

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.

Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
All Committees									
Active/Closed	Active								
Absence Update	Emma Redwood	to update cttee on current absence levels and trends	-	-	-	-	-	18/01/2016	-
AGS Monitoring report - period 2	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 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	-	-	-	-
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	-	03/03/2016	-	27/10/2015	-	-	-
Corporate Plan Refresh	Manjeet Gill	to present the refreshed corporate plan	-	03/03/2016	-	11/02/2016	-	-	02/02/2016
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	-	-	-	17/12/2015	-	25/11/2015	-
external 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	(blank)	(blank)	(blank)	11/02/2016	(blank)	18/01/2016	(blank)
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	-	-	-	-
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	-	-	-	12/05/2016	-	31/03/2016	-
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	-	-	-	-
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	-	-
Review of Licensing Act 2003 Policy	Phil Hinch	Policy must be reviewed in line with legislation	-	16/11/2015	-	-	22/09/2015	-	-
Strategic Review of Car Parking	Penny Sharp	To agree approach to public car parking across West Lindsey district. CLT 21/09 229. STRATEGIC REVIEW OF CAR PARKING (PAPER B) AGREED that the report be resubmitted to CLT on 2nd October following input from Members at the 28th September workshop.	13/10/2015	-	-	17/12/2015	-	-	08/12/2015
Strategic risks	James O'Shaughnessy	to present the current strategic risk register	-	-	17/03/2016	-	-	-	-
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	-	-	-
Convictions Policy	Phil Hinch	to review and update the convictions policy relating to Taxi Licensing	-	-	-	-	15/12/2015	-	02/02/2016
Local Council Tax Support	Alison McCulloch	to agree the local council tax support scheme for WLDC for 16/17	-	25/01/2016	-	17/12/2015	-	-	-
approval of draft charging schedule	Mark Sturgess	to agree the charging schedule (local plan relates)	-	-	-	-	-	-	02/02/2016
verbal - Boundary Commission Consultation Update	Alan Robinson	to update cttee on the boundary commission consultation	-	-	19/01/2016	-	-	-	-
PUBLIC BODY SCRUTINY -	Penny Sharp	OFFICERS FROM ccg TO BE IN ATTENDANCE tbc	22/12/2015	-	-	-	-	-	-

ATTENDANCE BY CCG									
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.	-	16/11/2015	-	-	-	-	-
revised risk management strategy	James O'Shaughnessy	to present the revised risk management	-	-	19/01/2016	-	-	-	-
6m crime update from Inspector Outen	Katie Coughlan	6m update on activity across the District . simon outen will lead and attend cttee (kjc assigned lead to meet system requirements) item may be verbal - tbc	22/02/2016	-	-	-	-	-	-
local plan - formal consultation response	Eve Fawcett-Moralee	To provide pc cttee and full council the opportunity to review the councils formal response to the draft local plan consultation and approve it for submission to the joint planning team	-	16/11/2015	-	-	-	-	29/10/2015
Review of Market Operations	Mark Sturgess	options paper to review the future of the market	05/04/2016	-	-	12/05/2016	-	-	03/05/2016
Final Draft CIL Charging Schedule	Eve Fawcett-Moralee	to allow cttee to make a formal consultation response during the 2nd round of consultation	-	-	-	-	-	-	02/02/2016
appointment of external auditor	Ian Knowles	to outline intentions with regard to this appointment and agree proposed way forward	-	-	19/01/2016	-	-	-	-
Five year Christmas closure report	Lyn Marlow	TO put in place a 5 year closure plan so that customers, councillors, officers and tenants know what the Christmas closure plans are for the next five year so that Christmas cover can be planned well in advance and spread across workforces on a rota basis It also allows our tenants to plan their services	-	-	-	-	-	25/11/2015	-
democracy working group - 6 month update report	Anne Rossington	to provide c and i cttee with an update on the work undertaken by the Group over the last 6 months	05/04/2016	-	-	-	-	-	-
SWW Task and Finish Group - ToF R and Scope	Mark Sturgess	to consider and agree the draft terms of reference, scope and timescales for the work of the group established by c and i at their meeting on 1 September in response to the qs and ms to council on 27 July	19/11/2015	-	-	-	-	-	-
recommendations from the SWW Working Group	Mark Sturgess	to bring together the conclusions of the work undertaken by the Group and to consider their recommendations on how the council and partner agencies can better work together please note timescale for report may change. group as yet have not agreed its timescales (15/9/15 kjc)	05/04/2016	-	-	-	-	-	03/05/2016
Amendments to CPR's & FPR's	Anna Grieve	Amendment to the constitution re Public Contract Regulations 2015	-	-	19/01/2016	-	-	-	-
Members Allowances	Alan Robinson	discussion Item to inform the work of the Remuneration Panel in advance of them making recommendations to Council	-	25/01/2016	17/09/2015	-	-	-	-
AGS Monitoring report - period 1	James O'Shaughnessy	to assess progress against the agreed action plan as at the end of period 2	-	-	19/01/2016	-	-	-	-

