

## Forward Plan for all Committees



### Purpose:

This report provides a summary of reports that are on the Forward Plan over the next 12 months that the Challenge & Improvement Committee may wish to consider.

### Recommendation:

1. That members consider the schedule of reports and determine whether or not they should be brought to Challenge & Improvement prior to committee consideration.

Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
annual review of the constitution	Alan Robinson	to present the draft revised constitution in advance of it been presented to ann council for approval	-	09/05/2016	14/04/2016	-	-	-	-
Audited Statement of Accounts	Tracey Bircumshaw	To present the audited statement of accounts for approval	-	-	15/09/2016	-	-	-	-
budget monitoring report - period 4 - outturn	Tracey Bircumshaw	to present the outturn position	-	-	-	12/05/2016	-	-	-
certification of Grants and Claims (external audit)	Tracey Bircumshaw	to present the external audit .....	-	-	17/03/2016	-	-	-	-
Effectiveness of Internal Audit	Ian Knowles	Statutory Report in accordance with the Audit and Accounts Regulations to review the effectiveness of the Internal Audit function	-	-	21/06/2016	-	-	-	-
extrenal audit plan (external audit)	Ian Knowles	to present the external audit plan for 16/17 and associated fees	-	-	17/03/2016	-	-	-	-
Home Working Policy Review - staff policy (introduce new Agile policy)	Emma Redwood	To review the Homeworking Policy	(blank)	(blank)	(blank)	16/06/2016	(blank)	02/06/2016	(blank)
IT Strategy and Action Plan	Ian Knowles	As per CLT Min 33/15	-	-	-	28/07/2016	-	-	-
Member Training update	Alan Robinson	To present an update on the Member development programme	-	-	08/11/2016	-	-	-	-
					18/04/2017	-	-	-	-
MTFP	Tracey Bircumshaw	To present the Medium Term Financial Plan	-	06/03/2017	-	09/02/2017	-	-	-
Policy Review - Travel Policy	Emma Redwood	To review, update and agree the Travel Policy	-	-	-	16/06/2016	-	02/06/2016	-
progress and Delivery - projects and Services - Period 4	Ian Knowles	monitoring report to present progress made as at the end of the financial year	28/06/2016	-	-	12/05/2016	-	-	07/06/2016

<b>treasury management monitoring report - period 4 outturn</b>	Tracey Bircumshaw	monitoring report presenting the outturn position	-	-	-	12/05/2016	-	-	-
<b>Annual Audit Letter</b>	Ian Knowles	To present the Annual Audit Letter - KPMG External Audit	-	-	08/11/2016	-	-	-	-
<b>Internal Audit Annual Report</b>	Ian Knowles	To present the Internal Audit Annual Report for 2015-16	-	-	21/06/2016	-	-	-	-
<b>Final Draft CIL Charging Schedule</b>	Eve Fawcett-Moralee	to allow cttee to make a formal consultation response during the 2nd round of consultation	-	-	-	-	-	-	26/04/2016
<b>CIL</b>	Mark Sturgess	204. COMMUNITY INFRASTRUCTURE LEVY (PAPER C)	-	09/05/2016	-	-	-	-	26/04/2016
<b>recomendations from the SWW Working Group</b>	Mark Sturgess	to bring together the conclusions of the work undertaken by the Group and to consider their recommendations on how the council and partner agencies can better work together  please note timescale for report may change. group as yet have not agreed its timescales (15/9/15 kjc)	23/05/2016	-	-	-	-	-	07/06/2016
<b>Commercial Business Case (CP1 004)</b>	Penny Sharp	To determine whether to invest in a commercial project (CP1 004)	-	-	-	16/06/2016	-	-	-
<b>Carbon Management Plan</b>	Karen Lond	For Members to endorse and adopt the new Carbon Management Plan	-	-	-	16/06/2016	-	-	-
<b>Fees and Charges - Cemeteries</b>	Anna Grieve	FEES AND CHARGES	-	-	-	-	-	-	-
<b>Health and Safety Report</b>	Kim Leith	To provide all throughout the Authority with information how health and safety is developing	-	-	-	28/07/2016	-	07/07/2016	-
<b>Central Lincolnshire Local Plan Submission Draft</b>	Mark Sturgess	Members to agree WLDC's corporate response to the submission draft of the CLLP prior to submission to SoS	-	09/05/2016	-	-	-	-	26/04/2016
<b>C and i Cttee Annual Report 15/16</b>	Katie Coughlan	to present the Committee's annual report. setting out work undertaken throughout the year and work planned for next.	05/04/2016	09/05/2016	-	-	-	-	-
<b>Annual feedback report 2015 to 2016</b>	Lyn Marlow	To provide members with analysis of the Compliments, complaints and comments for 2015/16	-	-	21/06/2016	-	-	-	-
<b>Members Allowances</b>	Alan Robinson	Discussion item to inform the work of the Independent Remuneration Panel prior to their recommendations to Council	-	-	15/09/2016	-	-	-	-
<b>Devolution Update</b>	Manjeet Gill	To update members as part of CX announcements on any progress on the devolution agenda	-	11/04/2016	-	-	-	-	-
<b>attendance by 3rd public body</b>	Ian Knowles	attendance by the 3rd public body selected for scrutiny (topic tbc) this will be agencies relating to youth unemployment (tbc)	28/06/2016	-	-	-	-	-	-
<b>Lincolnshire Homelessness Strategy 2016 -2020</b>	Michelle Howard	That members approve the Lincolnshire Homelessness Strategy 2016 - 2020. This framework for all seven Lincolnshire Authorities will deliver in partnership with our stakeholders our priorities to prevent and tackle homelessness across Lincolnshire.	-	-	-	-	-	-	19/07/2016
<b>submission version of the Local Plan</b>	Eve Fawcett-Moralee	to receive the submission version of the document (Mark please add detail )	-	-	-	-	-	-	26/04/2016

