

## 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.

All Committees									
Active/Closed	Active								
Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
Audited Statement of Accounts	Tracey Bircumshaw	To present the audited statement of accounts for approval	-	-	15/09/2016	-	-	-	-
Effectiveness of Internal Audit	Tracey Bircumshaw	Statutory Report in accordance with the Audit and Accounts Regulations to review the effectiveness of the Internal Audit function	-	-	21/06/2016	-	-	-	-
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	-	-	-	-
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
Annual Audit Letter	Tracey Bircumshaw	To present the Annual Audit Letter - KPMG External Audit	-	-	08/11/2016	-	-	-	-
Internal Audit Annual Report	Ian Knowles	To present the Internal Audit Annual Report for 2015-16	-	-	21/06/2016	-	-	-	-
reccomedations from the SWW Working Group	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	01/09/2016	-	-	-	-	-	13/09/2016

		change. group as yet have not agreed its timescales (15/9/15 kjc)							
Commercial Business Case (CP1 004)	Penny Sharp	To determine whether to invest in a commercial project (CP1 004)	-	-	-	16/06/2016	-	-	-
Carbon Management Plan	Karen Lond	For Members to endorse and adopt the new Carbon Management Plan	-	-	-	28/07/2016	-	-	19/07/2016
Health and Safety Report	Kim Leith	To provide all throughout the Authority with information how health and safety is developing	-	-	-	28/07/2016	-	07/07/2016	-
Annual feedback report 2015 to 2016	Lyn Marlow	To provide members with analysis of the Compliments, complaints and comments for 2015/16	-	-	26/07/2016	-	-	-	-
Members Allowances	Alan Robinson	Discussion item to inform the work of the Independent Remuneration Panel prior to their recommendations to Council	-	-	15/09/2016	-	-	-	-
AGS 14/15 Monitoring Report period 3	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	-	-	-	-
attendance by careers service	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	-	-	-	-	-	-
Gateway Riverside LDO Adoption	Eve Fawcett-Moralee	Following consultation, the Gateway Riverside LDO will need to be considered by the Prosperous Communities again for adoption	-	-	-	-	-	-	19/07/2016
Food & Health & Safety Plan 2016-17	Lesley Beevers	To present the Food & Health & Safety Plan 2016-17	-	-	-	-	09/06/2016	-	-
Progress & Delivery Period 1	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
Complaints, Comments and Compliments	Lyn Marlow	To present the annual report of feedback received	-	-	26/07/2016	-	-	-	-
Annual Fraud Report	Angela Matthews	To present the Annual Report on Fraud statistics on 2015-16	-	-	26/07/2016	-	-	-	-
Whistleblowing Annual Report	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	-	-	-	-
Internal Audit Plan Q1	Ian Knowles	To present progress against the agreed Internal Audit Plan Quarter 1	-	-	26/07/2016	-	-	-	-
Quickline Monitoring Q1	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed business loan at the end of Quarter 1	-	-	26/07/2016	-	-	-	-
Annual Treasury Management	Tracey Bircumshaw	Annual report on the Treasury Management Service and actual prudential indicators 2015-16	-	-	-	28/07/2016	-	-	-
Treasury Management Monitoring Q1	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 1	-	-	-	28/07/2016	-	-	-

