

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	-	-	-	-
ICT Strategy	Ian Knowles	To present the ICT Strategy for approval	-	-	-	10/11/2016	-	-	-
Member Training update	Alan Robinson	To present an update on the Member development programme	-	-	20/06/2017	-	-	-	-
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	-	-	-	27/07/2017	-	01/06/2017	-
Telephony / Technology Stage 1	Ian Knowles	As per Minute 157 of CLT Amended at CLT 11/05	-	-	-	-	-	-	-
Matters Arising and Minutes	Nicola Calver	To present minutes of previous meetings and matters arising	-	-	-	-	-	-	-
quarterly feedback reports	Lyn Marlow	provide SLT with information regarding complaints	-	-	-	-	-	-	-
Annual Audit Letter	Tracey Bircumshaw	To present the Annual Audit Letter - KPMG External Audit	-	-	08/11/2016	-	-	-	-
recommendations from the SWW Working Group	Shayleen Towns	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)	21/02/2017	-	-	-	-	-	21/03/2017
Health and Safety Report	Kim Leith	To provide all throughout the Authority with information how health and safety is developing	-	-	-	22/09/2016	-	07/07/2016	-

Members Allowances	Alan Robinson	Discussion item to inform the work of the Independent Remuneration Panel prior to their recommendations to Council	-	-	08/11/2016	-	-	-	-
AGS 15/16 Monitoring Report Q1	James O'Shaughnessy	To assess progress against the agreed AGS action plan at the end of quarter 1	-	-	08/11/2016	-	-	-	-
ISA 260	Tracey Bircumshaw	For KPMG (External Auditor) to present their report in relation to the Statement of Accounts for 2015-16	-	-	15/09/2016	-	-	-	-
Progress and Delivery Period 2	Ian Knowles	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 2	20/12/2016	-	-	10/11/2016	-	-	06/12/2016
Budget Monitoring Q2	Tracey Bircumshaw	To present budget monitoring information as at the end of period 2	-	-	-	27/10/2016	-	-	-
Treasury Management Q2	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 2	-	-	-	27/10/2016	-	-	-
Internal Audit Plan Q2	Ian Knowles	To present progress against the agreed internal audit plan up until the end of period 2 extract from mins of mtg 21/6 Referring to Appendix 4, the continuous improvement plan for the Audit Lincolnshire service, Independent Members enquired as to how they as a Committee sought assurance the plan was being delivered. It was stressed that Audit Lincolnshire was a service provided by the County Council and as such its service improvement plan would be held to account by Mangers at the County Council. However if the Committee were minded, Officers would request that it be submitted in six months time alongside the internal audit plan progress report. The Committee welcomed this suggestion. it is therefore requested that this report includes an update improvement plan for Audit Lincolnshire	-	-	08/11/2016	-	-	-	-
Quickline Monitoring Report Q2	Tracey Bircumshaw	Exempt monitoring report assessing progress against the agreed business loan	-	-	08/11/2016	-	-	-	-
Fees and Charges 2017-18	Tracey Bircumshaw	To present the proposed fees and charges for 2017-18	-	-	-	15/12/2016	-	-	06/12/2016
Collection Fund Surplus and Council Tax Base	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	-	-	-
Local Council Tax Support Scheme	Alison McCulloch	To agree the Local Council Tax Support Scheme for WLDC for 2017-18	-	23/01/2017	-	15/12/2016	-	-	-
NNDR Write Offs	Alison McCulloch	Exempt report to present irrecoverable NNDR accounts and Benefits overpayments for write off	-	-	-	15/12/2016	-	-	-
Treasury Management Draft Strategy	Tracey Bircumshaw	To present the draft strategy for scrutiny purposes	-	-	17/01/2017	-	-	-	-
Internal Audit Plan Q3	Ian Knowles	To present progress against the agreed internal audit plan up until the end of period 3	-	-	17/01/2017	-	-	-	-
Quickline Monitoring Q3	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed business loan	-	-	17/01/2017	-	-	-	-