<b>Annual Governance Statement 2015/16</b>	James O'Shaughnessy	To present to Members the Council's AGS for 2015/16	-	-	26/07/2016	-	-	-	-
<b>AGS 14/15 Monitoring Report period 3</b>	James O'Shaughnessy	to present monitoring information to assess progress against the agreed action plan as at the end of period 3	-	-	26/07/2016	-	-	-	-
<b>Gateway Riverside LDO Adoption</b>	Eve Fawcett-Moralee	Following consultation, the Gateway Riverside LDO will need to be considered by the Prosperous Communities again for adoption	-	-	-	-	-	-	07/06/2016
<b>Food &amp; Health &amp; Safety Plan 2016-17</b>	Lesley Beevers	To present the Food & Health & Safety Plan 2016-17	-	-	-	-	09/06/2016	-	-
<b>Draft AGS 15/16</b>	Ian Knowles	To present the draft Annual Governance Statement and Action Plan 2015-16	-	-	21/06/2016	-	-	-	-
<b>Unaudited Statement of Accounts</b>	Ian Knowles	To present the unaudited Statement of Accounts for scrutiny purposes	-	-	21/06/2016	-	-	-	-
<b>Progress &amp; Delivery Period 1</b>	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 1	01/09/2016	-	-	28/07/2016	-	-	19/07/2016
<b>Complaints, Comments and Compliments</b>	Ian Knowles	To present the annual report of feedback received	-	-	26/07/2016	-	-	-	-
<b>Annual Fraud Report</b>	Ian Knowles	To present the Annual Report on Fraud statistics on 2015-16	-	-	26/07/2016	-	-	-	-
<b>Whistleblowing Annual Report</b>	Alan Robinson	To present the report on the effectiveness of the whistleblowing policy and the number of incidents in which the policy had been used over 2015-16	-	-	26/07/2016	-	-	-	-
<b>Internal Audit Plan Q1</b>	Ian Knowles	To present progress against the agreed Internal Audit Plan Quarter 1	-	-	26/07/2016	-	-	-	-
<b>Quickline Monitoring Q1</b>	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed business loan at the end of Quarter 1	-	-	26/07/2016	-	-	-	-
<b>Annual Treasury Management</b>	Tracey Bircumshaw	Annual report on the Treasury Management Service and actual prudential indicators 2015-16	-	-	-	28/07/2016	-	-	-
<b>Treasury Management Monitoring Q1</b>	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 1	-	-	-	28/07/2016	-	-	-
<b>AGS 15/16 Monitoring Report Q1</b>	James O'Shaughnessy	To assess progress against the agreed AGS action plan at the end of quarter 1	-	-	08/11/2016	-	-	-	-
<b>ISA 260</b>	Tracey Bircumshaw	For KPMG (External Auditor) to present their report in relation to the Statement of Accounts for 2015-16	-	-	15/09/2016	-	-	-	-
<b>Progress and Delivery Period 2</b>	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2	15/11/2016	-	-	27/10/2016	-	-	25/10/2016
<b>Budget Monitoring Q1</b>	Tracey Bircumshaw	To present budget monitoring information as at the end of period 1	-	-	-	28/07/2016	-	-	-

