

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	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	-	-	-	-	-	31/03/2016	-
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 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	-	-	-	-
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	-	-	-	-
extrenal audit plan (external audit)	Ian Knowles	to present the external audit plan for 16/17 and associated fees	-	-	17/03/2016	-	-	-	-
Home Working Policy Review - staff policy (introduce new Agile policy)	Emma Redwood	To review the Homeworking Policy	-	-	-	12/05/2016	-	31/03/2016	-
IT Strategy and Action Plan	Ian Knowles	As per CLT Min 33/15	-	-	-	Being scoped	-	-	-
Member Training update	Alan Robinson	To present an update on the Member development programme	-	-	08/11/2016	-	-	-	-
MTFP	Tracey Bircumshaw	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 -	Ian Knowles	monitoring report to present progress made as at the end of the financial year	23/05/2016	-	-	12/05/2016	-	-	26/04/2016

Period 4									
Q4 IA Report (Year End) Lisa Mackenzie	James O'Shaughnessy	Year end audit report	-	-	14/04/2016	-	-	-	-
Strategic risks	James O'Shaughnessy	to present a risk register for 16/17	-	-	14/04/2016	-	-	-	-
	Ian Knowles	To present the current strategic risk register	-	-	14/03/2017	-	-	-	-
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	-	-	-	-
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
CIL	Mark Sturgess		-	09/05/2016	-	-	-	-	26/04/2016
recomendations 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	23/05/2016	-	-	-	-	-	07/06/2016
		please note timescale for report may change. group as yet have not agreed its timescales (15/9/15 kjc)							
Carbon Management Plan	Karen Lond	For Members to endorse and adopt the new Carbon Management Plan	-	-	-	16/06/2016	-	-	-
Health and Safety Report	Kim Leith	To provide all throughout the Authority with information how health and safety is developing	-	-	-	28/07/2016	-	07/07/2016	-
Central Lincolnshire Local Plan Submission Draft	Mark Sturgess	Members to agree WLDC's corporate response to the submission draft of the CLLP prior to submission to SoS	-	09/05/2016	-	-	-	-	26/04/2016
C and i Cttee Annual Report 15/16	Katie Coughlan	to present the Committee's annual report. setting out work undertaken throughout the year and work planned for next.	05/04/2016	09/05/2016	-	-	-	-	-
Annual feedback report 2015 to 2016	Lyn Marlow	To provide members with analysis of the Compliments, complaints and comments for	-	-	21/06/2016	-	-	-	-

2015/16									
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	-	-	-	-
to re-visit the questions / briefing paper	Ian Knowles	to re-visit the questions / briefing paper for the 3rd area / body selected for scrutiny	05/04/2016	-	-	-	-	-	-
Devolution Update	Manjeet Gill	to update members as part of CX announcements on any progress on the devolution agenda	-	11/04/2016	-	-	-	-	-
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	-	-	14/04/2016	-	-	-	-
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 our stakeholders our priorities to prevent and tackle homelessness across Lincolnshire.	-	-	-	-	-	-	07/06/2016
submission version of the Local Plan	Mark Sturgess	to receive the submission version of the document (Mark please add detail)	-	-	-	-	-	-	26/04/2016
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	-	-	-	-
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	-	-	-	-
Quickline Monitoring Report - period 4 Feb 2016	Tracey Bircumshaw	exempt monitoring report to assess progress against the agreed loan as the end of period 4 (end of February 2016)	-	-	14/04/2016	-	-	-	-
Gateway Riverside LDO Adoption	Eve Fawcett-Moralee	Following consultation, the Gateway Riverside LDO will need to be considered by the Prosperous Communities again for adoption	-	-	-	-	-	-	26/04/2016
P and D Working Group Recommendations	Ian Knowles	to present the recommendations arising from the P and D working group	05/04/2016	-	-	12/05/2016	-	-	26/04/2016
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	-	-	-	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
Members' Allowance Scheme	Alan Robinson	To consider the Remuneration Panel's recommendation for the 2017-18 allowance scheme	-	23/01/2017	-	-	-	-	-
Progress and Delivery Q3	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3	21/02/2017	-	-	09/02/2017	-	-	31/01/2017

Revenue Base Budgets 2017-18	Tracey Bircumshaw	To present the proposed revenue base budgets for 2017-18	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
Budget and Treasury Management Q3	Tracey Bircumshaw	To present the Budget and Treasury Management monitoring report for period 3	-	06/03/2017	-	09/02/2017	-	-	-
Certification of Grants and Claims	Tracey Bircumshaw	For External Audit to present the Certification of Grants and Claims	-	-	14/03/2017	-	-	-	-
Combined Assurance 2016/17	James O'Shaughnessy	To present the Combined Assurance Report	-	-	14/03/2017	-	-	-	-
Budget and Treasury Management Monitoring Q4	Tracey Bircumshaw	To present budget monitoring and Treasury Management information as at the end of period 4 and the outturn position	-	-	-	13/04/2017	-	-	-
Progress and Delivery Q4	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4	23/05/2017	-	-	13/04/2017	-	-	02/05/2017
Quickline Monitoring Q4	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed loan as the end of period 4	-	-	18/04/2017	-	-	-	-
Constitution Annual Review	Alan Robinson	To present the Annual Review of the Constitution	-	08/05/2017	18/04/2017	-	-	-	-
Gainsborough Town Centre Management and Markets	Eve Fawcett-Moralee	Growth Team proposals for the management of Gainsborough town centre and markets	05/04/2016	-	-	12/05/2016	-	-	26/04/2016
Presentation by Simon Outen	Katie Coughlan	to provide verbal six month update on crime in West Lindsey	01/09/2016	-	-	-	-	-	-
		to receive a 6month verbal update on Crime across the District	21/02/2017	-	-	-	-	-	-
C and i oPERATING mETHODOLOGY 16/17	Ian Knowles	To agree the Operating Methodology for 16/17	23/05/2016	-	-	-	-	-	-
C and I Annual Report 16/17	Katie Coughlan	to present the 16/17 Annual Report	04/04/2017	-	-	-	-	-	-
Reconfiguration of the Council Chamber	Nicola Calver	To consider additional feedback from the 'normal' layout for Council to inform discussions on a reconfiguration of the Chamber to deliver a better opportunity for debate and aid the democratic process.	05/04/2016	11/04/2016	-	-	-	-	-
democracy group 6m update report	Nicola Calver	to provide an update on the ongoing work of the Group	01/09/2016	-	-	-	-	-	-
development management improvement plan	Mark Sturgess	to provide committee with the second report on progress achieved in respect of the agreed development management improvement plan.	11/10/2016	-	-	-	-	-	-
Wewt Lindsey Event	Karen Whitfield	Magna Vitae to give a presentation of their proposals for West Lindsey event for 2016 as agreed at Chairs Brief on Monday 7th March.	-	-	-	-	-	-	26/04/2016

appointment of external auditors	Ian Knowles	to consider the options	-	-	14/04/2016	-	-	-	-
Strategic Risks - 6 month Update	James O'Shaughnessy	to present the 6 month update	-	-	08/11/2016	-	-	-	-