Corporate Plan	Manjeet Gill	To present the refreshed Corporate Plan	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
Members' Allowance Scheme	Alan Robinson	To consider the Remuneration Panel's recommendation for the 2017-18 allowance scheme	-	23/01/2017	-	-	-	-	-
Progress and Delivery Q3	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
Revenue Base Budgets 2017-18	Tracey Bircumshaw	To present the proposed revenue base budgets for 2017-18	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
Budget and Treasury Management Q3	Tracey Bircumshaw	To present the Budget and Treasury Management monitoring report for period 3	-	06/03/2017	-	09/02/2017	-	-	-
Certification of Grants and Claims	Tracey Bircumshaw	For External Audit to present the Certification of Grants and Claims	-	-	14/03/2017	-	-	-	-
Combined Assurance Report 2016/17	James O'Shaughnessy	To present the Combined Assurance Report	-	-	14/03/2017	-	-	-	-
Budget and Treasury Management Monitoring Q4	Tracey Bircumshaw	To present budget monitoring and Treasury Management information as at the end of period 4 and the outturn position	-	-	-	13/04/2017	-	-	-
Progress and Delivery Q4	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
Quickline Monitoring Q4	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed loan as the end of period 4	-	-	18/04/2017	-	-	-	-
Constitution Annual Review	Alan Robinson	To present the Annual Review of the Constitution	-	08/05/2017	18/04/2017	-	-	-	-
Presentation by Simon Outen	Katie Coughlan	to provide verbal six month update on crime in West Lindsey	15/11/2016	-	-	-	-	-	-
		to receive a 6month verbal update on Crime across the District	21/02/2017	-	-	-	-	-	-
C and I Annual Report 16/17	Katie Coughlan	to present the 16/17 Annual Report	04/04/2017	-	-	-	-	-	-
Strategic Risks - 6 month Update	James O'Shaughnessy	to present the 6 month update	-	-	08/11/2016	-	-	-	-
		to present the 6 monthly update	-	-	18/04/2017	-	-	-	-
6 month selective licensing progress update report	Andy Gray	to update cttee on how the first six months of the scheme is progressing	-	-	-	-	-	-	31/01/2017

Four Year Agreement	Ian Knowles	<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 agreement.</p>	-	10/10/2016	-	22/09/2016	-	-	-
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	-	-	-
Presentation by AGE UK	Katie Coughlan	to receive a presentation from representatives	-	-	-	-	-	-	25/10/2016
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	-
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	-	10/10/2016	-	28/07/2016	-	-	-
Commercial Delivey Plan - 6month progress update	Penny Sharp	To review progress against the annual commercial delivery plan.	-	-	-	27/10/2016	-	-	-
Riseholme Neighbourhood Plan	Luke Brown	to seek approval to go to referendum	-	14/11/2016	-	-	-	-	13/09/2016
Public Space Protection Order	Andy Gray	to consider the implementation of a public space protection order at roses and marshalls sports ground for dogs	-	-	-	-	13/12/2016	-	-
Member Champions	Alan Robinson	To formalise the role of Member Champions for the Constitution	-	14/11/2016	08/11/2016	-	-	-	-
attendance by 2 public body - schools	James O'Shaughnessy	tb....September avoided as not ideal for schools / colleges etc	11/10/2016	-	-	-	-	-	-
Managed Workshop Provision	Joanna Walker	project to delver new workshop provision to facilitate business growth and job creation in the District - see project PID for more details.	-	-	-	-	-	-	25/10/2016
Review of Maternity Policy	Emma Redwood	To review the current Maternity Policy in line with legislation.	-	-	-	22/09/2016	-	07/07/2016	-
Service Risks	Darren Mellors	Monthly Report on Service Risks	-	-	-	-	-	-	-
Introduce a Fixed Term Contract Procedure	Emma Redwood	To introduce a fixed term contract procedure for the council	-	-	-	15/12/2016	-	24/11/2016	-
Review the Bullying & Harassment policy	Emma Redwood	to review the Bullying & Harassment policy	-	-	-	15/12/2016	-	24/11/2016	-
Review the Flexible Working Policy	Emma Redwood	to review the flexible working policy	-	-	-	12/01/2017	-	24/11/2016	-
Housing Assistance	Andy Gray	To provide members with an update on the Housing Assistance Policy	-	10/10/2016	-	-	-	-	13/09/2016