<b>Budget Monitoring Q2</b>	Tracey Bircumshaw	To present budget monitoring information as at the end of period 2	-	-	-	27/10/2016	-	-	-
<b>Treasury Management Q2</b>	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 2	-	-	-	27/10/2016	-	-	-
<b>Internal Audit Plan Q2</b>	Ian Knowles	To present progress against the agreed internal audit plan up until the end of period 2	-	-	08/11/2016	-	-	-	-
<b>Quickline Monitoring Report Q2</b>	Tracey Bircumshaw	Exempt monitoring report assessing progress against the agreed business loan	-	-	08/11/2016	-	-	-	-
<b>Fees and Charges 2017-18</b>	Tracey Bircumshaw	To present the proposed fees and charges for 2017-18	-	-	-	15/12/2016	-	-	06/12/2016
<b>Collection Fund Surplus and Council Tax Base</b>	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	-	23/01/2017	-	12/01/2017	-	-	-
<b>Local Council Tax Support Scheme</b>	Alison McCulloch	To agree the Local Council Tax Support Scheme for WLDC for 2017-18	-	23/01/2017	-	15/12/2016	-	-	-
<b>NNDR Write Offs</b>	Alison McCulloch	Exempt report to present irrecoverable NNDR accounts and Benefits overpayments for write off	-	-	-	15/12/2016	-	-	-
<b>Treasury Management Draft Strategy</b>	Tracey Bircumshaw	To present the draft strategy for scrutiny purposes	-	-	17/01/2017	-	-	-	-
<b>Internal Audit Plan Q3</b>	Ian Knowles	To present progress against the agreed internal audit plan up until the end of period 3	-	-	17/01/2017	-	-	-	-
<b>Quickline Monitoring Q3</b>	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed business loan	-	-	17/01/2017	-	-	-	-
<b>Corporate Plan</b>	Manjeet Gill	To present the refreshed Corporate Plan	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
<b>Members' Allowance Scheme</b>	Alan Robinson	To consider the Remuneration Panel's recommendation for the 2017-18 allowance scheme	-	23/01/2017	-	-	-	-	-
<b>Progress and Delivery Q3</b>	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3	21/02/2017	-	-	09/02/2017	-	-	31/01/2017
<b>Revenue Base Budgets 2017-18</b>	Tracey Bircumshaw	To present the proposed revenue base budgets for 2017-18	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
<b>Budget and Treasury Management Q3</b>	Tracey Bircumshaw	To present the Budget and Treasury Management monitoring report for period 3	-	06/03/2017	-	09/02/2017	-	-	-

