

## Forward Plan for all Committees

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### 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 Forward Plan Items that are Active							
Active/Closed	Active						
Row Labels	Purpose of the report	Lead Officer	P&R	PC	L&R	G&A	Council
Constitution Review	to present the annual review of the Constitution	Alan Robinson	-	-	-	09/04/2015	-
Corporate Plan Refresh	to present the refreshed corporate plan	Manjeet Gill	-	-	-	-	25/01/2016
Effectiveness of Internal Audit	statutory report in accordance with the Audit and Accounts Regs to review the effectiveness of the internal audit function	Tracey Bircumshaw	-	-	-	23/06/2015	-
Strategic Risks	to present the current strategic risk register	James O'Shaughnessy	-	-	-	17/03/2016	-
Quickline Business Plan / Payments	to update cttee on progress made and payments made under this arrangement	Ian Knowles	-	-	-	09/04/2015	-
AGS Action Plan Progress Report	to present progress against the agreed plan	James O'Shaughnessy	-	-	-	09/04/2015	-
external audit plan 13/14	to present the external audit plan	Ian Knowles	-	-	-	09/04/2015	-
Internal Audit Plan	to present the internal audit plan	Ian Knowles	-	-	-	09/04/2015	-
internal audit quarter report	to present progress against the agreed plan	Ian Knowles	-	-	-	09/04/2015	-
certification of grants and claims	to present the report	Tracey Bircumshaw	-	-	-	09/04/2015	-
Policy review - Drugs and Alcohol	To update and agree the Drugs and Alcohol policy for staff	Emma Redwood	16/04/2015	-	-	-	-
Policy Review - Travel Policy	To review, update and agree the Travel Policy	Emma Redwood	30/07/2015	-	-	-	-
Driving Policy	To review the driving procedures and produce a Driving Policy	Kim Leith	30/07/2015	-	-	-	-
Committee Timetable 16-17	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.	Dinah Lilley	27/10/2015	-	-	-	-
Beaumont Street Car Park	As discussed at LP	Penny Sharp	16/04/2015	-	-	-	-

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Food and Health and Safety plan 2015/16	To present the food and health and safety plan 2015/16	Lesley Beevers	-	-	09/06/2015	-	-
Safeguarding - Six Month Review	To present to members an update on the Council's Safeguarding policy and analysis of the demands received	Mark Sturgess	-	24/03/2015	-	-	-
Health Champion Annual Report	to outline the work undertaken by the Member Champion for Health during the civic year	Alan Robinson	-	08/06/2015	-	-	-
Progress and Delivery (Projs & Servs)- Period 3	to present the year end data	Mark Sturgess	18/06/2015	08/06/2015	-	-	-
motion from council 10 nov - re rural transport	to consider the motion referred from council on 10 November 2014 regarding rural transport copy of the motion is attached to this forward plan entry.	Mark Sturgess	-	24/03/2015	-	-	-
Commercial Strategy First Draft	CLT requested first draft of Commercial Strategy to come to the February meeting	Penny Sharp	19/02/2015	-	-	-	02/03/2015
Update on Local Plan Progress	<p>Whole plan viability, infrastructure delivery plan role of districts in the Regulation 123 list</p> <p>This was added to the forward plan to enable Brendan Gallagher from LCC to deliver a presentation to members of Prosperous Communities Ctte on 'Infrastructure and Viability in Central Lincolnshire' – not really a local plan update at all. This is a presentation that is being provided to all of the councils involved in the Central Lincs local plan.</p>	Mark Sturgess	-	24/03/2015	-	-	-
Amendments to Taxi Policy x two	To obtain Members approval (if agreed) to the change of policy for taxi drivers:- 1) In relation to both existing and new drivers who have 6 points imposed on their DVLA licence, the revised process means that the above will automatically be referred to the Lincolnshire Road Safety Partnership for remedial training and to produce a low risk certificate. 2) a change of policy whereby all existing driver and new applicants will sign up to a Code of Conduct in relation to safeguarding and agree to undertake an E-Learning training module as part of their application process.	Phil Hinch	-	22/07/2015	09/06/2015	-	-

