

Forward Plan for all Committees



Purpose:

This report provides a summary of reports that are on the Forward Plan over the next 12 months that the Challenge & Improvement Committee may wish to consider.

Recommendation:

1. That members consider the schedule of reports and determine whether or not they should be brought to Challenge & Improvement prior to committee consideration.

All Committees									
Active/Closed	Active								
Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
Absence Update	Emma Redwood	to update cttee on current absence levels and trends	-	-	-	-	-	18/01/2016	-
AGS 2014/15	James O'Shaughnessy	To present the 2014/15 AGS and associated Action Plan	-	-	17/09/2015	-	-	-	-
AGS Monitoring report - period 2	James O'Shaughnessy	to assess progress against the agreed action plan as at the end of period 2	-	-	19/01/2016	-	-	-	-
AGS Monitoring report - period 3	James O'Shaughnessy	to present monitoring information to assess progress against the agreed action plan as at the end of period 3	-	-	14/04/2016	-	-	-	-
Annual Audit Letter (External Audit)	Tracey Bircumshaw	to present the annual audit letter	-	-	12/11/2015	-	-	-	-
Annual Health and Safety report	Kim Leith	To provide an update on health and safety within the authority	-	-	-	27/10/2015	-	05/10/2015	-
annual review of the constitution	Alan Robinson	to present the draft revised constitution in advance of it been presented to ann council for approval	-	-	14/04/2016	-	-	-	-
Audited Statement of Accounts	Tracey Bircumshaw	to present the audited statement of accounts for approval	-	-	17/09/2015	-	-	-	-
Budget Monitoring Period 2	Tracey Bircumshaw	to present the budget monitoring information for period 2	-	-	-	27/10/2015	-	-	-
Budget Monitoring Report - Period 3	Tracey Bircumshaw	to present budget monitoring information as at the end of period 3	-	-	-	11/02/2016	-	-	-

budget monitoring report - period 4 - outturn	Tracey Bircumshaw	to present the outturn position	-	-	-	12/05/2016	-	-	-
certification of Grants and Claims (external audit)	Tracey Bircumshaw	to present the external audit	-	-	17/03/2016	-	-	-	-
Collection Fund - Council Tax Surplus and Council Tax Base	Tracey Bircumshaw	the report sets out the declaration of the estimated surplus on the Council's Collection Fund relating to council tax at the end of March 2016. report also sets out council tax base calculation for 16/17	-	25/01/2016	-	14/01/2016	-	-	-
Combined Assurance report (internal audit)	James O'Shaughnessy	to present the combined assurance report	-	-	17/03/2016	-	-	-	-
Commercial Plan - Progress Update & Delivery Prog	Penny Sharp	To provide members with an update on the council's commercial activities	-	07/09/2015	-	-	-	-	-
Committee Timetable 16-17	Dinah Lilley	To set the Committee dates for the 2016-17 Civic Year Chair's briefing, CMT and LP dates to be entered nearer the time once available.	-	-	-	27/10/2015	-	-	-
Corporate Plan Refresh	Manjeet Gill	to present the refreshed corporate plan	-	03/03/2016	-	14/01/2016	-	-	08/12/2015
Difficult customer Procedure	Lyn Marlow	Provide guidance to officers when dealing with difficult and dangerous customers	-	-	-	-	-	05/10/2015	-
Draft Treasury Management Strategy	Tracey Bircumshaw	to present the draft strategy for scrutiny purposes	-	-	19/01/2016	-	-	-	-
Driving Policy	Kim Leith	To review the driving procedures and produce a Driving Policy	-	-	-	27/10/2015	-	05/10/2015	-
extrenal audit plan (external audit)	Ian Knowles	to present the external audit plan for 16/17 and associated fees	-	-	14/04/2016	-	-	-	-
Fees and Charges	Tracey Bircumshaw	to present the proposed fees and charges for 16/17	-	-	-	17/12/2015	-	-	08/12/2015
Home Working Policy Review - staff policy (introduce new Agile policy)	Emma Redwood	To review the Homeworking Policy and introduce a new Agile working policy which incorporates Homeworking in it	(blank)	(blank)	(blank)	27/10/2015	(blank)	05/10/2015	(blank)
Internal Audit Plan - Monitoring report - Period 2 (IA)	James O'Shaughnessy	to present progress achieved against the agreed IA Plan as at the end of period 2	-	-	17/09/2015	-	-	-	-
Internal Audit Plan - Monitoring Report 3 (lisa mckenzie)	James O'Shaughnessy	to present progress against the agreed internal audit plan up until the end of period 3	-	-	19/01/2016	-	-	-	-
Internal Audit Plan 16/17	James O'Shaughnessy	to present the internal audit plan for 16/17	-	-	17/03/2016	-	-	-	-

