

Full Forward Plan All Committees (valid from 1 June 2021 to May 2022)

Purpose:

This report provides a summary of report going to all committees.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY AND RESOURCES				
17 JUNE 2021				
17 Jun 2021	Budget and Treasury Monitoring Final Outturn 2020/21	Sue Leversedge, Business Support Team Leader	this report sets out the final revenue, capital and treasury management activity from 1 April 2020 to 31 March 2021.	24 March 2021
17 Jun 2021	Progress and Delivery Report Quarter Four, 2020-21	Ellen King, Senior Performance Officer	This report presents performance against the Council's key performance indicators for quarter four (January - March) 2020-21.	24 March 2021
17 Jun 2021	Replacement Document Management System	Jeannette Anderson, Corporate Systems Development	To gain approval to draw from reserves £80,000 to cover the implementation costs of the new system.	
22 JULY 2021				
17 Jun 2021	Budget Consultation 2021	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present the proposals for the 2021 Budget consultation exercise	24 March 2021
11 Jun 2020	Capability Policy	Emma Redwood, Assistant Director People and Democratic Services	To review the council's capability policy and update	19 December 2019
22 Jul 2021	Annual Review of Commercial Investment Portfolio	Gary Reeve, Property & Assets Manager	Review of portfolio performance for period 1st April 2020 to 31st March	

			2021	
22 Jul 2021	Budget and Treasury Monitoring Period 1 2021/2022	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April to 31 May 2021	
17 Jun 2021	Data Protection Policy	John Bingham, Assistant Data Protection and Freedom of Information Officer	Compliance with the UK GDPR is described by this policy and other relevant policies such as the Information Security Policy along with connected processes and procedures.	
22 Jul 2021	Freedom of Information and Environmental Information Policy	John Bingham, Assistant Data Protection and Freedom of Information Officer	This Policy outlines our approach to responding to requests for information made under the FOIA and the EIR.	
22 Jul 2021	Investment Portfolio Review	Gary Reeve, Property & Assets Manager	Annual Review / Update of WLDC's Investment Portfolio	
17 Jun 2021	Recruitment & Selection Policy	Emma Redwood, Assistant Director People and Democratic Services	Recruitment and selection policy	24 March 2021
23 SEPTEMBER 2021				
23 Sep 2021	Saxilby Footbridge Stage One	Liz Gabey, Senior Facilities Officer, Gary Reeve, Property & Assets Manager	Stage one documentation regarding the repairs and maintenance of Saxilby Footbridge	24 March 2021
23 Sep 2021	ICT Governance	Cliff Dean, ICT Manager	Governance arrangements for the Corporate ICT function	
23 Sep 2021	Emergency Planning and Business Continuity Policy	Ady Selby, Assistant Director of Commercial and Operational Services	Update for Members on Emergency Planning arrangements with Lincolnshire Resilience Forum and introduction of Business Continuity Policy	
23 Sep 2021	Health and Safety Policy update	Emma Redwood, Assistant Director People	To update the Health and Safety Policy	

and Democratic Services

11 NOVEMBER 2021

11 Nov 2021	Budget and Treasury Monitoring - Period 2 2021/2022	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2021 to 30 September 2021	
11 Nov 2021	Progress and Delivery Quarter 2, 2021-22	Ellen King, Senior Performance Officer	This report presents performance against the Council's key performance indicators for quarter two (July - September), 2021-22.	

16 DECEMBER 2021

16 Dec 2021	Hemswell Cliff Managed Estate Contract	Shayleen Towns, Senior Community Action Officer	WLDC contract to manage a private estate at Hemswell Cliff is a 5 year contract 1 July 2018 to 31 March 2023. This report is ask members to consider a further 5 years from 1 April 2023.	
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13 JANUARY 2022

13 Jan 2022	Progress and Delivery Measures and Targets 2022-23	Ellen King, Senior Performance Officer	This report presents for approval the Council's proposed performance measures, and corresponding targets for 2022-23.	24 March 2021
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10 FEBRUARY 2022

