

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 O & S	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

19 SEPTEMBER 2019

CCTV Code of Practice - Policy	Grant White	To introduce updated version of CCTV Code of Practice and seek committee approval.	Joint Staff Consultative Committee 05/09/19	Corporate Policy and Resources Committee 19/09/19
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
Review of Recruitment & Selection Policy	Emma Redwood	To review the council's recruitment & selection policy and update as required	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
SureStaff and West Lindsey Staffing Services	Ian Knowles	To present Director's report and recommendation in respect of the two companies		Corporate Policy and Resources Committee 19/09/19
Customer Hub Refurbishment	Michelle Carrington	To approve the refurbishment of		Corporate Policy

the Customer Hub, and to release monies from Reserves to meet the costs of the refurbishment

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
5-7 Market Place Refurbishment	Wendy Osgodby	The refurbishment of 5-7 Market Place, including significant structural works.		Corporate Policy and Resources Committee 07/11/19
Caistor Southdale Development	Karen Whitfield	To approve plans for GP and residential development		Corporate Policy and Resources Committee 07/11/19
MAINTENANCE POLICY of Property & Physical Assets	Gary Reeve	New policy and guidance documents relating to the maintenance of WLDC property and land		Corporate Policy and Resources Committee 07/11/19
Locally Defined Discount for Almshouses	Alison McCulloch	Report following motion at full council for CP		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	Tracey Bircumshaw,	Forecast outturn position as at 30th		Corporate Policy

Mid Year Review 2019/20	Sue Leversedge	September 19		and Resources Committee 07/11/19
12 DECEMBER 2019				
National Non Domestic Rates, Sundry Debtors, Council Tax and Housing Benefit Overpayments Write Offs	Alison McCulloch	Report detailing debts which are irrecoverable	Corporate Policy and Resources Committee 12/12/19	Corporate Policy and Resources Committee 12/12/19
9 JANUARY 2020				
Whistleblowing Policy	Emma Redwood	To review the council's Whistleblowing Policy		Corporate Policy and Resources Committee 09/01/20
Review of Earmarked Reserves and Revenue Grants Unapplied	Sue Leversedge	To consider the proposals informed through the annual review of reserves process.		Corporate Policy and Resources Committee 09/01/20
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

Compassionate Leave Policy	Emma Redwood	To write a Compassionate Leave Policy for the council	Joint Staff Consultative Committee 16/01/20	06/02/20 Corporate Policy and Resources Committee 06/02/20
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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
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 09/04/20
Officer Code of Conduct	Emma Redwood	To review the officer code of conduct and update as required		Corporate Policy and Resources Committee 09/04/20

COUNCIL

4 NOVEMBER 2019

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 04/11/19
Review of Polling Districts and Polling Places	Celia Chapman	To review the polling stations and places		Council 04/11/19

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 12/12/19	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
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GOVERNANCE AND AUDIT

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
Annual Audit Letter 2018/19	Caroline Capon	To review the Annual Audit Letter which summarises the audit work for the 2018/19 financial 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 Annual Review Letter 2018/19	Natalie Kostiuik	Report on the LGO Annual Review Letter 2019. Covering complaints to the LGO for the 2018-2019 period. Examining upheld complaints and benchmarking/trends.		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

WLDC Risk Strategy 2019-2023 and Six-Monthly Review of Strategic Risks	James O'Shaughnessy	To present for approval the Council's Risk Strategy 2019-2023. To present for review the strategic risks facing the Council - October 2019.	Governance and Audit Committee 15/10/19
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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
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 14/01/20

10 MARCH 2020

Internal Audit Charter	James Welbourn	IA Charter for 20/21		Governance and Audit Committee 10/03/20
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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

5 SEPTEMBER 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 05/09/19
ICS Staff Survey	Emma Redwood	To update members on the outcome of the Institute of Customer Service (ICS) staff survey 2019		Joint Staff Consultative Committee 05/09/19
Sickness Absence Report	Emma Redwood	To report on the council's sickness absence levels for year ending 2018/19 and current in year levels 2019/20		Joint Staff Consultative Committee 05/09/19
Annual Corporate Health & Safety Report	Emma Redwood	To provide information on the annual corporate health and safety report	Joint Staff Consultative Committee 05/09/19	Joint Staff Consultative Committee 05/09/19

28 MARCH 2020

Gender Pay Report 2018	Emma Redwood	To report on the Gender Pay Gap for WLDC as at 31st March 2018		Joint Staff Consultative Committee
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LICENSING

PROSPEROUS COMMUNITIES

10 SEPTEMBER 2019

Housing Assistance Policy Review	Sarah Elvin, Andy Gray	To update the Housing Assistance Policy	Prosperous Communities Committee 10/09/19
Modern Slavery Statement	Rachel Parkin	For information - to detail the commitment the council will take in preventing Modern Slavery within its own practices	Prosperous Communities Committee 10/09/19

22 OCTOBER 2019

Parish Charter	Grant White	To present proposals for adoption of a new Parish Charter.	Prosperous Communities Committee 22/10/19
Place Based Strategy	Grant White	Update on place based strategy including work in South West Ward and Hemswell Cliff.	Prosperous Communities Committee 22/10/19
Employment & Skills Partnership	Amanda Bouttell	Report to update on pilot year achievement and set out delivery plan for continuation.	Prosperous Communities Committee 22/10/19
Social Lettings Agency	Diane Krochmal	To report findings having been previously authorised to investigate	Prosperous Communities

Shared District Council Safeguarding Policy	Rachel Parkin	the principle of establishing a social lettings agency To request permission to join with other Lincolnshire district councils for a combined shared safeguarding policy and to agree policy changes	Committee 22/10/19 Prosperous Communities Committee 22/10/19
Proposed Fees and Charges 2020/21	Sue Leversedge	Propose Fees and Charges to take effect from 1 April 2020.	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

28 JANUARY 2020

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
Progress of health related work	Diane Krochmal	To provide an annual update report on progress of health related work	Prosperous Communities Committee 28/01/20
Gainsborough Bus Station Refurbishment	Matthew Snee	Proposal for refurbishment of Gainsborough Bus Station as part of Transport Programme.	Prosperous Communities Committee

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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