

Full Forward Plan for All Committees (valid from 12 November 2019 to 31 July 2020)

Purpose:

The table below provides a summary of reports that are due on the Forward Plan for the remainder of the Civic Year.

Recommendation:

1. That members note the contents of this document.

Title	Lead Officer	Purpose of the report
OVERVIEW AND SCRUTINY		
18 FEBRUARY 2020		
Partnership Working - Environment Agency	Ele Snow, Democratic and Civic Officer	Attendance by the Environment Agency
31 MARCH 2020		
Pre-Scrutiny Caistor Southdale Development	Eve Fawcett-Moralee, Executive Director of Economic and Commercial Growth	To pre-scrutinise the papers for the Caistor Southdale Development (date TBC)
Progress and Delivery Report - Period 3 2019/20	Ellen King, Senior Performance Officer	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.
CORPORATE POLICY AND RESOURCES		
9 JANUARY 2020		
Reserves Strategy and Annual Review of Reserves 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support	Review of current earmarked reserves to establish current and future requirements and close those considered obsolete. Review of reserves strategy.

Manager

Approval of the Council's Proposed Performance Measures	Ellen King, Senior Performance Officer	This report presents the following for approval by Members: 1. The Council's proposed Progress and Delivery performance measures for 2020/21; 2. The Council's proposed Corporate Plan performance measures for 2020-2023
Trinity Arts Centre Lighting	Anna Grieve	To request additional funds for Trinity Arts Centre lighting project

6 FEBRUARY 2020

Review and rationalise information security policies	Steve Anderson, Data Protection Officer	A proposal for reviewing and rationalising the authorities information security policy set.
Review of Recruitment & Selection Policy	Emma Redwood, People and Organisational Development Manager	To review the council's recruitment & selection policy and update as required
Progress and Delivery Report - Period 3 2019/20	Ian Knowles, Chief Executive	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.
Budget and Treasury Monitoring Period 3 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager, Sue Leversedge, Business Support Team Leader	forecast outturn position as at 31st December 2019
Corporate Policy & Resources Committee Draft Budget 2020/21 & estimates to 2024/25	Sue Leversedge, Business Support Team Leader	draft budget for PC & CPR budgets 2020/21 - 2024/25
Compassionate Leave Policy	Emma Redwood, People and Organisational	To write a Compassionate Leave Policy for the council

Development Manager

23 APRIL 2020

Caistor Southdale Development	Karen Whitfield, Communities & Commercial Programme Manager	To approve plans for GP and residential development
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Budget and Treasury Monitoring Period 4 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager, Sue Leversedge, Business Support Team Leader	to report final outturn position 2019/20
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Stress Management Policy	Emma Redwood, People and Organisational Development Manager	To review the council's stress management policy and update as required
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Officer Code of Conduct	Emma Redwood, People and Organisational Development Manager	To review the officer code of conduct and update as required
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11 JUNE 2020

Hemswell Cliff Managed Estate Contract	Shayleen Towns, Senior Community Action Officer	WLDC contract, which commenced July 2018, is due for review at 2.5 years. This report is to review options for the future of this work
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Capability Policy	Emma Redwood, People and Organisational Development Manager	To review the council's capability policy and update
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COUNCIL

20 JANUARY 2020

Local Council Tax Support Scheme for 2019/20	Alison McCulloch, Revenues Manager	To determine the local council tax support scheme for 2019/20
Council Tax Base	Caroline Bird, Principal Corporate Accountant	Council Tax Base information and Collection Fund Surplus Report
Mid Year Treasury Management Report 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To provide a Mid Year report on Treasury Management performance and prudential indicators.
To adopt the Spridlington NP	Nev Brown, Senior Neighbourhood Planning Policy Officer	To adopt the Plan

2 MARCH 2020

Executive Business Plan, Medium Term Financial Strategy and Plan 2020/21 - 2024-25	Tracey Bircumshaw, Strategic Finance and Business Support Manager	To present financial the plans and strategies to deliver Corporate Plan objectives and quality services over the medium term, whilst managing financial risks to ensure our future resilience.
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11 MAY 2020 (ANNUAL)

Annual Constitution Review	Katie Coughlan, Senior Democratic & Civic Officer	Annual review ahead of annual council in 2020
Climate Strategy	James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer	To set out the Council's approach to becoming net zero carbon by 2050

GOVERNANCE AND AUDIT

14 JANUARY 2020

Internal Audit Q3 19/20	James Welbourn,	To present the update for quarter 3 to G and A
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Democratic and Civic
Officer

committee

External Audit Strategy Memorandum (Plan) for 2019/20

Tracey Bircumshaw,
Strategic Finance and
Business Support
Manager

To present the 2019/20 External Audit Plan for the
Statement of Accounts

Internal Audit Draft Annual Plan Report 2020/21

James Welbourn,
Democratic and Civic
Officer

To present to members the draft annual internal audit
plan based on assurance mapping and risk assessments
across the Council's critical services.