<b>Certification of Grants and Claims</b>	Tracey Bircumshaw	For External Audit to present the Certification of Grants and Claims	-	-	14/03/2017	-	-	-	-
<b>Combined Assurance Report 2016/17</b>	James O'Shaughnessy	To present the Combined Assurance Report	-	-	14/03/2017	-	-	-	-
<b>Budget and Treasury Management Monitoring Q4</b>	Tracey Bircumshaw	To present budget monitoring and Treasury Management information as at the end of period 4 and the outturn position	-	-	-	13/04/2017	-	-	-
<b>Progress and Delivery Q4</b>	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4	23/05/2017	-	-	13/04/2017	-	-	02/05/2017
<b>Quickline Monitoring Q4</b>	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed loan as the end of period 4	-	-	18/04/2017	-	-	-	-
<b>Constitution Annual Review</b>	Alan Robinson	To present the Annual Review of the Constitution	-	08/05/2017	18/04/2017	-	-	-	-
<b>Gainsborough Town Centre Management and Markets</b>	Eve Fawcett-Moralee	Growth Team proposals for the management of Gainsborough town centre and markets	05/04/2016	-	-	-	-	-	26/04/2016
<b>Presentation by Simon Outen</b>	Katie Coughlan	to provide verbal six month update on crime in West Lindsey	01/09/2016	-	-	-	-	-	-
		to receive a 6month verbal update on Crime across the District	21/02/2017	-	-	-	-	-	-
<b>C and i OPERATING METHODOLOGY 16/17</b>	Ian Knowles	To agree the Operating Methodology for 16/17	28/06/16	-	-	-	-	-	-
<b>C and I Annual Report 16/17</b>	Katie Coughlan	to present the 16/17 Annual Report	04/04/2017	-	-	-	-	-	-
<b>democracy group 6m update report</b>	Nicola Calver	to provide an update on the ongoing work of the Group	01/09/2016	-	-	-	-	-	-
<b>development management improvement plan</b>	Mark Sturgess	to provide committee with the second report on progress achieved in respect of the agreed development management improvement plan.	11/10/2016	-	-	-	-	-	-
<b>Wewt Lindsey Event</b>	Karen Whitfield	Magna Vitae to give a presentation of their proposals for West Lindsey event for 2016 as agreed at Chairs Brief on Monday 7th March.	-	-	-	-	-	-	26/04/2016
<b>Strategic Risks - 6 month Update</b>	James O'Shaughnessy	to present the 6 month update	-	-	08/11/2016	-	-	-	-
		to present the 6 monthly update	-	-	18/04/2017	-	-	-	-
<b>6 month selective licensing progress update report</b>	Andy Gray	to update cttee on how the first six months of the scheme is progressing	-	-	-	-	-	-	31/01/2017
<b>P AND D WORKING GRP RECS</b>	Ian Knowles	TO PRESENT THE PROPOSED NEW FORMAT FOR P AND D REPORTING	23/05/2016	-	-	-	-	-	-
<b>Hemswell Masterplan</b>	Eve Fawcett-Moralee	To present the masterplan for Hemswell Cliff and the resulting project work	-	-	-	-	-	-	07/06/2016

<b>Second Homes Tax</b>	Alan Robinson	• Rural Transport:	-	-	-	28/07/2016	-	-	-
<b>Four Year Agreement</b>	Ian Knowles	MTFP	-	04/07/2016	-	-	-	-	-
<b>Commercial Property Portfolio</b>	Penny Sharp	To seek approval for the acquisition of a commercial property portfolio in line with the capital programme and Medium Term Financial Plan.	-	-	-	12/05/2016	-	-	-
<b>revised youth unemployment paper and proposed q's</b>	James O'Shaughnessy	report will set out revised set of agencies to be invited and a set of proposed questions to ask of the careers service.  minutes from 5/4/16 relate	23/05/2016	-	-	-	-	-	-
<b>IT Desktop Refresh</b>	Ian Knowles	To set out to Members an approach to refresh the IT desktop	-	-	-	28/07/2016	-	-	-
<b>Proposed charges for Market Rasen car parks</b>	Sarah Troman	Provisional item in anticipation of public objections to introduction of charges in Market Rasen car parks. Objections to be heard by Members	-	-	-	-	-	-	07/06/2016
						16/06/2016	-	-	-
<b>Agree Neighbourhood Plans x 2</b>	Luke Brown	to present examined neighbourhood plans for adoption by council	-	04/07/2016	-	-	-	-	07/06/2016
<b>Presentation by AGE UK</b>	Katie Coughlan	to receive a presentation from representatives	-	-	-	-	-	-	19/07/2016
<b>DBS Policy</b>	Emma Redwood	to present a DBS Policy for adoption	-	-	-	16/06/2016	-	02/06/2016	-
<b>absence monitoring - 15/16 year end position</b>	Emma Redwood	to present the year end absence figures	-	-	-	-	-	02/06/2016	-
<b>absence Monitoring Report - 6 month position</b>	Emma Redwood	to present the absence figures for first 6 months of the 16/17 year	-	-	-	-	-	06/10/2016	-
<b>Leisure Contract Reprourement</b>	Karen Whitfield	To agree leisure specification and basis of forthcoming procurement exercise and to recommend plans to P & R committee	-	-	-	28/07/2016	-	-	07/06/2016
<b>West Lindsey TRading Company</b>	Penny Sharp	Report to update members on the acquisition of a local company and seek approval for governance arrangements for a Group company structure	-	-	-	16/06/2016	-	-	-