

FORWARD PLAN FOR ALL COMMITTEES

Title	Lead Officer	Purpose of the report	C&I	Other C'tee	Decision Maker
CHALLENGE AND IMPROVEMENT					
25 JUNE 2019					
Voice of the Customer Annual Report	Natalie Kostiuk	Customer Experience Annual Report. To provide Members with the annual update from the Customer Experience Officer regarding comments, complaints and compliments.			Challenge and Improvement Committee 25/06/19
Challenge & Improvement Operating Methodology	Mark Sturgess	To review, amend and approve the committee operating methodology			Challenge and Improvement Committee 25/06/19
Progress and Delivery Report - Period 4 2018/19	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 the remedial action set out in the report.			Challenge and Improvement Committee 25/06/19
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
12 NOVEMBER 2019					
Selective Licensing Annual	Andy Gray				Challenge and

Update C & I

Improvement
Committee
12/11/19

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 the remedial action set out in the report.

Challenge and
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

11 APRIL 2019

Recording of telephone calls

Lyn Marlow

Policy for the recording of telephone calls made by customers to the Council

Joint Staff
Consultative
Committee
28/03/19

Corporate Policy
and Resources
Committee
11/04/19

Revenue, Capital and Treasury
Management Monitoring Period 4

Tracey Bircumshaw

To provide members with the Period 4 (April 2018 - March 2019) financial performance

Corporate Policy
and Resources
Committee
11/04/19

13 JUNE 2019

Caistor Southdale Development

Karen Whitfield

To approve plans for GP and

Corporate Policy
and Resources

Progress and Delivery Report - Period 4 2018/19	Mark Sturgess	residential development To present performance for the Council's key services against agreed performance measures and indicate areas where improvements should be made, having regard to remedial measures set out in the report.	Prosperous Communities Committee 04/06/19	Committee 13/06/19 Corporate Policy and Resources Committee 13/06/19
5-7 Market Place	Marie Jackson	Refurbishment of 5-7 Market Place		Corporate Policy and Resources Committee 13/06/19
Treasury Management Annual Report 2018/19	Tracey Bircumshaw	To provide members with the annual report on treasury management performance 2018/19		Corporate Policy and Resources Committee 13/06/19

25 JULY 2019

Gainsborough Green Corridor & Riverside Walk Acquisition	Jo Walker	To seek approval to pursue the acquisition of land adjacent to the River Trent for the purposes of extending and completing the Riverside Walkway in Gainsborough. To seek approval to make a final funding bid to support the works to extend the walkway and to carry out related ecological improvements to the river corridor and nearby green spaces.		Corporate Policy and Resources Committee 25/07/19
Progress and Delivery Report - Period 1 2019/20	Mark Sturgess	This report presents performance of the Council's key services	Prosperous Communities	Corporate Policy and Resources

		against agreed performance measures and indicates areas where improvements could be made, having regard to the remedial measures set out in the report.	Committee 16/07/19	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 25/07/19
Provision of Operational Depots	Ady Selby	Current depot facilities not fit for purpose. Report considering options for future delivery to be considered at Committee		Corporate Policy and Resources Committee 25/07/19

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 the remedial action set out in the report.	Prosperous Communities Committee 22/10/19	Corporate Policy and Resources Committee 07/11/19
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

6 FEBRUARY 2020

Progress and Delivery Report - Period 3 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 the remedial action set out in the report.	Prosperous Communities Committee 17/03/20	Corporate Policy 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

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
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COUNCIL

20 MAY 2019 (ANNUAL COUNCIL)

C&I Annual Report	Ele Snow	To provide an overview of the work undertaken by the C&I Committee.		Council 20/05/19
Annual Constitution Review	Katie Coughlan	To present the annual Constitution review to G and A committee, and then to Full Council.	Governance and Audit Committee 16/04/19	Council 20/05/19

GOVERNANCE AND AUDIT

12 MARCH 2019

Accounts Closedown 2018/19- Accounting Matters	Tracey Bircumshaw	To provide the with assurance that the Closedown 2018/19 will be delivered within the statutory timetable and that they are aware of any accounting issues which will need to be addressed	Governance and Audit Committee 12/03/19
Combined Assurance Report 2018/19	James O'Shaughnessy	To present the Council's Combined Assurance Report for 2018/19	Governance and Audit Committee 12/03/19
Prevention of Financial Crime Policy, Anti-Fraud and Corruption and Policy and Anti-Bribery Policy 2019	Tracey Bircumshaw	To approve the new Counter Fraud and Corruption Policy 2018/19	Governance and Audit Committee 12/03/19

16 APRIL 2019

Internal Audit Quarter 4 Monitoring 18/19	James Welbourn	To feedback on Quarter 4 to committee.	Governance and Audit Committee 16/04/19
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18 JUNE 2019

Internal Audit Annual Report 18/19	James Welbourn	To present the yearly internal audit report to G and A committee	Governance and Audit Committee 18/06/19
Unaudited Statement of Accounts	Caroline Capon	To present the	Governance and Audit Committee 18/06/19

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
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15 OCTOBER 2019

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
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 to G and A committee	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 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

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

28 MARCH 2019

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

19 MARCH 2019

Customer First 6 Month Update	Michelle Carrington	To provide an update on the progress of the Customer First Programme.	Prosperous Communities Committee 19/03/19
Housing Civil Penalties Policy Amended	Andy Gray	To update the penalty matrix within the civil penalties policy	Prosperous Communities Committee 19/03/19

4 JUNE 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	Andy Gray	To update the Housing Assistance Policy and amend certain criteria relating to specific grants.	Prosperous Communities Committee 04/06/19
Vulnerable Persons Resettlement Scheme	Rachel Parkin	To discuss the participation into the Vulnerable Persons Resettlement	Prosperous Communities

		Scheme	Committee 04/06/19
16 JULY 2019			
Place Based Strategy	Grant White	Update on place based strategy including work in South West Ward and Hemswell Cliff.	Prosperous Communities Committee 16/07/19
22 OCTOBER 2019			
Consultation & Engagement Strategy	Grant White	To introduce a new corporate Consultation & Engagement strategy including equalities statement and impact assessment process.	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
REGULATORY			
6 JUNE 2019			
Food and Health and Safety Work Plan 2019/2020	Andy Gray	to set out how the Council delivers official controls and fulfils its duties under food safety, health and safety, public health and drinking water legislation.	Regulatory Committee 06/06/19