



Serving Parish & Town
Councils in Kent

Kent Association of Local Councils

Action Plan 2020-2021

DRAFT

KALC ACTION PLAN FOR 2020/2021

This Action Plan has been produced to sit alongside our Three-Year Strategic Plan 2020-2023. As highlighted in the Strategic Plan, the next three years will bring challenges in a fast-changing environment, particularly as we move to a “new normal” post Covid-19. There are also exciting and challenging opportunities. We strive to continue to provide efficient and effective services to all our Member Councils, while at the same time providing excellent value for money, and to embrace the digital age and make our services more accessible to all Member Councils. KALC is considered to be one of the most effective County Associations in the country. We are strongly committed to securing successful outcomes on behalf of our Member Councils, whilst rising to the challenges that lay ahead.

The following are specific projects that we are progressing in 2020/2021 that will help us move towards meeting our Three-Year Strategic Plan. We have grouped the projects into the 4 themes set out in the Strategic Plan, namely: Place; Prosperity; People; and Performance. The Action Plan will be reviewed at each of our regular Executive Committee and Finance & General Purposes Sub-Committee meetings. An annual progress report will be sent to all Member Councils in April of the following financial year.

Place - We want to help make Kent an even better place to live by supporting our member councils on planning, transport, health & well-being and partnership working and other issues, which contribute to quality of life and a sustainable future.			
	Project Title	Milestones	Delivery Date
1	Local Elections 2021	<ul style="list-style-type: none"> • Review KALC actions and material from 2019 Elections • Revise material for the Local Elections taking place in 2021 and make available to member councils holding elections 	<p>October 2020</p> <p>November 2020</p>
2	Support to Area Committees to help them be as effective as possible	<ul style="list-style-type: none"> • Provide legal/technical advice, good practice etc to Area Committees as and when necessary 	Ongoing
3	KALC Area Committee Workshops	<ul style="list-style-type: none"> • 6-monthly workshops 	<p>24 July 2020</p> <p>Tbc February 2021</p>
4	Strategic Meetings with Kent County Council – members and officers	<ul style="list-style-type: none"> • Regular meetings with Public Protection, Highways, Environment 	<p>20 July 2020 – Highways & Transport</p> <p>13 August 2020 - Environment</p>
5	Engaging with Kent MPs	<ul style="list-style-type: none"> • NALC Lobby Day • Kent MPs meeting • Individual meetings with MPs as necessary 	<p>April 2020</p> <p>Ongoing</p>
6	Rural Agenda – co-ordination with ACRK, CPRE & Rural Stakeholders	<ul style="list-style-type: none"> • 6-monthly meetings 	<p>September 2020</p> <p>March 2021</p>
7	Joining up and informing others on county initiatives around health & well-being	<ul style="list-style-type: none"> • Kent & Medway Joint Health & Wellbeing Board • Kent Community Safety Partnership (KCSP) • Dementia • Loneliness & social isolation • Breaking Barriers • Empowercare • Kent Mens' Sheds 	<p>28 July 2020</p> <p>Ongoing</p>
8	Promotion of Partnership Working,	<ul style="list-style-type: none"> • Councillor workshops and at Conferences • KCC Highways Parish Seminars • KCC/KALC Net Zero Workshop • KALC News • Partnership Working Advisory Committee • Area Committee Workshops • Follow-up meeting with KCC Cabinet Member for Partnerships • Respond to Government Devolution White Paper 	<p>Ongoing</p> <p>Autumn 2020</p> <p>Autumn 2020</p> <p>Monthly</p> <p>Ongoing</p> <p>24 July 2020</p> <p>February 2021</p> <p>November 2020</p>
9	HGVs – unsuitable roads, fly parking, Op Stack	<ul style="list-style-type: none"> • KCC HGV Working Party • KRF Operation Fennel Strategic Group 	Ongoing

