

Hemsworth Town Council – Strategic Plan 2016 – 2019

The Parish of Hemsworth has an estimated population of 13,490 (2011 Census figures) and a total electorate of 10,645. There are fifteen locally elected Councillors – nine representing Hemsworth Wards (South, East and West) three for Kinsley and three for Fitzwilliam.

All the work the Councillors carry out for the Council is voluntary, with expenses only claimed for telephone use or duties outside the township. Their work on the Council not only involves attending Council meetings and Council work outside meetings but also informing the Council of issues raised by residents, representing the Council on other bodies and generally being involved in community activities.

Corporate Mission Statement

The vision of this Town Council is to:

Help promote a vibrant and safe community in which the people of Hemsworth, Fitzwilliam and Kinsley are proud to live and work

and

Maintain the highest possible standards in those services for which we are directly responsible.

We will do our utmost to reflect the views of the people we represent in the policies we develop.

The Council's core values are public accountability and partnership working.

Our Values and Aims

Hemsworth Town Council will:

- Provide the highest standards of open and publicly accountable local government for residents;
- Act in an effective manner and ensure that our objectives are met;
- As an organisation we will constantly seek to improve our services;
- Set out performance measures and targets to help the public judge how successful the Council is in delivering and improving services;
- Ensure partnership of members, staff and the community – this will be an ongoing development of a culture, which focuses on citizens, quality, partnership and value for money.

Our Strategic Objectives

High Standards

Providing high standards in service provision with courteous, competent and friendly staff.

Strong Partnerships

Forging stronger partnership links with Local Authorities, external agencies, voluntary organisations, the private sector and individuals in all areas of our work.

Quality Development

To improve the quality of Council services

To consult widely and to be responsive to the needs of the public.

Financial Procedures

To review the financial structure with regard to past Capital Expenditure.

<i>Title</i>	<i>Action</i>	<i>Lead Officer(s)</i>	<i>Completion/ Target Date</i>	<i>Progress Status</i>	<i>Notes/Comments</i>
Update staff records	Ensure that staff contracts reflect current working arrangements and accurate terms and conditions	TC & DTC	June 2016		This exercise has been undertaken with the Town Council's HR advisor (2015) – all staff signed new contracts however new working arrangements/JE report requires new contracts
Update Employee Manual	Ensure all staff have up to date information in their handbooks. Review for accuracy and any legislative changes	TC & DTC	June 2016		New Employee Manual developed and completed in 2014 but now needs updating in accordance with advice from the Town Councils HR provider.
Identify and develop training for staff and councillors	Use staff appraisal process and a training needs assessment to identify requirements for staff – YLCE training courses for Councillors	TC	June 2016		Work within set budgets – some training already in progress for staff – main training to be undertaken October to March
Staffing review	As a result of the new working arrangements and the effect of the new Strategic projects is known, review staffing arrangements for appropriateness	TC	October 2016	Ongoing – report to Policy & Finance committees in September	
Review and update Town Council's Strategic Plan 2016 – 2019	To continue to provide an overarching policy statement of what the Council intends to try and achieve over the next 3 years (end of current term for Councillors)	TC	2016 – 2019 plan introduced February 2016	Ongoing	Report/update to Committees as appropriate

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Develop social media policy for Councillors	To provide clear guidelines to Councillors on the usage of social media	DTC/AO	July 2016		To assist Councillors in their conduct with social media
To redesign (if required) and develop the Town Council's website, Facebook & Twitter pages	To improve appearance and use	DTC/AO	October 2016		
Health & Safety for all Town Council staff, grounds and property and users of Town Council facilities	Staff to receive ongoing health and safety training	TC			Work in conjunction with Health & Safety Advisor
	Improvements to be carried out at venues that are reasonable practicable				
Fire Risk assessments on all venues	Ongoing monitoring and auditing Ensuring that venues have the appropriate fire prevention equipment and signage	TC			
Local Council Award Scheme	To work towards obtaining the award (previously held Quality Status Award) to demonstrate an active, effective and efficient Council serving its local community	TC	October 2016		Quality Council achieved in 2008 and reaccredited in 2012 for 4 years.

