

FORWARD PLAN FOR ALL COMMITTEES

Title	Lead Officer	Purpose of the report	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.		Overview and Scrutiny 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			Overview and Scrutiny 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.		Overview and Scrutiny 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.	Overview and Scrutiny Committee 31/03/20
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CORPORATE POLICY AND RESOURCES

25 JULY 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 25/07/19
Roses Sports Ground - Football Foundation Application	Karen Whitfield	To request permission for the Council to be a joint applicant with the Trinity Foundation for funding	Corporate Policy and Resources Committee 13/06/19
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	Corporate Policy and Resources Committee 25/07/19

and nearby green spaces.

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 25/07/19

19 SEPTEMBER 2019

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

1 JULY 2019

Making the Willoughton Neighbourhood Plan	Nev Brown	To make the Willoughton Neighbourhood Plan in accordance with the Neighbourhood Planning Regulations 2012.		Council 01/07/19
Membership of the Licensing Committee - Appointment of Additional Members	Katie Coughlan, Alan Robinson	To appoint additional Members to Licensing Committee in order that it meets the statutory requirements of the LA2003 and to reaffirm the Chairmanship in light of having re-appointed the Committee		Council 01/07/19
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	Council 01/07/19

GOVERNANCE AND AUDIT

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 13/05/19
Unaudited Statement of Accounts	Caroline Capon	To present the		Governance and Audit Committee 18/06/19
Cost of Consultants and Agency Workers	Tracey Bircumshaw	Annual update for Members on the expenditure incurred during 2018/19 on the engagement of consultants and agency workers.		Governance and Audit Committee 18/06/19
Draft AGS 2018/19	James O'Shaughnessy	To provide a draft version of the Council's AGS for 2018/19		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
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

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
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	Natalie Kostiuk	Report on the LGO Annual Review	Governance and

Annual Review Letter 2018/19		Letter 2019. Covering complaints to the LGO for the 2018-2019 period. Examining upheld complaints and benchmarking/trends.	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
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	Governance and Audit Committee 10/03/20

the process of the External Audit of the Statement of Accounts and approach to the Value for Money Audit 2018/19.

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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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	Prosperous Communities Committee 16/07/19

fit with the timescales for the first Prosperous of the year

Housing Assistance Policy Review	Andy Gray	To update the Housing Assistance Policy and amend certain criteria relating to specific grants.	Prosperous Communities Committee 16/07/19
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

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

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
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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

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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