Certification of Grants and Returns

Tracey Bircumshaw,
Strategic Finance and
Business Support
Manager

To present the outcome of the External Audit of Grant
Claims and returns

Draft Treasury Management Strategy

Tracey Bircumshaw,
Strategic Finance and
Business Support
Manager

To provide members with the opportunity to review the
Strategy and to provide assurance prior to
recommending to Council for approval.

Combined Assurance Report 2019/20

James O'Shaughnessy,
Corporate Policy Manager
& Deputy Monitoring
Officer

Combined Assurance Report 2019/20

Annual Governance Statement 2018/19 Action Plan Update

James O'Shaughnessy,
Corporate Policy Manager
& Deputy Monitoring
Officer

Six month progress report against actions contained in
the 2018/19 AGS Action Plan

10 MARCH 2020

Accounts Closedown 2019/20 - Accounting Matters

Caroline Capon,
Corporate Finance Team
Leader

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.

14 APRIL 2020

Internal Audit Charter	James Welbourn, Democratic and Civic Officer	IA Charter for 20/21 - John Sketchley
Internal Audit Q4 19/20	James Welbourn, Democratic and Civic Officer	To present the update for quarter 4 to G and A committee

16 JUNE 2020

Unaudited Statement of Accounts 2019/20	Caroline Capon, Corporate Finance Team Leader	Review of the Unaudited Statement of Accounts 2019/20
Internal Audit Annual Report 2019/20	James Welbourn, Democratic and Civic Officer	Annual Report from Assurance Lincolnshire

21 JULY 2020

Audited Statement of Accounts 2019/20	Caroline Capon, Corporate Finance Team Leader	To review and sign off the 2019/20 Statement of Accounts
Internal Audit Quart 1 2020/21	James Welbourn, Democratic and Civic Officer	Report from Assurance Lincolnshire

JOINT STAFF CONSULTATIVE

16 JANUARY 2020

Sickness absence update	Emma Redwood, People	to provide an update on the council's levels of sickness
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and Organisational
Development Manager

absence

LICENSING

PROSPEROUS COMMUNITIES

28 JANUARY 2020

Addition of a Rough Sleeping chapter to the Lincolnshire Homeless Strategy 2018-2021

Rachel Parkin, Home Choices Team Manager

The National Rough Sleeper Strategy, published in October 2018, requires that authorities re-badge their strategies as Homelessness and Rough Sleeper strategies by the end of December 2019. The Lincolnshire strategy covers the five year term 2017 to 2021 and needs to re-badged as the Lincolnshire Homelessness and Rough Sleeper strategy by no later than 31 December 2019.

Strategic Visitor Economy Strategy

Wendy Osgodby, Senior Growth Strategy & Projects Officer

Support for the Visitor Economy is embedded within West Lindsey District Council's Corporate Plan, under the theme 'A prosperous and enterprising district' as follows:
Vision:
'Creating local wealth through the visitor economy'
Objectives:
-Increasing number of visitors / length of stay
-Increasing expenditure by visitors
-Developing leisure, culture and recreational offer
-Increasing the quality and number of businesses / jobs in the sector
Therefore, it is clear that support for developing our Visitor Economy sits at the centre of our strategy for the future of the district.

Employment & Skills Partnership

Amanda Bouttell, Senior

Report to update on pilot year achievement and set out

Project and Growth Officer delivery plan for continuation.

Vulnerable Communities Strategy (formally Place Based Strategy)

Grant White, Enterprising Communities Manager

Update on place based strategy including work in South West Ward and Hemswell Cliff.

Prosperous Communities Committee Budget 2020/21

Sue Leversedge, Business Support Team Leader

This report sets out the details of the Committee's draft revenue budget for the period of 2020/21 and estimates to 2024/25.

West Lindsey Parish Charter

Grant White, Enterprising Communities Manager

To present updated version of West Lindsey Parish Charter for consultation with parish/town councils.

Progress of health related work

Diane Krochmal, Housing Strategy & Supply Manager

To provide an annual update report on progress of health related work

Gainsborough Bus Station Refurbishment

Matthew Snee, Community Engagement Officer

Proposal for refurbishment of Gainsborough Bus Station as part of Transport Programme.

17 MARCH 2020

Consultation & Engagement Strategy

Grant White, Enterprising Communities Manager

To introduce a new corporate Consultation

Viable Housing Solution

Diane Krochmal, Housing Strategy & Supply Manager

Report detailing the preferred option for a Viable Housing Solution within the South West Ward of Gainsborough

5 MAY 2020

HousinG Assistance Policy Update

Andy Gray, Housing and Enforcement Manager

To provide elected Members with an update on the performance related to the HAP.

REGULATORY