

PENISTONE TOWN COUNCIL ACTION PLAN 2021 TO 2022

ACTIONS	BY WHOM	BY WHEN	RESOURCES/SUPPORT	POTENTIAL BARRIERS	COMMUNICATION
What needs to be done?	Who will action this?	By what date this will be actioned?	What financial, staffing and Councillors resources are required? What is already available?	What organisations and individuals may resist or problems incurred instigating?	What organisations and individuals are required to be informed of the action?
Robust financial stability through the pandemic.	Full council Committees Clerk and RFO to escalate concerns	On going	Full council Committees Clerk and RFO All support in place	None as robust financial procedures in place	Full council to be continually updated by Clerk and RFO.
Increase community engagement post pandemic.	Full Council Committees Clerk Community groups	On going	Full council Committees Working groups Clerk/RFO Publicity via social media of ongoing support and updates. Councillors acting as support to their local wards.	Community resistant to socialisation post pandemic. Lack of awareness of the role of the Council within the community.	Full council to be continually updated by Clerk/RFO role of any partnership work. Clerk acting as an ambassador of the Council for communication.
Encourage community back in to using the Town Council's facilities to promote emotional wellbeing and engagement.	Full Council Committees Working groups Clerk Community groups	On going	Full council Committees Working groups Clerk All support in place but to continue to support engagement and encourage use of community centre, through advertisement on	Community resistant to socialisation post pandemic. Other external agencies offer similar facilities, but pricing structure differs.	Full council to be continually updated by Clerk/RFO role

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			social media and around the area.	To ensure competitive and fair pricing as a community facility.	
To work towards achieving LCAS Foundation Status.	Full council Committees Working groups Clerk	On going	Full council Committees Working groups Clerk	Foundation quality status to be achieved and will ensure that the community fully appreciate and understand the relevance and full importance of this	Once each level to be achieved to be incorporated onto all documentation, website etc
To form working groups to assist with public concerns and queries in the Town Council area.	Full council Committees Working groups Clerk	On going with each area of concern and query	Full council Committees Working groups to work towards customer liaison approach for enquiries for each area of councillors Clerk	Public may not want to engage, but working groups or individual to discuss with them	Full council to be continually updated by Clerk/RFO role Decision around establishment of working parties to address queries and concerns
To ensure and maintain effective governance.	Full council Working groups Clerk All employees	On going through council and clerk and robust training	Full council Committees Working groups Clerk	Changes to legislation or policy	Full council to be continually updated by Clerk/RFO role