

Appendix 10 – draft Terms of Reference for the Action Plan Task and Finish Group

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1. The Action Plan Task and Finish Group (ACTFG) has been convened by FGPC to review Council's current Action Plan which runs out in 2021 (appendix 1).
2. Task and Finish Groups have no power to make decisions – they are formed to consider the relevant matter in detail and make recommendations to the relevant Committee or Full Council, whichever is appropriate.
3. Task and Finish Groups are more informal than Committees and have the opportunity of co-opting people from outside the Town Council who have the relevant skills for the task set by the Committee.
4. Once the evidence has been gathered, the Task and Finish Groups will produce a report to be submitted to FGPC outlining details of the review process, evidence gathered, conclusions and subsequent recommendations.
5. FGPC will then refer the report to Full Council with recommendations for consideration.
6. Task and Finish Groups should take into consideration the Town Councils policies and procedures.
7. The ACTFG can gather evidence through a variety of ways, such as:
 - written evidence,
 - oral evidence and interviews with external and internal witnesses,
 - visits to Council sites,
 - visiting other organisations - partners, user Groups, other councils
 - research,
 - public consultation via public meetings, focus groups, surveys, questionnaires, to seek views on and talk to people in the community of Ferndown.
8. Budget - a Task and Finish Group does not have delegated powers to spend money or apply for funding from external sources, however ACTFG can submit a budget request to FGPC for consideration.
9. Proposed ToR:
 - (i) Membership - made up of a minimum of five councillors and a maximum of 10, with representation across Full Council and all Committees and Working Groups.
 - (ii) Aims and scope – to identify, prioritise activities and objectives for Ferndown Town Council from May 2021 to the end of the forthcoming election term of May 2024, and deliver a draft Action Plan and Priorities to FGPC - this is not an exhaustive list and it aim to identify projects to deliver that do not take into account of or consider services and responsibilities currently and routinely delivered by the Town Council.
 - (iii) Meetings - the Task and Finish Group meetings will be held as and when needed.
 - (iv) Documentation - no meeting notes are required - members of the group will be required to take the lead on the project.
 - (v) Reporting - the Task and Finish Group will report to FGPC regularly.

- (vi) Dissolution – the Task and Finish Group will be dissolved by FGPC once the Group and FGPC are satisfied that the Action Plan is appropriate for recommendation to Full Council and the Group is no longer required.

10. Examples of other Action Plans are attached under appendix 2.

Appendix 1

FTCs current Action Plan 2019-21 (adopted 11 November 2019)

The following Action Plan outlines the Councils activities and projects it will continue or complete over the financial years 2019/21.

The top five Council-wide priorities are as follows:

	Committee	Activity
1	Recreation Leisure and Amenities	Provision of Riffs Youth Club
2	Finance and General Purposes	KGV Redevelopment
3	Finance and General Purposes	Providing value for money across all Council services
4	The Barrington Centre Management	To enable the use of the Centre for all members of the community
5	Recreation Leisure and Amenities	The Future of Ford Lane recreation ground
6	Planning	Ferndown Neighbourhood Plan

The Council and its committees' priorities for the financial year 2019/21 are shown below:

COUNCIL		
Business as Usual	Governance	Agendas, Minutes, Reports, Finance, Administration
	Council Administration	Administration
	Council finances, end of year accounts, payroll and audit	Administration
	Annual Report	Preparation and Publication
	Action Plan	Annual Review and Publication
	Training Strategy	Annual Review
	Annual Town Meeting	Arrangements and Administration
	Council Policies	Review and Administration
	Council Website	Continued Maintenance and Update
	Civic Matters	Administration and budget
	IT & Office Equipment	Administration and supply
RECREATION LEISURE AND AMENITIES COMMITTEE		
Priority	Activity	Information/Status
2019/21 Activities		

High	Play and Recreation	Consider future of Ford Lane and Dugdell Playpark.
High	Capital Assets and not for profit operations	Monitor and seek best value for the Capital Assets within the town.
High	Youth Services, the rental of facilities for clubs	Promotion and rental of facilities to produce income to advance expenditure.
On-Going Activities		
Business as Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
	Management of Lengthsmans	Administration and monitoring to set priorities for the town.
	Park Checks and Maintenance	Provide regular checks and maintenance
	Highways and Footpaths	To work with the Dorset Council Highways Authority to improve safety and road infrastructure and look for solutions for through traffic for the benefit of Ferndown residents.
	Maintenance of Youth Services for Ferndown	Continuation and promotion of youth evening clubs
	Longham Allotments	To manage and monitor the allotment site at Longham
Any other matters within the committee's remit		

FINANCE AND GENERAL PURPOSES COMMITTEE		
Priority	Activity	Information/Status
2019/21 Activities		
High	KGV Redevelopment	Continuation of the Phase 1 and 2 of the redevelopment of King George V Pavilion by the Project Delivery Group.
Medium	Grants	Awarding grants to external groups within the budget allocation.
On-Going Activities		
Business as usual	Council Finances and Budget	To monitor the finances and budgets.
	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
	Review of all Council finances, end of year accounts, payroll	Administration
	Policies	To review all Council policies and make recommendations to Council.
	Any other matters within the Committee's remit	

PERSONNEL COMMITTEE		
Priority	Activity	Information
2019/21 Activities		
High	Staffing structure	Review and monitor current staffing levels in response to increased areas of responsibility
On-Going Activities		

Business as Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
	Sickness	Monitoring sickness levels of all employees
	Policies	Ensuring annual review of staffing policies are carried out.
	Any other matters within the Committee's remit	

NATURAL ENVIRONMENT COMMITTEE

Priority	Activity	Information/Status
High	The Natural Environment	Identify and drive green initiatives within the town. Identify ways the Council and its holding can become climate friendly. Identify a programme of tree, hedgerow and wildflower planting, bulb and flower displays. Protecting our sensitive areas and working with local partners to protect the wildlife for the benefit of residents and future generations of Ferndown.

2019/21 Activities

On-Going Activities

Business as Usual	Running the Committee	Agendas, Minutes, Reports, Finance, Administration
	Green initiatives	To monitor and promote the green agenda within the Council and the town
	Natural Environment	Maintain and enhance our natural spaces for the benefit of the community and future generations
	Climate	Identify and make improvements within the Council to promote energy efficiencies
	Any other matters within the Committee's remit	

PLANNING COMMITTEE

Priority	Activity	Information/Status
2019/21 Activities		
Medium	Ferndown Neighbourhood Plan	Consider options on a Neighbourhood plan including a referendum.
On-Going Activities		
Business as Usual	Planning	Responding to applications
	Any other matters within the Committee's remit	

Appendix 2 -Examples of other Council's Action Plans

- (i) Shaftesbury <https://www.shaftesbury-tc.gov.uk/draft-5-year-strategic-plan/>
- (ii) Saffron Walden: <https://saffronwalden.gov.uk/data/documents/1563.pdf?5e5fbab1>
- (iii) Bridport: <https://www.bridport-tc.gov.uk/wp-content/uploads/2019/11/Town-5-yr-Plan-2019-2024-v.5-AGREED-for-consultation.pdf>
- (iv) Blandford: <https://blandfordforum-tc.gov.uk/wp-content/uploads/2021/03/Town-Council-Plan-2019-2024.pdf>
- (v) Gillingham: <https://gillinghamdorset-tc.gov.uk/wp-content/uploads/2019/08/Action-Plan-COMPLETE.pdf>