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Local Development Order	To set out the dates for consulting on a Local Development Order draft	Nick Ethelstone	-	24/03/2015	-	-	-
CMS Replacement Report	To request approval and budget to purchase a new CMS System (web site solution), in conjunction with City of Lincoln and North Kesteven DCs.	Jeannette Anderson	18/06/2015	-	-	-	-
Mobile Device Policy	To request approval and adoption of an Information Security policy to cover the use of Mobile Devices within the authority.	Steve Anderson	16/04/2015	-	-	-	-
IT Strategy and Action Plan	As per CLT Min 33/15	Ian Knowles	18/06/2015	-	-	-	-
Annual Health and Safety report	To provide an update on health and safety within the authority	Kim Leith	30/07/2015	-	-	-	-
Selective Licensing	PC Special Meeting required - current timeline unknown.	Andy Gray	-	-	-	-	-
Governance Processes and Assurance Map	verbal / discussion item: - To present to members of G&A Committee an overview of processes and structures which combine to provide a framework to support governance across the Council	James O'Shaughnessy	-	-	-	09/04/2015	-
Strategic Review of Car Parking	To agree approach to public car parking in Gainsborough and future involvement with Beaumont Street Car Park	Penny Sharp	10/11/2015	29/10/2015	-	-	-
Review of Acis Warden Provision	To feedback the views gained from residents and to outline the options going forward	Alan Robinson	-	24/03/2015	-	-	-
Central Lincolnshire Local Plan 2nd Highlight Report (Rachel Abbott)	To present the 2nd highlight report in to the audit of the CL Local Plan	Mark Sturgess	-	-	-	09/04/2015	-
Draft AGS 2014/15	To present to Members the draft AGS and Action Plan for 2014/15	James O'Shaughnessy	-	-	-	23/06/2015	-
Challenge and Improvement Cttee - Annual Report	To present the Committee's Annual Report, reflecting on the work undertaken over the year	James O'Shaughnessy	-	-	-	-	21/05/2015
Annual Feedback report 2014/15	Inform council and customers about the number of compliments, comments and complaints received in 2014/15	Lyn Marlow	-	-	-	28/07/2015	-
Internal Audit Annual Report	to present internal audits annual report for 14/15	Tracey Bircumshaw	-	-	-	23/06/2015	-
Progress and Delivery - Projects and Services Period 1	to present data for the first period.	Mark Sturgess	30/07/2015	22/07/2015	-	-	-
Annual Report on Fraud	to report on fraud statistics over 14/15 year	Alan Robinson	-	-	-	28/07/2015	-

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annual report on whistleblowing incidents	to report on the effectiveness of the whistleblowing policy and number of incidents in which the policy has been used over the 14/15 year	Alan Robinson	-	-	-	28/07/2015	-
Internal Audit Plan - Q1 Monitoring report	to report on progress made against the agreed internal audit plan	James O'Shaughnessy	-	-	-	28/07/2015	-
Quickline Monitoring Report	Exempt Report setting out monitoring information in respect of the loan provided to Quickline	Tracey Bircumshaw	-	-	-	28/07/2015	-
un-audited Statement of Accounts	To present the un-audited statement of accounts for scrutiny purposes.	Tracey Bircumshaw	-	-	-	23/06/2015	-
Annual Report on the treasury Management Service	The annual treasury report is a requirement of the Councils reporting procedures. It covers the treasury activity during 14/15 and the actual prudential indicators 14/15.	Tracey Bircumshaw	30/07/2015	-	-	-	-
Budget Monitoring Report Period 1	to present budget monitoring information for period 1	Tracey Bircumshaw	30/07/2015	-	-	-	-
Budget Outturn Report	To present the outturn position for 14/15	Tracey Bircumshaw	18/06/2015	-	-	-	-
Treasury Management Monitoring Report Period 1	To present monitoring information for period 1	Tracey Bircumshaw	30/07/2015	-	-	-	-
Local Plan - 1st Draft Consultation Response	Mark to complete please	Mark Sturgess	-	15/09/2015	-	-	-
AGS Quarter 1 Monitoring	to present progress against the agreed action plan during Q1	James O'Shaughnessy	-	-	-	17/09/2015	-
Audited Statement of Accounts	to present the audited statement of accounts for approval	Tracey Bircumshaw	-	-	-	17/09/2015	-
isa 260 (external audit)	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	Tracey Bircumshaw	-	-	-	17/09/2015	-
Members Allowances - Discussion Item	discussion Item to inform the work of the Remuneration Panel in advance of them making recommendations to Council	Alan Robinson	-	-	-	17/09/2015	-
Budget Monitoring Period 2	to present the budget monitoring information for period 2	Tracey Bircumshaw	27/10/2015	-	-	-	-
Treasury Management Monitoring - Period 2	to present the treasury management activity up until the end of period 2 .	Tracey Bircumshaw	27/10/2015	-	-	-	-
Progress and Delivery - Projects and Services - Period 2	to present monitoring information up until the end of period 2 .	Mark Sturgess	27/10/2015	29/10/2015	-	-	-
Annual Audit Letter (External Audit)	to present the annual audit letter	Tracey Bircumshaw	-	-	-	12/11/2015	-
	to present the annual audit letter from external audit	Ian Knowles	-	-	-	14/04/2016	-