<b>AGS 15/16 Monitoring Report Q1</b>	<b>James O'Shaughnessy</b>	To assess progress against the agreed AGS action plan at the end of quarter 1	-	-	<b>08/11/2016</b>	-	-	-	-
<b>ISA 260</b>	<b>Tracey Bircumshaw</b>	For KPMG (External Auditor) to present their report in relation to the Statement of Accounts for 2015-16	-	-	<b>15/09/2016</b>	-	-	-	-
<b>Progress and Delivery Period 2</b>	<b>Ian Knowles</b>	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2	<b>15/11/2016</b>	-	-	27/10/2016	-	-	25/10/2016
<b>Budget Monitoring Q1</b>	<b>Tracey Bircumshaw</b>	To present budget monitoring information as at the end of period 1	-	-	-	28/07/2016	-	-	-
<b>Budget Monitoring Q2</b>	<b>Tracey Bircumshaw</b>	To present budget monitoring information as at the end of period 2	-	-	-	27/10/2016	-	-	-
<b>Treasury Management Q2</b>	<b>Tracey Bircumshaw</b>	To present the Treasury Management monitoring report for quarter 2	-	-	-	27/10/2016	-	-	-
<b>Internal Audit Plan Q2</b>	<b>Ian Knowles</b>	To present progress against the agreed internal audit plan up until the end of period 2	-	-	<b>08/11/2016</b>	-	-	-	-
<b>Quickline Monitoring Report Q2</b>	<b>Tracey Bircumshaw</b>	Exempt monitoring report assessing progress against the agreed business loan	-	-	<b>08/11/2016</b>	-	-	-	-
<b>Fees and Charges 2017-18</b>	<b>Tracey Bircumshaw</b>	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>	<b>Tracey Bircumshaw</b>	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>	<b>Alison McCulloch</b>	To agree the Local Council Tax Support Scheme for WLDC for 2017-18	-	23/01/2017	-	15/12/2016	-	-	-
<b>NNDR Write Offs</b>	<b>Alison McCulloch</b>	Exempt report to present irrecoverable NNDR accounts and Benefits overpayments for write off	-	-	-	15/12/2016	-	-	-
<b>Treasury Management Draft Strategy</b>	<b>Tracey Bircumshaw</b>	To present the draft strategy for scrutiny purposes	-	-	<b>17/01/2017</b>	-	-	-	-
<b>Internal Audit Plan Q3</b>	<b>Ian Knowles</b>	To present progress against the agreed internal audit plan up until the end of period 3	-	-	<b>17/01/2017</b>	-	-	-	-
<b>Quickline Monitoring Q3</b>	<b>Tracey Bircumshaw</b>	Exempt monitoring report to assess progress against the agreed business loan	-	-	<b>17/01/2017</b>	-	-	-	-
<b>Corporate Plan</b>	<b>Manjeet Gill</b>	To present the refreshed Corporate Plan	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
<b>Members' Allowance Scheme</b>	<b>Alan Robinson</b>	To consider the Remuneration Panel's recommendation for the 2017-18 allowance scheme	-	23/01/2017	-	-	-	-	-

<b>Progress and Delivery Q3</b>	<b>Ian Knowles</b>	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3	<b>21/02/2017</b>	-	-	09/02/2017	-	-	31/01/2017
<b>Revenue Base Budgets 2017-18</b>	<b>Tracey Bircumshaw</b>	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>	<b>Tracey Bircumshaw</b>	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>	<b>Tracey Bircumshaw</b>	For External Audit to present the Certification of Grants and Claims	-	-	<b>14/03/2017</b>	-	-	-	-
<b>Combined Assurance Report 2016/17</b>	<b>James O'Shaughnessy</b>	To present the Combined Assurance Report	-	-	<b>14/03/2017</b>	-	-	-	-
<b>Budget and Treasury Management Monitoring Q4</b>	<b>Tracey Bircumshaw</b>	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>	<b>Ian Knowles</b>	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4	<b>23/05/2017</b>	-	-	13/04/2017	-	-	02/05/2017
<b>Quickline Monitoring Q4</b>	<b>Tracey Bircumshaw</b>	Exempt monitoring report to assess progress against the agreed loan as the end of period 4	-	-	<b>18/04/2017</b>	-	-	-	-
<b>Constitution Annual Review</b>	<b>Alan Robinson</b>	To present the Annual Review of the Constitution	-	08/05/2017	<b>18/04/2017</b>	-	-	-	-
<b>Presentation by Simon Outen</b>	<b>Katie Coughlan</b>	to provide verbal six month update on crime in West Lindsey	<b>01/09/2016</b>	-	-	-	-	-	-
		to receive a 6month verbal update on Crime across the District	<b>21/02/2017</b>	-	-	-	-	-	-
<b>C and i oPERATING mETHODOLOGY 16/17</b>	<b>Ian Knowles</b>	To agree the Operating Methodology for 16/17	<b>28/06/2016</b>	-	-	-	-	-	-
<b>C and I Annual Report 16/17</b>	<b>Katie Coughlan</b>	to present the 16/17 Annual Report	<b>04/04/2017</b>	-	-	-	-	-	-
<b>democracy group 6m update report</b>	<b>Nicola Calver</b>	to provide an update on the ongoing work of the Group	<b>01/09/2016</b>	-	-	-	-	-	-
<b>development management improvement plan</b>	<b>Oliver Fytche-Taylor</b>	to provide committee with the second report on progress achieved in respect of the agreed development management improvement plan.  extract from mins of c and I cttee 23/5/16 Development Management – Outcomes of the Peer Review: - members requested that a report on this subject be brought forward. It was noted however that the development management improvement plan was overseen by this Committee and was next due to be submitted in October 2106. It was therefore suggested that Officers could be requested to extend this report to include	<b>11/10/2016</b>	-	-	-	-	-	-

