

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	-
annual review of the constitution	Alan Robinson	to present the draft revised constitution in advance of it been presented to ann council for approval	-	09/05/2016	14/04/2016	-	-	-	-
Audited Statement of Accounts	Tracey Bircumshaw	To present the audited statement of accounts for approval	-	-	15/09/2016	-	-	-	-
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	-	-	-	-
Commercial Plan - Progress Update & Delivery Prog	Penny Sharp	To provide members with an update on the council's commercial activities Back to P&R before going on to Council	-	03/03/2016	-	11/02/2016	-	-	-
Corporate Plan Refresh	Ian Knowles	to present the refreshed corporate plan; Reassigned from Manjeet Gill	-	03/03/2016	-	11/02/2016	-	-	02/02/2016
Effectiveness of Internal Audit	Ian Knowles	Statutory Report in accordance with the Audit and Accounts Regulations to review the effectiveness of the Internal Audit function	-	-	21/06/2016	-	-	-	-
external audit plan (external audit)	Ian Knowles	to present the external audit plan for 16/17 and associated fees	-	-	14/04/2016	-	-	-	-
Home Working Policy Review - staff policy (introduce new Agile policy)	Emma Redwood	To review the Homeworking Policy	(blank)	(blank)	(blank)	12/05/2016	(blank)	31/03/2016	(blank)

IT Strategy and Action Plan	Ian Knowles	As per CLT Min 33/15	-	-	-	10/11/2015	-	-	-
Member Training update	Alan Robinson	To present an update on the Member development programme	-	-	08/11/2016	-	-	-	-
					18/04/2017	-	-	-	-
MTFP	Tracey Bircumshaw	To present the draft MTFP	-	03/03/2016	-	11/02/2016	-	-	-
		To present the Medium Term Financial Plan	-	06/03/2017	-	09/02/2017	-	-	-
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	Ian Knowles	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	Ian Knowles	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 4	Tracey Bircumshaw	exempt monitoring report to assess progress against the agreed loan as the end of period 4	-	-	21/06/2016	-	-	-	-
revenue base budgets 16/17 onwards	Tracey Bircumshaw	to present the proposed revenue base budgets	-	03/03/2016	-	11/02/2016	-	-	02/02/2016
Strategic risks	James O'Shaughnessy	to present a risk register for 16/17	-	-	-	-	-	-	-
	Ian Knowles	To present the current strategic risk register	-	-	14/03/2017	-	-	-	-
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
Annual Audit Letter	Ian Knowles	To present the Annual Audit Letter - KPMG External Audit	-	-	08/11/2016	-	-	-	-
Internal Audit Annual Report	Ian Knowles	To present the Internal Audit Annual Report for 2015-16	-	-	21/06/2016	-	-	-	-
Intelligent Scanning	Tracey Bircumshaw	Implementation of Scanning module for payment of invoices.	-	-	-	-	-	-	-
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	-	-	-	-	-	-	22/03/2016
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	22/02/2016	-	-	-	-	-	-
reccomedations 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
Members Allowances	Alan Robinson	Discussion item to inform the work of the Independent Remuneration Panel prior to their recommendations to Council	-	-	15/09/2016	-	-	-	-
AGS 14/15 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 2	-	-	14/04/2016	-	-	-	-
6 Monthly ASB and Crime Update from Simon 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	-	-	-	-	-	-
briefing paper on 3rd scrutiny area	Ian Knowles	to receive a briefing paper on 3rd outside body / area selected for scrutiny (topic tbc) This will be a state of the district style report relating to youth unemployment	22/02/2016	-	-	-	-	-	-
to re-visit the questions / briefing paper	Ian Knowles	to re-visit the questions / briefing paper for the 3rd area / body selected for scrutiny this will be on youth unemployment	05/04/2016	-	-	-	-	-	-
Devolution Update	Manjeet Gill	To update members as part of CX announcements on any progress on the devolution agenda	-	03/03/2016	-	-	-	-	-
attendance by 3rd public body	Ian Knowles	attendance by the 3rd public body selected for scrutiny (topic tbc) this will be agencies relating to youth unemployment (tbc)	23/05/2016	-	-	-	-	-	-
Selective Licensing Proposals	Andy Gray	To provide elected members with feedback from the consultation process and to make a decision on the designation of a scheme.	-	-	-	-	-	-	22/03/2016
staff survey engagement grp - update/progress rep	Emma Redwood	to advise of the work being undertaken by the group and progress made to date in response to the results of the staff survey in summer 2015.	-	-	-	-	-	31/03/2016	-
Municipal Bonds Agency Borrowing	Tracey Bircumshaw	To approve the Framework and Joint and Several Guarantee associated with borrowing from the Municipal Bonds Agency	-	03/03/2016	17/03/2016	-	-	-	-
south west ward partnership - progress report	Ruth Farningham	following a request from PC Committee this report will assess progress been achieved by the partnership	-	-	-	-	-	-	06/06/2017
Lincolnshire Homelessness Strategy 2016 -2020	Michelle Howard	That members approve the Lincolnshire Homelessness Strategy 2016 - 2020. This framework for all seven Lincolnshire Authorities will deliver in partnership with	-	-	-	-	-	-	07/06/2016

