

COPYTHORNE PARISH COUNCIL MEETING

TUESDAY 9th June 2020

ITEM NO: 11 – Council Objectives 2020-2021 - Update

Proposed Parish Council Objectives for the Forthcoming Council Year – 2020-2021

Information

As reported to the Parish Council at the January 2020 meeting and with a subsequent initial draft at the March 2020 meeting, we need, as a part of our planning, to have some clear objectives we wish to achieve as part of our work and on behalf of our community.

We have a forward planning model as well as an emerging 5 Year Local Parish Plan process, but setting the Parish Councils objectives for the forthcoming year is more of a pragmatic description of what we need to achieve so as to ensure we are conducting our business efficiently and effectively.

Following the presentation of an initial, report in March, it was agreed that we would undertake further work on this using the Advisory Committee structures as a means of developing the objectives, which this report now feeds back on.

Included in this further work was a consideration that it might be better to establish our objectives for a rolling cycle – 2020-2023 – with an annual review to remove successfully completed objectives and add new ones (with no fourth year as it would be inappropriate to add objectives in a final ‘election year’ which might impact the work of any new Council). Therefore, what is reported below reflects that position.

Objective Formulation

The previous reports proposed and it was agreed that we have different types of objectives centred on our work. These are described as falling into three distinct categories:

1. Administrative Objectives
2. Development Objectives, and
3. New / One-Off Objectives

We also agreed that we also need to consider where our objectives come from:

1. Our own thinking about ‘what we want to do’ and also ‘what we have to do’
2. Response to consultations we may undertake, such as in the Annual Parish Meeting, and
3. Any developments imposed upon us – e.g. new legislation

It was clearly stated that, achieving a balanced programme to avoid over-promising on our objectives is essential in order we are clear on what we make a commitment to and managing that effectively, without over-stretching our limited resources – people and money. This will also enable us to plan our agendas forward in some detail over the next Council year (and beyond). The creation of a forward agenda plan is, as Councillors will know, already in place

To deal with this, a process needs to be in place leading to the publication of our objectives, in the first instance for 2020-2021 but in the form of a rolling three year cycle of 2020-23, without annual refresh and review.

In addition, we need to be clear about what our overall Aims are as a Parish Council, the Objectives we set ourselves within those Aims and the resultant Actions with relevant ‘ownership’ derived from the Objectives.

One of the issues of undertaking this exercise is how best to annotate the Objectives. Having considered different options, the listing below uses an annotation where the each Objective is assigned within one of the three headings identified above and then also, where appropriate there is an indication brackets for the relevant ‘ownership’ by either an Advisory Committee or an individual, or both.

To that end, the following annotation legend applies:

- a. Clerk RFO – Parish Council Clerk and RFO
- b. P&GAC – Personnel and Governance Advisory Committee
- c. FAC – Finance Advisory Committee
- d. 5YPAC – 5 Year Parish Plan Advisory Committee
- e. FLDAC – Flooding Advisory Committee
- f. M&PAC – Media and Publicity Advisory Committee

Note: All Advisory Committee responsible Objectives are in the final ownership of the Full Parish Council and no delegations for decision making exist at Advisory Committee level. All final decisions on objectives are part of the overall decision making and monitoring by the Full Parish Council.

