

FORWARD PLAN FOR ALL COMMITTEES

Title	Lead Officer	Purpose of the report	C&I	Other C'tee	Decision Maker
OVERVIEW AND SCRUTINY					
3 SEPTEMBER 2019					
Progress and Delivery Report - Period 1 2019/20	Mark Sturgess	To present performance of the Council's key services through agreed performance measures and indicating areas where improvements should be made, having regard to the remedial action set out in the report.			Challenge and Improvement Committee 03/09/19
8 OCTOBER 2019					
Presentation Item - Lincolnshire Police	Ele Snow	To receive latest news and figures from Lincolnshire Police.			Overview and Scrutiny Committee 08/10/19
12 NOVEMBER 2019					
Selective Licensing Annual Update C & I	Andy Gray				Challenge and Improvement Committee 12/11/19
Progress and Delivery Report -	Mark Sturgess	To present performance of the			Challenge and

Period 2 2019/20

Council's key services against agreed performance measures and indicate where improvements should be made, having regard to the remedial action set out in the report.

Improvement
Committee
12/11/19

31 MARCH 2020

Progress and Delivery Report -
Period 3 2019/20

Mark Sturgess

To present performance of the Council's key service against agreed performance measures and indicate where improvements should be made, having regard to the remedial action set out in the report.

Challenge and
Improvement
Committee
31/03/20

CORPORATE POLICY AND RESOURCES

25 JULY 2019

Progress and Delivery Report -
Period 1 2019/20

Mark Sturgess

This report presents performance of the Council's key services against agreed performance measures and indicates areas where improvements could be made, having regard to the remedial measures set out in the report.

Prosperous
Communities
Committee
16/07/19

Corporate Policy
and Resources
Committee
25/07/19

Budget Monitoring and Treasury
Performance Period 1

Tracey Bircumshaw

To provide members with the financial and treasury performance as at May 2019

Corporate Policy
and Resources
Committee

19 SEPTEMBER 2019

5-7 Market Place Refurbishment	Wendy Osgodby	The refurbishment of 5-7 Market Place, including significant structural works.		Corporate Policy and Resources Committee 19/09/19
Caistor Southdale Development	Karen Whitfield	To approve plans for GP and residential development		Corporate Policy and Resources Committee 19/09/19
To introduce a Data Protection Appropriate Policy Document	Steve Anderson	To introduce a Data Protection Appropriate Policy Document to comply with the Data Protection Act 2018	Joint Staff Consultative Committee 05/09/19	Corporate Policy and Resources Committee 19/09/19
Review of Recruitment & Selection Policy	Emma Redwood	To review the council's recruitment & selection policy and update as required	Joint Staff Consultative Committee 05/09/19	Corporate Policy and Resources Committee 19/09/19
Introduction of a Privacy Management Framework	Steve Anderson	Introduction of a Privacy Management Framework to demonstrate compliance with the GDPR principle of accountability	Joint Staff Consultative Committee 05/09/19	Corporate Policy and Resources Committee 19/09/19

7 NOVEMBER 2019

Progress and Delivery Report - Period 2 2019/20	Mark Sturgess	To present performance of the Council's key services against agreed performance measures and indicate where improvements should be made, having regard to	Prosperous Communities Committee 22/10/19	Corporate Policy and Resources Committee 07/11/19
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the remedial action set out in the report.

Proposed Fees & Charges 2020/21	Sue Leversedge	proposed fees and charges for CP		Corporate Policy and Resources Committee 07/11/19
Budget and Treasury Monitoring Mid Year Review 2019/20	Tracey Bircumshaw, Sue Leversedge	Forecast outturn position as at 30th September 19		Corporate Policy and Resources Committee 07/11/19

12 DECEMBER 2019

National Non Domestic Rates, Sundry Debtors, Council Tax and Housing Benefit Overpayments Write Offs	Alison McCulloch	Report detailing debts which are irrecoverable	Corporate Policy and Resources Committee 12/12/19	Corporate Policy and Resources Committee 12/12/19
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9 JANUARY 2020

Whistleblowing Policy	Emma Redwood	To review the council's Whistleblowing Policy		Corporate Policy and Resources Committee 09/01/20
Review of Earmarked Reserves and Revenue Grants Unapplied	Sue Leversedge	To consider the proposals informed through the annual review of reserves process.		Corporate Policy and Resources Committee 09/01/20

