

**WAY AHEAD PROJECT - ACTION STATUS**

<b>Completed/Closed</b>	<b>58</b>
<b>Progressing</b>	<b>14</b>
<b>Issues</b>	<b>0</b>
<b>Not started</b>	<b>9</b>
<b>Total</b>	<b>81</b>

<b>Action No.</b>	<b>Ref / Priority</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status (Not Started, Progressing, Issues, Completed/Closed)</b>
1a	<b>E1</b>	Officers & Cllrs involved in complaint/grievance stand back from project	<b>Clerk</b>	<b>completed/closed</b>
1b			<b>Cllr Gregory</b>	<b>Not applicable</b>
2a	<b>E2</b>	Complaints/grievance are frozen for 3 months without prejudice – parties to take advice?	<b>Clerk</b>	<b>completed/closed</b>
2b			<b>Cllr Gregory</b>	<b>Not applicable</b>
3	<b>E3</b>	Acting Clerk (Christine Jensen) agreed as professional contact for LCS during project.	<b>Clerk &amp; Acting Clerk</b>	<b>completed/closed</b>
4	<b>E4</b>	Cllrs Sue Toft-Hunt (Internal and Lead Project co-ord PG) and Cllr Alan Myers (Communications co-ord) agreed as co-ords to take project forward	<b>Council &amp; named Cllrs</b>	<b>completed/closed</b>
5	<b>E5</b>	Press release explaining Way Ahead Project supported by BALC, SLCC & MO. In name of Cllr Toft-Hunt	<b>Clerk, LCS, ST-H</b>	<b>completed/closed</b>
6	<b>E6</b>	Clerk to produce pack of Way Ahead Project papers & circulate to all councillors.	<b>Clerk</b>	<b>completed/closed</b>
7	<b>E7</b>	Cllr visits to specific staff to be by arrangement.	<b>Clerk &amp; all Cllrs</b>	<b>completed/closed</b>
8	<b>E8</b>	Delegation for urgent business to clerk/assistant in consultation with chairman/vice chairman.	<b>Clerk &amp; Council</b>	<b>completed/closed</b>
9	<b>E9</b>	Commitment to bespoke urgent training for all councillors & relevant staff in local democracy & basic legal framework for parish councils	<b>Acting/Clerk &amp; LCS</b>	<b>completed/closed</b>
10	<b>E10</b>	Commitment to basic training course including networking, in Autumn via BALC programme.	<b>Clerk &amp; Council</b>	<b>completed/closed</b>
11	<b>E11</b>	Adopt Dignity in the Workplace policy.	<b>Clerk &amp; Council</b>	<b>completed/closed</b>
12	<b>E12</b>	Clerk to produce reference handbook for councillors, preferably web-based	<b>Clerk</b>	<b>progressing</b>

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Action No.	Ref / Priority	Action	Responsibility	Status (Not Started, Progressing, Issues, Completed/Closed)
	<b>M1</b>	<b>Staffing Committee</b>		
13		a) ToR with delegated powers approved by council	Clerk & Council	completed/closed
14		b) Preferable that council chairman is not chairman of staffing committee	Council	completed/closed
15		c) recognition in ToR that clerk is council's personnel manager and line manager for all other staff, with staffing committee the formal line manager for clerk (individual councillors should not be allocated executive roles)	Council	completed/closed
16		d) training for Staffing Committee in employment before any decisions taken	Clerk	Not started
17		e) seek HR advice to support the clerk in assisting council/committee to: (need to clarify which points below involved)	Staff C'tee	Not started
18		f) refresh & develop all necessary employment policies for council approval	Clerk & Staff C'tee	completed/closed
19		g) review all staff contracts clarifying line management arrangements		progressing
20		h) use this action plan as the basis for clerk's performance measurement		progressing
21		i) implement schedule of staff reviews, with clerk's review a priority, & report to committee	Clerk & Staff C'tee	progressing
22		j) explore good employment practice especially wrt process for addressing issues relating to perceived performance or conduct of individual staff, and advise all councillors accordingly	Clerk & Staff C'tee	completed/closed
	<b>M2</b>	<b>Councillor Training</b>		
23		a) Council to appoint councillor TC to monitor & cajole	Council	completed/closed
24		b) Training matrix to be developed for councillors	TC	completed/closed
25		c) Commitment to chairmanship training for chairmen	Chairmen	completed/closed
26		d) Commitment to training in planning framework for members of planning committee	Planning C'tee	completed/closed
27		e) Commitment to training in good employment practice for members of staffing committee	Staff C'tee	Not started
28		f) Commitment to basic training for all councillors	Cllrs	completed/closed
29		g) Recognition of individual commitment & award of certificates of attendance (usually provided by the CALC/CTP) in council (See also M9f)	Clerk & Council and TC	completed/closed
30		h) Adequate budget allocation for fees, travelling & resources	Staff C'tee & Council	progressing

