

## 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.

Row Labels	Purpose of the report	Lead Officer	P&R	PC	L&R	G&A	Council
All Forward Plan Items that are Active							
Active/Closed	(Multiple Items)						
Constitution Review	to present the annual review of the Constitution	Alan Robinson	-	-	-	09/04/2015	-
Finance Quarterly Monitoring Report Q3	To inform Members of the budget status for both revenue and capital from April - December 2014 To request approval for any amendments to the Capital Investment Programme To update Members on Treasury Management performance for the period April - December 2014	Tracey Bircumshaw	19/02/2015	-	-	-	-
Medium Term Financial Plan (MFTP)	To: 1. Set the future direction for the Councils finances 2. Approve Council Tax requirement and precepts 3. Set the Capital and Revenue Budget 4. Set Fees and Charges 5. Approve the Treasury Management Strategy including prudential indicators	Ian Knowles	19/02/2015	-	(blank)	(blank)	02/03/2015
Members' Allowances	Recommendations from the Remuneration Panel to set the level of Members' Allowances for 2015-16	Anne Rossington	-	-	-	-	26/01/2015
Social Value Act	This report is being delivered to give Members more information about the Social Value Act particularly in relation to the use of Social Enterprise.	Mark Sturgess	(blank)	24/03/2015	(blank)	(blank)	(blank)
Quickline	to update cttee on progress made and payments made under this arrangement	Ian Knowles	-	-	-	09/04/2015	-

	<b>AGS Action Plan Progress Report</b>	to present progress against the agreed plan	James O'Shaughnessy	-	-	-	09/04/2015	-
	<b>external audit plan 13/14</b>	to present the external audit plan	Ian Knowles	-	-	-	09/04/2015	-
	<b>Internal Audit Plan</b>	to present the internal audit plan	Ian Knowles	-	-	-	09/04/2015	-
	<b>internal audit quarter report</b>	to present progress against the agreed plan	Ian Knowles	-	-	-	09/04/2015	-
	<b>certification of grants and claims</b>	to present the report	Tracey Bircumshaw	-	-	-	09/04/2015	-
	<b>Minerva - effectiveness and appropriateness</b>	To review the use of Minerva as requested by GA Cttee at its meeting in June	Ian Knowles	-	-	-	26/02/2015	-
	<b>Community Grants</b>	This report has been produced to provide members with the current position regarding grants and provides options for future service delivery.	Grant White	15/01/2015	16/12/2014	-	-	-
	<b>Grievance Procedure Review</b>	To agree the reviewed Grievance Procedure for staff	Emma Redwood	19/02/2015	-	-	-	-
	<b>Policy review - Drugs and Alcohol</b>	To update and agree the Drugs and Alcohol policy for staff	Emma Redwood	16/04/2015	-	-	-	-
	<b>Policy review - Induction &amp; Probation</b>	To update and agree the Induction and Probation policy	Emma Redwood	19/02/2015	-	-	-	-
	<b>Policy Review - Travel Policy</b>	To review, update and agree the Travel Policy	Emma Redwood	16/04/2015	-	-	-	-
	<b>Entrepreneurial Framework and Commercial Plan</b>	To agree a framework for revising the Commercial Strategy for WLDC	Penny Sharp	19/02/2015	03/02/2015	-	(blank)	-
	<b>Driving Policy</b>	To review the driving procedures and produce a Driving Policy	Kim Leith	16/04/2015	-	-	-	-
	<b>Fire Policy</b>	To review the procedures and produce a Fire Policy to ensure safety of employees, partners and visitors to WLDC premises	Kim Leith	19/02/2015	-	-	-	-
	<b>Local Council Tax Support Scheme 2015/16</b>	To set the local council tax support scheme for 2015/16	Alan Robinson	15/01/2015	-	-	-	26/01/2015
	<b>Section 13A of Local Government Finance Act 1992</b>	To seek clarity for determining whether a reduction in council tax should be granted in the case of individual applications	Alan Robinson	15/01/2015	-	-	-	26/01/2015
	<b>Committee Timetable 16-17</b>	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	11/06/2015	-	-	-	-
	<b>Food and Health and Safety plan 2015/16</b>	To present the food and health and safety plan 2015/16	Lesley Beevers	-	02/06/2015	-	-	-