6 FEBRUARY 2020

Progress and Delivery Report -	Mark Sturgess	To present performance of the	Prosperous	Corporate Policy
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Period 3 2019/20		Council's key services against agreed performance measures and indicate where improvements should be made, having regard to the remedial action set out in the report.	Communities Committee 17/03/20	and Resources Committee 06/02/20
Budget and Treasury Monitoring Period 3 2019/20	Tracey Bircumshaw, Sue Leversedge	forecast outturn position as at 31st December 2019		Corporate Policy and Resources Committee 06/02/20
Corporate Policy & Resources Committee Draft Budget 2020/21 & estimates to 2024/25	Sue Leversedge	draft budget for PC & CPR budgets 2020/21 - 2024/25		Corporate Policy and Resources Committee 06/02/20
Compassionate Leave Policy	Emma Redwood	To write a Compassionate Leave Policy for the council	Joint Staff Consultative Committee 16/01/20	Corporate Policy and Resources Committee 06/02/20

9 APRIL 2020

Budget and Treasury Monitoring Period 4 2019/20	Tracey Bircumshaw, Sue Leversedge	to report final outturn position 2019/20		Corporate Policy and Resources Committee 09/04/20
Stress Management Policy	Emma Redwood	To review the council's stress management policy and update as required	Joint Staff Consultative Committee 26/03/20	Corporate Policy and Resources Committee 09/04/20
Officer Code of Conduct	Emma Redwood	To review the officer code of conduct and update as required		Corporate Policy and Resources Committee 09/04/20

COUNCIL

20 JANUARY 2020

Local Council Tax Support Scheme for 2019/20	Alison McCulloch	To determine the local council tax support scheme for 2019/20	Corporate Policy and Resources Committee 12/12/19	Council 20/01/20
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GOVERNANCE AND AUDIT

23 JULY 2019

Internal Audit Q1 19/20	James Welbourn	To present the update for quarter 1 to G and A committee		Governance and Audit Committee 23/07/19
Audited Statement of Accounts	Tracey Bircumshaw	To approve the Audited Statement of Accounts		Governance and Audit Committee 23/07/19
Annual Governance Statement 2017/18 Action Plan	James O'Shaughnessy	To present the updated position on the AGS 2017/18 action plan		Governance and Audit Committee 23/07/19
Annual Governance Statement 2018/19	James O'Shaughnessy	To present the Council's Annual Governance Statement and Action Plan for 2018/19		Governance and Audit Committee 23/07/19
EXTERNAL AUDIT REPORT - ISA 260	Tracey Bircumshaw	External Auditor, Mazars will present their ISA260 report relating to our Statement of Accounts 2018/19		Governance and Audit Committee 21/07/20

Annual Voice of the Customer Report 2018/19	Natalie Kostiuk	To summarise customer feedback from the year 2018/19 and analyse customer contact data to give a clear view of the voice of the customer	Governance and Audit Committee 23/07/19
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15 OCTOBER 2019

Member Development - Annual Report	Alan Robinson	To demonstrate progress of Member Development over the previous 12 months and to set out proposals for the coming year.	Governance and Audit Committee 15/10/19
Annual Audit Letter 2018/19	Caroline Capon	To review the Annual Audit Letter which summarises the audit work for the 2018/19 financial year	Governance and Audit Committee 15/10/19
Internal Audit Q2 19/20	James Welbourn	To present the update for quarter 2 to G and A committee	Governance and Audit Committee 15/10/19
Local Government Ombudsman Annual Review Letter 2018/19	Natalie Kostiuk	Report on the LGO Annual Review Letter 2019. Covering complaints to the LGO for the 2018-2019 period. Examining upheld complaints and benchmarking/trends.	Governance and Audit Committee 15/10/19
Annual Fraud Report 2018/19	Tracey Bircumshaw	To present details of the work undertaken in countering fraud and to report on any instances of fraud identified	Governance and Audit Committee 15/10/19

14 JANUARY 2020

Internal Audit Q3 19/20	James Welbourn	To present the update for quarter 3	Governance and
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Internal Audit Draft Annual Plan Report 2020/21	James Welbourn	to G and A committee To present to members the draft annual internal audit plan based on assurance mapping and risk assessments across the Council's critical services.	Audit Committee 14/01/20 Governance and Audit Committee 14/01/20
Certification of Grants and Returns	Tracey Bircumshaw	To present the outcome of the External Audit of Grant Claims and returns	Governance and Audit Committee 14/01/20
Draft Treasury Management Strategy	Tracey Bircumshaw	To provide members with the opportunity to review the Strategy and to provide assurance prior to recommending to Council for approval.	Governance and Audit Committee 14/01/20

10 MARCH 2020

Accounts Closedown 2019/20 - Accounting Matters	Caroline Capon	To review and approve the accounting policies actuary assumptions and materiality levels that will be used for the preparation of the 2018/19 accounts. For the External Auditor to explain the process of the External Audit of the Statement of Accounts and approach to the Value for Money Audit 2018/19.	Governance and Audit Committee 10/03/20
Internal Audit Charter	James Welbourn	IA Charter for 20/21	Governance and Audit Committee 10/03/20