		our stakeholders our priorities to prevent and tackle homelessness across Lincolnshire.							
submission version of the Local Plan	Mark Sturgess	to receive the submission version of the document (Mark please add detail)	-	-	-	-	-	-	03/05/2016
Annual Governance Statement 2015/16	James O'Shaughnessy	To present to Members the Council's AGS for 2015/16	-	-	26/07/2016	-	-	-	-
AGS 14/15 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	-	-	26/07/2016	-	-	-	-
Investment Proposals for Gainsborough	Eve Fawcett-Moralee	Approve Investment plans for Gainsborough and related financial implications	-	-	-	11/02/2016	-	-	02/02/2016
Riverside Gateway LDO Consultation	Eve Fawcett-Moralee	Seeking member's support for Local Development Order's consultation	-	-	-	-	-	-	02/02/2016
Agree Caistor and Nettleham Neighbourhood Plans	Luke Brown	Approval is needed from Prosperous Ctte for the Final Draft Neighbourhood Plans for Caistor and Nettleham to progress to local referendum. Following referendum the final plans need to be approved and adopted at Full Council.	-	03/03/2016	-	-	-	-	08/12/2015
Internal Audit Plan 16/17 (Lucy Pledge)	James O'Shaughnessy	to present the internal audit plan for 16/17	-	-	17/03/2016	-	-	-	-
Combined Assurance Report 2015/16	James O'Shaughnessy	to present the combined assurance report	-	-	17/03/2016	-	-	-	-
Temporary Staffing in Operational Services	Ady Selby	Requested by A Selby	-	-	-	11/02/2016	-	-	-
Food & Health & Safety Plan 2016-17	Lesley Beevers	To present the Food & Health & Safety Plan 2016-17	-	-	-	-	09/06/2016	-	-
Draft AGS	Ian Knowles	To present the draft Annual Governance Statement and Action Plan 2015-16	-	-	21/06/2016	-	-	-	-
Unaudited Statement of Accounts	Ian Knowles	To present the unaudited Statement of Accounts for scrutiny purposes	-	-	21/06/2016	-	-	-	-
Progress & Delivery Period 1	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 1	01/09/2016	-	-	28/07/2016	-	-	19/07/2016
Complaints, Comments and Compliments	Ian Knowles	To present the annual report of feedback received	-	-	26/07/2016	-	-	-	-
Annual Fraud Report	Ian Knowles	To present the Annual Report on Fraud statistics on 2015-16	-	-	26/07/2016	-	-	-	-
Whistleblowing Annual Report	Alan Robinson	To present the report on the effectiveness of the whistleblowing policy and the number of incidents in which the policy had been used over 2015-16	-	-	25/07/2017	-	-	-	-
Internal Audit Plan Q1	Ian Knowles	To present progress against the agreed Internal Audit Plan Quarter 1	-	-	26/07/2016	-	-	-	-
Quickline Monitoring Q1	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed business loan at the end of Quarter 1	-	-	26/07/2016	-	-	-	-

Annual Treasury Management	Tracey Bircumshaw	Annual report on the Treasury Management Service and actual prudential indicators 2015-16	-	-	-	28/07/2016	-	-	-
Treasury Management Monitoring Q1	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 1	-	-	-	28/07/2016	-	-	-
Annual Governance Statement monitoring Q1	Ian Knowles	To assess progress against the agreed AGS action plan at the end of quarter 1	-	-	15/09/2016	-	-	-	-
ISA 260	Tracey Bircumshaw	For KPMG (External Auditor) to present their report in relation to the Statement of Accounts for 2015-16	-	-	15/09/2016	-	-	-	-
Progress and Delivery Period 2	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2	15/11/2016	-	-	27/10/2016	-	-	25/10/2016
Budget Monitoring Q1	Tracey Bircumshaw	To present budget monitoring information as at the end of period 1	-	-	-	28/07/2016	-	-	-
Budget Monitoring Q2	Tracey Bircumshaw	To present budget monitoring information as at the end of period 2	-	-	-	27/10/2016	-	-	-
Treasury Management Q2	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 2	-	-	-	27/10/2016	-	-	-
Internal Audit Plan Q2	Ian Knowles	To present progress against the agreed internal audit plan up until the end of period 2	-	-	08/11/2016	-	-	-	-
Strategic Risk 6 month update	Ian Knowles	To present the current strategic risk register	-	-	08/11/2016	-	-	-	-
Quickline Monitoring Report Q2	Tracey Bircumshaw	Exempt monitoring report assessing progress against the agreed business loan	-	-	08/11/2016	-	-	-	-
Fees and Charges 2017-18	Tracey Bircumshaw	To present the proposed fees and charges for 2017-18	-	-	-	15/12/2016	-	-	06/12/2016
Collection Fund Surplus and Council Tax Base	Tracey Bircumshaw	To present the declaration of estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2017 and to set out the Council Tax Base calculation for 2017-18	-	23/01/2017	-	12/01/2017	-	-	-
Local Council Tax Support Scheme	Alison McCulloch	To agree the Local Council Tax Support Scheme for WLDC for 2017-18	-	23/01/2017	-	15/12/2016	-	-	-
NNDR Write Offs	Alison McCulloch	Exempt report to present irrecoverable NNDR accounts and Benefits overpayments for write off	-	23/01/2017	-	15/12/2016	-	-	-
Treasury Management Draft Strategy	Tracey Bircumshaw	To present the draft strategy for scrutiny purposes	-	-	17/01/2017	-	-	-	-
Internal Audit Plan Q3	Ian Knowles	To present progress against the agreed internal audit plan up until the end of period 3	-	-	17/01/2017	-	-	-	-
Quickline Monitoring Q3	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed business loan	-	-	17/01/2017	-	-	-	-
Corporate Plan	Manjeet Gill	To present the refreshed Corporate Plan	-	06/03/2017	-	09/02/2017	-	-	31/01/2017