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	<b>M3</b>	<b>Agendas &amp; minutes</b>		
31		a) Best practice informative agendas that state clearly the business to be transacted	Clerk	completed/closed
32		b) Remind councillors of declarations of interest process on each agenda	Clerk	completed/closed
33		c) Minutes must record type of interest and its nature	Clerk	completed/closed
34		d) Best practice minutes that avoid naming individuals ref CA-B 7.34	Clerk	completed/closed
35		e) Publish all agendas & minutes on website, noting that confidential items must have a public minute	Clerk	completed/closed
36		f) Clarity re PQT being either in adjournment & therefore not minuted as part of formal meeting, or in formal meeting & therefore minuted	Clerk	completed/closed
	<b>M4</b>	<b>Vision</b>		
37		a) Adopt short vision/mission statement that encapsulates the parish council's commitment to the unique community of Wendover and informs its policies	Clerk & Council	completed/closed
38		b) Consider adopting a motto for the parish council, perhaps by local competition?	Council	progressing
	<b>M5</b>	<b>Policies</b>		
39		a) Develop 'umbrella' of policies setting the framework under which council, committees & staff perform their duties & manage functions	Clerk & Council	completed/closed
40		b) Complaints procedure	Clerk, Staff C'tee & Council	completed/closed
41		c) Grievance procedure	Clerk, Staff C'tee & Council	completed/closed
42		d) Disciplinary procedure	Clerk, Staff C'tee & Council	completed/closed
43		e) Dignity in the Workplace policy	Clerk, Staff C'tee & Council	completed/closed
44		f) Develop internal protocol for communications with BALC	Clerk	completed/closed
45		g) Communications strategy (ref comms audit)	Clerk & Comm.Co-ord.	progressing
46		h) To adopt a constructive working relationship with partners and active involvement in Local Strategic Partnerships (LSPs)	Clerk & Council	Progressing

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	<b>M6</b>	<b>Committees, delegation &amp; open-ness</b>		
47		a) Review committee structure, mindful of individual strengths & resource implications	Clerk & Council	completed/closed
48		b) Formal ToR with delegated powers to committees and proper officer agreed by council, contained within a formal schedule of delegation	Clerk & Council	completed/closed
49		c) Confidential meetings and items only where absolutely necessary	Clerk	completed/closed
50		d) Notes of ad hoc working parties to be kept for the record	Clerk	completed/closed
	<b>M7</b>	<b>Advice &amp; Information dissemination</b>		
51		a) Seek agreement with councillors re use of electronic mailing with arrangements for convenient access to hard copies where required	Clerk	completed/closed
52		b) Full use of website for current records library	Clerk	completed/closed
53		c) Information circulated to all councillors as appropriate	Clerk	completed/closed
54		d) Relevant chairman to be kept informed as appropriate	Clerk	completed/closed
55		e) Ensure clerk is conduit for advice to the council as corporate body	Council	completed/closed
56		f) Seek reinstatement of the council (through the clerk) on BALC e-forum	Council	completed/closed
57		g) Seek agreement with BALC, AVDC & SLCC on local protocol for advice	Council	Not started
	<b>M8</b>	<b>Meeting management</b>		
58		a) Review standing orders using NALC model as basis	Clerk & Council	completed/closed
59		b) Clerk and relevant chairman to have agenda & pre-meeting discussions/meetings where possible	Clerk & Chairmen	completed/closed
60		c) Chairmen to use standing orders effectively, to keep good order, democracy & dignity in debate but not imposing their views	Chairmen	Progressing

