

AGENDA

This meeting will be recorded and the video archive published on our website

Challenge and Improve Committee

Tuesday, 15th November, 2016 at 6.30 pm

Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

Councillor Hugo Marfleet
Councillor Lesley Rollings
Councillor Lewis Strange (Vice-Chairman)
Councillor Mrs Angela White
Councillor Trevor Young (Vice-Chairman)
Councillor Stuart Kinch
Councillor Mrs Pat Mewis
Councillor David Bond
Councillor Christopher Darcel
Councillor Adam Duguid
Councillor Paul Howitt-Cowan (Chairman)
Councillor Stuart Curtis

1. Apologies for Absence

2. Minutes of the previous meeting.

Meeting of the Challenge and Improvement Committee held on 11 October 2016

3. Members' Declarations of Interest

Members may make any declarations of interest at this point and may also make them at any point during the meeting.

4. Matters Arising Schedule

Matters Arising Schedule setting out current position of previously agreed actions as at 7 November 2016

(PAGES 1 - 6)

5. Question and Answer Session with a Public Body - Lincolnshire Police

Committee will have the opportunity to discuss the

work of Lincolnshire Police together with a number of key areas of police work both operationally and strategically, to enhance member and officer understanding and further promote effective partnership working with Lincolnshire Police.

This will enable informed consideration of the issues affecting West Lindsey and enable Members to seek assurance of the work in place to ensure that efforts to reduce crime and promote community safety in West Lindsey are effective.

Inspector Simon Outen, together with Detective Chief Superintendent Chris Davidson will be in attendance and make short presentations to the Committee, addressing those matters previously identified, and detailed in Appendix A to this agenda.

This will be followed by a period of supplementary questioning from the Committee.

6. Public Reports

- a) Request from Prosperous Communities Committee to undertake a Commission into Health Services (PAGES 7 - 20)

7. General Work Items

- a) Forward Plan (PAGES 21 - 26)
- b) Committee Workplan (PAGES 27 - 28)

M Gill
Chief Executive
The Guildhall
Gainsborough

Monday, 7 November 2016

Purpose:

To consider progress on the matters arising from previous Challenge & Improve Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Active/Closed	Active				
Meeting	Challenge and Improve Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black	sandsfield lane playing field	<p>extract from mins of meeting 28/6 /16: -</p> <p>With regard to the South West Ward Project, a member enquired as to what, if any, plans there were for the Sandsfield Lane Playing field. The ward was crying out for open green space and this was a prime location, not been made use of and was considered a wasted opportunity by some Members.</p> <p>In the absence of Key Officers associated with this project, the Interim Strategic Lead for Transformation, undertook to raise this with the Tactical Group</p>	<p>james please can you liaise with Mark and ask him to provide commentary through this matters arising as to any plans for the site.</p> <p>extract from mins of meeting 1/9/16: - Officers advised that the request had been brought to the attention of the Chief Operating Officer. Assurance had been received that this action would be updated prior to the next meeting, however any Members who wished to discuss the matter, in the interim, were encouraged to contact the Chief Operating Officer direct. Revised target date input.</p> <p>A verbal update will be given at the meeting by the Chief Operating Officer (11 october mtg)</p> <p>“There are currently no plans for this site. Members will be involved as we develop plans for all sites owned by the Council”</p>	30/09/16	Mark Sturgess

	<p>invitation to police and other representatives</p>	<p>extract from mins of meeting: -</p> <p>(a) the draft questions for Police and Police and Crime Commissioner colleagues, subject to the inclusion of the matter detailed above, be approved; and</p> <p>(b) an invitation be extended to the Police and Crime Commissioner and Integrated Offender Management lead(s) to attend at September's meeting</p>	<p>please invite required attendees, provide with the questions and date of meeting</p> <p>invitation and info sent. response awaited as at 21/7/16.</p> <p>Unfortunately, Simon was unable to attend on this date. Alternative date offered of November and confirmed in principal. Initial response from the PCC received declining invitation for September. Officers are undertaking further work with a view to obtaining his agreement to attend now in November. Responses awaited from Mark Housley and Chris Davidson therefore follow up e-mail sent. All attendees now requested to attend in November. Work Plan amended accordingly</p> <p>6.9.16 - revised date reaffirmed to Simon Outen. Confirmation of attendance received from C Davidson. And Simon Outen. Ldr of Council requested to informally approach PCC.</p> <p>PCC has indicated to the leader that he will not attend a formal event as being proposed, however he has indicated he may attend something less formal for a Q and A Session. He has declined all similar offers made by DCs across Lincolnshire. Districts with particular issues for him are requested to use the appointed member of the crime scrutiny panel to raise.</p> <p>a separate session will be organised for lead members to meet with PCC ideally before the ctte meets again in November</p>	<p>30/09/16</p>	<p>Katie Coughlan</p>
--	--	--	---	-----------------	-----------------------

