

Full Forward Plan for All Committees (valid from 11 December 2019 to 31 July 2020)

Purpose:

This report provides a summary.

Recommendation:

1. That members note

Date	Title	Lead Officer	Purpose of the report	Date First Published
OVERVIEW AND SCRUTINY				
7 JANUARY 2020				
7 Jan 2020	Preparation for Environment Agency	Ele Snow, Democratic and Civic Officer	To prepare questions / areas of discussion for the attendance of the Environment Agency.	
18 FEBRUARY 2020				
18 Feb 2020	Pre-Scrutiny Caistor Southdale Development	Eve Fawcett-Moralee, Executive Director of Economic and Commercial Growth	To pre-scrutinise the papers for the Caistor Southdale Development (date TBC)	
18 Feb 2020	Partnership Working - Environment Agency	Ele Snow, Democratic and Civic Officer	Attendance by the Environment Agency	
31 MARCH 2020				
31 Mar 2020	Progress and Delivery Report - Period 3 2019/20	Ellen King, Senior Performance Officer	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.	01 March 2019
CORPORATE POLICY AND RESOURCES				
9 JANUARY 2020				

9 Jan 2020	Approval of the Council's Proposed Performance Measures	Ellen King, Senior Performance Officer	This report presents the following for approval by Members: 1. The Council's proposed Progress and Delivery performance measures for 2020/21; 2. The Council's proposed Corporate Plan performance measures for 2020-2023	
9 Jan 2020	Review of Earmarked Reserves and Revenue Grants Unapplied	Sue Leversedge, Business Support Team Leader	To consider the proposals informed through the annual review of reserves process.	05 July 2019
6 FEBRUARY 2020				
6 Feb 2020	Review and rationalise information security policies	Steve Anderson, Data Protection Officer	A proposal for reviewing and rationalising the authorities information security policy set.	
19 Sep 2019	Review of Recruitment & Selection Policy	Emma Redwood, People and Organisational Development Manager	To review the council's recruitment & selection policy and update as required	05 July 2019
6 Feb 2020	Progress and Delivery Report - Period 3 2019/20	Ian Knowles, Executive Director of Resources, Head of Paid Service and S151 Officer	To present performance of the 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.	01 March 2019
6 Feb 2020	Budget and Treasury Monitoring Period 3 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager, Sue Leversedge, Business Support Team Leader	forecast outturn position as at 31st December 2019	01 April 2019
6 Feb 2020	Corporate Policy & Resources Committee Draft	Sue Leversedge,	draft budget for PC & CPR budgets	01 April 2019

	Budget 2020/21 & estimates to 2024/25	Business Support Team Leader	2020/21 - 2024/25	
6 Feb 2020	Compassionate Leave Policy	Emma Redwood, People and Organisational Development Manager	To write a Compassionate Leave Policy for the council	05 July 2019
23 APRIL 2020				
7 Nov 2019	Caistor Southdale Development	Karen Whitfield, Communities & Commercial Programme Manager	To approve plans for GP and residential development	01 March 2019
9 Apr 2020	Budget and Treasury Monitoring Period 4 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager, Sue Leversedge, Business Support Team Leader	to report final outturn position 2019/20	01 April 2019
9 Apr 2020	Stress Management Policy	Emma Redwood, People and Organisational Development Manager	To review the council's stress management policy and update as required	05 July 2019
9 Apr 2020	Officer Code of Conduct	Emma Redwood, People and Organisational Development Manager	To review the officer code of conduct and update as required	05 July 2019
11 JUNE 2020				
11 Jun 2020	Hemswell Cliff Managed Estate Contract	Shayleen Towns, Senior Community Action Officer	WLDC contract, which commenced July 2018, is due for review at 2.5 years. This report is to review options for the future of this work	
11 Jun 2020	Capability Policy	Emma Redwood, People and Organisational Development Manager	To review the council's capability policy and update	

COUNCIL

20 JANUARY 2020

20 Jan 2020	Local Council Tax Support Scheme for 2019/20	Alison McCulloch, Revenues Manager	To determine the local council tax support scheme for 2019/20	05 July 2019
20 Jan 2020	To adopt the Spridlington NP	Nev Brown, Senior Neighbourhood Planning Policy Officer	To adopt the Plan	
20 Jan 2020	Council Tax Base	Caroline Bird, Principal Corporate Accountant	Council Tax Base information and Collection Fund Surplus Report	
20 Jan 2020	Mid Year Treasury Management Report 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To provide a Mid Year report on Treasury Management performance and prudential indicators.	

