

FORWARD PLAN FOR ALL COMMITTEES

Title	Lead Officer	Purpose of the report	C&I	Other C'tee	Decision Maker
OVERVIEW AND SCRUTINY					
18 FEBRUARY 2020					
Partnership Working - Environment Agency	Ele Snow	Attendance by the Environment Agency			Overview and Scrutiny Committee 18/02/20
31 MARCH 2020					
Progress and Delivery Report - Period 3 2019/20	Ellen King	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.			Overview and Scrutiny Committee 31/03/20
Pre-Scrutiny Caistor Southdale Development	Eve Fawcett-Moralee	To pre-scrutinise the papers for the Caistor Southdale Development (date TBC)			Overview and Scrutiny Committee 31/03/20
CORPORATE POLICY AND RESOURCES					

13 FEBRUARY 2020

Review and rationalise information security policies	Steve Anderson	A proposal for reviewing and rationalising the authorities information security policy set.	Joint Staff Consultative Committee 16/01/20	Corporate Policy and Resources Committee 13/02/20
Progress and Delivery Report - Period 3 2019/20	Ian Knowles	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.	Prosperous Communities Committee 17/03/20	Corporate Policy and Resources Committee 13/02/20
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 13/02/20
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 13/02/20
Social Media Policy Review	Emma Redwood	To review the council's social media policy	Joint Staff Consultative Committee 16/01/20	Corporate Policy and Resources Committee 13/02/20
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 13/02/20

23 APRIL 2020

Caistor Southdale Development	Eve Fawcett-Moralee	To approve plans for GP and residential development		Corporate Policy and Resources Committee 23/04/20
Budget and Treasury Monitoring Period 4 2019/20	Tracey Bircumshaw, Sue Leversedge	to report final outturn position 2019/20		Corporate Policy and Resources Committee 23/04/20
Committee Timetable 2020-2021 and beyond	James Welbourn	To agree the timetable for 2020-2021 and to note the potential dates for 2021-2024		Corporate Policy and Resources Committee 23/04/20
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 23/04/20
Officer Code of Conduct	Emma Redwood	To review the officer code of conduct and update as required	Joint Staff Consultative Committee 26/03/20	Corporate Policy and Resources Committee 23/04/20

11 JUNE 2020

Hemswell Cliff Managed Estate Contract	Shayleen Towns	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	Prosperous Communities Committee 05/05/20	Corporate Policy and Resources Committee 11/06/20
Capability Policy	Emma Redwood	To review the council's capability policy and update	Joint Staff Consultative Committee 26/03/20	Corporate Policy and Resources Committee 11/06/20

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 09/01/20	Council 20/01/20
To adopt the Spridlington NP	Nev Brown	To adopt the Plan		Council 20/01/20
Freedom of The District - Position Update	Katie Coughlan	Council granted a Freedom of the District to RAFAT at its meeting on 4 November , this report updates Council having received communication back from RAFAT		Council 20/01/20
Council Tax Base	Caroline Bird	Council Tax Base information and Collection Fund Surplus Report		Council 20/01/20
Mid Year Treasury Management Report 2019/20	Tracey Bircumshaw	To provide a Mid Year report on Treasury Management performance and prudential indicators.		Council 20/01/20

2 MARCH 2020

Executive Business Plan, Medium Term Financial Strategy and Plan 2020/21 - 2024-25	Tracey Bircumshaw	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.	Corporate Policy and Resources Committee 06/02/20	Council 20/01/20
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11 MAY 2020 (ANNUAL)

Annual Constitution Review	Katie Coughlan	Annual review ahead of annual council in 2020	Governance and Audit Committee 14/04/20	Council 11/05/20
Climate Strategy	James O'Shaughnessy	To set out the Council's approach to becoming net zero carbon by 2050	Prosperous Communities Committee 05/05/20	Council 11/05/20