	<p>call-in</p>	<p>extract from mins of mtg 11/10 :-</p> <p>a) it be agreed that the decision taken by the Prosperous Communities Committee was not taken in accordance with the principles set out in 1.7 of the report, namely: -</p> <ul style="list-style-type: none"> o presumption in favour of openness o contribute to the well-being of the area; and o clarity of aims and desired outcome. <p>In Light of this it was further RESOLVED that: -</p> <p>(b) it be RECOMMENDED to the Prosperous Communities Committee that: -</p> <p>(i) Options 6, 8 and 9 be further reviewed, with a greater emphasis on the growth and development of the market, as the Challenge and Improvement Committee are of the view that they potentially offer a better contribution to the well-being of the area; and</p> <p>(ii) they request further detailed information from Officers regarding the nature of the proposed joint committee contained within Option 3, expanding on the nature of this, its makeup and how collaboration growth and development would be achieved, by way of assurance.</p>	<p>please prepare report ready for re-submission to PC Cttee in October in accordance with above decision, report was submitted and pc have agreed to recs and will receive a further report back in December</p>	<p>17/10/16</p>	<p>Ady Selby</p>
--	-----------------------	--	--	-----------------	------------------

	development management update report	extract from mins of mtg 11/10/16: a final update report be received in 6 months' time, after which time, performance for the service be reported through the usual progress and delivery reporting mechanism.	item has been added to the forward plan and allocated to OFT	14/10/16	Oliver Fytche-Taylor
	south west ward update	Extract from mins of mtg 11/10/16 that the situation regarding the tackling of anti-social behaviour in South Ward of Gainsborough be kept under review and a further report be submitted to the Challenge and Improvement Committee on improvements made in six months' time.	item has been added to forward plan and allocated	14/10/16	Mark Sturgess
	update workplan	extract from mins of mtg: - 11/10/16 RESOLVED that the Work Plan, subject to the inclusion of the two updates requested throughout the course of the meeting (minute 46 and 47)be noted.	items have been added to f plan and work plan updated	14/10/16	Katie Coughlan
Green					

	forward plan / work plan	extract from mins of mtg 23/5 Anglian Water Attendance: - A Member requested that Anglian Water be invited to attend a future meeting as part of the Public Body Scrutiny Element, in light of the continued issues arising from flooding and limited responses to large planning applications. The Director of Resources advised that the Committee had previously resolved to look into the matter of Youth Unemployment on a themed basis, inviting a raft of associated agencies throughout the year. It was suggested this matter be held in abeyance and should the work plan allow later in the year, the matter be re-visited. Members were again agreeable to this suggestion.	keep on hold	31/12/16	Katie Coughlan
--	-------------------------------------	--	---------------------	----------	-------------------

	school / colleges - scrutiny session	<p>extract from mins of meeting 11/10/16 : -</p> <p>(a) All of the organisations listed at Section 2.2 of the report, namely: -</p> <ul style="list-style-type: none"> • Lincoln College, Acland Street, Gainsborough • Gainsborough Foundry, Bridge Street, Gainsborough • Young and Safe in Gainsborough (YASIG), incorporating Hill, Holt Wood • John Leggott VI Form College, Scunthorpe • North Lindsey College of Technology, Scunthorpe • Retford Post 16 Centre • Riseholme College, North Carlton • Lincoln & Gainsborough Adult Training, Lincoln <p>be invited to attend at the December meeting; and and</p> <p>(b) the series of questions, as presented, and as detailed in paragraph 3.1 of report CAI.31 16/17, form the basis of the presentations the invited organisations are asked to prepare.</p>	<p>please write to all of the orginsations requesting attendance.</p> <p>all organisations were contacted on 20 October by e-mail responses are awaited . CLIP have accepted to date. further update to be provided at the meeting</p>	21/10/16	Katie Coughlan
Grand Total					



CAI.35 16/17

**Challenge and
Improvement Committee**

15 November 2016

C

Subject: Request from the Prosperous Communities Committee to undertake a Commission into Health Services

Report by:

Director of Resources

Contact Officer:

Ian Knowles
Director of Resources
01427 675183
ian.knowles@west-lindsey.gov.uk

Purpose / Summary:

To receive and accept the request from the Prosperous Communities Committee to undertake a Commission into Health Services, in accordance with the attached brief / scope.

