

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	Purpose of the report	Lead Officer	P&R	PC	L&R	G&A	Council
All Forward Plan Items that are Active							
Active/Closed	Active						
AGS 2014/15	To present the 2014/15 AGS and associated Action Plan	James O'Shaughnessy	-	-	-	17/09/2015	-
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	-
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	-
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	-	-
Amendments to the Constitution	Further changes required re Procurement rules and also Prosperous Communities TOR. Not required constitutionally to go to PR Cttee, but IK has requested such as this will be the cttee most effected. CLT delegated authority to IK to sign off this report in advance of Committee	Ian Knowles	18/06/2015	-	-	23/06/2015	27/07/2015

	consideration.						
Annual Audit Letter (External Audit)	to present the annual audit letter	Tracey Bircumshaw	-	-	-	12/11/2015	-
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	-
Annual Health and Safety report	To provide an update on health and safety within the authority	Kim Leith	30/07/2015	-	-	-	-
Annual Report on Fraud	to report on fraud statistics over 14/15 year	Alison McCulloch	-	-	-	28/07/2015	-
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	-	-	-	-
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	-
Annual Review Letter 2014/15	as Requested by email on 19/06 by CX in reference to ombudsman complaints Ian With your governance hat, can you or someone give us a briefing and report to CLT on this please. Can I have analysis of them and details of the ones upheld including conclusions from internal stages to CLT and for the next Leaders meeting in July please. In the report can we say how we compare to other districts? Which quartile and some analysis and conclusions please. Thanks Manjeet	Ian Knowles	-	-	-	-	-
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	-
Audited Statement of Accounts	to present the audited statement of accounts for approval	Tracey Bircumshaw	-	-	-	17/09/2015	-

Budget Monitoring Period 2	to present the budget monitoring information for period 2	Tracey Bircumshaw	27/10/2015	-	-	-	-
Budget Monitoring Report - Period 3	to present budget monitoring information as at the end of period 3	Tracey Bircumshaw	11/02/2016	-	-	-	-
budget monitoring report - period 4 - outturn	to present the outturn position	Tracey Bircumshaw	12/05/2016	-	-	-	-
Budget Monitoring Report Period 1	to present budget monitoring information for period 1	Tracey Bircumshaw	30/07/2015	-	-	-	-
CCTV Service Upgrade	To present options on future delivery of the CCTV service and upgrade options.	Grant White	30/07/2015	22/07/2015	-	-	-
certification of Grants and Claims (external audit)	to present the external audit	Tracey Bircumshaw	-	-	-	17/03/2016	-
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	22/07/2015	-	-	-
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
Combined Assurance report (internal audit)	to present the combined assurance report	James O'Shaughnessy	-	-	-	17/03/2016	-
Commercial Plan - Progress Update & Delivery Prog	To provide members with an update on the council's commercial activities	Penny Sharp	24/09/2015	15/09/2015	-	-	-
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	-	-	-	-
Corporate Plan Refresh	to present the refreshed corporate plan	Manjeet Gill	14/01/2016	08/12/2015	-	-	25/01/2016
Draft AGS 2014/15	To present to Members the draft AGS and Action Plan for 2014/15	James O'Shaughnessy	-	-	-	23/06/2015	-
Draft Treasury Management Strategy	to present the draft strategy for scrutiny purposes	Tracey Bircumshaw	-	-	-	19/01/2016	-
Driving Policy	To review the driving procedures and produce a Driving Policy	Kim Leith	30/07/2015	-	-	-	-
Economic Prosperity	To recommend a partnership approach to implementing the districts Economic Development Strategy and providing governance for the Greater Gainsborough Housing Zone	Penny Sharp	-	22/07/2015	-	-	-
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	-
external audit plan (external audit)	to present the external audit plan for 16/17 and associated fees	Ian Knowles	-	-	-	14/04/2016	-
Fees and Charges	to present the proposed fees and charges for 16/17	Tracey Bircumshaw	17/12/2015	08/12/2015	-	-	-