		<p>within it: -</p> <ul style="list-style-type: none"> <li>• Peer Review Outcomes</li> <li>• S106 arrangements and move to CIL payments</li> <li>• Enforcement</li> <li>• A General Update on the Service; and</li> <li>• Local Plan Progress</li> </ul>							
<b>Strategic Risks - 6 month Update</b>	<b>James O'Shaughnessy</b>	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>	<b>Andy Gray</b>	to update cttee on how the first six months of the scheme is progressing	-	-	-	-	-	-	31/01/2017
<b>Second Homes Tax</b>	<b>Alan Robinson</b>	<ul style="list-style-type: none"> <li>• Rural Transport: there was a discussion around Call Connect being funded from the second homes bonus, it was decided we need to consider for budget setting next year whether we continue to collect the second homes tax - please take a paper to GCLT and onto P&amp;R in July for a delegated decision – please put this on the forward plan</li> </ul>	-	-	-	28/07/2016	-	-	-
<b>Four Year Agreement</b>	<b>Ian Knowles</b>	<p>The MTFP made reference to being based on the assumption of a four year deal but did not at that time seek explicit agreement. We had been waiting for further guidance on what was intended by an 'efficiency plan' and this communication makes it clear that there is to be no further guidance.</p> <p>Whilst a four year agreement would provide some level of certainty it is by no means a guarantee and it will be helpful to be able to review over the next couple of months the implications of NHB and NNDR reviews.</p> <p>This communication also makes clear that it only relates to the RSG, Rural Service Delivery Grant and Transitional Grant but does indicate that the top-up and tariffs will be fixed too. These are helpful clarifications as is the fact that the 'new burdens' commitment will continue.</p> <p>It would be my intention to bring a paper to CLT in May and take through committee and Council in June and July to agree whether or not we wish to take up the offer of a four year</p>	-	04/07/2016	-	-	-	-	-