Policy Update									
Introduction of Information Governance Policies	Steve Anderson	To obtain approval for the introduction 3 new IG policy documents: 1. Legal Responsibilities Policy 2. Information Governance Policy 3. Information Sharing Policy	-	-	-	27/10/2016	-	08/09/2016	-
attendance by PCC and Mark Housley	Michelle Howard	for the Police and Crime Commissioner and Mark Housley to be in attendance to answer a number of strategic and operational questions posed by the Committee	15/11/2016	-	-	-	-	-	-
Debt Collection	Ian Knowles	Report setting out the process undertaken to collect outstanding debts	-	-	-	10/11/2016	-	-	-
Sun Inn redevelopment	Eve Fawcett-Moralee	The report will seek approval of a grant with a requisite development agreement to enable and ensure the development of a 64 bed hotel with a ground floor restaurant.	-	-	-	22/09/2016	-	-	25/10/2016
Market St Regeneration Ltd	Eve Fawcett-Moralee	The report will seek approval to the Council entering a JV agreement to regenerate Market St. Approval is sought to transfer £20k from the THI/Heritage masterplan project approved by PC committee in May.	-	-	-	22/09/2016	-	-	25/10/2016
Saxilby Neighbourhood Plan	Luke Brown	To receive the plan and pass for referendum	-	06/03/2017	-	-	-	-	06/12/2016
dunholme neighbourhood plan	Luke Brown	to receive the plan and refer for local referendum	-	23/01/2017	-	-	-	-	06/12/2016
broadband provision across the district	Ian Knowles	the report will advise members on the current status of broadband provision across the district , of negotiations had with LCC, BDUK and quickline and what provision will look like going forward	-	-	-	-	-	-	25/10/2016
Housing Allocations Policy & Partnership ToR	Michelle Howard	1. To seek approval of the revised housing register/ choice based letting allocations policy. Referred to as CBL policy. This is a joint policy for WLDC, CoLC, NKDC and Acis Group. 2. To seek approval of the revised terms of reference and governance arrangements for the CBL strategic partnership.	-	-	-	10/11/2016	-	-	06/12/2016
Market Rasen Car Parking	Sarah Troman	To provide an update on the impact of introducing car parking charges in Market Rasen	-	-	-	15/06/2017	-	-	02/05/2017
GP / Hospital / Ambulance Provision - scope paper	Mark Sturgess	to present a scoping paper inc remit and terms of ref for commission to be undertaken by c and l cttee in regard to GP / Hospital / Ambulance Provision	15/11/2016	-	-	-	-	-	25/10/2016
Budget Options	Tracey Bircumshaw	to present budget options, in advance of fees and charges / base budgets proposals being submitted for agreement	-	-	-	-	-	-	25/10/2016
Food Enterprize Zone	Eve Fawcett-Moralee	funding requirements for the FEZ (eve please extend)	-	-	-	-	-	-	31/01/2017
Rural Transport Proposals	Grant White	to present proposals relating to rural transport (grant please extend)	-	-	-	-	-	-	31/01/2017
Monitoring of Festivals - Caistor MR	Karen Whitfield	To provide feedback on the impact of the festivals held in market rasen and caistor.	-	-	-	-	-	-	31/01/2017
Housing Strategy	Sarah Troman	to present the new Housing Strategy for approval	-	03/07/2017	-	-	-	-	02/05/2017
Disabled Facilities Grant - Future Provision	Andy Gray	to present proposals regarding the future provision of DFGs	-	-	-	-	-	-	02/05/2017

Withdrawal of LCTS grant to Town & Parish Councils	Tracey Bircumshaw	This report proposes to withdraw this funding to Town and Parish Councils as it is no longer sustainable.	-	-	-	22/09/2016	-	-	-
Devolution	Manjeet Gill	To agree to form the combined authority for Greater Lincolnshire	-	10/10/2016	-	-	-	-	-
Scothern Neighbourhood Plan	Luke Brown	to agree the plan proceed to referendum	-	23/01/2017	-	-	-	-	25/10/2016
Leisure Contract Update	Karen Whitfield	to provide Members with a progress update regarding the procurement of a a new leisure contract and assurance that the project is running in line with agreed parameters and timescales	-	-	-	-	-	-	02/05/2017
Formal Adoption of the local plan	Oliver Fytche-Taylor	to present the local plan for adoption, this matter will also require recommendation to full council	-	10/04/2017	-	-	-	-	21/03/2017
DM Update - Performance, Income, Staffing & Risks	Oliver Fytche-Taylor	comprehensive report updating GCLT on the progress made on implementing the improvement plan, current DM performance, fee income, application numbers, current staffing levels, risk of designation and the conclusion of the assurance work carried out by Alison Blom-Cooper. 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 l 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 within it: - <ul style="list-style-type: none"> • Peer Review Outcomes • S106 arrangements and move to CIL payments • Enforcement • A General Update on the Service; and • Local Plan Progress 	11/10/2016	-	-	-	-	-	-
Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity	-	-	-	-	-	-	06/12/2016
By-Election Result	Manjeet Gill	To report the result of the by-election in Cherry Willingham on 29 September 2016	-	10/10/2016	-	-	-	-	-
Leisure Contract Procurement	Karen Whitfield	To update Members on the conclusion of the leisure contract procurement exercise and to approve the preferred contractor	-	-	-	11/01/2018	-	-	-
WL Trading Co.	Ian Knowles	The Director of Resources as the shareholder representative (of the WL Trading Co.) would present a summary of the accounts to the CP&R Committee as part of the Annual Business Plan.	-	-	-	09/02/2017	-	-	-
Closer to the Customer	Michelle Carrington	To inform Councillors of the vision and the benefits of the Closer to the Customer programme.	-	-	-	27/10/2016	-	-	-
Empty Property Compulsory Purchase Orders	Andy Gray	To seek approval to proceed with a number of long term empty property CPOs.	-	-	-	-	-	-	06/12/2016
Scotter Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan for referendum	-	06/03/2017	-	-	-	-	31/01/2017
Brattleby Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan to move to referendum.	-	19/05/2014	-	-	-	-	21/03/2017
Reviewing WL's Governance Arrangements	Alan Robinson	GA to receive a report updating on the progress made to date with the review of Governance Arrangements project, with a request to appoint a task and finish group comprised of Members and Officers to ensure Member	-	-	15/09/2016	-	-	-	-