isa 260 (external audit)	Tracey Bircumshaw	The purpose of the report is for the Auditor KPMG to present their report to those charged with Governance in relation to the Statement of Accounts for 14/15	-	-	17/09/2015	-	-	-	-
IT Strategy and Action Plan	Ian Knowles	As per CLT Min 33/15	-	-	-	10/11/2015	-	-	-
Member training update	Alan Robinson	To provide an update on the Member training programme	-	-	12/11/2015	-	-	-	-
Members Allowance Scheme	Anne Rossington	to consider the remuneration panels recommendation for the 2016/17 allowance scheme	-	25/01/2016	-	-	-	-	-
Members Allowances - Discussion Item	Alan Robinson	discussion Item to inform the work of the Remuneration Panel in advance of them making recommendations to Council	-	-	17/09/2015	-	-	-	-
MTFP	Tracey Bircumshaw	To present the draft MTFP	-	03/03/2016	-	11/02/2016	-	-	-
NNDR Write Offs	Alison McCulloch	exempt report writing off nndr accounts which can not be recovered	-	-	-	14/01/2016	-	-	-
Policy Review - Travel Policy	Emma Redwood	To review, update and agree the Travel Policy	-	-	-	27/10/2015	-	05/10/2015	-
Progress and Delivery - Projects and Services - Period 2	Mark Sturgess	to present monitoring information up until the end of period 2 .	19/11/2015	-	-	27/10/2015	-	-	29/10/2015
Progress and Delivery - projects and Services - period 3	Mark Sturgess	to present monitoring information up until the end of period 3	22/02/2016	-	-	11/02/2016	-	-	02/02/2016
progress and Delivery - projects and Services - Period 4	Mark Sturgess	monitoring report to present progress made as at the end of the financial year	23/05/2016	-	-	12/05/2016	-	-	03/05/2016
Q4 IA Report (Year End) Lisa Mackenzie	James O'Shaughnessy	Year end audit report	-	-	14/04/2016	-	-	-	-
quickline monitoring report - period 2	Tracey Bircumshaw	exempt monitoring report assessing progress against the agreed loan	-	-	12/11/2015	-	-	-	-
Quickline Monitoring report - period 3	Tracey Bircumshaw	exempt monitoring report to assess progress against the agreed business loan	-	-	19/01/2016	-	-	-	-
Quickline Monitoring Report - period 4	Tracey Bircumshaw	exempt monitoring report to assess progress against the agreed loan as the end of period 4	-	-	14/04/2016	-	-	-	-
results of staff survey July 2015 (on hold until new JSCC dates released)	Emma Redwood	to report back to JSCC the results of the staff survey undertaken in July 2015 On hold until new JSCC dates released for 2015/16	-	-	-	-	-	05/10/2015	-

