

DRAFT

Work Plan for Civic Leadership					
What we will do	How we will do it	When we will do it by	Measure of success	Budgetary implications	Who will lead it
Improve communication especially around the role of the Town Council to let people know what we are responsible for and our limits.	<ul style="list-style-type: none"> a) Newsletter b) Website c) Social media d) Face to face interaction with the public 	<ul style="list-style-type: none"> a) Quarterly b) On-going c) On-going d) On-going 	Feedback from an annual Council satisfaction Survey	<ul style="list-style-type: none"> a) Revenue b) None c) None d) Revenue 	<ul style="list-style-type: none"> a) Clerk's Office b) Clerk's Office c) Clerk's Office d) Clerk's Office and councillors
Work collaboratively and effectively with stakeholder organisations acting as a facilitator for others to do something where appropriate.	<ul style="list-style-type: none"> a) Identify our stakeholder organisations b) Mediation where necessary c) Write to our stakeholder organisations to ask them to list their strengths and weaknesses d) Embrace the strengths and resources of our stakeholder organisations. 	<ul style="list-style-type: none"> a) By 31/01/19 b) By 31/12/19 c) By 31/03/19 d) On-going 	<ul style="list-style-type: none"> a) Achieved or not b) Achieved or not c) Achieved or not d) Annual Council Satisfaction Survey 	<ul style="list-style-type: none"> a) None b) Revenue c) None d) Unknown but potentially revenue 	<ul style="list-style-type: none"> a) Strategic Plan Work Group b) External provider c) Clerk's Office d) Clerk's Office
Undertake civic leadership roles for councillors and the council.	Encourage councillors to act as ambassadors for UTC when invited to external events.	On-going	Reports by councillors of events attended.	None	Councillors

Work Plan for Civic Leadership (continued)					
What we will do	How we will do it	When we will do it by	Measure of success	Budgetary implications	Who will lead it
Promotion of the town itself.	<ul style="list-style-type: none"> a) Love Uppingham website b) Councillors as ambassadors c) Effective working with stakeholder organisations d) Effective use of media e) Support for town events. 	All: On-going	<ul style="list-style-type: none"> a) Number of Website hits/posts b) Councillor reports c) Annual survey d) Visibility in media e) Number of events 	<ul style="list-style-type: none"> a) Revenue b) None c) Revenue d) None e) Revenue 	All: Clerk's Office and Councillors
Undertake a Governance review of decision making structures to facilitate the plan.	Establish a Working Party to produce recommendations for full council.	By 30/06/19	Production of recommendations and agenda item for council.	None	Working Party

Work Plan for Human Resources Management					
What we will do	How we will do it	When we will do it by	Measure of success	Budgetary implications	Who will lead it
Provision of staff training	<ul style="list-style-type: none"> a) Identify needs via the appraisal system and self-identification b) Provision of appropriate training 	<ul style="list-style-type: none"> a) Annual cycle b) Within 12 months of identification of need. 	Appraisal system and volume of training delivered.	<ul style="list-style-type: none"> a) None b) Revenue 	Staffing Committee
Provision of councillor training	<ul style="list-style-type: none"> a) Mentoring b) Attendance at appropriate courses c) On-line resources 	Annual cycle	Volume of training as indicated in the Annual Report	Revenue	Mayor
Ensure appropriate staffing levels.	<ul style="list-style-type: none"> a) Bi-annual review of staffing levels by external reviewer. b) Respond to requests from the Clerk. 	<ul style="list-style-type: none"> a) Bi-annually b) On-going 	<ul style="list-style-type: none"> a) Evidence of review b) Effective Council Operation 	<ul style="list-style-type: none"> a) Revenue b) Reserves 	<ul style="list-style-type: none"> a) Staffing Committee b) Clerk
Positive promotion of role of councillor and positions in council.	<ul style="list-style-type: none"> a) Active publicity b) Equitable distribution of roles between councillors 	<ul style="list-style-type: none"> a) On-going b) Annual cycle 	<ul style="list-style-type: none"> a) Volume of publicity b) Councillor Satisfaction Survey 	<ul style="list-style-type: none"> a) None b) Revenue 	<ul style="list-style-type: none"> a) All councillors b) External provider.