KALC ACTION PLAN FOR 2020/2021

10	20mph speed limits	<ul style="list-style-type: none"> • Monitor KCC pilot schemes 	Ongoing
11	Housing Development, infrastructure & Neighbourhood Plans	<ul style="list-style-type: none"> • Lobby Government, on Housing Delivery Test • Respond to Planning White Paper • Meeting with Kent MPs • Planning Advisory Committee meetings to develop KALC policy 	<p>July 2020</p> <p>October 2020</p> <p>October 2020</p> <p>Ongoing</p>
<p>Prosperity - We will support and promote the growing and important role that Local Councils provide to their communities across Kent and will encourage the creation of local councils in unparished areas.</p>			
	Project Title	Milestones	Delivery Date
12	KALC membership of Police & Crime Panel	<ul style="list-style-type: none"> • Engage with KCC officers and members and PCP members re: independent persons place for next election 	End November 2020
13	Strategic Meetings with the Police & Crime Commissioner and Kent Police	<ul style="list-style-type: none"> • 6-monthly meetings 	28 October 2020 March 2021
14	Strategic Meetings with Kent Fire & Rescue Service	<ul style="list-style-type: none"> • Quarterly meetings 	Ongoing
15	Parish Online/Digital Mapping Platform	<ul style="list-style-type: none"> • KALC Working Group on Parish Online • Pursue funding for Parish Council subscription fee or alternative funding mechanism or Parish Council access to Kent Connects 	Ongoing
16	Medway Flood Partnership (MFP) – KALC action points	<ul style="list-style-type: none"> • Support the delivery of the MFP Action Plan 	1 December 2020
17	Work with member councils, Area Committees and Principal Authorities on devolution opportunities and set out the role of Local Councils in any Local Government Reorganisation and encourage the creation of new Local Councils in unparished areas	<ul style="list-style-type: none"> • Survey of Member Councils on devolution and Local Government Reorganisation • Develop discussion paper on the role of Local Councils in any Local Government Reorganisation • Organise Information Event for Member Councils 	<p>September 2020</p> <p>October 2020</p> <p>December 2020</p>
18	Promotion of Borrowing Approval process and checking applications	<ul style="list-style-type: none"> • Review applications: normally within 2 working days 	Ongoing
19	Fire Hydrant Initiative	<ul style="list-style-type: none"> • Continue to promote the fire hydrant initiative and encourage more councils to join 	Ongoing
20	Promotion of Community Resilience/Emergency Planning	<ul style="list-style-type: none"> • Attendance at relevant Kent Resilience Forum working group meetings and events • Promote through KALC news and conferences/workshops • Hold further Community Resilience/Emergency Planning event 	<p>Ongoing</p> <p>March 2021</p>

KALC ACTION PLAN FOR 2020/2021

People - We will help our Member Councils to develop communities where people can live happily and healthily.			
	Project Title	Milestones	Delivery Date
21	Covid-19	<ul style="list-style-type: none"> • Work with Kent Resilience Forum in Response and Recovery phases • Provide advice to Member Councils on new regulations around remote working and Government restrictions • Promote the work that Local councils are doing to support their local community • Lobby Government and principal authorities for financial support for Local Councils 	Ongoing
22	L&D Review	<ul style="list-style-type: none"> • Implement L&D Group and F&GP recommendations on a complimentary ticket and Early Bird rate 	November 2020
23	Development of L&D Programme 2020/21	<ul style="list-style-type: none"> • Produce 2020/21 L&D Leaflet for KALC AGM • Hold 4 Annual Conferences: Councillors, Clerks, Finance & Planning • Hold at least 1 biennial Conference as appropriate • Develop online workshops using Zoom technology • Develop an e-learning programme 	28 November 2020 Ongoing Ongoing July 2020 onwards August 2020
24	KALC Community Awards Scheme 2021	<ul style="list-style-type: none"> • KCC Grant funding for 2021 scheme • Seek support from the High Sheriff of Kent, KCC Chairman, and Mayor of Medway for the 2020 Scheme • Launch 2021 Scheme • Certificates Signed 	Received in May 2020 September 2020 October 2020 February 2021
25	Public Access Defibrillators	<ul style="list-style-type: none"> • Further discussions with London Hearts 	Ongoing
26	Raising awareness of Dementia Friendly Communities and meet Strategic Commitment	<ul style="list-style-type: none"> • Case studies in each edition of KALC News • Encourage Area Committees to hold Dementia Friends Training sessions and promote dementia friendly communities. • Provide E-learning training 	Ongoing
27	Promotion and support of Armed Forces Covenant	<ul style="list-style-type: none"> • Attendance at relevant Armed Forces meetings/events • Promote through KALC news and conferences/workshops 	Ongoing