To determine the Membership of and appointment Members to serve on the Commission Group.

RECOMMENDATION(S): That Members

- (a) accept the request from the Prosperous Communities Committee to undertake a Commission into Health Services, in accordance with the attached brief / scope subject to the amendments detailed at 2.4 – 2.7 of the report.
- (b) determine the membership of and appoint Members to serve on the Commission Group in accordance with the suggestions detailed at 2.3 of the report, including the ability for the Group to co-opt up to two independent/ lay members if considered appropriate as the work progresses.

(c) request an interim position update report be submitted to the Challenge and Improvement Committee in May 2017.

IMPLICATIONS

Legal:

Financial :

Staffing :

Equality and Diversity including Human Rights :
NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).

Risk Assessment :

Climate Related Risks and Opportunities :

Title and Location of any Background Papers used in the preparation of this report:
*Wherever possible please provide a hyperlink to the background paper/s
If a document is confidential and not for public viewing it should not be listed.*

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes **No**

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes **No**

1 Introduction

- 1.1 At its meeting on 25 October 2016, Prosperous Communities Committee gave consideration to the report attached at Appendix A.
- 1.2 The minute and resolution from that that meeting are set out below : -

48 GP / HOSPITAL / AMBULANCE PROVISION - SCOPE PAPER

The Director of Resources introduced the paper and set out the background in which Members were minded to set up a commission to examine the state of health services in the District. In order to achieve this it was proposed to request Challenge and Improvement Committee to set up this commission and carry out the investigation in accordance with the draft brief attached as appendix.

Councillor Bierley stated that the starting point was the long term health and wellbeing of the whole district, and noted that 'soft issues' such as health walks etc were the primary target for funding cuts but which had a big impact on health. The Council could assist in such issues, with initiatives like the recent defibrillator and stairlift programmes. The work would repay itself, particularly with positive engagement with the 3rd sector.

Councillor Young requested that the recent reduction in funding to pharmacies be included within the scope of the commission. Councillor Howitt-Cowan, Chairman of the Challenge and Improvement Committee assured Members that the study would look at the whole district and not just urban areas.

RESOLVED that the brief (attached as an appendix to the report) for the proposed Health Commission be agreed and the Challenge and Improvement Committee be requested to carry out the investigation and report back to the Prosperous Communities Committee with recommendations.

2. Considerations

(a) Membership of the Group

- 2.1 As indicated in covering report issued to Prosperous Communities Committee (Appendix A), it is for the Challenge and Improvement Committee to determine the Membership of the commission group, acknowledging the requirement, again as stated in the same covering report, that the group will comprise of Members of the Council who are either Members of Challenge and Improvement Committee, Member of

the Prosperous Communities Committee or Members of the Corporate Policy and Resources Committee.

- 2.2 Furthermore the brief advises that the Membership of the Group should be sufficient to represent the views of the Committees, but small enough to be manageable. Members who are designated to serve on the group should give this work priority as the group needs to maintain its representation through the course of its work.
- 2.3 In light of these factors it is suggested that the Commission Group should comprise a total of 6 Members (2 from each Committee) and that the Group should have the ability to co-opt up to two independent/lay members if they consider this appropriate to the work they are undertaking as it progresses.

(b) Minor Amendments to the Scope

- 2.4 As can be seen from the minutes arising from the meeting of the Prosperous Communities detailed at Section 1.2 above, a minor amendment to the scope was requested namely that “the recent reduction in funding to pharmacies be included within the scope”. It is therefore suggested that following wording be inserted to the scope at Item 3

- The plans and expectations of pharmacies given the recent funding cuts

- 2.5 If Members were minded to accept the suggestion in 2.3, regarding the Membership of the Group, the following would be inserted into the scope in the Membership section

- the Group will have the ability to co-opt up to two independent/lay members if they consider this appropriate to the work they are undertaking as it progresses.

