Back to Basics project – To review the Back to Basics Project Table and to agree amendments.

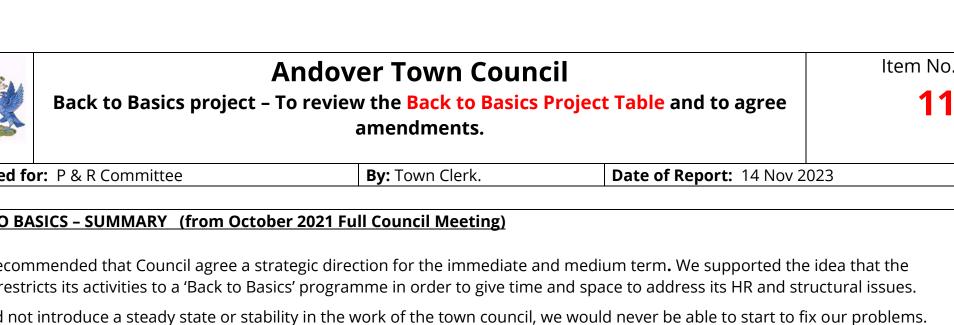
Produced for: P & R Committee

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	Administrative Functions (in support)
To add clarity 'Back to Basics' was defined as:	 Clerk council meetings and committees Council administration (including Proper Officer and RFO)
Statutory responsibilities/essential	 Town Council offices
Allotments	Manage allotment estate
Planning - statutory consultee	Run website and social media
	Budget and Precept Council Meetings minimum of 4 times a year
Highly desirable	(including Annual Council Meeting)
Christmas tree and lights	Electors Meeting
Grants	Annual Governance and Accountability Report (AGAR)
	• Annual Audit Corporate (incl. Financial risk assessment, Review and
Others (supported by motions and funded)	approval of Council Assets, Employment of staff – annual appraisals,
• SIDs (Speed Indicator Signs)(partially funded)	contracts, record holiday allowance and use, payroll, pensions,
	sickness, and absence.)
	Statutory Policy creation and maintenance e.g Equality Policy.



MUST DO	SHOULD DO	COULD DO	TRAINING REQUIRED
Allotments	SIDS – 2 purchased units	Property purchase	Project Management
Planning	SIDS/ASW new units ¹	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 ²		
Website ³			Website updates
Social Media			
Budget & Precept			
Electors Meeting			
Governance and AGAR			
Annual Audit Corporate			
Financial Risk Assessment			
Review of Assets ⁴			
Employment of Staff ⁵			HR Management
Staff Structure & Baseline setting ⁶			
Statutory Policy creation & review ⁷			
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. OR Project underway / in progress.	Still requires improvement to meet adequate standard or has not yet been implemented.	Training for Staff and/or Councillors

¹ The Town Clerk is continuing to work with the Police and HCC regarding the approval of Autospeedwatch.

² A meeting was held on 30th November with TVBC to start this review.

³ 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.

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

⁵ Annual Reviews have not taken place and contracts need to be updated.

⁶ Following the redundancy of one of the Allotment Officers, the roles of the other Officers are under review and discussions have been started with the Officers involved.

⁷ 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.