Objectives Against Proposed Headings

1. **Administrative Objectives** (*centred on our ability to be as legal / efficient as possible in our work*)
 - a. To complete the finalisation of our review of our governance information to ensure it is as up to date as possible, (Clerk RFO / P&GAC);
 - b. To continue to develop standard systems and documentation for the conduct of our business, such as: internal management procedures and standardised letters / communications with the community on a variety of matters such as for writing to land owners regarding culvert and overgrowth clearance etc. (Clerk RFO / P&GAC)
 - c. To implement and deliver development of our use of IT systems etc. (Clerk RFO)
 - d. To prepare and create the appropriate structures for a move to external auditing given budgetary growth plus manage our resources to ensure proper use of public funds. (Clerk RFO / FAC)
 - e. To monitor and if appropriate, devise solutions to ensure appropriate action is taken to enable all the administrative functions of the Parish Council continue to be undertaken within the available resources as the footprint and activity of the Parish Council widens. (Clerk RFO / P&GAC / FAC)
 - f. To ensure we have robust systems both at Clerk and Parish Council levels for addressing any new legislative requirements. etc. and ensure that we are legal in all our functions (Clerk RFO / P&GAC)
 - g. To ensure we are legally sound in all aspects of our Personnel and HR activities and manage the process of staff relations and review. (Clerk RFO / P&G AC)
 - h. To continue to pursue progress with HCC on their flood report for Copythorne and revisit HCC Flooding Report with a view to having both Cadnam and Bartley included in this or additional reports. (FLDAC)
 - i. To review the Aims, Responsibilities and leadership of all Advisory Committees in the next meeting cycle. (ALL ACs supported by the Clerk RFO)
2. **Development Objectives** (*as derived from our own planning inc. the 5 Year Local Parish Plan*)
 - a. To ensure delivery of the objectives already set out within our 5 Year Plan and approved by the Council (5YPAC):
 - i. Completion of the Village Signs Project;
 - ii. Completion of the Parish Benches Project, and
 - iii. Completion of the Parish Telephone Boxes Project.
 - b. To develop and commence the delivery of the Parish Noticeboards Replacement Project. (5YPAC)
 - c. To acquire (either this year or next) the new Speed Indicator Device and commission its use (joint with Minstead Parish Council). (Clerk RFO / 5YPAC)
 - d. Agree clear communication between the Parish Council and the community using the following methods (M&PAC):
 - i. Notice boards
 - ii. Newsletter
 - iii. Facebook

- iv. Stanley's Own
 - v. Website
 - e. To develop in collaboration with the relevant partners, the Flood Plan for the Parish and undertake the Annual Review of the Copythorne Parish Flooding Leaflet during February 2021. (FLDAC)
 - f. To consider the addition of the condition of Parish roads which are being damaged due to drainage issues to the brief of the FLDAC (FLDAC)
 - g. To secure the *removal* of the suspected five telegraph poles that were installed in Pollards Moor Road some 25 years ago, through the main highway drain between Vicarage Lane and Romsey Road. (FLDAC)
 - h. To consider compiling a list of critical and blocked ditches, drains and pipes in Copythorne Parish and identify their ownership. (FLDAC)
3. **New / One-Off Objectives** (*either as stand-alone or longer term initiatives*)
- a. To develop the 'Copythorne Parish Design Statement', develop and undertake a public consultation and produce an initial draft for publication and submit to the NFNPA for comment. (5YPAC)
 - b. To develop our Parish Environmental Policy' in collaboration with the initiatives from both NFDC and HCC as well as any other localised initiatives and central government drivers. (5YPAC) (*Note – this item and its timing for development is dependent on HCC production of their own working documentation on the County Policy*)
 - c. If appropriate and applicable, to continue any required development work on a Parish Community Transport Strategy (this may not be necessary unless a change to existing provision occurs). (5YPAC)
 - d. To examine future possible models for Parish Council operations in respect of funding of initiatives and activities, either in partnership with others or in specific task arrangements with the broader Parish community and other partners. (Clerk RFO / 5YPAC / FAC)

This listing of objectives would appear to be quite significant but it should be noted that a large number of these objectives relate to activities already planned / under way / known and allowed for within current budget plans. This list is not cast in stone and may well be subject to adaptation in-year as the need arises. The list should be reviewed by each AC on a rolling basis against performance.

Some of the itemised objectives for individual Advisory Committees have been broadened to accommodate the work of other Advisory Committees or the Parish Council as a whole – e.g. Administrative Objectives: (i) Review of AC Ts & Cs and Leadership.

The objectives will be monitored quarterly in a short summary report to the Parish Council using a simple tabular format with a scoring or one word annotation system by way of commenting on progress. To achieve this, an Objectives Monitoring item should be a standard Advisory Committee Agenda item .

As well as refresh and review of Objectives, Councillors should consider whether or not over time there needs to be a re-visiting of the objectives in terms of the potential to 'over-promise & under-deliver', once the plans are in place for each Advisory Committee to identify the necessary actions arising from these objectives which fall into their orbit of responsibility.

Recommendation

1. That Councillors consider the above listing and its implications in terms of time and personnel allocation;
2. That Councillors approve the Parish Council forward objectives for 2020-2021 with quarterly monitoring in place, effective from September 2020.
3. That Advisory Committees develop and submit to the Full Parish Council their action plans based on their 'owned objectives' by the end of September 2020 for consideration at the October 2020 Full Parish Council meeting. (*Given that this is the first time we will be doing this, the delay to September is appropriate. In future years, the cycle should be in place from May onwards for approval at the June meeting following the start of the new Council Year.*)

Simon Lucas
May 29th 2020