10 Feb 2022	Budget and Treasury Monitoring - Period 3 2021/22	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2021 to 30 September 2021	
10 Feb 2022	Committee Timetable 2021-2022	Katie Storr, Democratic Services & Elections Team Manager (Interim)	To follow the format of previous years	

14 APRIL 2022

14 Apr 2022	Lindsey Centre update	Sally Grindrod-Smith, Assistant Director of Planning and	An update on the leisure scheme following the concurrent committee	24 March 2021
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Regeneration, Elaine
Poon, Local Development
Order and Major Projects
Officer

meeting on 11 June 2019

14 Apr 2022	Budget and Treasury Monitoring - Period 4 2021/2022	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2021 to 31 March 2022
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COUNCIL

6 SEPTEMBER 2021

6 Sep 2021	Annual Treasury Report	Caroline Capon, Corporate Finance Team Leader	Annual Treasury Review	24 March 2021
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1 NOVEMBER 2021

1 Nov 2021	Gambling Act 2005 Statement of Principles (Gambling Policy) - Approval	Tracy Gavins, Licensing Enforcement Officer, Andy Gray, Housing and Enforcement Manager	To consider the above Policy following on from consultation.	24 March 2021
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24 JANUARY 2022

24 Jan 2022	Mid Year Treasury Report 2021-22	Caroline Capon, Corporate Finance Team Leader	Review of Prudential indicators	24 March 2021
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7 MARCH 2022

7 Mar 2022	Executive Business Plan and Medium Term Financial Plan 2022/23	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present the Executive Business Plan, Budget 2022/23 and the Medium Term Financial Plan 2022/23-2026/27	24 March 2021
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7 Mar 2022	Draft Treasury Management Strategy 2022-23	Caroline Capon, Corporate Finance Team Leader	Draft Treasury Management Strategy	24 March 2021
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GOVERNANCE AND AUDIT

15 JUNE 2021

15 Jun 2021	Certification of Grants & Returns	Caroline Capon, Corporate Finance Team Leader	Review of the Certification of Grants and Returns	07 September 2020
15 Jun 2021	Unaudited Statement of Accounts 2020-21	Caroline Capon, Corporate Finance Team Leader	Unaudited Statement of Accounts 2020-21	24 March 2021
15 Jun 2021	Review of Whistleblowing Activity	James O'Shaughnessy, Head of Policy Strategy and Sustainable Environment / Deputy Monitoring Officer	Yearly update report	24 March 2021

20 JULY 2021

20 Jul 2021	Report on Progress Against the Committee's Effectiveness Action Plan	James O'Shaughnessy, Head of Policy Strategy and Sustainable Environment / Deputy Monitoring Officer	To provide Members with an update on progress made against the Committee's effectiveness action plan	24 March 2021
20 Jul 2021	Annual Fraud Report 2020/21	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present to members work undertaken to mitigate fraud, report on any instances of fraud and action plan for 2021/22	24 March 2021
20 Jul 2021	Annual Voice of the Customer Report 2020/21	Natalie Kostiuk, Customer Experience Officer	To summarise customer feedback from the year 2020/21 and analyse customer contact and demand data to provide a clear view of the voice of the customer.	24 March 2021
20 Jul 2021	Draft Annual Governance Statement 2020/21	James O'Shaughnessy, Head of Policy Strategy and Sustainable Environment / Deputy	To present the draft AGS for 2020/21	