revenue base budgets 16/17 onwards	Tracey Bircumshaw	to present the proposed revenue base budgets	-	03/03/2016	-	11/02/2016	-	-	02/02/2016
Review of Gambling Act 2005 Policy	Phil Hinch	The Policy must be reviewed in line with the statute	-	16/11/2015	-	-	22/09/2015	-	29/10/2015
Review of Licensing Act 2003 Policy	Phil Hinch	Policy must be reviewed in line with legislation	-	16/11/2015	-	-	22/09/2015	-	29/10/2015
Revised Asset Management Plan	Penny Sharp	To recommend a new asset management plan for the council, including the details of the proposed approach for managing the council's current property portfolio	-	-	-	24/09/2015	-	-	-
service plans	Mark Sturgess	to consider the service plans alongside base budgets	19/11/15	-	-	-	-	-	-
staff representatives elections update	Emma Redwood	to provide an update to JSCC on the staff reps election process	-	-	-	-	-	05/10/2015	-
Strategic Review of Car Parking	Penny Sharp	To agree approach to public car parking in Gainsborough and future involvement with Beaumont Street Car Park	13/10/2015	-	-	10/11/2015	-	-	29/10/2015
Strategic risks	James O'Shaughnessy	to present the current strategic risk register	-	-	17/03/2016	-	-	-	-
Strategic Risks - 6 month update	James O'Shaughnessy	to present the current strategic risk register	-	-	12/11/2015	-	-	-	-
Treasury Management Monitoring - Period 2	Tracey Bircumshaw	to present the treasury management activity up until the end of period 2 .	-	-	-	27/10/2015	-	-	-
treasury management monitoring report - period 3	Tracey Bircumshaw	to present monitoring information as at the end of period 3	-	-	-	11/02/2016	-	-	-
treasury management monitoring report - period 4 outturn	Tracey Bircumshaw	monitoring report presenting the outturn position	-	-	-	12/05/2016	-	-	-
New Information Policy - Bring Your Own Device	Steve Anderson	To introduce a "Bring Your Own Device" Policy as recommended by the Mobile Device Audit - 2015.	-	-	-	10/11/2015	-	05/10/2015	-
Convictions Policy	Phil Hinch	to review and update the convictions policy relating to Taxi Licensing	-	-	-	-	22/09/2015	-	-
Engagement of Consultants and Agency Staff	Tracey Bircumshaw	Annual update on the costs and outputs of the engagement of Consultants and Agency Staff 2014/15	-	-	17/09/2015	-	-	-	-
outcome of the audit into contract management	Mark Sturgess	to provide further details regarding the outcome of this audit as requested by the cttee	-	-	17/09/2015	-	-	-	-
Local Council Tax Support	Alison McCulloch	to agree the local council tax support scheme for WLDC for 16/17	-	25/01/2016	-	24/09/2015	-	-	-

approval of draft charging schedule	Mark Sturgess	to agree the charging schedule (local plan relates)	-	-	-	-	-	-	02/02/2016
Member Induction	Anne Rossington	To inform Members of attendance and feedback from Member Induction Programme	-	-	17/09/2015	-	-	-	-
verbal - Boundary Commission Consultation Update	Alan Robinson	to update cttee on the boundary commission consultation	-	-	17/09/2015	-	-	-	-
public body scrutiny ATTENDANCE BY ACIS OFFICERS	Ian Knowles	ACIS to attend and answer the agreed questions set by C and I Cttee	13/10/2015	-	-	-	-	-	-
to finalise the questions for scrutiny of ACIS	Andy Gray	to finalise the draft questions to pose to Acis Officers . these will be required at briefing on 19 August in the first instance	01/09/2015	-	-	-	-	-	-
democracy working group feedback report	Anne Rossington	to receive a feedback report from the work group established by c and i . This will required in c i brief on 19 august in first instance	01/09/2015	-	-	-	-	-	-
question setting for scrutiny of public body - CCG	Karen Whitfield	to begin preparing questions for second scrutiny of public body session - Lincs West CCG. their attendance tbc for meeting on 19 nov Penny please prepare a briefing note on the CCGS role our involvement, their responsibilities etc in order to assist members in setting some strategic questions	01/09/2015	-	-	-	-	-	-
PUBLIC BODY SCRUTINY - ATTENDANCE BY CCG	Penny Sharp	OFFICERS FROM ccg TO BE IN ATTENDANCE tbc	19/11/2015	-	-	-	-	-	-
Dementia Presentation	Lesley Beevers	Presentation by the Alliance to raise awareness of issues surrounding dementia	-	07/09/2015	-	-	-	-	-
Update on Devolution	Manjeet Gill	For CEX to give regular updates to Councillors	-	07/09/2015	-	-	-	-	-
Constitution Amendment	Alan Robinson	To amend the constitution to require motions to be submitted to CEX 7 working days before the Council meeting in order to allow time to process these. This is in line with the advice in Knowles.	-	07/09/2015	-	-	-	-	-
revised risk management strategy	James O'Shaughnessy	to present the revised risk management	-	-	19/01/2016	-	-	-	-
Tackling inequalities in South West Ward, G'bro	Ruth Farningham	To provide an overview of the Partnership approach to create an environment in South West Ward of Gainsborough in which people feel safe, proud and prosper	-	-	-	-	-	-	15/09/2015
review of cctv provision	Grant White	to review the provision level across the district	-	-	-	-	-	-	03/05/2016