14 APRIL 2020

Internal Audit Q4 19/20	James Welbourn	To present the update for quarter 4 to G and A committee	Governance and Audit Committee 14/04/20
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JOINT STAFF CONSULTATIVE

4 JULY 2019

Review of Safeguarding Procedure	Rachel Parkin	Changes to the safeguarding procedure for staff to ensure the process is correct and responsibilities for staff are clear.	Joint Staff Consultative Committee 04/07/19
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5 SEPTEMBER 2019

ICS Staff Survey	Emma Redwood	To update members on the outcome of the Institute of Customer Service (ICS) staff survey 2019	Joint Staff Consultative Committee 05/09/19
Sickness Absence Report	Emma Redwood	To report on the council's sickness absence levels for year ending 2018/19 and current in year levels 2019/20	Joint Staff Consultative Committee 05/09/19
Annual Corporate Health & Safety Report	Emma Redwood	To provide information on the annual corporate health and safety report	Joint Staff Consultative Committee 05/09/19

28 MARCH 2020

Gender Pay Report 2018	Emma Redwood	To report on the Gender Pay Gap for WLDC as at 31st March 2018	Joint Staff Consultative Committee 28/03/19
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LICENSING

PROSPEROUS COMMUNITIES

16 JULY 2019

Vulnerable Persons Resettlement Scheme	Rachel Parkin	To discuss the participation into the Vulnerable Persons Resettlement Scheme	Prosperous Communities Committee 16/07/19
Appointment of Member Champions	Katie Coughlan	The annual appointment of Member Champions. I haven't inputted Management Team for now as it doesn't seem to fit with the timescales for the first Prosperous of the year	Prosperous Communities Committee 16/07/19
Housing Assistance Policy Review	Andy Gray	To update the Housing Assistance Policy and amend certain criteria relating to specific grants.	Prosperous Communities Committee 05/08/19
Local Plan Review Consultation Response	Rachael Hughes	To consider WLDC consultation response to Central Lincolnshire	Prosperous Communities

Local Plan Review

Committee
16/07/19

10 SEPTEMBER 2019

Parish Charter & Public Realm Proposals	Grant White	To present a new Parish Charter and proposals on public realm related actions as requested by PC Committee.	Prosperous Communities Committee 10/09/19
Housing Assistance Policy Review	Sarah Elvin, Andy Gray	To update the Housing Assistance Policy	Prosperous Communities Committee 10/09/19
RAF Scampton Community Governance Review	Grant White	To present the case for initiating and completing a Community Governance Review.	Prosperous Communities Committee 10/09/19
Modern Slavery Statement	Rachel Parkin	For information - to detail the commitment the council will take in preventing Modern Slavery within its own practices	Prosperous Communities Committee 10/09/19
Consultation & Engagement Strategy	Grant White	To introduce a new corporate Consultation	Prosperous Communities Committee 10/09/19

22 OCTOBER 2019

Place Based Strategy	Grant White	Update on place based strategy including work in South West Ward	Prosperous Communities Committee
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		and Hemswell Cliff.	22/10/19
Employment & Skills Partnership	Amanda Bouttell	Report to update on pilot year achievement and set out delivery plan for continuation.	Prosperous Communities Committee 22/10/19
Shared District Council Safeguarding Policy	Rachel Parkin	To request permission to join with other Lincolnshire district councils for a combined shared safeguarding policy.	Prosperous Communities Committee 22/10/19
Proposed Fees and Charges 2020/21	Sue Leversedge	Propose Fees and Charges to take effect from 1 April 2020.	Prosperous Communities Committee 22/10/19

3 DECEMBER 2019

Selective Licensing - annual review	Andy Gray	To provide Committee with its annual review of the selective licensing scheme in Gainsborough South West Ward	Prosperous Communities Committee 03/12/19
Update on Gainsborough Market	Ady Selby	Update on delivery of Gainsborough Market	Prosperous Communities Committee 03/12/19

28 JANUARY 2020

Prosperous Communities Committee Budget 2020/21	Sue Leversedge	This report sets out the details of the Committee's draft revenue budget for the period of 2020/21 and estimates to 2024/25.	Prosperous Communities Committee 28/01/20
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REGULATORY

12 SEPTEMBER 2019

Public Space Protection Orders - Gainsborough Cemeteries	Andy Gray	To provide consultation results to Committee and make a recommendation on a Public Space Protection Order	Regulatory Committee 12/09/19
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5 DECEMBER 2019

Public Space Protection Orders - Gainsborough Town Council Land	Andy Gray	To provide committee with feedback in relation to any future PSPOs that may be considered on Town Council land.	Regulatory Committee 05/12/19
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