

HONITON TOWN COUNCIL

FORWARD PLAN OF KEY DECISIONS MAY 2015 – JUNE 2016

DECISION	DOCUMENTS Previous review date	PROPOSED MEETING DATE	PROPOSED RATIFICATION DATE or DATE NOTED BY HTC	COMMENT	SWAP Ref
Review Financial Regulations	Financial Regulations	Finance Cttee 27 April 2015	HTC 18 May 2015	Completed	1.2
Review Scope of work for Internal Auditor		Finance Cttee 27 April 2015	HTC 18 May 2015	Completed	1.2
Set up Beehive Overview Committee	Officer Report		HTC 18 May 2015	Membership agreed with skeleton Terms of Reference	N/A
Review and update Risk Register & Risk Management Policy	Risk Register	Risk Management Working Group Commence April 2015	HTC 8 June 2015	Next stage - see below Risk Management working group meeting 28 September 2015	2.3
Review Terms of Reference for all committees and working groups	Officer Report for AGM	HTC 18 May 2015	N/A	Outline Terms agreed at AGM. To be completed by each Committee and working group	1.2

Agree use of secure personal email for Town Council Business	Officer Report	HTC 18 May 2015	N/A	Cllrs advised. Completed as per Cllrs' personal preferences	1.2
Review delegation of powers to Town Clerk & Deputy Town Clerk	Delegation of Powers document	HTC 18 May 2015	N/A	Reconfirmed minute ref 15/93	
Set up Scrutiny Committee	Officer Report Draft Terms of Reference Delegated powers Membership	Policy Cttee 26 May 2015	HTC 8 June 2015	See Policy Cttee minutes for detailed recommendation to HTC HTC referred back to Policy for more detail (8 June) To be followed up	
Neighbourhood Plan <ul style="list-style-type: none"> • apply to designate Neighbourhood Area • Agree to start Publicity Campaign 	Officer Report	NP w/g 23 June	HTC 13 July 2015	Joint meeting with Awliscombe and Gittisham PCs scheduled 30 June	N/A
Review Community Engagement Strategy	Community Engagement Strategy	Policy Cttee 29 June 2015	HTC 13 July 2015	Tie in with Neighbourhood Plan	
Review Freedom of Information Policy	FOI Policy (last review Feb 12)	Policy Cttee 29 June 2015	HTC 13 July 2015		1.2
Review Emergency Plan	Emergency Plan	Policy Cttee 29 June 2015	HTC 13 July 2015		

Review Open Space Policy	Open Space Policy document	Policy Cttee 29 June 2015	HTC 13 July 2015		
Review HTC Service Plan		Scrutiny Committee Date TBA	HTC	See Policy Cttee minutes of 26 May for details	
Review Beehive charitable status application (6 month time limit expires 12 Sept)	Beehive Overview Sub-committee report	Beehive Overview sub-committee Date TBA	HTC 14 September 2015		N/A
Review and improve Members' Code of Conduct	Code of Conduct	Policy Cttee 24 August 2015	HTC 14 September 2015		1.2
Review roles & responsibilities of Councillors and Officers	Summary from DALC training session and DALC documents	Training 11 May 2015 Policy Cttee 24 August 2015	HTC 14 September 2015	Protocol adopted	2.2
Review Media Communications Policy	Media Communications Policy (last review July 14)	Policy Cttee 24 August 2015	HTC 14 September 2015		
Review and update Risk Register & Risk Management Policy First draft using new methodology	Risk Register	Risk Management Working Group 28 Sept 2015	HTC 12 October 2015		

Review Standing Orders	Standing Orders (last review Oct 14)	Policy Cttee 28 September 2015	HTC 12 October 2015		
Review Training Policy and monitor attendance at training	Training Policy document & Report of Cllrs attendance at training	Policy Cttee 28 Sept 2015	HTC 12 October 2015		
<u>Employment</u> Review Staff Handbook Review Disciplinary Policy Review Grievance Policy	Staff Handbook Disciplinary Policy Grievance Policy	Employment sub-Committee September 2015	Policy Cttee 26 October 2015		
Neighbourhood Plan • Report identifying feedback from Publicity Campaign	Neighbourhood Plan Working Group report	NP working group Date TBA	HTC 9 November 2015	HTC to ratify that report, backed by evidence, is on record	
Review Data Protection Policy	Data Protection Policy document	Policy Cttee 26 October 2015	HTC 9 November 2015		
Review CCTV Policy	CCTV Policy document	Policy Cttee 26 October 2015	HTC 9 November 2015		
Review Record Management Policy	Record Management Policy document	Policy Cttee 26 October 2015	HTC 9 November 2015		

Review Budget Agree Precept Agree Members' Allowance	RFO's Report	Finance Cttee 23 November 2015	HTC 14 December 2015		
Review policy on preparation of minutes	Policy document (last review Oct 14)	Policy Cttee 18 January 2016	HTC 8 February 2016		
Review Complaints procedure	Complaints Procedure document	Policy Cttee 29 March 2016	HTC 11 April 2016		
Review Environmental Policy	Environmental Policy document	Policy Cttee 29 March 2016	HTC 11 April 2016		
Review progress on the implementation of SWAP Report recommendations	SWAP Report 2015 Officer Report on progress	Policy Cttee 29 March 2016	HTC 11 April 2016		
Review Equalities Policy	Equalities Policy document	Policy Cttee 29 March 2016	HTC 11 April 2016		
Review Policy on recording of meetings	Model Policy on filming / recording at Meetings	Policy Cttee 29 March 2016	HTC 11 April 2016	Postpone as considering the recording of meetings	

Review Grants	Officer's Report	Finance Cttee 25 April 2016	HTC 9 May 2016		
Year End Income / Expenditure	RFO's Report	Finance Cttee 25 April 2016	HTC 9 May 2016		
Review Beehive build final account	RFO's Report	Date TBA	Date TBA		
Annual Accounts & Annual Return	RFO's Report	Finance Cttee 6 June 2016	HTC 13 June 2016		
Review Action Plan	Officer's Report	Date TBA	Date TBA		
Note monthly internal review of control systems by Councillors	Officer's Report	Date TBA	Date TBA		
<u>Advertisements</u> Review Design Statement for fascia boards & hanging signs	Design Statement February 2009	Planning Cttee Date TBA	HTC to note Date TBA	Defer until advice received from EDDC on delegated authority under new Local Councils Award Scheme	
<u>Marketing</u> Review Marketing Plan	Marketing Plan document	Town Marketing Sub-committee Date TBA	Policy Cttee Date TBA		

<p><u>Health & Safety</u></p> <p>Review Health and Safety Manual Review Health, Safety & Welfare Policy Statement</p>	<p>H & S Manual</p> <p>Health, Safety & Welfare Policy Statement</p>	<p>Risk Management Sub-committee</p> <p>Date TBA</p>	<p>Policy Cttee</p> <p>Date TBA</p>		
---	--	--	-------------------------------------	--	--