- 2.6 In order that the Commission Group can maintain its momentum, in the absence of some Members it is suggested the quorum for the Group be set at 4 elected Members and the following words be inserted into the scope in the Membership Section

- In order to maintain momentum, the quorum for the Group will be 4 elected Members

- 2.7 Whilst acknowledging the timeline within the brief it is further suggested that an interim position update report be submitted to the Challenge and Improvement Committee in May 2017, and that this be added to the timeline

2.8 All of the above suggested amendments to the Scope have been shown as “track changes” in the Appendix to this report

3. Recommendations

3.1 In light of the above the Challenge and Improvement Committee are recommended to: -

- (a) accept the request from the Prosperous Communities Committee to undertake a Commission into Health Services, in accordance with the attached brief / scope subject to the amendments detailed at 2.4 – 2.7 of the report.
- (b) determine the membership of and appoint Members to serve on the Commission Group in accordance with the suggestions detailed at 2.3 of the report, including the ability for the Group to co-opt up to two independent/ lay members if considered appropriate as the work progresses.
- (c) request an interim position update report be submitted to the Challenge and Improvement Committee in May 2017.



Appendix to CIA.35 16/17
Prosperous Communities Committee
25 October 2016

Subject: Approval of Brief for Health Commission

Report by:	Chief Operating Officer
Contact Officer:	Mark Sturgess – Chief Operating Officer. 01427 676687 Mark.sturgess@west-lindsey.gov.uk
Purpose / Summary:	In their community leadership role members are concerned to ensure that the health services offered in the District meet the needs now and in the future. In order to seek assurance on this issue members are minded to set up a health commission to investigate the state of health services in the District and make recommendations on how services can be sustained and improved and how the District Council can influence this area in the future.

RECOMMENDATION(S):

1. Agree the brief (attached as appendix) for the proposed Health Commission and request Challenge and Improvement Committee to carry out the investigation and report back to the Prosperous Communities Committee with recommendations.

IMPLICATIONS

Legal: None arising from this report

Financial : None

Staffing : None arising from this report

Equality and Diversity including Human Rights : None arising from this report.

Risk Assessment : None arising from this report

Climate Related Risks and Opportunities : None arising from this report

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1. Background

- 1.1 Members are minded to set up a commission to examine the state of health services in the District. In order to achieve this it is proposed to request Challenge and Improvement Committee to set up this commission and carry out the investigation in accordance with the draft brief attached as appendix.
- 1.2 In terms of the membership of the commission this should be decided by the Challenge and Improvement Committee, but should be made up of members from the two policy committees (Prosperous Communities Committee and Corporate Policy and Resources) and Challenge and Improvement Committee.
- 1.3 The timetable for this work is set out in the brief. It anticipated that the collection and analysis of evidence is primarily led by members with logistical support from officers.
- 1.4 The principal objective of the commission are set out in the attached paper.

Brief for Health Commission Version 2 – 11th October 2016

What is the basis of this work?

To enable maximum impact with the Council's limited resources and our ability as a facilitator to help join up various issues on health prevention and delivery where possible.

To use the Council's role as problem solver, advocate, influencer and service deliverer to safeguard and promote the health and wellbeing of the District's communities.

What is the evidence of need?

- Increasing ageing populations, with increasing frailty increases demand on health services.
- Ability to access services where transport is not available including pressures on ambulance services.
- John Coupland+ Hospital and GP's services finding pressure in terms of demand and limited budgets to meet demand in cost effective ways.
- Difficulty in recruiting GPs, consultants, nurses resulting in pressures on existing services and waiting times. Particularly different roles, such as nurse prescribers and practitioners.
- The NHS England led process for Sustainable Transformation Plans, requires CCG's and commissions to engage with District Councils along with other community stakeholders in developing future strategies, which is what the Sustainable Transformation Plan (STP) is about. For both the Humber and Lincolnshire regions, including further afield where communities of West Lindsey may be accessing health services.
- Funding for health infrastructure in growth areas where housing will increase such as Fringe villages and Gainsborough.
- Active community networks and volunteers play a role to support patients, carers and service users. The Council plays a strong role in community development and promoting community action.