		agreement.							
Commercial Property Portfolio	Penny Sharp	To seek approval for the acquisition of a commercial property portfolio in line with the capital programme and Medium Term Financial Plan.	-	-	-	15/06/2017	-	-	-
revised youth unemployment paper and proposed q's	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	-	-	-	-	-	-
IT Desktop Refresh	Ian Knowles	To set out to Members an approach to refresh the IT desktop	-	-	-	28/07/2016	-	-	-
Proposed charges for Market Rasen car parks	Sarah Troman	Provisional item in anticipation of public objections to introduction of charges in Market Rasen car parks. Objections to be heard by Members	-	-	-	28/07/2016	-	-	19/07/2016
Agree Neighbourhood Plans x 2	Luke Brown	to present examined neighbourhood plans for adoption by council	-	05/09/2016	-	-	-	-	07/06/2016
Presentation by AGE UK	Katie Coughlan	to receive a presentation from representatives	-	-	-	-	-	-	13/09/2016
DBS Policy	Emma Redwood	to present a DBS Policy for adoption	-	-	-	16/06/2016	-	02/06/2016	-
absence Monitoring Report - 6 month position	Emma Redwood	to present the absence figures for first 6 months of the 16/17 year	-	-	-	-	-	06/10/2016	-
Leisure Contract Reprourement	Karen Whitfield	To agree leisure specification and basis of forthcoming procurement exercise and to recommend plans to P & R committee	-	-	-	22/09/2016	-	-	19/07/2016
West Lindsey TRading Company	Penny Sharp	Report to update members on the acquisition of a local company and seek approval for governance arrangements for a Group company structure	-	-	-	28/07/2016	-	-	-
Planning, Building Control & Land Charge IT System	Michelle Carrington	To gain approval to draw down the budget from the capital budget.	-	-	-	16/06/2016	-	-	-
Riseholme Neighbourhood Plan	Luke Brown	to seek approval to go to referendum	-	-	-	-	-	-	13/09/2016
Absence benchmarking data - 2015/16	Emma Redwood	To provide information for absence benchmarking data for 2015/16	-	-	-	-	-	07/07/2016	-

<b>Safeguarding Policy 2016 - 2019</b>	<b>Michelle Howard</b>	To present revised safeguarding policy incorporating new safeguarding duties and changes to legislation.  Policy incorporates 6 key chapters, bringing the whole safeguarding/vulnerable persons agenda under one policy area:  1. Children and Young People (including child sexual exploitation) 2. Adults at Risk 3. Domestic Abuse 4. Prevent 5. Hate Crime & Mate Crime 6. Governance, Training and Audit  Policy review also aligned with revision of disclosure and barring policy.	-	-	-	-	-	07/07/2016	19/07/2016
<b>briefing paper of current crime issues</b>	<b>Michelle Howard</b>	to advise Members on current issues and to prepare a set of questions to ask Simon Outen when he attends on 1 September	28/06/2016	-	-	-	-	-	-
<b>briefing paper in advance on 2nd body to attend</b>	<b>James O'Shaughnessy</b>	to receive briefing paper and start drafting questions ready for the 2nd public body on the theme of youth unemployment to attend (likely to be schools?)	28/06/2016	-	-	-	-	-	-
<b>attendance by 2 public body</b>	<b>James O'Shaughnessy</b>	tbc....September avoided as not ideal for schools / colleges etc	11/10/2016	-	-	-	-	-	-
<b>Public Space Protection Order</b>	<b>Lesley Beever</b>	to consider the implementation of a public space protection order at roses and marshalls sports ground for dogs	-	-	-	-	20/09/2016	-	-
<b>Member Champions</b>	<b>Alan Robinson</b>	To formalise the role of Member Champions for the Constitution	-	14/11/2016	15/09/2016	-	-	-	-
<b>Narrative Statement and Unaudited Statement</b>	<b>Tracey Bircumshaw</b>	For GCLT to comment on the Narrative Report prior to presentation G&A	-	-	21/06/2016	-	-	-	-
<b>Draft Annual Governance Statement 2015/16</b>	<b>James O'Shaughnessy</b>	To present to Members the Council's Draft AGS for 2015/16 with the final statement due to be presented on 26/07/16	-	-	21/06/2016	-	-	-	-
<b>Gainsborough Market - Future Delivery</b>	<b>Eve Fawcett-Moralee</b>	To determine the future delivery mechanism for Gainsborough Market.	-	-	-	-	-	-	13/09/2016
<b>Review of Maternity Policy</b>	<b>Emma Redwood</b>	To review the current Maternity Policy in line with legislation.	-	-	-	28/07/2016	-	07/07/2016	-
<b>Introduce a Leaving the Authority Procedure</b>	<b>Emma Redwood</b>	To introduce a new leaving the authority procedure that captures the processes we currently have and give clarity on responsibilities.	-	-	-	22/09/2016	-	08/09/2016	-