Selective Licensing - Gainsborough South West Ward	To provide committee with consultation feedback and option proposals for the selective licensing scheme.	Gray, Andy	19/02/2015	16/12/2014	-	-	02/03/2015
Safeguarding - Six Month Review	To present to members an update on the Council's Safeguarding policy and analysis of the demands received	Sturgess, Mark	-	24/03/2015	-	-	-
Combined Assurance Report 2014/15	To present the findings of governance scrutiny and assurance levels across the main functions and processes within the Council	James O'Shaughnessy	-	-	-	26/02/2015	-
Acquisitions and Disposals Quarterly Update	To update Committee on any acquisitions and disposals in the preceding 3 months	Penny Sharp	11/06/2015	-	-	-	-
Gainsborough Car Parking	To agree approach to public car parking in Gainsborough and future involvement with Beaumont Street Car Park	Penny Sharp	05/11/2015	13/10/2015	-	-	-
Health Champion Annual Report	to outline the work undertaken by the Member Champion for Health during the civic year	Alan Robinson	-	02/06/2015	-	-	-
Review of Acis Provision	To feedback the views gained from residents and to outline the options going forward	Alan Robinson	-	24/03/2015	-	-	-
Lincolnshire Sport:Annual Delivery Report 2014/15	As subscribing members of Lincolnshire Sport, this report will provide members with a progress and delivery report for 2014/15 on events and activities delivered by LS within Lincolnshire and West Lindsey	Karen Whitfield	-	02/06/2015	(blank)	(blank)	(blank)
Council Tax and Business Rates Write offs	To consider uncollectable debts for write off  Alison as discussed on Friday 2/1	Alison McCulloch	19/02/2015	-	-	-	-
Fees and Charges 2015/16	For PC and P&R Committee to agree their Fees and Charges 2015/16	Tracey Bircumshaw	15/01/2015	16/12/2014	-	-	-
Progress and Delivery - Period 2 (Serv & Projs)	to present results for the second reporting period	Mark Sturgess	15/01/2015	03/02/2015	-	-	-
Progress and Delivery (Projs & Servs)- Period 3	to present the year end data	Mark Sturgess	11/06/2015	02/06/2015	-	-	-
Revised Committee Timetable (15/16)	To receive a revised version of the committee timetable that has been redrafted to better suit the statutory business of the Council such as budget setting, the AGS and progress and delivery.	Alan Robinson	19/02/2015	-	-	-	-
Investment Policy and Strategy	To go alongside the MTFP	Penny Sharp	19/02/2015	-	-	-	-

	<b>motion from council 10 nov - re rural transport</b>	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	-	03/02/2015	-	-	-
	<b>Draft Budget - Prosperous Communities</b>	Recommend to P&R the base budget 2015/16 to 2019/2020	Tracey Bircumshaw	-	03/02/2015	-	-	-
	<b>Collection Fund Surplus and Council Tax Base</b>	To note the estimated surplus 2014/15 and to include in the 2015/16 Council Tax setting. To recommend to Council the Council Tax Base and Parish Tax Bases	Tracey Bircumshaw	15/01/2015	-	-	-	26/01/2015
	<b>Commercial Strategy First Draft</b>	CLT requested first draft of Commercial Strategy to come to the February meeting	Penny Sharp	19/02/2015	-	-	-	02/03/2015
	<b>Data Quality Policy</b>	To present the main points contained within the draft data quality policy for comment and approval by CLT.	Steve Anderson	19/02/2015	-	-	-	-
	<b>Update on Local Plan Progress</b>	Whole plan viability, infrastructure delivery plan role of districts in the Regulation 123 list	Diane Krochmal	-	24/03/2015	-	-	-
	<b>Member Induction Plan</b>	To agree a plan and timetable for delivering an induction programme for Members following the election	Alan Robinson	-	-	-	26/02/2015	-
	<b>Amendments to Taxi Policy x two</b>	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	23/07/2015	-	23/06/2015	-	-
	<b>Provision of Members' IT allowance</b>	To consider increasing the amount of allowance payable to Members for the purchase of IT equipment. (if timeline allows for these dates)	Alan Robinson	19/02/2015	-	-	-	-
	<b>Gainsborough Market Review</b>	This report provides members with details regarding a vision, objectives and action plan for the market.	Ruth Farningham		24/03/15			

