

Full Forward Plan for all committees (valid from 28 September 2020)

Purpose:

This report provides an overview of reports going to all committees over the next municipal year.

Recommendation:

1. That members note the plan.

| Date | Title | Lead Officer | Purpose of the report | Date First Published |
|---------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| CORPORATE POLICY AND RESOURCES | | | | |
| 5 NOVEMBER 2020 | | | | |
| 5 Nov 2020 | Progress and Delivery Report; April - September 2020/21 | Ellen King, Senior Performance Officer | This report presents progress against the delivery of the Council's key performance measures for the period April - September 2020/2021. | 13 February 2020 |
| 5 Nov 2020 | Proposed Fees and Charges 2021/22 - Corporate Policy and Resources | Sue Leversedge, Business Support Team Leader | Propose fees and charges to take effect from 1 April 2021. | 07 September 2020 |
| 5 Nov 2020 | Budget and Treasury Monitoring Period 2 2020/21 | Sue Leversedge, Business Support Team Leader | this report sets out the revenue, capital and treasury management activity from 1 April 2020 to 30 September 2020 | 07 September 2020 |
| 5 Nov 2020 | FLEXIBLE PARKING PERMITS | Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer | To provide options for consideration | |
| 5 Nov 2020 | Annual Review of Commercial Investment Portfolio | Gary Reeve, Property & Assets Manager | Review of performance 2019/20 | 07 September 2020 |
| 5 Nov 2020 | Revised Budget 2020/21 and Mid Year Review of Medium Term Financial Plan | Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 | In view of the significant impact of Covid-19 and recognizing a balanced budget a Revised Budget 2020/21 is proposed. A mid year review of the | 07 September 2020 |

Officer

MTFP identifies latest forecast positions if the

10 DECEMBER 2020

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| 10 Dec 2020 | National Non Domestic Rates, Sundry Debtors, Council Tax and Housing Benefit Overpayment Write Offs | Alison McCulloch, Revenues Manager | Write off report for NNDR, Sundry Debtors, Council Tax and Housing Benefit Overpayments | 13 February 2020 |
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11 FEBRUARY 2021

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| 11 Feb 2021 | Corporate Policy and Resources Committee Draft Budget 2021/22 and estimates to 2025/26 | Sue Leversedge, Business Support Team Leader | The report sets out details of the overall Draft Revenue Budget 2021/22 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2021/22 and estimates to 2025/26 to be included in the Medium Term Financial Plan | 07 September 2020 |
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| 11 Feb 2021 | Budget and Treasury Monitoring Period 3 202/21 | Sue Leversedge, Business Support Team Leader | this report sets out the revenue, capital and treasury management activity from 1 April 2020 to 31 December 2020 | 07 September 2020 |
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| 11 Feb 2021 | Committee Timetable 2021-2022 | James Welbourn, Democratic and Civic Officer | To present the timetable for the above year, taking into account public holidays. | 07 September 2020 |
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| 11 Feb 2021 | Surestaff Performance 2020/21 and Business Plan 2021/22 | Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer | To present members with the companies performance to Q3 2020/21 and to present the 2021/22 Business Plan for approval | |
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15 APRIL 2021

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| 15 Apr 2021 | Budget and Treasury Monitoring Period 4 2020/21 | Sue Leversedge, Business Support Team Leader | This report sets out the revenue, capital and treasury management activity from 1 April 2020 to 31st March 2021. (Final out-turn will be reported to the next | 07 September 2020 |
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meeting)

COUNCIL

2 NOVEMBER 2020

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| 2 Nov 2020 | Licensing Policy Review - Approval | Andy Gray, Housing and Enforcement Manager | To seek approval for the Licensing Policy | 07 September 2020 |
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18 JANUARY 2021

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| 25 Jan 2021 | Local Council Tax Support Scheme 2021/22 | Alison McCulloch, Revenues Manager | The local council tax support scheme to be introduced on 1 April 2021 for the following year. This replaces the council tax benefit scheme. | 07 September 2020 |
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| 18 Jan 2021 | Mid Year Treasury Report 2020/21 | Caroline Capon, Corporate Finance Team Leader | Review of Prudential indicators as a result of revising the capital programme for 2020/21 | 07 September 2020 |
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GOVERNANCE AND AUDIT

29 SEPTEMBER 2020

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| 29 Sep 2020 | Audited Statement of Accounts 2019/20 | Caroline Capon, Corporate Finance Team Leader | To review and sign off the 2019/20 Statement of Accounts | 19 December 2019 |
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| 21 Jul 2020 | Annual Governance Statement 2019/20 | James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer | To present the Council's Annual Governance Statement for 2019/20. To update progress against the Annual Governance Statement 2018/19 Action Plan. | 14 January 2020 |
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| 14 Apr 2020 | Six Month Review of Strategic Risks | James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer | To undertake and present the six-monthly review of the Council's strategic risks. | 14 January 2020 |
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| 29 Sep 2020 | Annula Governance Statement 2019/20 and | James O'Shaughnessy, | To present the AGS for 2019/20 and | |
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Action Plan

