

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	Coughlan, Katie	-	-	-	09/04/2015	-
Empty Homes - Shared Ownership Scheme	To present proposals around a shared ownership scheme for houses brought back into use through the Councils Empty Homes Project. Decision to be made as to whether to pursue this idea and if so the timeline.	Sharp, Penny	16/04/2015	24/03/2015	-	-	-
Finance Quarterly Monitoring Report Q2	To inform members of the Budget Monitoring position for Revenue and Capital for the period of April - September 2014 To request approval for any amendments to the capital programme To update Members on Treasury Management performance for the period April - September 2014	Bircumshaw, Tracey	06/11/2014	-	-	-	-
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	Bircumshaw, Tracey	19/02/2015	-	-	-	-

Gainsborough Gateway	to brief members on the opportunity to assemble a large regeneration site in the SWW and seek agreement to proceed.	Ethelstone, Nick	15/01/2015	-	-	-	-
Home Working Policy Review - staff policy	To review the Homeworking Policy and agree amendments to the staff policy	Redwood, Emma	19/02/2015	(blank)	(blank)	(blank)	(blank)
Internal Audit Progress Report	To present to members the progress on the Internal Audit Annual Report	(blank)	(blank)	(blank)	(blank)	25/09/2014	(blank)
	To present to members the progress of the Internal Audit plan	O'Shaughnessy, James	(blank)	(blank)	(blank)	08/01/2015	(blank)
Land & Property Nettleton	Gateway 2 report setting out the development potential of an area of land in Nettleton. there are two elements to the report - purchasing a small area of land from the parish council to increase the size of the development and agreeing to further investigate direct development of the site through an existing developer framework.	Ethelstone, Nick	15/01/2015	-	-	-	-
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	Stone, Russell	19/02/2015	03/02/2015	(blank)	(blank)	02/03/2015
member training plan update	to update on progress in delivering the plan	Robinson, Alan	-	-	-	08/01/2015	-
Park Homes Licensing Fees and Charges	To provide elected members with information in regards to the newly proposed policy, which introduces license charges for park homes.	Riddell, Joanna	-	16/12/2014	-	-	26/01/2015
Reviewed Officer Code of Conduct	To review the current officer code of conduct and produce an updated document.	Redwood, Emma	06/11/2014	(blank)	(blank)	(blank)	(blank)
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.	Riddell, Joanna	(blank)	24/03/2015	(blank)	(blank)	(blank)

South West Ward	Manjeet has asked for an additional report to be added to the Forward Plan to go with the same timescales as your update on ASB in WL. South West Ward – on neighbourhood management arrangements as agreed with MG on flipchart with cllrs and police commissioner. If you don't understand, MG says pop and have a word.	Riddell, Joanna	(blank)	16/12/2014	(blank)	(blank)	(blank)
Statement of Accounts 2013/14	1) That Members review the attached Statement of Accounts and confirm that there are no concerns arising from the Financial Statements that need to be brought to the attention of the Council. 2) That Members approve the Statement of Accounts for 2013/14. 3) That Governance & Audit Committee permit the Section 151 Officer and the Chair of this Committee to certify the letter of representation to the District Auditor on completion of the audit	Bircumshaw, Tracey	-	-	-	25/09/2014	-
Treasury Management Strategy	to present the draft strategy for scrutiny	Stone, Russell	-	-	-	08/01/2015	-
update on outstanding recommendations for limited	to update cttee on all outstanding recommendations made in areas where limited assurance has been achieved	Bircumshaw, Tracey	-	-	-	25/09/2014	-
Quickline Business Plan / Payments	to provide cttee with an update on payments made received under this agreement	Stone, Russell	-	-	-	25/09/2014	-
Quickline Business Plan / Payments	to update cttee on progress made in respect of payments under this arrangement	Stone, Russell	-	-	-	08/01/2015	-
	to update cttee on progress made and payments made under this arrangement	Stone, Russell	-	-	-	09/04/2015	-
EXTERNAL AUDIT LETTER	TO PRESENT EXTERNAL AUDITS OPINION To CLT by email please, copying in NC. Bypass meeting, but clearance still needs to be given.	Stone, Russell	-	-	-	20/11/2014	-
SELECTIVE LICENSING - CONSULTATION FEEDBACK	TO PROVIDE COMMITTEE WITH THE CONSULTATION FEEDBACK	Gray, Andy	19/02/2015	16/12/2014	-	-	03/03/2014

