

Corporate Policy & Resources Committee Work Plan

Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Corporate Policy & Resources Committee.

Recommendation:

1. That members note the schedule of reports.

| Date | Title | Lead Officer | Purpose of the report |
|------------|--|-------------------|--|
| 24/09/2015 | Annual Health and Safety report | Kim Leith | To provide an update on health and safety within the authority |
| | Commercial Plan - Progress Update & Delivery Prog | Penny Sharp | To provide members with an update on the council's commercial activities |
| | Driving Policy | Kim Leith | To review the driving procedures and produce a Driving Policy |
| | Home Working Policy Review - staff policy (introduce new Agile policy) | Emma Redwood | To review the Homeworking Policy and introduce a new Agile working policy which incorporates Homeworking in it |
| | Local Council Tax Base | Alison McCulloch | to agree the local council tax support scheme for WLDC for 16/17 |
| | Policy Review - Travel Policy | Emma Redwood | To review, update and agree the Travel Policy |
| | Revised Asset Management Plan | Penny Sharp | 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 |
| | Strategic Review of Car Parking | Penny Sharp | To agree approach to public car parking in Gainsborough and future involvement with Beaumont Street Car Park |
| 27/10/2015 | Budget Monitoring Period 2 | Tracey Bircumshaw | to present the budget monitoring information for period 2 |
| | 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. |
| | Progress and Delivery - Projects and Services - Period 2 | Mark Sturgess | to present monitoring information up until the end of period 2 . |
| | Treasury Management Monitoring - Period 2 | Tracey Bircumshaw | to present the treasury management activity up until the end of period 2 . |

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| 10/11/2015 | IT Strategy and Action Plan | Ian Knowles | As per CLT Min 33/15 |
| | 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. |
| 17/12/2015 | Fees and Charges | Tracey Bircumshaw | to present the proposed fees and charges for 16/17 |
| 14/01/2016 | 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 |
| | Corporate Plan Refresh | Manjeet Gill | to present the refreshed corporate plan |
| | NDR Write Offs | Alison McCulloch | exempt report writing off ndr accounts which can not be recovered |
| 11/02/2016 | Budget Monitoring Report - Period 3 | Tracey Bircumshaw | to present budget monitoring information as at the end of period 3 |
| | MTFP | Tracey Bircumshaw | To present the draft MTFP |
| | Progress and Delivery - projects and Services - period 3 | Mark Sturgess | to present monitoring information up until the end of period 3 |
| | revenue base budgets 16/17 onwards | Tracey Bircumshaw | to present the proposed revenue base budgets |
| | treasury management monitoring report - period 3 | Tracey Bircumshaw | to present monitoring information as at the end of period 3 |
| 12/05/2016 | budget monitoring report - period 4 - outturn | Tracey Bircumshaw | to present the outturn position |
| | progress and Delivery - projects and Services - Period 4 | Mark Sturgess | monitoring report to present progress made as at the end of the financial year |
| | treasury management monitoring report - period 4 outturn | Tracey Bircumshaw | monitoring report presenting the outturn position |