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Internal Audit Plan - Monitoring report - Period 2 (IA)	to present progress achieved against the agreed IA Plan as at the end of period 2	James O'Shaughnessy	-	-	-	12/11/2015	-
Strategic Risks - 6 month update	to present the current strategic risk register	James O'Shaughnessy	-	-	-	12/11/2015	-
quickline monitoring report - period 2	exempt monitoring report assessing progress against the agreed loan	Tracey Bircumshaw	-	-	-	12/11/2015	-
Fees and Charges	to present the proposed fees and charges for 16/17	Tracey Bircumshaw	17/12/2015	08/12/2015	-	-	-
Collection Fund - Council Tax Surplus and Council Tax Base	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	Tracey Bircumshaw	14/01/2016	-	-	-	25/01/2016
Local Council Tax Base	to agree the local council tax support scheme for WLDC for 16/17	Alan Robinson	14/01/2016	-	-	-	25/01/2016
Draft Treasury Management Strategy	to present the draft strategy for scrutiny purposes	Tracey Bircumshaw	-	-	-	19/01/2016	-
Internal Audit Plan - Monitoring Report 3 (lisa mckenzie)	to present progress against the agreed internal audit plan up until the end of period 3	James O'Shaughnessy	-	-	-	19/01/2016	-
Quickline Monitoring report - period 3	exempt monitoring report to assess progress against the agreed business loan	Tracey Bircumshaw	-	-	-	19/01/2016	-
AGS Monitoring report - period 2	to assess progress against the agreed action plan as at the end of period 2	James O'Shaughnessy	-	-	-	19/01/2016	-
NNDR Write Offs	exempt report writing off nndr accounts which can not be recovered	Alan Robinson	14/01/2016	-	-	-	-
Members Allowance Scheme	to consider the remuneration panels recommendation for the 2016/17 allowance scheme	Anne Rossington	-	-	-	-	25/01/2016
Progress and Delivery - projects and Services - period 3	to present monitoring information up until the end of period 3	Mark Sturgess	11/02/2016	02/02/2016	-	-	-
revenue base budgets 16/17 onwards	to present the proposed revenue base budgets	Tracey Bircumshaw	11/02/2016	02/02/2016	-	-	03/03/2016
Local Plan Consultation	comment of the final plan which will have been submitted in Jan 16 - 6 week consultation period - mark please complete	Mark Sturgess	-	02/02/2016	-	-	-
Budget Monitoring Report - Period 3	to present budget monitoring information as at the end of period 3	Tracey Bircumshaw	11/02/2016	-	-	-	-
treasury management monitoring report - period 3	to present monitoring information as at the end of period 3	Tracey Bircumshaw	11/02/2016	-	-	-	-
MTFP	To present the draft MTFP	Tracey Bircumshaw	11/02/2016	-	-	-	03/03/2016

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Internal Audit Plan 16/17 and year end position for 15/16 (lisa mack)	to present the internal audit plan for 16/17 and to review progress made against the previous years plan	James O'Shaughnessy	-	-	-	17/03/2016	-
certification of Grants and Claims (external audit)	to present the external audit .....	Tracey Bircumshaw	-	-	-	17/03/2016	-
Combined Assurance report (internal audit)	to present the combined assurance report	James O'Shaughnessy	-	-	-	17/03/2016	-
annual review of the constitution	to present the draft revised constitution in advance of it been presented to ann council for approval	Alan Robinson	-	-	-	14/04/2016	-
Quickline Monitoring Report - period 4	exempt monitoring report to assess progress against the agreed loan as the end of period 4	Tracey Bircumshaw	-	-	-	14/04/2016	-
extrenal audit plan (external audit)	to present the external audit plan for 16/17 and associated fees	Ian Knowles	-	-	-	14/04/2016	-
AGS Monitoring report - period 3	to present monitoring information to assess progress against the agreed action plan as at the end of period 3	James O'Shaughnessy	-	-	-	14/04/2016	-
progress and Delivery - projects and Services - Period 4	monitoring report to present progress made as at the end of the financial year	Mark Sturgess	12/05/2016	03/05/2016	-	-	-
budget monitoring report - period 4 - outturn	to present the outturn position	Tracey Bircumshaw	12/05/2016	-	-	-	-
treasury management monitoring report - period 4 outturn	monitoring report presenting the outturn position	Tracey Bircumshaw	12/05/2016	-	-	-	-