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General Power of Competence and Councillor training in the use of this power	To continue to maintain General Power of Competence enabling the Town Council to “ do anything that an individual generally may do ” – Localism Act 2011 –s1-8	TC	May 2016 May 2019		Deputy Town Clerk to undertake submission of Section 7 – CiLCA GPC achieved and confirmed by resolution at the Annual Town Council meeting held 1 May 2015 following the elections – Identify new Councillors who require training
Improvements to Cemetery Road Playing Fields	Feasibility Study – Replacement Sports facilities				Monies allocated in 2016/17 budgets – replace funds when S106 agreement is signed & £50,000 received
Improvements to Fitzwilliam OAP Centre	Refurbishment as per Condition report – Stage 2				
Hemsworth Water Park – Replacement Sports Facilities	Feasibility Study – Replacement Sports facilities				On receipt of monies re; S106 – £150,000 upon completion of 33% of dwellings constructed & a further £150,000 upon completion of 66% of dwellings
Staff Appraisals	To ensure that all staff are appraised on an annual basis	TC	April to June		Line manager training required to undertake 3 monthly review meetings with staff
Risk Assessments	To review procedures annually for accuracy and reflect current working practice	TC			Undertake work with Health & Safety Consultant
Health & Safety	To review procedures annually for accuracy and reflect current working practice	TC			Undertake work with Health & Safety Consultant
Storage Room Audit	To determine if any records need to be kept on file or destroyed	DTC	September		

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Office procedures	To ensure the document is updated to comply with current working practices	DTC	October		
Freedom of information Act	To review procedures annually for accuracy and reflect current working practice	TC			
Annual Town Meeting	Administration and advertisement	TC	March – April		Statutory meeting held in May each year
Grants	Advertisement of the Town Council's Grants scheme	AO	At least 4 times per year		Advertise in Newsletters as well as social media and website
Newsletter	Four newsletters per year	DTC	At least 4 times per year		Include the Chairman's Annual Report and Town Council Accounts
Allotment Administration	Administration updates on tenancy agreements – meetings with Allotment Representatives	DTC/CA	Annually and at least 4 times per year		Feedback to Recreation Committee
Charges	To review all charges for Town Council services	TC	January		Responsible committees – Leisure, Recreation & Finance
Financial Regulation	To review procedures annually for accuracy and reflect current working practices	TC/DTC	May		It is a requirement that the Financial Regulations are reviewed every 12 months
Budget Preparations	To prepare the capital and revenue budgets for the financial year	TC	December – January		Precept meeting February

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Assets	Review and update the Town Councils asset register	TC	March		
Insurance	Review of Town Councils insurance cover	TC	January		
Annual Accounts Approval of Accounts Annual Return	Completion of annual accounts Annual Town Council meeting Submit to External Auditor	TC	April May/June June		
Events	Ensure all regular events (Bonfire, Brass Band Concerts, Christmas Presentations, Christmas Light Switch on Seaside Event) are arranged and advertised.	DTC/AO			Research and look to promote new events – report to relevant committee
Market	Promote / increase users of this service	DTC/AO			Market relocation Easter 2016 (to be confirmed) – Work to entice more stall holders
Football Facilities Sandygate Cemetery Road	Promote / increase users of the facilities	DTC/AO			Develop new programme of activities
Garden Scheme	Promote / increase user of this service	DTC/AO			To improve the local environment through the provision of a garden scheme and to maintain the gardens of those unable to do so themselves.

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Hemsworth water Park	Promote / increase users of the facilities	DTC/AO			To continue to provide high quality leisure services and to investigate ways of providing additional facilities/services at Hemsworth Water Park. Provide new play equipment.
Lakeside Café & Soft play area	Promote / increase users of the facilities	DTC			To provide additional services to complement other service provision at the Water park.
Community Centre	Promote / increase users of the facilities	DTC/AO			
Working in partnership Consultation	To support local and regional organisations Consult with the public on services provided				Produce ¼ ly newsletters Residents survey – monitor feedback Annual Town Meeting Website/social media
Allotments	Statutory duty to provide allotments where a demand exists	DTC			To maintain the allotments to a satisfactory standard To provide plots for recreational use to comply with statutory obligations Continue with the Allotment Representatives meetings and work to improve the facilities