SCOPE

The scope of the work will be to look at the following areas and make recommendations.

- Item 1. To understand how we can help with John Coupland Hospital and GP surgery services, specifically helping in areas of prevention and health condition management.
 - Access and map GP provision across West Lindsey and the present pressures. Map primary care services offered in surgeries and health centres.

- Item 2. Understand the STP proposals and recommend how the Council can help in shaping changes that have impact on areas such as:
 - Health care prevention
 - Condition management
 - Independent living and housing
 - Integrated, efficient services and facilities
 - Access to services

- Item 3. Examine best practice in West Lindsey and elsewhere. Map community networks in West Lindsey for:
 - Sustainable community action by groups including support to community leaders.
 - Volunteering and type of areas priorities/network.
 - Role of opticians, dentists, chiropody, schools and other health service points in helping prevention and health condition management.
 - The plans and expectations of pharmacies given the recent funding cuts

- Item 4. Understand the mental health and recovery issues, especially how physical and mental health conditions are interrelated.

The role community plays and can further play in:

 - Crisis prevention
 - Recovery
 - Housing/employment and social issues

- Item 5. Examine best practice locally, nationally, internationally for helping condition management especially:
 - Dementia care and management

Formatted: Indent: Left: 3.17 cm, No bullets or numbering

- Diabetes
- Vascular/heart diseases
- Other priorities for West Lindsey based on JSNA evidence of health conditions in Lincolnshire and West Lindsey

Item 6. Examine the way independent living can be helped particularly role of:

- Adaptations (DFGs, NHS and LCC Services)
- Supported/Extra Care accommodation
- Respite Care
- Hospice Care

Outcomes

1. Better Council understanding of health and wellbeing issues, how addressed and the role we can play.
2. Recommendations to various bodies including the Council on future policy and action, particularly partnership with health services and community to particularly improve the community action and housing.

ACTION AND RESOURCING

The Council does not directly provide health services and this is not a statutory area. However, the Council has played a major role in terms of community action, ensuring grants to improve community infrastructure and groups and securing other funding through community groups.

In terms of action and how this work is organised it is proposed that we look at the following options:

- a) A task and finish approach for each scope item. This would need three meetings to:
 - One: Scope who needs to be invited and what information needed.
 - Two: Examine and hear evidence.
 - Three: Recommendations for action, short and long term.

Each task group session could run in parallel. So,

January:

- Meet to scope for the GPs, Task and Finish item
- Examine JSNA and STP evidence.

February:

- Examine GPs provision including hearing from speakers.

- Scope next task and finish item and who to invite e.g. Best practice community and volunteering.

March:

- Make recommendations on GPs.
- Scope next task and finish.
- Hear best practice evidence for community/volunteering item scoped in February.

Membership of the Group

The group will comprise of Members of the Council who are either Members of the Challenge and Improvement Committee or a Members of the Prosperous Communities Committee or Corporate Policy and Resources and Committee (2 from each)

The Group will also have the ability to co-opt up to two independent/lay members if they consider this appropriate to the work they are undertaking as it progresses.-

The number of Members who are on the group should be sufficient to represent the views of the Committees, but small enough to be manageable.

Members who are designated to serve on the group should give this work priority as the group needs to maintain its representation through the course of its work.

In order to maintain momentum, the quorum for the Group will be 4 elected Members

Timeline

It is anticipated that the group will take up to a year to complete its work. This will take it past the next annual council meeting. Therefore if a member is selected to serve on this group then that member will serve on the group into the next municipal year (2017/18).

- 30 August 2016 – First draft of brief considered at PCC Chairs Brief for initial member input and shaping.
- 28th September – PCC Chairs Brief draft to C&I Committee Chairs Brief.
- 11th October 2016 – Final draft of brief considered at PCC Chairs Brief for sign off to PCC.
- 25 October 2016 – Brief approved by PCC.
- 2 November 2016 – Approved brief considered at Challenge and Improvement Committee brief for sign off to committee.
- 15 November 2016 – Brief considered by Challenge and Improvement Committee.
- By end of November 2016 – First meeting of the member group.
- December to May 2017 – meetings with stakeholders.
- May 2017 - interim position update report be submitted to the Challenge and Improvement Committee

Formatted: Font: Arial

Formatted: Justified

Formatted: Font: Arial, 12 pt

Formatted: Font: (Default) Arial, 12 pt

- May to September 2017 – prepare final report.
- October/November 2017 – Final report presented to PCC.

