

Forward Plan for all Committees

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.

Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
C&I Annual Report	Ele Durrant	To provide an overview of the work undertaken by the C&I Cttee as constitutionally required	02/04/19	20/05/19	-	-	-	-	-
Combined Assurance Report	James O'Shaughnessy	To present the Council's Combined Assurance Report for 18/19	-	-	12/03/19	-	-	-	-
Constitution Review	Alan Robinson	The purpose of the report is for the Governance and Audit Committee to recommend to Council the proposed amendments to the Constitution.	-	-	16/04/19	-	-	-	-
Members' Allowances	Alan Robinson	To allow the Governance and Audit Committee to discuss Members' Allowances for 19/20 to assist the work of the Remuneration Panel	-	21/01/19	-	-	-	-	-
Strategic Risks - 6 month update	James O'Shaughnessy	6 month update for 18/19	-	-	15/01/19	-	-	-	-
Leisure Contract Update	Karen Whitfield	To update Members on the implementation of the leisure contract and performance to date	08/01/19	-	-	-	-	-	29/01/19
Internal Audit Charter	Tracey Bircumshaw	To provide independent and objective assurance on critical activities and key risks	-	-	12/03/19	-	-	-	-
Internal Audit Q4 Monitoring	James O'Shaughnessy	To feedback on Quarter 4 to G and A Committee	-	-	16/04/19	-	-	-	-
Gainsborough Town Centre Townscape Heritage Applic	Wendy Osgodby	To provide an update on the application to the Heritage Lottery Fund for Townscape Heritage funding for Gainsborough Town Centre, thereby obtaining formal commitment and financial support.	-	-	-	14/02/19	-	-	-
Public Realm Task & Finish Group	Grant White	Final report to scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.	08/01/19	-	-	-	-	-	29/01/19

Review of Discipline at Work Procedure	Emma Redwood	To review and update the discipline at work procedure	-	-	-	10/01/19	-	22/11/18	-
Review of Recruitment & Selection Policy	Emma Redwood	Review of the recruitment and selection policy	-	-	-	11/04/19	-	28/03/19	-
Garden Waste Review	Ady Selby	A report on the first year of charging for Garden waste, as requested by CPR committee in December 2017. To also include information as requested by C&I cttee in Feb 18.	19/02/19	-	-	13/12/18	-	-	-
Options for Future Communication	Julie Heath	to present alternative options for communication with the electorate as resolved by PC Cttee in October 2017	-	-	-	-	-	-	29/01/19
Six month review of AGS Action Plan 17/18	James O'Shaughnessy	To review the progress with the Annual Governance Statement 2017/18 Action Plan	-	-	15/01/19	-	-	-	-
Update re enforcement case management	Andy Gray	To update on progress of management of enforcement cases following benchmarking report in May 18.	19/02/19	-	-	-	-	-	-
Budget and Treasury Monitoring 3	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 3	-	-	-	14/02/19	-	-	-
Budget and Treasury Monitoring 4	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 4	-	-	-	11/04/19	-	-	-
Base Budget 19/20	Tracey Bircumshaw	To set the budget for 19/20	-	04/03/19	-	14/02/19	-	-	29/01/19
Medium Term Financial Plan/Executive Business Plan	Tracey Bircumshaw	The MTFP for 19/20 and Executive Business Plan	-	-	-	14/02/19	-	-	-
Report on Housing Company	Eve Fawcett-Moralee	Matters arising from Full Council requested a paper to go to prosperous Communities, arising from a motion. EFM has now confirmed the aim will be for this to go by December 18, ahead of Full Council 19.	-	-	-	-	-	-	29/01/19
Certification of Grants and Claims Annual Report	Tracey Bircumshaw	An annual report for 2017/18 from the External Auditor.	-	-	15/01/19	-	-	-	-
Internal Audit Q3 Monitoring	James O'Shaughnessy	Internal Audit to present an update report from Quarter 3.	-	-	15/01/19	-	-	-	-

