

## 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.

All Committees									
Active/Closed	Active								
Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
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 assess progress against the agreed action plan as at the end of period 2	-	-	19/01/2016	-	-	-	-
AGS Monitoring report - period 3	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 Health and Safety report	Kim Leith	To provide an update on health and safety within the authority	-	-	-	27/10/2015	-	05/10/2015	-
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	-	16/11/2015	-	-	-	-	-
Committee Timetable 16-17	Dinah Lilley	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.	-	-	-	10/11/2015	-	-	-
Corporate Plan Refresh	Manjeet Gill	to present the refreshed corporate plan	-	03/03/2016	-	14/01/2016	-	-	08/12/2015
Difficult customer Procedure	Lyn Marlow	Provide guidance to officers when dealing with difficult and dangerous customers	-	-	-	-	-	05/10/2015	-
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	-	-	-	-
IT Strategy and Action Plan	Ian Knowles	As per CLT Min 33/15	-	-	-	10/11/2015	-	-	-
Mayflower 2020	Karen Whitfield	To highlight the Mayflower 2020 project and discuss how best the Council can support this initiative. A co-ordinated approach will be needed to generate the best benefit for Gainsborough and the wider District	-	-	-	-	-	-	29/10/2015
MTFP	Tracey Bircumshaw	To present the draft MTFP	-	03/03/2016	-	11/02/2016	-	-	-
NNDR Write Offs	Alison McCulloch	exempt report writing off ndr accounts which can not be recovered	-	-	-	14/01/2016	-	-	-
Policy Review - Travel Policy	Emma Redwood	To review, update and agree the Travel Policy	-	-	-	17/12/2015	-	25/11/2015	-

Progress and Delivery - Projects and Services - Period 2	Mark Sturgess	to present monitoring information up until the end of period 2 .	19/11/2015	-	-	27/10/2015	-	-	29/10/2015
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	-	-	-	-
results of staff survey July 2015 (on hold until new JSCC dates released)	Emma Redwood	to report back to JSCC the results of the staff survey undertaken in July 2015 On hold until new JSCC dates released for 2015/16	-	-	-	-	-	05/10/2015	-
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 in Gainsborough and future involvement with Beaumont Street Car Park  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	-	-	-	-
Strategic Risks - 6 month update	James O'Shaughnessy	to present the current strategic risk register	-	-	12/11/2015	-	-	-	-
Treasury Management Monitoring - Period 2	Tracey Bircumshaw	to present the treasury management activity up until the end of period 2 .	-	-	-	27/10/2015	-	-	-

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	-	-	-
New Information Policy - Bring Your Own Device	Steve Anderson	To introduce a "Bring Your Own Device" Policy as recommended by the Mobile Device Audit - 2015.	-	-	-	10/11/2015	-	05/10/2015	-
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	-	24/09/2015	-	-	-
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	-	-	12/11/2015	-	-	-	-
public body scrutiny ATTENDANCE BY ACIS OFFICERS	Ian Knowles	ACIS to attend and answer the agreed questions set by C and I Cttee	13/10/2015	-	-	-	-	-	-
question setting for scrutiny of public body - CCG	Karen Whitfield	to begin preparing questions for second scrutiny of public body session - Lincs West CCG. their attendance tbc for meeting on 19 nov  Penny please prepare a briefing note on the CCGS role our involvement, their responsibilities etc in order to assist members in setting some strategic questions .  to build further on the original briefing note sent to cttee on 1 September 2015	13/10/2015	-	-	-	-	-	-
PUBLIC BODY SCRUTINY - ATTENDANCE BY CCG	Penny Sharp	OFFICERS FROM ccg TO BE IN ATTENDANCE tbc	22/12/2015	-	-	-	-	-	-
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	-	-	-	-
Tackling inequalities in South West Ward, G'bro	Ruth Farningham	To provide an overview of the Partnership approach to create an environment in South West Ward of Gainsborough in which people feel safe, proud and prosper	-	-	-	-	-	-	15/09/2015
6month crime update from Inspector Outen	Katie Coughlan	6 month update report from Inspector Simon Outen re activity across the district / crime stats  simon outen will lead (kjc assigned lead to meet system requirements)	13/10/2015	-	-	-	-	-	-

