



TODMORDEN TOWN COUNCIL

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REPORT TO RESOURCES COMMITTEE

REPORT AUTHOR	Colin Hill Town Clerk and Responsible Financial Officer
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Date	19TH MAY 2021
SUBJECT	Projects and Work Outstanding

PURPOSE OF REPORT

1. To bring to Members attention the current level of projects /work outstanding arising out of a combination of Covid related delays, third party liasion /involvement and specific projects requested to be taken forward by Members.
2. To present to Members a summary of works/projects carried out and tasked (Appendix 1) following Full Council/Resources Committee directly requiring the action/involvement of the Town Clerk, noting that these do not include the work driven by the Development Committee regarding the Neighbourhood Plan and Flooding related matters, that themselves require significant input, and also outstanding GDPR /Web Site Accessibility and HR Policy related work.
3. To inform Members that these outstanding items also do not include routine issues bought by Members to Town Clerk for action, or general member support or involvement also with other officers in delegated projects for their completion.
4. To inform Members that individual items may be significant in terms of time and resource required – e.g the Wheelspark project. Many are of a “task and finish” nature and once schemes have been worked up, actioned and completed, then this will free up time for other projects to be completed/started.
5. To inform Members that this does not include any additional work that is likely to flow should a new officer post be established in respect of Climate and Community support.
6. To aid Members understanding, of the 30 pieces of main work/projects currently outstanding, a traffic lights system of red,amber, yellow has been used to rank in importance, prioritising red first.
7. It is anticipated that with day to day issues and the normal run of business , that realistically it will be at least 6 months before substantive progress is made on the majority of these items and Members are asked to recognise this when looking to take forward new initiatives.

FINANCIAL CONSIDERATIONS

8. All of these outstanding projects, where financial resource is required, are budgeted for.
9. There is no provision made to commission external resource should Members wish to accelerate delivery of any of these projects.
10. There is no provision made to fund overtime or buy out of TOIL noting TOIL is already being accumulated.

RECOMMENDATION

11. That Members note the extent of outstanding work/project committed to.
12. That Members give consideration to this when considering any new initiatives requiring substantial use of Town Clerk resource.

REASONS FOR RECOMMENDATION

13. Members should be aware of the extent of work and projects under delivery and the risk of non - delivery and or impact of such non- delivery.

POLICY IMPLICATIONS:

14. None arising from this report.

DETAILS OF CONSULTATION:

15. None from this report.

CLIMATE CHANGE:

16. None arising from this report.

IMPACT EQUALITY ASSESSMENT

17. None arising from this report.

SUPPORTING PAPERS:

18. Appendix 1 - Outstanding Work and Projects

FURTHER INFORMATION, PLEASE CONTACT: Colin Hill