members allowances - discussion	to provide cttee with an opportunity to inform the work of the remuneration panel	Robinson, Alan	-	-	-	25/09/2014	-
AGS Action Plan Progress Report	to report on progress against the achieved plan	O'Shaughnessy, James	-	-	-	08/01/2015	-
	to present progress against the agreed plan	O'Shaughnessy, James	-	-	-	09/04/2015	-
Draft Audit Charter	to present the draft charter	O'Shaughnessy, James	-	-	-	08/01/2015	-
external audit plan 13/14	to present the external audit plan	Stone, Russell	-	-	-	09/04/2015	-
Internal Audit Plan	to present the internal audit plan	Stone, Russell	-	-	-	09/04/2015	-
internal audit quarter report	to present progress against the agreed plan	Stone, Russell	-	-	-	09/04/2015	-
certification of grants and claims	to present the report	Stone, Russell	-	-	-	09/04/2015	-
British National Cycling Championships	Update Members regarding the National Cycling championships taking part in West Lindsey and to request financial sponsorship of £5000	Allen, Chris	-	14/10/2014	-	-	-
Minerva - effectiveness and appropriateness	To review the use of Minerva as requested by GA Cttee at its meeting in June	Stone, Russell	-	-	-	08/01/2015	-
Fiskerton Neighbourhood Plan	to approve the fiskerton neighbourhood plan - part of the statutory process	Fysh, Suzanne	-	14/10/2014	-	-	-
Progress and Delivery - period 1	to present the first p and d report in its new style	Sturgess, Mark	06/11/2014	14/10/2014	-	-	-
Community Grants	This report has been produced to provide members with the current position regarding grants and provides options for future service delivery.	Riddell, Joanna	-	16/12/2014	-	-	-
Gainsborough Market Review	This report provides members with details regarding a vision, objectives and action plan for the market.	Riddell, Joanna	-	24/03/2015	-	-	-
Free Parking review	To review the effectiveness of free parking provided for Tuesdays and Saturdays between 17th and 27th May 2014 for "Love your local market" annual campaign	Farningham, Ruth	06/11/2014	-	-	-	-
Induction Plan for May 15	to present a proposed induction plan for new members elected in May 15 and re-training plan for returning Members	Robinson, Alan	-	-	-	08/01/2015	-
Changes to the Constitution - discussion item	discussion item to act as an opportunity for G and A cttee to inform the work of the annual review of the constitution. Opportunity to gauge members feelings potential requirements	Robinson, Alan	-	-	-	08/01/2015	-

Health Champion	Following the appointments to Outside Bodies at Annual Council a report be prepared to summarise the role of Councillor Caine as a 'Health Champion' for the Council and the co-ordination of the outside body roles under one person. To be considered initially by Prosperous Communities and then reported to full Council.	Robinson, Alan	-	14/10/2014	-	-	-
Grievance Procedure Review	To agree the reviewed Grievance Procedure for staff	Redwood, Emma	15/01/2015	-	-	-	-
Policy review - Drugs and Alcohol	To update and agree the Drugs and Alcohol policy for staff	Redwood, Emma	16/04/2015	-	-	-	-
Policy review - Induction & Probation	To update and agree the Induction and Probation policy	Redwood, Emma	19/02/2015	-	-	-	-
Policy Review - Travel Policy	To review, update and agree the Travel Policy	Redwood, Emma	19/02/2015	-	-	-	-
Acis and PWLB Funding Opportunity	As per CX request by email 08/08	Stone, Russell	06/11/2014	-	-	-	-
Asset Management - Progress against Action Plan	As advised in CMT - report to be submitted to compliment the outstanding recs for ltd assurance.	Sharp, Penny	-	-	-	25/09/2014	-
internal governance structures and control measure	to demonstrate the internal governance structures and control measure in place across the authority	Knowles, Ian	-	-	-	20/11/2014	-
Entrepreneurial Framework and Commercial Plan	To agree a framework for revising the Commercial Strategy for WLDC	Sharp, Penny	15/01/2015	16/12/2014	-	(blank)	-
Half Year Health and Wellbeing Activity Update	The report will give an update of activity contributing to health improvement locally for the first half of 2014/15 (April - September)	Allen, Chris	-	16/12/2014	-	-	-
Driving Policy	To review the driving procedures and produce a Driving Policy	Allen, Chris	19/02/2015	-	-	-	-
Fire Policy	To review the procedures and produce a Fire Policy to ensure safety of employees, partners and visitors to WLDC premises	Allen, Chris	19/02/2015	-	-	-	-
Update on projects within Operational Services	To update members on progress with income and efficiency opportunities within Operational Services as introduced to Members at Prosperous Communities Committee in October 2013	Allen, Chris	-	14/10/2014	-	-	-
Local Council Tax Support Scheme 2015/16	To set the local council tax support scheme for 2015/16	Alan Robinson	15/01/2015	-	-	-	26/01/2015

Section 13A of Local Government Finance Act 1992	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
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.	Lilley, Dinah	11/06/2015	-	-	-	-
Beaumont Street Car Park	To seek agreement on the termination or continuation of lease arrangements for Beaumont Street Car Park	Penny Sharp	06/11/2014	14/10/2014	-	-	-
Acquisition and Disposal Policy	To agree a policy for the Council to acquire and dispose of land and property assets.	Penny Sharp	06/11/2014	-	-	-	-
TEEP requirements for County Waste contract	The EU Waste Framework Directive requires Member States to set up separate collections of waste paper, plastic, metal and glass from 2015, where necessary and practicable. These requirements were transposed by DEFRA into the Waste Regulations 2012. The Regulations were challenged by judicial review, but the High Court ruled in DEFRA's favour in 2013. This means that the requirements allow the co-mingled collection of recyclables after 2015, but it will up to local authorities to decide what is practicable.	Allen, Chris	-	14/10/2014	-	-	-
Annual Review of Members' Allowances	To present to Council the recommendation from the Remuneration Panel on Members' Allowances for 2015-16	Anne Rossington	-	-	-	-	26/01/2015
Lincolnshire Sport - Annual Delivery Report 2014/1	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	Allen, Chris	-	02/06/2015	(blank)	(blank)	(blank)
Food and Health and Safety plan 2015/16	To present the food and health and safety plan 2015/16	Allen, Chris	-	02/06/2015	-	-	-
Safeguarding - Six Month Review	To present to members an update on the Council's Safeguarding policy and analysis of the demands received	Howard, Michelle	-	16/12/2014	-	-	-

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	-	-	-	08/01/2015	-
DFG and Independent Living Update	To provide elected members with an update on DFG delivery and progress since the service was returned in house from April 2014.	Gray, Andy	15/01/2015	16/12/2014	-	-	-