Clerk’s notes regarding draft Action Plan

08 October 2021

# Overview

Draft Action was presented to council at the meeting on 08 September, decision was deferred to the October meeting.   
Councillors have revised the Action Plan. The revised version will be presented to council for approval at the October meeting

# Clerk’s notes

As per my email of 01 October, I believe the revised Action Plan format does not have the following functions and uses

* Help to meet our FOI obligations
* Help to meet JPAG’s requirements ref the AGAR
* Provide information for the internal and external auditor which the Clerk would otherwise need to log and maintain in another format
* Provide a list of regulatory functions carried out by the council, and show that the council is aware of timings/obligations etc
* List the council’s current and future projects with timescales
* Feed into the budget decisions (eg projects needing funding) and help to explain and justify budget decisions
* Help council prioritise its workload and make informed decisions regarding new activities
* Work as a dynamic object -adding new projects when they are agreed, noting milestones and the completion of projects, noting when projects are cancelled or put on hold
* Show council’s awareness of the progress of its responsibilities and projects, through regularly being updated and approved at council meetings

If council decide not to approve a document with the above functionality and uses the Clerk will create another method to meet FOI/JPAG requirements, will continue to carry out extra work at for audits and will need to record some items in a different format.

# Clerk recommendation

* That council either incorporates the original draft Action Plan into the current document, or approves both documents