Monitoring Officer

20 Jul 2021	Internal Audit Annual Report 2020/2021	James Welbourn, Democratic and Civic Officer	Assurance Lincolnshire Report for 2020/2021	
20 Jul 2021	Internal Audit Quarter 1 Report 21/22	James Welbourn, Democratic and Civic Officer	From Assurance Lincolnshire	
28 SEPTEMBER 2021				
28 Sep 2021	Report to those charged with Governance - EXTERNAL AUDIT COMPLETION REPORT - ISA 260	Caroline Capon, Corporate Finance Team Leader	To present to those charged with governance, the External Audit report on the quality of the Statement of Accounts and Annual Governance Statement 2020/21.	24 March 2021
28 Sep 2021	Audited Statement of Accounts	Caroline Capon, Corporate Finance Team Leader	Audited Statement of Accounts	24 March 2021
28 Sep 2021	Local Government and Social Care Ombudsman (LGO) Annual Review Letter Report 2020/21	Natalie Kostiuk, Customer Experience Officer	Report on the Local Government and Social Care Ombudsman Annual Review letter 2020/21 covering complaints referred to them between April 2020 and March 2021. Examining upheld complaints, learning actions and benchmarking with other authorities.	24 March 2021
28 Sep 2021	Six Month Review of Strategic Risks	James O'Shaughnessy, Head of Policy Strategy and Sustainable Environment / Deputy Monitoring Officer, Emma Redwood, Assistant Director People and Democratic Services	To present the strategic risks facing the Council as at xxxxx	

8 MARCH 2022

8 Mar 2022	Accounts Closedown 2021/22 Accounting Matters	Caroline Capon, Corporate Finance Team Leader	To review and approve the accounting policies, actuary assumptions and materiality levels that will be used for the preparation of the 2021/22 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 2021/22.	24 March 2021
8 Mar 2022	External Audit Strategy Memorandum (Plan) for 2021/22	Caroline Capon, Corporate Finance Team Leader	To present the 2021/22 External Audit Strategy from our External Auditors, Mazars.	24 March 2021
PROSPEROUS COMMUNITIES				
13 JULY 2021				
8 Jun 2021	Appointment of Member Champions	Katie Storr, Democratic Services & Elections Team Manager (Interim)	To appoint for 21/22 and 22/23 up to Annual Council 2023	24 March 2021
13 Jul 2021	Draft Local Plan Consultation Response	Rachael Hughes, Development Contributions Officer	To agree the formal response by West Lindsey District Council to the Central Lincolnshire Draft Local Plan Consultation	
13 Jul 2021	Jubilee Event Planning Member Group	Trudi Hayes, Democratic & Civic Officer	Proposals to establish a short term event planning member group in the run up to the jubilee. including terms of ref. Group will work over the summer to create costed proposals with a view to reporting back to PC and CPR if required	
14 SEPTEMBER 2021				
14 Sep 2021	Annual Update on Health related work	Diane Krochmal, Assistant Director Homes and	to provide Members with an update on	24 March 2021

		Communities	Health related work	
14 Sep 2021	Economic Recovery Plan	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration	Consideration of the Greater Lincolnshire Economic Recovery Plan and the West Lindsey response	
14 Sep 2021	Selective Licensing - Gainsborough Scheme Review	Andy Gray, Housing and Enforcement Manager	To provide Councillors with information on the Gainsborough Selective Licensing Scheme in place between 2015 and 2020	24 March 2021
14 Sep 2021	Supporting Growth and Regeneration in Market Rasen - update	Wendy Osgodby, Senior Growth Strategy & Projects Officer, Amanda Bouttell, Senior Project and Growth Officer	Development of Historic Building Grant for Market Rasen	
14 Sep 2021	to Consider Proposals from the Jubilee Group	Trudi Hayes, Democratic & Civic Officer	to allow jubilee group established in July 2021 to report back there proposed plan for sign off , in order to allow for delivery from sept onwards	
14 Sep 2021	Transport and Connectivity Programme	Grant White, Enterprising Communities Manager	To approve a refreshed Transport	
26 OCTOBER 2021				
26 Oct 2021	Local Enforcement Plan (Planning Enforcement) and Customer Charter	Andy Gray, Housing and Enforcement Manager	To seek approval for the updated Local Enforcement Plan (Planning Enforcement) and Customer Charter	24 March 2021
26 Oct 2021	Corporate Enforcement Policy	Andy Gray, Housing and Enforcement Manager	To review and approve the Corporate Enforcement Policy	24 March 2021
15 MARCH 2022				
15 Mar 2022	Selective Licensing - Future Proposals	Andy Gray, Housing and Enforcement Manager	To provide Councillors with final proposals for any future Selective	24 March 2021

Licensing Scheme