Caistor Southdale Development	Karen Whitfield	To agree development of Caistor Southdale site to include new GP surgery and homes in conjunction with Lace Housing	-	-	-	14/02/19	-	-	-
Draft Treasury Management Strategy	Tracey Bircumshaw	To scrutinise the Treasury Management Strategy and recommend its inclusion within the Medium Term Financial Plan.	-	-	15/01/19	-	-	-	-
Closure of Accounts 18/19 + External Audit Plan	Caroline Capon	To review and approve the accounting policies actuary assumptions and materiality levels that will be used for the preparation of the 18/19 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 18/19.	-	-	12/03/19	-	-	-	-
P&D Period 3 Report 18/19	Ellen King	To consider the Progress and Delivery report for period 3 of 18/19	02/04/19	-	-	14/02/19	-	-	19/03/19
Counter Fraud and Corruption Policy	Tracey Bircumshaw	After a review by the Fraud partnership and due to the additional requirements of new regulations the money laundering and corruption reports have been separated.	-	-	15/01/19	-	-	-	-
Ethical Audit	James O'Shaughnessy	At the June 18 meeting of G and A Lucy Pledge mentioned that work on an 'ethical audit' would come back to the G and committee. This has been put in for 6 months from the annual internal audit report.	-	-	15/01/19	-	-	-	-
Internal Audit Draft Annual Plan Report 19/20	James O'Shaughnessy	To present to members the draft annual internal audit plan based on assurance mapping and risk assessments across the Councils critical services	-	-	15/01/19	-	-	-	-
Customer First - update report	Michelle Carrington	To provide a regular update for C&I committee as agreed at C&I meeting of 26 June 18.	19/02/19	-	-	-	-	-	-
Customer First - Progress Report	Michelle Carrington	To update the cttee on progress in implementing the programme, as requested and resolved at pc cttee meeting on 17 July. Further update planned for July 19	-	-	-	-	-	-	29/01/19
5-7 Market Place, Gainsborough	Marie Jackson	Agreement to draw funds on renovation of building to make fit-for-purpose. Discussion of Stage Two will	-	-	-	14/02/19	-	-	-

		occur at September's Portfolio Board							
South West Ward Waste Collection Review - Outcome	Ady Selby	For decision on waste collection methodology in ten foot areas of Gainsborough following engagement exercise and pilots.	-	-	-	-	-	-	19/03/19
MOU Joint Action - Improving Health thru' the Home	Diane Krochmal	To agree the joint action	-	-	-	-	-	-	29/01/19
Council Tax Surplus and Council Tax Base 19/20	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 19 and how it is shared amongst the constituent precepting bodies. It also sets out the Council tax base calculation for 19/20. The tax base is a key component in calculating both the budget requirement and the council tax charge.	-	21/01/19	-	10/01/19	-	-	-
New - Managing Staff During Disruptions at Work	Emma Redwood	To provide procedure for how to manage staff during disruptions at work, adverse weather, business continuity issues.	-	-	-	10/01/19	-	22/11/18	-
P&D Period 4 Report 18/19	Ellen King	To consider the Progress and Delivery update for period four, 18/19	25/06/19	-	-	13/06/19	-	-	04/06/19
Mental Health in the Workplace	Emma Redwood	To explore and implement initiatives in the workplace to promote mental wellbeing.	-	-	-	-	-	Being scoped	-
GDPR Implementation Update	Steve Anderson	To provide an update on the current status of the council's GDPR implementation	-	-	-	10/01/19	-	-	-
Invite to TASL by C&I	Ele Durrant	To invite representatives from TASL to provide committee with an overview of the services provided within West Lindsey including performance figures and challenges and obstacles encountered across the district.	02/04/19	-	-	-	-	-	-
Gainsborough Foyer re Youth Housing Provision	Ele Durrant	Invitation extended for an update regarding youth housing provision at Gainsborough Foyer.	19/02/19	-	-	-	-	-	-
Review of Ear-Marked Reserves	Caroline Capon	Review of current Ear-Marked reserves to establish current and future requirements and close those no longer required	-	-	-	10/01/19	-	-	-