GOVERNANCE AND AUDIT

14 JANUARY 2020

Internal Audit Q3 19/20	James Welbourn	To present the update for quarter 3 to G and A committee	Governance and Audit Committee 09/12/19	
External Audit Strategy Memorandum (Plan) for 2019/20	Tracey Bircumshaw	To present the 2019/20 External Audit Plan for the Statement of Accounts	Governance and Audit Committee 14/01/20	
Internal Audit Draft Annual Plan Report 2020/21	James Welbourn	To present to members the draft annual internal audit plan based on assurance mapping and risk assessments across the Council's critical services.	Governance and Audit Committee 09/12/19	MANAGEMENT TEAM
Combined Assurance Report 2019/20	James O'Shaughnessy	Combined Assurance Report 2019/20	Governance and Audit Committee 14/01/20	
Annual Governance Statement	James	Six month progress report against	Governance and	

2018/19 Action Plan Update	O'Shaughnessy	actions contained in the 2018/19 AGS Action Plan	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
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14 APRIL 2020

Internal Audit Charter	James Welbourn	IA Charter for 20/21 - John Sketchley	Governance and Audit Committee 14/04/20
Six Month Review of Strategic Risks	James O'Shaughnessy	To undertake and present the six-monthly review of the Council's strategic risks.	Governance and Audit Committee 14/04/20

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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16 JUNE 2020

Unaudited Statement of Accounts 2019/20	Caroline Capon	Review of the Unaudited Statement of Accounts 2019/20	Governance and Audit Committee 16/06/20
Internal Audit Annual Report 2019/20	James Welbourn	Annual Report from Assurance Lincolnshire	Governance and Audit Committee 16/06/20
Draft Annual Governance Statement 2019/20.	James O'Shaughnessy	To present the Council's draft Annual Governance Statement for 2019/20.	Governance and Audit Committee 16/06/20

21 JULY 2020

Audited Statement of Accounts 2019/20	Caroline Capon	To review and sign off the 2019/20 Statement of Accounts	Governance and Audit Committee 21/07/20
Internal Audit Quart 1 2020/21	James Welbourn	Report from Assurance Lincolnshire	Governance and Audit Committee 21/07/20
Annual Governance Statement 2019/20. Closure of the Annual Governance Statement 2018/19 Action Plan.	James O'Shaughnessy	To present the Council's Annual Governance Statement for 2019/20. To update progress against the Annual Governance Statement 2018/19 Action Plan.	Governance and Audit Committee 21/07/20

JOINT STAFF CONSULTATIVE

16 JANUARY 2020

Sickness absence update	Emma Redwood	to provide an update on the council's levels of sickness absence	Joint Staff Consultative Committee 16/01/20
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LICENSING

PROSPEROUS COMMUNITIES

28 JANUARY 2020

Addition of a Rough Sleeping chapter to the Lincolnshire Homeless Strategy 2018-2021	Rachel Parkin	<p>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 December 2019.</p> <p>The Lincolnshire strategy covers the five year term 2017 to 2021 and needs to re-badged as the Lincolnshire Homelessness and Rough Sleeper strategy by no later than 31 December 2019.</p>	Prosperous Communities Committee 09/12/19
Employment & Skills Partnership	Amanda Bouttell	Report to update on pilot year achievement and set out delivery plan for continuation.	Prosperous Communities Committee 28/01/20

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
West Lindsey Parish Charter	Grant White	To present updated version of West Lindsey Parish Charter for consultation with parish/town councils.	Prosperous Communities Committee 28/01/20

17 MARCH 2020

Gainsborough Bus Station Refurbishment	Matthew Snee	Proposal for refurbishment of Gainsborough Bus Station as part of Transport Programme.	Prosperous Communities Committee 17/03/20
Progress of health related work	Diane Krochmal	To provide an annual update report on progress of health related work	Prosperous Communities Committee 17/03/20
Strategic Visitor Economy Strategy	Wendy Osgodby	Support for the Visitor Economy is 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	Prosperous Communities Committee 17/03/20

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.

Consultation & Engagement Strategy	Grant White	To introduce a new corporate Consultation	Prosperous Communities Committee 17/03/20
Vulnerable Communities Final Report			
Viable Housing Solution	Diane Krochmal	Report detailing the preferred option for a Viable Housing Solution within the South West Ward of Gainsborough	Prosperous Communities Committee 17/03/20

5 MAY 2020

HousinG Assistance Policy Update	Andy Gray	To provide elected Members with an update on the performance related to the HAP.	Prosperous Communities Committee 05/05/20
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REGULATORY