This page is intentionally left blank

Forward Plan for all Committees

D

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
ICT Strategy	Ian Knowles	To present the ICT Strategy for approval	-	-	-	15/12/2016	-	-	-
Member Training update	Alan Robinson	To present an update on the Member development programme	-	-	20/06/2017	-	-	-	-
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	-	-	-	27/07/2017	-	01/06/2017	-
Telephony / Technology Stage 1	Ian Knowles	As per Minute 157 of CLT Amended at CLT 11/05	-	-	-	-	-	-	-
Matters Arising and Minutes	Nicola Calver	To present minutes of previous meetings and matters arising	-	-	-	-	-	-	-
quarterly feedback reports	Lyn Marlow	provide SLT with information regarding complaints	-	-	-	-	-	-	-
Annual Audit Letter	Tracey Bircumshaw	To present the Annual Audit Letter - KPMG External Audit	-	-	08/11/2016	-	-	-	-
Members Allowances	Alan Robinson	Discussion item to inform the work of the Independent Remuneration Panel prior to their recommendations to Council	-	-	08/11/2016	-	-	-	-
AGS 15/16 Monitoring Report Q1	James O'Shaughnessy	To assess progress against the agreed AGS action plan at the end of quarter 1	-	-	08/11/2016	-	-	-	-
Progress and Delivery Period 2	Mark Sturgess	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2	20/12/2016	-	-	10/11/2016	-	-	06/12/2016
Treasury Management Q2	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 2	-	-	-	10/11/2016	-	-	-

Internal Audit Plan Q2	Ian Knowles	To present progress against the agreed internal audit plan up until the end of period 2 extract from mins of mtg 21/6 Referring to Appendix 4, the continuous improvement plan for the Audit Lincolnshire service, Independent Members enquired as to how they as a Committee sought assurance the plan was being delivered. It was stressed that Audit Lincolnshire was a service provided by the County Council and as such its service improvement plan would be held to account by Mangers at the County Council. However if the Committee were minded, Officers would request that it be submitted in six months time alongside the internal audit plan progress report. The Committee welcomed this suggestion. it is therefore requested that this report includes an update improvement plan for Audit Lincolnshire	-	-	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	-	-	17/01/2017	-	-	-	-

Combined Assurance Report 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	-	-	-	-
Presentation by Simon Outen	Katie Coughlan	to provide verbal six month update on crime in West Lindsey	15/11/2016	-	-	-	-	-	-
		to receive a 6month verbal update on Crime across the District	21/02/2017	-	-	-	-	-	-
C and I Annual Report 16/17	Katie Coughlan	to present the 16/17 Annual Report	04/04/2017	-	-	-	-	-	-
Strategic Risks - 6 month Update	James O'Shaughnessy	to present the 6 month update	-	-	08/11/2016	-	-	-	-
		to present the 6 monthly update	-	-	18/04/2017	-	-	-	-
6 month selective licensing progress update report	Andy Gray	to update cttee on how the first six months of the scheme is progressing	-	-	-	-	-	-	31/01/2017
Commercial Property Portfolio	Penny Sharp	To seek approval for the acquisition of a commercial property portfolio in line with the capital programme and Medium Term Financial Plan.	-	-	-	15/06/2017	-	-	-
Presentation by AGE UK	Katie Coughlan	to receive a presentation from representatives	-	-	-	-	-	-	06/12/2016
absence Monitoring Report - 6 month position	Emma Redwood	to present the absence figures for first 6 months of the 16/17 year	-	-	-	-	-	06/10/2016	-
Riseholme Neighbourhood Plan	Luke Brown	to seek approval to go to referendum	-	14/11/2016	-	-	-	-	13/09/2016
Public Space Protection Order	Andy Gray	to consider the implementation of a public space protection order at roses and marshalls sports ground for dogs	-	-	-	-	13/12/2016	-	-
Member Champions	Alan Robinson	To formalise the role of Member Champions for the Constitution	-	23/01/2017	17/01/2017	-	-	-	-
Managed Workshop Provision	Joanna Walker	project to delver new workshop provision to facilitate business growth and job creation in the District - see project PID for more details.	-	-	-	27/10/2016	-	-	25/10/2016
Service Risks	Darren Mellors	Monthly Report on Service Risks	-	-	-	-	-	-	-
Introduce a Fixed Term Contract Procedure	Emma Redwood	To introduce a fixed term contract procedure for the council	-	-	-	13/04/2017	-	30/03/2017	-
Review the Bullying & Harassment policy	Emma Redwood	to review the Bullying & Harassment policy	-	-	-	15/12/2016	-	24/11/2016	-
Review the Flexible Working Policy	Emma Redwood	to review the flexible working policy	-	-	-	12/01/2017	-	24/11/2016	-

