

Corporate Policy & Resources Committee Work Plan

Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Corporate Policy & Resources Committee.

Recommendation:

1. That members note the schedule of reports.

Date	Title	Lead Officer	Purpose of the report
22/09/2016	Health and Safety Report	Kim Leith	To provide all throughout the Authority with information how health and safety is developing
	Review of Maternity Policy	Emma Redwood	To review the current Maternity Policy in line with legislation.
	Introduce a Leaving the Authority Procedure	Emma Redwood	To introduce a new leaving the authority procedure that captures the processes we currently have and give clarity on responsibilities.
	Review the Paternity, Parental and Adoption Policy	Emma Redwood	to review the current policies for Adoption, parental and paternity
	Debt Collection	Ian Knowles	Report setting out the process undertaken to collect outstanding debts
	Sun Inn redevelopment	Eve Fawcett-Moralee	The report will seek approval of a grant with a requisite development agreement to enable and ensure the development of a 64 bed hotel with a ground floor restaurant.
	Market St Regeneration Ltd	Eve Fawcett-Moralee	The report will seek approval to the Council entering a JV agreement to regenerate Market St. Approval is sought to transfer £20k from the THI/Heritage masterplan project approved by PC committee in May.
27/10/2016	Four Year Agreement	Ian Knowles	The MTFP made reference to being based on the assumption of a four year deal but did not at that time seek explicit agreement.
	Policy Review - Travel Policy	Emma Redwood	To review, update and agree the Travel Policy
	Progress and Delivery Period 2	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2
	Budget Monitoring Q2	Tracey Bircumshaw	To present budget monitoring information as at the end of period 2
	Treasury Management Q2	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 2
	Introduction of Information Governance Policies	Steve Anderson	To obtain approval for the introduction 3 new IG policy documents: 1. Legal Responsibilities Policy 2. Information Governance Policy 3. Information Sharing Policy
	Housing Allocations Policy & Partnership ToR	Michelle Howard	1. To seek approval of the revised housing register/ choice based letting allocations policy. Referred to as CBL policy. This is a joint policy for WLDC, CoLC, NKDC and Acis Group. 2. To seek approval of the revised terms of reference and governance arrangements for the CBL strategic partnership.
15/12/2016	Fees and Charges 2017-18	Tracey Bircumshaw	To present the proposed fees and charges for 2017-18
	Local Council Tax Support Scheme	Alison McCulloch	To agree the Local Council Tax Support Scheme for WLDC for 2017-18
	NNDR Write Offs	Alison McCulloch	Exempt report to present irrecoverable NNDR accounts and Benefits overpayments for write off

	Introduce a Fixed Term Contract Procedure	Emma Redwood	To introduce a fixed term contract procedure for the council
12/01/2017	Collection Fund Surplus and Council Tax Base	Tracey Bircumshaw	To present the declaration of estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2017 and to set out the Council Tax Base calculation for 2017-18
	Review the Flexible Working Policy	Emma Redwood	to review the flexible working policy
09/02/2017	MTFP	Tracey Bircumshaw	To present the Medium Term Financial Plan
	Corporate Plan	Manjeet Gill	To present the refreshed Corporate Plan
	Progress and Delivery Q3	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3
	Revenue Base Budgets 2017-18	Tracey Bircumshaw	To present the proposed revenue base budgets for 2017-18
	Budget and Treasury Management Q3	Tracey Bircumshaw	To present the Budget and Treasury Management monitoring report for period 3
13/04/2017	Budget and Treasury Management Monitoring Q4	Tracey Bircumshaw	To present budget monitoring and Treasury Management information as at the end of period 4 and the outturn position
	Progress and Delivery Q4	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4