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	<b>M9</b>	<b>Office &amp; staff</b>		
61		a) Review the role & JD of Assistant to take account of need to have professional substitute in clerk's absence & when clerk is an interested party	Clerk & Staff C'tee	progressing
62		b) Undertake risk assessment of security of office, staff & records	Clerk	completed/closed
63		c) Implement treatments required by (b)		completed/closed
64		d) SC to consider training needs of clerk, schedule, make appropriate budget allocation & monitor attendance, seeking advice from SLCC if required	Clerk & Staff C'tee	Progressing
65		e) Review office & 'shop' needs of staff & council, and consider the suitability of the current facilities (delightful though they are!) with regard to these needs	Clerk & Staff C'tee	progressing
66		f) Public recognition in council of qualifications attained by staff in office (See also M2g)	Staff C'tee	completed/closed
	<b>M10</b>	<b>Expenses</b>		
67		a) Pro forma travel expenses claim form for cllrs & staff detailing journey & purpose	Clerk	completed/closed
68		b) Confirm cllrs' approved allowances & expenses scheme, & publish on website	Clerk & Council	progressing
69		c) Council/Committee/Clerk to authorise councillors' visits in advance by nomination, subject to these individuals preparing short reports for council	Clerk	completed/closed
70		d) Monthly/quarterly submitted signed & completed travel claim forms, to be counter-signed by the Clerk as being within approved cllrs' scheme and authorised.	Clerk	completed/closed
71		e) Staff claims to be countersigned by Clerk as being within contractual arrangements. Clerk's claims to be countersigned by relevant chairman.	Clerk	completed/closed
72		f) All claims to be included on payments list for formal approval	Clerk	completed/closed
73		g) Finance committee to be informed by PG incl its executive checklist	Clerk	Not started

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	<b>M11</b>	<b>Petty Cash &amp; internal audit</b>		
74		a) Petty cash should not be used when an official order is more appropriate.	<b>Clerk</b>	<b>completed/closed</b>
75		b) Refer to PG on use of petty cash	<b>Clerk</b>	<b>completed/closed</b>
76		c) Advise internal auditor of Way Ahead project reports & action plans	<b>Clerk</b>	<b>completed/closed</b>
77		d) Ensure internal auditor is aware of PG & includes petty cash in internal audit test schedule for 2008-9	<b>Clerk</b>	<b>Progressing</b>
	<b>M12</b>	<b>Quality status</b>		
78	<b>med-long term plan</b>	a) Investigate requirements & resource implications for WPC	<b>Clerk &amp; Council</b>	<b>Not started</b>
79		b) Council to consider its position, and, if agreed to proceed, appoint a cllr Quality Co-ord (QC!) & adopt timetable for implementation & application	<b>Council</b>	<b>Not started</b>
	<b>M13</b>	<b>Forward planning</b>		
80	<b>med-long term plan</b>	a) Consider developing a Parish Plan as tool for a business plan approach to council forward planning, to support grant applications & as evidence to influence outside bodies including LSP	<b>Council</b>	<b>Not started</b>
81		b) Engage widely with community in developing priorities to inform 5 year budget forecast	<b>Council</b>	<b>Not started</b>
	<b>M14</b>	<b>Enjoy the challenge and rewards of delivering the needs and aspirations of the community of Wendover!</b>	<b>All</b>	<b>Progressing</b>

KEY  
 TC = Training co-ordinator (Cllr Worth)  
 PG = Practice Guide