Introduction of Information Governance Policies	Steve Anderson	To obtain approval for the introduction 3 new IG policy documents: 1. Legal Responsibilities Policy 2. Information Governance Policy 3. Information Sharing Policy	-	-	-	27/10/2016	-	08/09/2016	-
attendance by PCC and Mark Housley	Michelle Howard	for the Police and Crime Commissioner and Mark Housley to be in attendance to answer a number of strategic and operational questions posed by the Committee	15/11/2016	-	-	-	-	-	-
Debt Collection	Ian Knowles	Report setting out the process undertaken to collect outstanding debts	-	-	-	10/11/2016	-	-	-
Saxilby Neighbourhood Plan	Luke Brown	To receive the plan and pass for referendum	-	06/03/2017	-	-	-	-	06/12/2016
dunholme neighbourhood plan	Luke Brown	to receive the plan and refer for local referendum	-	23/01/2017	-	-	-	-	06/12/2016
broadband provision across the district	Ian Knowles	the report will advise members on the current status of broadband provision across the district , of negotiations had with LCC, BDUK and quickline and what provision will look like going forward	-	-	-	-	-	-	06/12/2016
Housing Allocations Policy & Partnership ToR	Michelle Howard	1. To seek approval of the revised housing register/ choice based letting allocations policy. Referred to as CBL policy. This is a joint policy for WLDC, CoLC, NKDC and Acis Group. 2. To seek approval of the revised terms of reference and governance arrangements for the CBL strategic partnership.	-	-	-	15/12/2016	-	-	06/12/2016
Market Rasen Car Parking	Sarah Troman	To provide an update on the impact of introducing car parking charges in Market Rasen	-	-	-	15/06/2017	-	-	02/05/2017
GP / Hospital / Ambulance Provision - scope paper	Mark Sturgess	to present a scoping paper inc remit and terms of ref for commission to be undertaken by c and l cttee in regard to GP / Hospital / Ambulance Provision	15/11/2016	-	-	-	-	-	25/10/2016
Budget Options	Tracey Bircumshaw	to present budget options, in advance of fees and charges / base budgets proposals being submitted for agreement	-	-	-	-	-	-	06/12/2016
Food Enterprize Zone	Eve Fawcett-Moralee	funding requirements for the FEZ (eve please extend)	-	-	-	-	-	-	01/05/2018
Rural Transport Proposals	Grant White	to present proposals relating to rural transport (grant please extend)	-	-	-	-	-	-	31/01/2017
Monitoring of Festivals - Caistor MR	Karen Whitfield	To provide feedback on the impact of the festivals held in market rasen and caistor.	-	-	-	-	-	-	31/01/2017
Housing Strategy	Sarah Troman	to present the new Housing Strategy for approval	-	03/07/2017	-	-	-	-	02/05/2017
Disabled Facilities Grant - Future Provision	Andy Gray	to present proposals regarding the future provision of DFGs	-	-	-	-	-	-	02/05/2017
Budget Monitoring Q2 and Mid Year Treasury Managem	Tracey Bircumshaw	To present budget monitoring information as at the end of period 2	-	-	-	10/11/2016	-	-	-
Food and Farming LDO stage 3 report	Marina Di Salvatore	Stage 2 agreement from Growth Board	-	-	-	-	-	-	-