Scrutiny Review	James Welbourn	Reviewing options following C and I working group held back in October.	-	04/03/19	15/01/19	-	-	-	-
Gainsborough Riverside Walk Acquisition	Joanna Walker	Officers have negotiated the Heads of Terms to purchase the currently closed section of the Riverside Walk (along the existing factory and outside the Riverside Approach development). Officers envisage to seek external funding to assist with the delivery of the Riverside Walk.	-	-	-	14/02/19	-	-	29/01/19
South West Ward Waste Collections Review - Update	Ady Selby	To update Members on the findings of the engagement exercise and offer alternative options where appropriate.	-	-	-	-	-	-	29/01/19
Sundry Debt Recovery Policy & Procedures	Alison McCulloch	Updated Sundry Debt Recovery Policy & Procedures	-	-	-	10/01/19	-	-	-
Review of Partnerships	Ian Knowles	To present outcomes of review of partnerships the Council is involved in	-	-	-	10/01/19	-	-	-
Outcome of Enforcement Performance Workshop	Ellen King	To present the outcomes and action plan from the Enforcement and Regulatory Services Performance Workshop for information only as requested by members.	-	-	-	10/01/19	-	-	-
Corporate Strategic Health Role	Karen Whitfield	To set out the Authority's future strategic role in health.	-	-	-	-	-	-	29/01/19
Local Plan - Proposed Review to commence late 19	Oliver Fytche-Taylor	To update Members on a report recommending the commencement of a review of the Central Lincs Local Plan, considered by the Central Lincolnshire Joint Strategic Planning Committee at their meeting on 14 Jan 19. This review is a requirement of new national policy.	-	-	-	-	-	-	29/01/19
Asset Management & Compliance Policies	Gary Reeve	To acquire approval of the new draft asset management and compliance policies	-	-	-	10/01/19	-	-	-
Selective Licencing - 12 Month Review 19	Andy Gray	To provide Members with the annual update of the Selective Licencing scheme	12/11/19	-	-	-	-	-	03/12/19
Customer Experience Annual Report	Natalie Kostiuik	To provide Members with the annual update from the Customer Experience Officer regarding comments, complaints and compliments.	25/06/19	-	-	-	-	-	-

Housing Assistance Policy Review	Andy Gray	To review and update the Housing Assistance Policy after 12 months.	-	-	-	-	-	-	04/06/19
Treasury Management Annual Report 18/19	Caroline Capon	This annual treasury report is a requirement of the Council's reporting procedures. It covers the treasury activity during 18/19 and the actual Prudential Indicators for 18/19.	-	-	-	13/06/19	-	-	-
Budget and Treasury Monitoring Period 1 19/20	Sue Leversedge	This report sets out the revenue, capital and treasury management activity from 1 April 19 to 31 May 19.	-	-	-	25/07/19	-	-	-
Mid Year MTFP Update	Tracey Bircumshaw	This report seeks to update members on the Mid-Year MTFP position	-	-	-	07/11/19	-	-	-
Budget and Treasury P2 and Mid Year Report	Sue Leversedge	This report sets out the revenue, capital and treasury management activity from 1 April 19 to 30th September 19 and provides the Mid-Year update report for Treasury Management.	-	-	-	07/11/19	-	-	-
Proposed Fees and Charges	Sue Leversedge	Propose revised Fees and Charges to take effect from 1 April 20.	-	-	-	07/11/19	-	-	-
Council Tax Surplus and Council Tax Base 20/21	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 20 and how it is shared amongst the constituent precepting bodies. It also sets out the Council tax base calculation for 20/21. The tax base is a key component in calculating both the budget requirement and the council tax charge.	-	-	-	09/01/20	-	-	-
Base Budget 20/21	Sue Leversedge	To set the budget for 2020/2021	-	-	-	06/02/20	-	-	-
Budget and Treasury Monitoring P3 19/20	Sue Leversedge	To set out the revenue, capital and treasury management activity from Period 3	-	-	-	06/02/20	-	-	-
Budget and Treasury Monitoring Period 4 19/20	Sue Leversedge	To set out the revenue, capital and treasury management activity from Period 4	-	-	-	09/04/20	-	-	-
P&D Period 1 Report 19/20	Ellen King	To present the period 1 Progress and Delivery report for 19/20	03/09/19	-	-	25/07/19	-	-	16/07/19

P&D Period 2 Report 19/20	Ellen King	To present the progress and delivery report for period 2, 19/20	12/11/19	-	-	07/11/19	-	-	22/10/19
P&D Period 3 Report 19/20	Ellen King	To present the period 3 progress and delivery report for 19/20.	28/04/20	-	-	14/02/19	-	-	19/03/19
P&D Period 4 Report 19/20	Ellen King	To present the period four progress and delivery report for 19/20	-	-	-	13/06/19	-	-	04/06/19
Report on Value for Money	James O'Shaughnessy	To present Members with an overview of the work the Council is undertaking to embed VfM considerations across the Council	-	-	-	14/02/19	-	-	-
Refresh of Members' ICT Devices	James Welbourn	To provide Members with a proposed ICT device solution following elections on May 19	-	-	-	14/02/19	-	-	-
NNDR - Retail Discount 19/20 & 20/21	Alison McCulloch	In accordance with Government Guidance policy to award discretionary retail relief for the years 19/20 & 20/21	-	-	-	14/02/19	-	-	-
C&I Operating Methodology	Mark Sturgess	To review, amend and approve the committee operating methodology	25/06/19	-	-	-	-	-	-