KALC ACTION PLAN FOR 2020/2021

Performance - We will deliver effective and efficient services better and faster.			
	Project Title	Milestones	Delivery Date
28	KALC website	<ul style="list-style-type: none"> • Update website on a weekly basis • Include Search Engine • Compliance with accessibility regulations 	Monthly By March 2021 By 23 September 2020
29	Advice service - Responding to enquiries from Member Councils	<ul style="list-style-type: none"> • Normally within 5 working days 	Ongoing
30	Development and Production of KALC News	<ul style="list-style-type: none"> • Move to Microsoft Sway software for KALC News • Produce Monthly 	End of each Month
31	Production of new Strategic Plan and Action Plan	<ul style="list-style-type: none"> • Strategic Plan Working Group meeting • F&GP Sub-Committee meeting • Executive Committee meeting • KALC AGM 	8 July 2020 & 27 August 2020 8 September 2020 3 October 2020 28 November 2020
32	Review of KALC Policies	<ul style="list-style-type: none"> • Equal Opportunities Policy • Equality Information • Driving Policy • Health & Safety Policy Statement • IT Policies • Grievance Policy • Disciplinary Policy • Complaints Procedure • Document Retention Policy • Privacy Policy • General Privacy Notice • Internal Privacy Notice • Subject Access Request Policy 	December 2020
33	Production of KALC Annual Report 2019/2020	<ul style="list-style-type: none"> • Draft by end August 2020 	16 October 2020
34	KALC Annual General Meeting 2020	<ul style="list-style-type: none"> • Papers to be finalised and sent out • Motions 	16 October 2020 2 October 2020
35	KALC Compliance with GDPR	<ul style="list-style-type: none"> • Consent forms • Area Committees – understanding and protecting personal information • KALC office – reviewing Impact Assessment and paper documents and filing or shredding. 	Ongoing
36	KALC Accommodation	<ul style="list-style-type: none"> • Executive Committee meeting agreed to review accommodation needs before signing new lease in light of Covid-19 and home working • Review accommodation needs and report to September F&GP • If agreed, sign new lease 	16 July 2020 8 September 2020
37	Review of external meetings	<ul style="list-style-type: none"> • Table of meetings produced for Executive Committee and F&GP Sub-Committee meetings from September 2020 	8 September 2020 F&GP Sub-Committee meeting 3 October 2020 Executive Committee meeting
38	Review of staff appraisals and salaries	<ul style="list-style-type: none"> • Staff Working Group • Recommendations to F&GP Sub-Committee • Recommendations to Executive Committee 	11 August 2020 8 September 2020 3 October 2020

KALC ACTION PLAN FOR 2020/2021

39	KALC Finance including QuickBooks	<ul style="list-style-type: none"> • Maintain KALC finances • Internal Audit • External Audit • Operation of QuickBooks as KALC Finance Package 	<p>Ongoing</p> <p>November 2020 May/June 2021 Ongoing</p>
40	Review of KALC Reserves	<ul style="list-style-type: none"> • Review level of reserves and KALC commitments on salaries, pensions, accommodation 	December 2020
41	Taking forward motions agreed at the 2019 KALC Annual General Meeting	<ul style="list-style-type: none"> • Pursue motions approved at the 30 November AGM at national/county level and seek support from NALC and MPs as appropriate • Report progress at Executive Committee meetings • Report progress at 2020 AGM 	<p>Ongoing</p> <p>16 July 2020 3 October 2020 January 2021 28 November 2020</p>
42	Retaining and aiming to increase local council membership (based on 2014/15 membership figures of 298)	<ul style="list-style-type: none"> • Membership level was 312 from 320 (97.5%) for 2019/2020. • Encourage non-member councils to join through all appropriate means 	<p>Ongoing</p> <p>Membership level for 2020/21 currently at 311 from 320.</p>

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