2 MARCH 2020

20 Jan 2020	Executive Business Plan, Medium Term Financial Strategy and Plan 2020/21 - 2024-25	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To present financial the plans and strategies to deliver Corporate Plan objectives and quality services over the medium term, whilst managing financial risks to ensure our future resilience.	
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11 MAY 2020 (ANNUAL)

11 May 2020	Annual Constitution Review	Katie Coughlan, Senior Democratic & Civic Officer	Annual review ahead of annual council in 2020	29 July 2019
11 May 2020	Climate Strategy	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To set out the Council's approach to becoming net zero carbon by 2050	

GOVERNANCE AND AUDIT

14 JANUARY 2020

9 Dec 2019	Internal Audit Q3 19/20	James Welbourn, Democratic and Civic Officer	To present the update for quarter 3 to G and A committee	01 March 2019
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14 Jan 2020	External Audit Strategy Memorandum (Plan) for 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To present the 2019/20 External Audit Plan for the Statement of Accounts	
9 Dec 2019	Internal Audit Draft Annual Plan Report 2020/21	James Welbourn, Democratic and Civic Officer	To present to members the draft annual internal audit plan based on assurance mapping and risk assessments across the Council's critical services.	01 March 2019
14 Jan 2020	Combined Assurance Report 2019/20	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	Combined Assurance Report 2019/20	
14 Jan 2020	Annual Governance Statement 2018/19 Action Plan Update	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	Six month progress report against actions contained in the 2018/19 AGS Action Plan	
14 Jan 2020	Certification of Grants and Returns	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To present the outcome of the External Audit of Grant Claims and returns	01 March 2019
14 Jan 2020	Draft Treasury Management Strategy	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To provide members with the opportunity to review the Strategy and to provide assurance prior to recommending to Council for approval.	01 March 2019
10 MARCH 2020				
10 Mar 2020	Accounts Closedown 2019/20 - Accounting Matters	Caroline Capon, Corporate Finance Team Leader	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	14 June 2019

the Value for Money Audit 2018/19.

14 APRIL 2020

14 Apr 2020	Internal Audit Charter	James Welbourn, Democratic and Civic Officer	IA Charter for 20/21 - John Sketchley	05 July 2019
14 Apr 2020	Internal Audit Q4 19/20	James Welbourn, Democratic and Civic Officer	To present the update for quarter 4 to G and A committee	01 March 2019

16 JUNE 2020

16 Jun 2020	Unaudited Statement of Accounts 2019/20	Caroline Capon, Corporate Finance Team Leader	Review of the Unaudited Statement of Accounts 2019/20	
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21 JULY 2020

21 Jul 2020	Audited Statement of Accounts 2019/20	Caroline Capon, Corporate Finance Team Leader	To review and sign off the 2019/20 Statement of Accounts	
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JOINT STAFF CONSULTATIVE

16 JANUARY 2020

16 Jan 2020	Sickness absence update	Emma Redwood, People and Organisational Development Manager	to provide an update on the council's levels of sickness absence	
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LICENSING

PROSPEROUS COMMUNITIES

28 JANUARY 2020

9 Dec 2019	Addition of a Rough Sleeping chapter to the Lincolnshire Homeless Strategy 2018-2021	Rachel Parkin, Home Choices Team Manager	The National Rough Sleeper Strategy, published in October 2018, requires that authorities re-badge their strategies as Homelessness and Rough Sleeper strategies by the end of	
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December 2019.
 The Lincolnshire strategy covers the five year term 2017 to 2021 and needs to re-badge as the Lincolnshire Homelessness and Rough Sleeper strategy by no later than 31 December 2019.

28 Jan 2020	Employment & Skills Partnership	Amanda Bouttell, Senior Project and Growth Officer	Report to update on pilot year achievement and set out delivery plan for continuation.	05 July 2019
6 Jan 2020	Vulnerable Communities Strategy (formally Place Based Strategy)	Grant White, Enterprising Communities Manager	Update on place based strategy including work in South West Ward and Hemswell Cliff.	01 March 2019
28 Jan 2020	Prosperous Communities Committee Budget 2020/21	Sue Leversedge, Business Support Team Leader	This report sets out the details of the Committee's draft revenue budget for the period of 2020/21 and estimates to 2024/25.	05 July 2019
28 Jan 2020	West Lindsey Parish Charter	Grant White, Enterprising Communities Manager	To present updated version of West Lindsey Parish Charter for consultation with parish/town councils.	
17 MARCH 2020				
17 Mar 2020	Gainsborough Bus Station Refurbishment	Matthew Snee, Community Engagement Officer	Proposal for refurbishment of Gainsborough Bus Station as part of Transport Programme.	
17 Mar 2020	Progress of health related work	Diane Krochmal, Housing Strategy & Supply Manager	To provide an annual update report on progress of health related work	
17 Mar 2020	Strategic Visitor Economy Strategy	Wendy Osgodby, Senior	Support for the Visitor Economy is	

Growth Strategy &
Projects Officer

embedded within West Lindsey District Council's Corporate Plan, under the theme 'A prosperous and enterprising district' as follows:

Vision:

'Creating local wealth through the visitor economy'

Objectives:

-Increasing number of visitors / length of stay

-Increasing expenditure by visitors

-Developing leisure, culture and recreational offer

-Increasing the quality and number of businesses / jobs in the sector

Therefore, it is clear that support for developing our Visitor Economy sits at the centre of our strategy for the future of the district.

17 Mar 2020	Consultation & Engagement Strategy	Grant White, Enterprising Communities Manager	To introduce a new corporate Consultation	01 March 2019
17 Mar 2020	Viable Housing Solution	Diane Krochmal, Housing Strategy & Supply Manager	Report detailing the preferred option for a Viable Housing Solution within the South West Ward of Gainsborough	
5 MAY 2020				
5 May 2020	HousinG Assistance Policy Update	Andy Gray, Housing and Enforcement Manager	To provide elected Members with an update on the performance related to the HAP.	

REGULATORY