Commercial Delivery Plan - 6 month progress update	Penny Sharp	To review progress against the annual commercial delivery plan.	-	-	-	15/12/2016	-	-	-
Scothern Neighbourhood Plan	Luke Brown	to agree the plan proceed to referendum	-	23/01/2017	-	-	-	-	25/10/2016
Leisure Contract Update	Karen Whitfield	to provide Members with a progress update regarding the procurement of a a new leisure contract and assurance that the project is running in line with agreed parameters and timescales	-	-	-	-	-	-	02/05/2017
Formal Adoption of the local plan	Oliver Fytche-Taylor	to present the local plan for adoption, this matter will also require recommendation to full council	-	10/04/2017	-	-	-	-	21/03/2017
Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity	-	-	-	-	-	-	06/12/2016
Leisure Contract Procurement	Karen Whitfield	To update Members on the conclusion of the leisure contract procurement exercise and to approve the preferred contractor	-	-	-	11/01/2018	-	-	-
WL Trading Co.	Ian Knowles	The Director of Resources as the shareholder representative (of the WL Trading Co.) would present a summary of the accounts to the CP&R Committee as part of the Annual Business Plan.	-	-	-	09/02/2017	-	-	-
Closer to the Customer	Michelle Carrington	To inform Councillors of the vision and the benefits of the Closer to the Customer programme.	-	-	-	15/12/2016	-	-	-
Empty Property Compulsory Purchase Orders	Andy Gray	To seek approval to proceed with a number of long term empty property CPOs.	-	-	-	-	-	-	06/12/2016
Scotter Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan for referendum	-	06/03/2017	-	-	-	-	31/01/2017
Brattleby Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan to move to referendum.	-	19/05/2014	-	-	-	-	21/03/2017
Reviewing WL's Governance Arrangements	Alan Robinson	GA to receive a report updating on the progress made to date with the review of Governance Arrangements project, with a request to appoint a task and finish group comprised of Members and Officers to ensure Member involvement in the options development process.	-	-	15/09/2016	-	-	-	-
DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months	21/02/2017	-	-	-	-	-	-
sample decision making	Ian Knowles	to provide g and lay members with an example of the governance key decisions go through by way of assurance	-	-	08/11/2016	-	-	-	-
sector led body for audit appointments	Ian Knowles	to set out the next steps for joining the sector led body for audit appointment	-	-	08/11/2016	-	-	-	-
annual fraud report - number and nature	Angela Matthews	to present the annual report - commercial element will go to cpr	-	-	25/07/2017	-	-	-	-
annual fraud report	Angela Matthews	to present the annual report focussing on the commercial side of the service, income generated etc	-	-	-	27/07/2017	-	-	-
democracy working group 6 month update	Nicola Calver	to update the cttee on the work undertaken by the group over the last 6 months	21/02/2017	-	-	-	-	-	-
Potential property acquisition in Gainsborough	Eve Fawcett-Moralee	Potential property acquisition in Gainsborough	-	-	-	27/10/2016	-	-	25/10/2016
Mental Health Champion	Karen Whitfield	To appoint a West Lindsey Member to be the Mental Health Champion in response to the Mental Health Challenge	-	14/11/2016	-	-	-	-	-

CHALLENGE AND IMPROVEMENT CURRENT WORKPLAN – AS AT 7 NOVEMBER

PAPER E

Challenge and Improvement			
Active/Closed	Active		
Date	Title	Lead Officer	Purpose of the report
-			
20/12/2016	Progress and Delivery Period 2	Mark Sturgess	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2
	p and d working group	Ian Knowles	to establish a short term working group to review p and reporting
	Attendance by colleges / apprenticeship	Ian Knowles	
21/02/2017	Progress and Delivery Q3	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3
	Presentation by Simon Outen	Katie Coughlan	to receive a 6month verbal update on Crime across the District
	DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months
	democracy working group 6 month update	Nicola Calver	to update the cttee on the work undertaken by the group over the last 6 months
04/04/2017	C and I Annual Report 16/17	Katie Coughlan	to present the 16/17 Annual Report
	development management performance update	Oliver Fytche-Taylor	update report requested by C and I Committee , to include performance, staffing, income, local plan
	south west ward update report	Mark Sturgess	update report requested by c and I cttee at their meeting on 11/10/16.
23/05/2017	Progress and Delivery Q4	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4
	health commission group - position update report	Mark Sturgess	to provide an interim position update report on the work of the group established in November 2016
Grand Total			

The next round of public bodies, associated with Youth Unemployment, also need to be factored into this work plan

This page is intentionally left blank