Food and Health and Safety plan 2015/16	To present the food and health and safety plan 2015/16	Lesley Beevers	-	-	09/06/2015	-	-
Home Working Policy Review - staff policy (introduce new Agile policy)	To review the Homeworking Policy and introduce a new Agile working policy which incorporates Homeworking in it	Emma Redwood	24/09/2015	(blank)	(blank)	(blank)	(blank)
Internal Audit Annual Report	to present internal audits annual report for 14/15	Tracey Bircumshaw	-	-	-	23/06/2015	-
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	-	-	-	17/09/2015	-
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	-
Internal Audit Plan - Q1 Monitoring report	to report on progress made against the agreed internal audit plan	James O'Shaughnessy	-	-	-	23/06/2015	-
Internal Audit Plan 16/17	to present the internal audit plan for 16/17	James O'Shaughnessy	-	-	-	17/03/2016	-
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	-
IT Strategy and Action Plan	As per CLT Min 33/15	Ian Knowles	30/07/2015	-	-	-	-
Local Council Tax Base	to agree the local council tax support scheme for WLDC for 16/17	Alison McCulloch	14/01/2016	-	-	-	25/01/2016
Local Plan - 1st Draft Consultation Response	Mark to complete please	Mark Sturgess	-	15/09/2015	-	-	-
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	-	-	-
Member Training Update	To provide an update on the Member training programme	Alan Robinson	-	-	-	12/11/2015	-
Members Allowance Scheme	to consider the remuneration panels recommendation for the 2016/17 allowance scheme	Anne Rossington	-	-	-	-	25/01/2016
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	-
MTFP	To present the draft MTFP	Tracey Bircumshaw	11/02/2016	-	-	-	03/03/2016
New Information Policy - Bring Your Own Device	To introduce a "Bring Your Own Device" Policy as recommended by the Mobile Device Audit - 2015.	Steve Anderson	10/11/2015	-	-	-	-
NNDR Write Offs	exempt report writing off ndr accounts which can not be recovered	Alison McCulloch	14/01/2016	-	-	-	-
Petition	Consideration of a Petition requesting free parking in Gainsborough	Gary Reeve	-	-	-	-	27/07/2015
Policy Review - Travel Policy	To review, update and agree the Travel Policy	Emma Redwood	24/09/2015	-	-	-	-
Presentation of Strategic Risk Register	To present to Members the strategic risk register	James O'Shaughnessy	-	-	-	28/07/2015	-

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	-	-	-
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	-	-	-
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	-	-	-
Progress and Delivery - Projects and Services Period 1	to present data for the first period.	Mark Sturgess	30/07/2015	22/07/2015	-	-	-
Progress and Delivery (Projs & Servs)- Period 3	to present the year end data	Mark Sturgess	18/06/2015	08/06/2015	-	-	-
Q4 IA Report (Year End) Lisa Mackenzie	Year end audit report	James O'Shaughnessy	-	-	-	14/04/2016	-
Quickline Monitoring Report	Exempt Report setting out monitoring information in respect of the loan provided to Quickline	Tracey Bircumshaw	-	-	-	28/07/2015	-
quickline monitoring report - period 2	exempt monitoring report assessing progress against the agreed loan	Tracey Bircumshaw	-	-	-	12/11/2015	-
Quickline Monitoring report - period 3	exempt monitoring report to assess progress against the agreed business loan	Tracey Bircumshaw	-	-	-	19/01/2016	-
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	-
Remuneration for Civic Duties	To inform Members of Recommendations made by the Independent Remuneration Panel with regard to SRA's and Allowances for the roles of Chairman and Vice-Chairman of Council.	Anne Rossington	-	-	-	-	27/07/2015
revenue base budgets 16/17 onwards	to present the proposed revenue base budgets	Tracey Bircumshaw	11/02/2016	02/02/2016	-	-	03/03/2016
Review of Gambling Act 2005 Policy	The Policy must be reviewed in line with the statute	Phil Hinch	-	29/10/2015	22/09/2015	-	16/11/2015
Review of Licensing Act 2003 Policy	Policy must be reviewed in line with legislation	Phil Hinch	-	29/10/2015	22/09/2015	-	16/11/2015
Revised Asset Management Plan	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	Penny Sharp	30/07/2015	22/07/2015	-	-	-
Safeguarding - Six Month Review	To present to members an update on the Council's Safeguarding policy and analysis of the demands received	Mark Sturgess	-	22/07/2015	-	-	-
Safeguarding ACOP	Requested at CLT 11/05 by PS	Mark Sturgess	-	22/07/2015	-	-	-
Selective Licensing	to provide an update on selective licensing proposals	Andy Gray	-	22/07/2015	-	-	-
Strategic Review of Car Parking	To agree approach to public car parking in Gainsborough and future involvement with Beaumont Street Car Park	Penny Sharp	24/09/2015	15/09/2015	-	-	-
Strategic Risks	to present the current strategic risk register	James O'Shaughnessy	-	-	-	17/03/2016	-
Strategic Risks - 6 month update	to present the current strategic risk register	James O'Shaughnessy	-	-	-	12/11/2015	-

Treasury Management Monitoring - Period 2	to present the treasury management activity up until the end of period 2 .	Tracey Bircumshaw	27/10/2015	-	-	-	-
treasury management monitoring report - period 3	to present monitoring information as at the end of period 3	Tracey Bircumshaw	11/02/2016	-	-	-	-
treasury management monitoring report - period 4 outturn	monitoring report presenting the outturn position	Tracey Bircumshaw	12/05/2016	-	-	-	-
Treasury Management Monitoring Report Period 1	To present monitoring information for period 1	Tracey Bircumshaw	30/07/2015	-	-	-	-
un-audited Statement of Accounts	To present the un-audited statement of accounts for scrutiny purposes.	Tracey Bircumshaw	-	-	-	23/06/2015	-