

FORWARD PLAN FOR ALL COMMITTEES

Title	Lead Officer	Purpose of the report	Other C'tee	Decision Maker
OVERVIEW AND SCRUTINY				
18 FEBRUARY 2020				
Partnership Working - Environment Agency	Ele Snow	Attendance by the Environment Agency		Overview and Scrutiny Committee 18/02/20
Pre-Scrutiny Caistor Southdale Development	Eve Fawcett-Moralee	To pre-scrutinise the papers for the Caistor Southdale Development		Overview and Scrutiny Committee 18/02/20
31 MARCH 2020				
Progress and Delivery Report - Period 3 2019/20	Ellen King	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
Overview and Scrutiny Draft Annual Report	Ele Snow	To present the draft annual report for Members' comment and agreement prior to submission to Annual Council		Overview and Scrutiny Committee 31/03/20
CORPORATE POLICY AND RESOURCES				
13 FEBRUARY 2020				
Review and rationalise	Steve Anderson	A proposal for reviewing and	Joint Staff	Corporate Policy

information security policies		rationalising the authorities information security policy set.	Consultative Committee 16/01/20	and Resources Committee 06/02/20
Progress and Delivery Report - Period 3 2019/20	Ian Knowles	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
Social Media Policy Review	Emma Redwood	To review the council's social media policy	Joint Staff Consultative Committee 16/01/20	Corporate Policy and Resources Committee 23/04/20
Compassionate Leave Policy	Emma Redwood	To write a Compassionate Leave Policy for the council	Joint Staff Consultative Committee 16/01/20	Corporate Policy and Resources Committee 13/02/20
Nominate Director for Market Street Renewal	James Welbourn	To receive nominations for the directorship of Market Street Renewal		Corporate Policy and Resources Committee 13/02/20

23 APRIL 2020

Caistor Southdale Development	Eve Fawcett-Moralee	To approve plans for GP and		Corporate Policy
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		residential development		and Resources Committee 09/01/20
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
Committee Timetable 2020-2021 and beyond	James Welbourn	To agree the timetable for 2020-2021 and to note the potential dates for 2021-2024		Corporate Policy and Resources Committee 23/04/20
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 11/06/20
Officer Code of Conduct	Emma Redwood	To review the officer code of conduct and update as required	Joint Staff Consultative Committee 26/03/20	Corporate Policy and Resources Committee 11/06/20

11 JUNE 2020

Hemswell Cliff Managed Estate Contract	Shayleen Towns	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	Prosperous Communities Committee 05/05/20	Corporate Policy and Resources Committee 11/06/20
Capability Policy	Emma Redwood	To review the council's capability policy and update	Joint Staff Consultative Committee 26/03/20	Corporate Policy and Resources Committee 11/06/20

COUNCIL

2 MARCH 2020

Executive Business Plan, Medium Term Financial Strategy and Plan 2020/21 - 2024-25	Tracey Bircumshaw	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.	Corporate Policy and Resources Committee 06/02/20	Council 20/01/20
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6 APRIL 2020

Annual Report from the Governance & Audit Committee 2019/20	James O'Shaughnessy	To present the Annual Report on the work undertaken by the Committee during 2019/20		Council 06/04/20
Report by Governance & Audit Committee on 2019/20 Activity	James O'Shaughnessy	To provide Council with an overview of the work of the Committee during 2019/20		Council 06/04/20

11 MAY 2020 (ANNUAL)

Annual Constitution Review	Katie Storr	Annual review ahead of annual council in 2020	Governance and Audit Committee 14/04/20	Council 11/05/20
Climate Strategy	James O'Shaughnessy	To set out the Council's approach to becoming net zero carbon by 2050	Prosperous Communities Committee 05/05/20	Council 11/05/20
Overview and Scrutiny Annual Report	Ele Snow	To present the annual report from the Overview and Scrutiny Committee for the civic year 2019/2020.		Council 11/05/20

GOVERNANCE AND AUDIT

10 MARCH 2020

Accounts Closedown 2019/20 -	Caroline Capon	To review and approve the		Governance and
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Accounting Matters

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.

Audit Committee
10/03/20

14 APRIL 2020

Internal Audit Charter	James Welbourn	IA Charter for 20/21 - John Sketchley	Governance and Audit Committee 14/04/20
Six Month Review of Strategic Risks	James O'Shaughnessy	To undertake and present the six-monthly review of the Council's strategic risks.	Governance and Audit Committee 14/04/20
Review of Member Development Programme	Ele Snow	To make a decision on the introduction of online development options for Members and agree the template programme for By-Election Inductions.	Governance and Audit Committee 14/04/20
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

16 JUNE 2020

Unaudited Statement of Accounts 2019/20	Caroline Capon	Review of the Unaudited Statement of Accounts 2019/20	Governance and Audit Committee 16/06/20
Internal Audit Annual Report 2019/20	James Welbourn	Annual Report from Assurance Lincolnshire	Governance and Audit Committee 16/06/20
Draft Annual Governance	James	To present the Council's draft	Governance and

Statement 2019/20.	O'Shaughnessy	Annual Governance Statement for 2019/20.	Audit Committee 16/06/20
21 JULY 2020			
Audited Statement of Accounts 2019/20	Caroline Capon	To review and sign off the 2019/20 Statement of Accounts	Governance and Audit Committee 21/07/20
Internal Audit Quart 1 2020/21	James Welbourn	Report from Assurance Lincolnshire	Governance and Audit Committee 21/07/20
Annual Governance Statement 2019/20. Closure of the Annual Governance Statement 2018/19 Action Plan.	James O'Shaughnessy	To present the Council's Annual Governance Statement for 2019/20. To update progress against the Annual Governance Statement 2018/19 Action Plan.	Governance and Audit Committee 21/07/20

PROSPEROUS COMMUNITIES

17 MARCH 2020			
Gainsborough Bus Station Refurbishment	Matthew Snee	Proposal for refurbishment of Gainsborough Bus Station as part of Transport Programme.	Prosperous Communities Committee 17/03/20
Progress of health related work	Diane Krochmal	To provide an annual update report on progress of health related work	Prosperous Communities Committee 17/03/20
Strategic Visitor Economy Strategy	Wendy Osgodby	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:	Prosperous Communities Committee 17/03/20

		<p>‘Creating local wealth through the visitor economy’</p> <p>Objectives:</p> <ul style="list-style-type: none"> -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 <p>Therefore, it is clear that support for developing our Visitor Economy sits at the centre of our strategy for the future of the district.</p>	
Consultation & Engagement Strategy	Grant White	To introduce a new corporate Consultation & Engagement Strategy	Prosperous Communities Committee 17/03/20
Vulnerable Communities Final Report			
Viable Housing Solution	Diane Krochmal	Report detailing the preferred option for a Viable Housing Solution within the South West Ward of Gainsborough	Prosperous Communities Committee 17/03/20
5 MAY 2020			
Housing Assistance Policy Update	Andy Gray	To provide elected Members with an update on the performance related to the HAP.	Prosperous Communities Committee 05/05/20
Review of West Lindsey Home Choice Lettings Policy	Rachel Parkin	A review of the Lettings Policy used to nominate to registered providers within West Lindsey	Prosperous Communities Committee 17/03/20

REGULATORY

12 MARCH 2020

Consultation on Extension of
District Wide Dog Fouling Public
Space Protection Order

Andy Gray

To seek approval to consult upon
the extension of the District Wide
dog fouling PSPO

Regulatory
Committee
12/03/20