		item may be verbal tbc							
<b>6m crime update from Inspector Outen</b>	<b>Katie Coughlan</b>	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	<b>22/02/2016</b>	-	-	-	-	-	-
<b>Budget Monitoring Pd 2 and Mid Year Treasury Repor</b>	<b>Tracey Bircumshaw</b>	to present the budget monitoring information for period 2	-	-	-	27/10/2015	-	-	-
<b>sww strategic partnership - delivery plans</b>	<b>Ruth Farningham</b>	to present the service delivery plans prepared by the partnership	-	-	-	-	-	-	29/10/2015
<b>local plan - formal consultation response</b>	<b>Eve Fawcett-Moralee</b>	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
<b>Review of Market Operations</b>	<b>Mark Sturgess</b>	options paper to review the future of the market	<b>05/04/2016</b>	-	-	12/05/2016	-	-	03/05/2016
<b>Final Draft CIL Charging Schedule</b>	<b>Eve Fawcett-Moralee</b>	to allow cttee to make a formal consultation response during the 2nd round of consultation	-	-	-	-	-	-	22/03/2016
<b>Rural Transport</b>	<b>Grant White</b>	Proposals for Improving Rural Access across the District	-	-	-	-	-	-	29/10/2015
<b>appointment of external auditor</b>	<b>Ian Knowles</b>	to outline intentions with regard to this appointment and agree proposed way forward	-	-	<b>19/01/2016</b>	-	-	-	-
<b>Five year Christmas closure report</b>	<b>Lyn Marlow</b>	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	-
<b>democracy working group - 6 month update report</b>	<b>Anne Rossington</b>	to provide c and i cttee with an update on the work undertaken by the Group over the last 6 months	<b>05/04/2016</b>	-	-	-	-	-	-
<b>SWW Task and Finish Group - Tof R and Scope</b>	<b>Mark Sturgess</b>	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	<b>19/11/2015</b>	-	-	-	-	-	-
<b>reccomedations from the SWW Working Group</b>	<b>Mark Sturgess</b>	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)	<b>05/04/2016</b>	-	-	-	-	-	03/05/2016

<b>Commercial Business Case (CP1 004)</b>	<b>Penny Sharp</b>	To determine whether to invest in a commercial project (CP1 004)	-	-	-	10/11/2015	-	-	-
<b>Members Fraud Awareness</b>	<b>Alan Robinson</b>	Fraud Awareness Workshop for Members with Gillian Martin of Lincolnshire Audit	-	-	19/01/2016	-	-	-	-
<b>Amendments to CPR's &amp; FPR's</b>	<b>Anna Grieve</b>	Amendment to the constitution re Public Contract Regulations 2015	-	-	12/11/2015	-	-	-	-
<b>Review of the Localism Strategy</b>	<b>Manjeet Gill</b>	to review and refresh the current localism strategy	-	-	-	-	-	-	29/10/2015
<b>Pre Budget Scrutiny</b>	<b>Tracey Bircumshaw</b>	to provide C and I Cttee an opportunity to review the budget and outline the consultation that has been undertaken in the process. and update on the development of the budget	22/12/2015	-	-	-	-	-	-
<b>briefing paper on 3rd scrutiny area</b>	<b>Ian Knowles</b>	to receive a briefing paper on 3rd outside body / area selected for scrutiny (topic tbc)	22/02/2016	-	-	-	-	-	-
<b>to re-visit the questions / briefing paper</b>	<b>Ian Knowles</b>	to re-visit the questions / briefing paper for the 3rd area / body selected for scrutiny	05/04/2016	-	-	-	-	-	-
<b>Devolution Update</b>	<b>Manjeet Gill</b>	To update members as part of CX announcements on any progress on the devolution agenda	-	16/11/2015	-	-	-	-	-
<b>attendance by 3rd public body</b>	<b>Ian Knowles</b>	attendance by the 3rd public body selected for scrutiny (topic tbc)	23/05/2016	-	-	-	-	-	-
<b>MTFP Budget Principles</b>	<b>Ian Knowles</b>	Setting out the underlying assumptions for the Budget for 2016/17	-	-	-	10/11/2015	-	-	-