Corporate Policy Manager & Deputy Monitoring Officer associated action plan

13 OCTOBER 2020

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| 13 Oct 2020 | Member Development Annual Report | Ele Snow, Democratic and Civic Officer | To provide a summary of Member Development over the previous 12 months, including progress made with the actions agreed by the Member Development Group. To review and approve the priorities for Member Development for the coming year. | 13 February 2020 |
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| 13 Oct 2020 | Internal Audit Report Quarter 2 20/21 | James Welbourn, Democratic and Civic Officer | From Assurance Lincolnshire | 13 February 2020 |
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| 13 Oct 2020 | Governance and Audit Effectiveness | James O'Shaughnessy, Corporate Policy Manager & Deputy Monitoring Officer | | 07 September 2020 |
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12 JANUARY 2021

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| 12 Jan 2021 | External Audit Strategy Memorandum (Plan) 2020/21 | Caroline Capon, Corporate Finance Team Leader | Review of External Audit plan for the Closure of the 2020/21 Accounts | 07 September 2020 |
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| 12 Jan 2021 | Certification of Grants & Returns | Caroline Capon, Corporate Finance Team Leader | Review of the Certification of Grants and Returns | 07 September 2020 |
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| 12 Jan 2021 | Internal Audit Quarter 3 20/21 report | James Welbourn, Democratic and Civic Officer | Assurance Lincolnshire | 07 September 2020 |
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| 12 Jan 2021 | Draft Treasury Management Strategy 2020/21 | Caroline Capon, Corporate Finance Team Leader | Review of the Draft Treasury Management Strategy | 07 September 2020 |
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| 12 Jan 2021 | Treasury Management Practices | Caroline Capon, Corporate Finance Team Leader | Revision of the Treasury Management Practices | |
| 9 MARCH 2021 | | | | |
| 9 Mar 2021 | Accounts Closedown 2020/21 Accounting Matters | Caroline Capon, Corporate Finance Team Leader | Review of Accounting Policies, Key Dates and Risk | 07 September 2020 |
| 13 APRIL 2021 | | | | |
| 13 Apr 2021 | Internal Audit Quarter 4 Report | James Welbourn, Democratic and Civic Officer | Assurance Lincolnshire | 07 September 2020 |
| PROSPEROUS COMMUNITIES | | | | |
| 20 OCTOBER 2020 | | | | |
| 20 Oct 2020 | Proposed Fees and Charges 2020/21 - Prosperous Communities | Sue Leversedge, Business Support Team Leader | Propose fees and charges to take effect from 1 April 2021. | 07 September 2020 |
| 20 Oct 2020 | Market Rasen Development Fund | Grant White, Enterprising Communities Manager | To approve changes to the established Market Rasen Development Fund in order to support new priorities, change the delivery style and ensure appropriate fund management and governance are in place. | |
| 1 DECEMBER 2020 | | | | |
| 1 Dec 2020 | Separate Paper & Card Collection | Robert Gilliot, Waste and Recycling Team Manager | To introduce a separate paper and card collection to improve the quality and quantity of materials collected. Residents receive an additional bin for paper which is collected on a monthly basis. | 07 September 2020 |
| 1 Dec 2020 | Public Transportation Programme | Grant White, Enterprising | To updated on past progress of | |

Communities Manager

transport initiatives supported by WLDC and approve a new delivery plan for our Public Transportation Programme.

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| 1 Dec 2020 | Progress and Delivery Report, April - September 2021 | Ellen King, Senior Performance Officer | This report presents progress against the Council's key performance measures for the first half of 2020-2021 (April - September) | |
| 1 Dec 2020 | Homes for Independence Strategy | Diane Krochmal, Interim Assistant Director Homes and Communities | to present the countywide Homes for Independence Strategy for approval | 07 September 2020 |
| 1 Dec 2020 | Together 24 Programme | Ady Selby, Assistant Director of Commercial and Operational Services | To introduce to Members the new transformational programme, Together 24. | 07 September 2020 |
| 1 Dec 2020 | Environmental Protection Policy | Andy Gray, Housing and Enforcement Manager | policy that outlines approach to EP work areas | 07 September 2020 |
| 26 JANUARY 2021 | | | | |
| 20 Oct 2020 | Proposed Fees and Charges 2021/22 Prosperous Communities | Sue Leversedge, Business Support Team Leader | to proposed fees and charges to take effect from 1 April 2021 | 07 September 2020 |
| 26 Jan 2021 | Prosperous Communities Revenue Base Budgets 2021/22 to 2025/26 | Sue Leversedge, Business Support Team Leader | the report sets out details of the Committees draft revenue budget for the period 2021/22 and estimates to 2025/26. | 07 September 2020 |
| 26 Jan 2021 | Reintroduction of rents on Gainsborough Market | Ady Selby, Assistant Director of Commercial and Operational Services | Plan on how the free rental period will end and a strategy for re-introducing charges | |
| 16 MARCH 2021 | | | | |
| 16 Mar 2021 | Strategic Visitor Economy Strategy | Wendy Osgodby, Senior Growth Strategy & | Support for the Visitor Economy is embedded within West Lindsey District | 19 December 2019 |

Projects Officer

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.
