



# Andover Town Council

Item No.

**12**

## Back to Basics project – To approve:

1. The Back to Basics Table and to note the updates given in the footnotes.
2. Staff continuing to complete the actions whilst noting that some training will be required.
- 3.** Referring the Draft Business Plan and the Draft Mission Statement to the P&R Committee.

**Produced for:** Full Council

**By:** Town Clerk.

**Date of Report:** 14 Nov 2023

### **BACK TO BASICS – SUMMARY (from October 2021 Full Council Meeting)**

It was recommended that Council agree a strategic direction for the immediate and medium term. We supported the idea that the council restricts its activities to a 'Back to Basics' programme in order to give time and space to address its HR and structural issues.

If we did not introduce a steady state or stability in the work of the town council, we would never be able to start to fix our problems.

#### **Defining Back to Basics**

To add clarity 'Back to Basics' was defined as:

#### **Statutory responsibilities/essential**

- Allotments
- Planning - statutory consultee

#### **Highly desirable**

- Christmas tree and lights
- Grants

#### **Others (supported by motions and funded)**

- SIDs (Speed Indicator Signs)(partially funded)

#### **Administrative Functions (in support)**

- Clerk council meetings and committees
- Council administration (including Proper Officer and RFO)
- Town Council offices
- Manage allotment estate
- Run website and social media
- Budget and Precept Council Meetings minimum of 4 times a year (including Annual Council Meeting)
- Electors Meeting
- Annual Governance and Accountability Report (AGAR)
- Annual Audit Corporate (incl. Financial risk assessment, Review and approval of Council Assets, Employment of staff – annual appraisals, contracts, record holiday allowance and use, payroll, pensions, sickness, and absence.)
- Statutory Policy creation and maintenance e.g Equality Policy.

The above list can be simplified into a **BACK to BASICS TABLE** as below. It is colour coded in terms of progress:

<b>MUST DO</b>	<b>SHOULD DO</b>	<b>COULD DO</b>	<b>TRAINING REQUIRED</b>
Allotments	SIDS – 2 purchased units	Property purchase	Project Management
Planning	SIDS/ASW new units <sup>1</sup>	Events	
Council meetings	Christmas Tree & Lights	Picket Piece Land Purchase	Councillor Training
Council Administration	Grants	Work with other local organisations	Deputy Clerk CiLCA
Allotment estate management	Andover Levy discussion with TVBC <sup>2</sup>		
Website <sup>3</sup>			Website updates
Social Media			
Budget & Precept			
Electors Meeting			
Governance and AGAR			
Annual Audit Corporate			
Financial Risk Assessment			
Review of Assets <sup>4</sup>			
Employment of Staff <sup>5</sup>			HR Management
Staff Structure & Baseline setting <sup>6</sup>			
Statutory Policy creation & review <sup>7</sup>			
Co-operation with TVBC			
Co-operation with HCC			
Working Well Currently. (Continual review of effectiveness is ongoing)	Adequate (meets legal requirements), but would benefit from enhancement.	Still requires improvement to meet adequate standard or has not yet been implemented.	Training for Staff and/or Councillors

<sup>1</sup> The Town Clerk is continuing to work with the Police and HCC regarding the approval of Autospeedwatch. Currently waiting on Inspector Paul Holmes for the next move.

<sup>2</sup> A meeting is scheduled with TVBC for 30th November to start this review.

<sup>3</sup> The Current website is functional but not inspiring. A basic site map has been drawn up and sent to contractors to quote for design, migration and training for staff in order that it can be maintained economically. Councillors will be asked to review once quotes are received.

<sup>4</sup> The Asset Register was reviewed, but the method for reporting / updating needs work.

<sup>5</sup> Annual Reviews have not taken place and contracts need to be updated.

<sup>6</sup> Following the redundancy of one of the Allotment Officers, the roles of the other Officers are under review and consultation started with the Officers involved.

<sup>7</sup> The Deputy Clerk has very recently taken over the responsibility for the Policy Drafts and Reviews and these will be reviewed with Working Groups as fast as possible.

**The Council's Business Plan has expired, and a new one should be created and reviewed by the Policy and Resources Committee:**

**DRAFT – BUSINESS PLAN**

Activities		Lead councillor / staff	Current year	Apr 2024 - Mar 2025	Apr 2025 - Mar 2026	Apr 2026 - Mar 2027
<b>MUST DO</b>	Allotments	Cllr K Hughes	ongoing system enhancements	Complete system review		
	Planning	Cllr J Sangster	Staff Training	Complete Councillor Training		
	Council meetings	Proper Officer	Complete Cllr Training			
	Council Administration	Proper Officer	Ongoing			
	Allotment estate management	Cllr K Hughes / Cllr E Reynolds	Continue with fencing quotes and	Replace all fences if funding allows		
	Website	TBC	Plan new website	New Website completed.		
	Social Media	TBC	Plan strategy	Strategy implemented		
	Budget & Precept	Cllr S Hardstaff	Ongoing			
	Electors Meeting	Mayor	Ongoing			
	Governance & AGAR	RFO	Ongoing			
	Annual Audit Corporate	RFO	Ongoing			
	Financial Risk Assessment	RFO / Cllr S Hardstaff	Ongoing			
	Review of Assets		Ongoing			
	Employment of Staff	Town Clerk	Re-view contracts & JD	Regular appraisals		
	Staff Structure & Baseline setting	Town Clerk	Consult on changes	Restructure completed.		
	Statutory Policy creation & review	Deputy Town Clerk	Commence reviews	All policies reviewed		
Co-operation with TVBC	TC & Mayor	Ongoing				
Co-operation with HCC	TC & Mayor	Ongoing				
<b>SHOULD DO</b>	SIDS – 2 purchased units	DTC	New location permissions & new policy	Expand coverage		
	SIDS/ASW new units	TC -> DTC	Obtain permissions	Deliver scheme		
	Christmas Tree & Lights	DTC	Expand Scheme	Deliver larger display		
	Grants	TBC	Complete forms	Promote Grants and publish		
	Andover Levy discussion with TVBC	TC	Fact finding	Discuss solutions.		
	Defibrillator Review	DTC				
<b>COULD DO</b>	Property purchase	TC & TBC	Check feasibility & funds			
	Events	DTC	Investigate ideas			
	Picket Piece Land Purchase	TC & Cllr H Neate	Funding application	Obtain land / deliver facility		
	Work with other local organisations	TC / DTC / TBC	Expand network	Start collaboration		

## **DRAFT - MISSION STATEMENT OF THE TOWN COUNCIL:**

The Town Council will ensure that the statutory obligations of the Council are performed efficiently and effectively on behalf of the residents. The Council will only undertake to deliver projects that fit in with their established policies and that are supported by the local people. When choosing which events or schemes to embark on, the Council will explore ideas and consult with key stakeholders and residents in order to be sure of community support.

### **RECOMMENDATION:**

#### **To approve:**

1. The Back to Basics Table and to note the updates given in the footnotes.
2. That staff in continue towards completing the actions whilst noting that some training will be required.
3. Referring the Draft Business Plan and the Draft Mission Statement to the Policy & Resources Committee for amending, ready for ultimate review by Full Council.