Work Plan for Physical Resources Management					
What we will do	How we will do it	When we will do it by	Measure of success	Budgetary implications	Who will lead it
Website development					
Progressing the Neighbourhood Plan					
Medium to Long Term Planning Leicester Road Cemetery Layout	a) Initially and then on a periodic review in each election term.	a) Initially in 2019/20 and then every 5 years	a) Understand capacity for the Medium to Long Term	a) Revenue	Amenities Committee
Tod's Piece Enhancements	a) Community consultation b) Use of consultant to assist with procurements and options c) Phased approach looking at phased options d) Discuss longer term ideas around allotment site and football pitch	a) Phased approach over 10 years b) Regular review annually through committee and FC	a) Community feedback b) Usage numbers c) Risk assessments	a) Revenue b) Grants c) CIL	Amenities Committee
Town Hall Projects	Agree major improvements: a) Disabled Access to Front Elevation b) Cellar / Storage / Cleaning	a) To be determined by grant application (2019/20) b) To be determined by funding agreed by FC	a) Community feedback b) Usage numbers c) Risk assessments	a) Revenue b) Grants c) CIL	Finance & General Purposes Committee

Town Hall Planned Maintenance	a) Reference to the Planned Maintenance Programme	a) To be determined by funding agreed by FC	a) Community feedback b) Hirer feedback c) Usage numbers d) Risk assessments	a) Revenue	Finance & General Purposes Committee
Open Space Maintenance (RCC – maintained areas)	a) Agree scope of any programme b) Agree transition funding c) Review options for a suitable solution	TBC	a) Community feedback b) Stakeholder feedback	a) Revenue b) Transition funding from RCC	Amenities Committee & Full Council
Open Space Maintenance (UTC – maintained areas)	a) Agree scope of any programme in conjunction with item above b) Review options for a suitable solution	TBC	a) Community feedback b) Stakeholder feedback	a) Revenue	Amenities Committee & Full Council
'Recreation Land' – Leicester Road	Achieve an Outcome for the Town Council	a) 2019 to offer the land to secure best value and deliver due diligence requirements b) Occupation potentially from late 2021	a) Income stream for Council b) Alternative recreation space	a) Revenue (short term maintenance?) b) Income	Full Council

Work Plan for Sound Financial Management					
What we will do	How we will do it	When we will do it by	Measure of success	Budgetary implications	Who will lead it
Spend our CIL monies in an appropriate manner	We will establish a CIL list of key priorities building on the existing and emerging Neighbourhood Plans.	By 30/06/19	a) Physical production of the list b) Adherence to spending being in compliance with both the CIL list and the appropriate regulations.	a) None b) CIL expenditure	Finance & General Purposes Committee in conjunction with the Neighbourhood Plan Advisory Committee.
Development of a Reserves Plan	Building on the advice received from our external auditors we will develop a formal plan to deliver General Reserves at a level of 75% of annual precept over the life of the next council.	a) Physical plan to be delivered by 31/03/19 b) Implementation of plan by 31/03/2023	a) Delivery of physical plan and adoption by full council. b) Mathematical calculation of reserves as a percentage of precept.	a) None b) Unknown at this point but could impact on revenue and reserves.	Finance and General Purposes Committee.
Medium Term Financial Planning alongside identified priorities	We will use the adopted Strategic Plan as a baseline for our medium term financial planning rather than operate on a purely annual revenue budget.	We will not be able to adopt this type of planning until the Strategic Plan has been formally adopted by the Council. We intend to use this type of Financial Planning for the 2020 precept round.	Physical production of a formal Medium Term Financial Plan in time for the 2020 precept budgeting round.	None in terms of producing the plan but once implemented it could impact on all forms of budgetary items including revenue, reserves, trading income and grant income.	Finance and General Purposes Committee.
Debt Policy	We will develop a formal policy on the Council's attitude to taking on debt. This will include a statement on under which circumstances we would be prepared to	Physical Policy document to be developed by 30/06/19	Physical production of the Policy and adoption by the council.	None in terms of producing the policy but once implemented it could impact on all forms of budgetary items.	Finance and General Purposes Committee.

	utilise our borrowing options.				
--	--------------------------------	--	--	--	--

Work Plan for Social Cohesion, Identity and Wellbeing					
What we will do	How we will do it	When we will do it by	Measure of success	Budgetary implications	Who will lead it
What makes Uppingham, Uppingham					
Bus					
Sports					
Arts					
Schools					
Events e.g. Fair, Feast, Christmas Shopping, Stilton Cheese Car Rally, Fatstock Show					
Sustainability					
Youth facilities					

Work Plan for					
What we will do	How we will do it	When we will do it by	Measure of success	Budgetary implications	Who will lead it