progress
13	Development of Abbeyfield, London Road as start-up units with 'living over the shop' flats	Low Priority	Routine / Long term	F&S / Town Clerk	No progress

8. Heritage and Regeneration Committee:

	Activity / Project	Priority for Action	Urgency (Timetable for action) Immediate = 3 months Medium = 6 months Routine = This Council Year Long term = future	Progress to be led by	Notes and/or Reasons for Change
1	Provision of Additional Burial Ground	High-Medium	Immediate	Council / H&R	See Council Item 1
2	Supporting the Town Centre Economy	Medium and to be considered an ongoing priority	Medium	Council / H&R	H&R - No directly related activity but see entries 6 and 7
3	Provide level surface rear of Market Hall (with S106 money)	Medium Priority	Medium	H&R / Town Clerk	Awaiting S106 money
4	External Staircase	High Priority	Medium	H&R / Town Clerk	Awaiting quotes
5	Bluebell Trail	Medium Priority	Immediate	H&R / Town Clerk	Sept-Nov. May be incorporated within Glos Wildlife 'Wild Towns Project
6	Complete 'Visit Tetbury' website	Medium Priority	Immediate	H&R / CTDM	Project nearing completion. Launch event planned for March 2018
7	Update and Replace the Tourism Visitor Maps at the Goods Shed and the West Street Car Park	Medium Priority	Immediate	H&R / CTDM	Incorporated within re-branding 'Visit Tetbury' website (see entry above)
8	Christmas lights at St Saviours lychgate	Medium Priority	Medium	H&R / CTDM	Agreed as part of Christmas events
9	Refurbishing the Picnic Area by the Goods Shed, to include installation of barbecue stands	Medium Priority	Immediate	H&R / CTDM	New benches received and awaiting installation
10	Consider working with CDC on removal of some or all raised beds to provide more parking spaces (see Eric Simpson plan)	Medium Priority	Medium/Long	H&R / CTDM	No progress
11	Review Disabled Access Policy	Medium Priority	Medium/Long	H&R / CTDM	No progress

9. Planning Committee

	Activity / Project	Priority for Action	Urgency (Timetable for action) Immediate = 3 months Medium = 6 months Routine = This Council Year Long term = future	Progress to be led by	Notes and/or Reasons for Change
1	To check approved building applications to make sure they are built to the correct standard as per the application form	Medium Priority	Routine / Long term	Planning Cttee / Deputy Clerk	Ongoing activity

10. Staffing Matters:

Staffing Review – to assess whether the Council’s existing staff structure, hours etc are appropriate for (a) present need and (b) an expected increase in activity (and Precept income) as the town grows from 5,500 to 8,000. **APPROVED BY THE COUNCIL 26TH SEPTEMBER AND IMPLEMENTED WITH EFFECT FROM 1ST OCTOBER 2017**

Town Centre Manager – to assess need to fill vacancy or make post redundant (ties in with Staffing Review) **REDUNDANCY APPROVED BY THE COUNCIL 26TH SEPTEMBER 2017**

TIC Manager – to assess need to fill vacancy or make post redundant (ties in with Staffing Review) **REDUNDANCY APPROVED BY THE COUNCIL 26TH SEPTEMBER**

Office Team – to review hours required and the impact on the Council of other duties (e.g. Service Level Agreement work) **ADDITIONAL HOURS APPROVED BY THE COUNCIL 26TH SEPTEMBER AND IMPLEMENTED WITH EFFECT FROM 1ST OCTOBER 2017**

Temporary Groundsman – to assess whether to make permanent (ties in with Staffing Review) **POST MADE PERMANENT BY THE COUNCIL ON 24TH JULY 2017**

Dog Warden – proposal to employ a Dog Warden / Recreation Ground Warden (ties in with Staffing Review) **NO SUPPORT WHEN DISCUSSED**

TIC staff contracts – to assess apparent discrepancies and harmonise **IN HAND – TOWN CLERK AND COMMUNITY AND TOURISM DEVELOPMENT OFFICER**

END