

## Forward Plan for all Committees

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### 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
ICT Strategy	Ian Knowles	To present the ICT Strategy for approval	-	-	-	15/12/2016	-	-	-
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	-	-	-	-
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	-	-	-	-
Progress and Delivery Period 2	Mark Sturgess	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
Treasury Management Q2	Tracey Bircumshaw	To present the Treasury Management monitoring report for quarter 2	-	-	-	10/11/2016	-	-	-

<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 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	-	-	<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>17/01/2017</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>15/11/2016</b>	-	-	-	-	-	-
		to receive a 6month verbal update on Crime across the District	<b>21/02/2017</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>Strategic Risks - 6 month Update</b>	<b>James O'Shaughnessy</b>	to present the 6 month update	-	-	<b>08/11/2016</b>	-	-	-	-
		to present the 6 monthly update	-	-	<b>18/04/2017</b>	-	-	-	-
<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>Commercial Property Portfolio</b>	<b>Penny Sharp</b>	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	-	-	-
<b>Presentation by AGE UK</b>	<b>Katie Coughlan</b>	to receive a presentation from representatives	-	-	-	-	-	-	06/12/2016
<b>absence Monitoring Report - 6 month position</b>	<b>Emma Redwood</b>	to present the absence figures for first 6 months of the 16/17 year	-	-	-	-	-	06/10/2016	-
<b>Riseholme Neighbourhood Plan</b>	<b>Luke Brown</b>	to seek approval to go to referendum	-	14/11/2016	-	-	-	-	13/09/2016
<b>Public Space Protection Order</b>	<b>Andy Gray</b>	to consider the implementation of a public space protection order at roses and marshalls sports ground for dogs	-	-	-	-	<b>13/12/2016</b>	-	-
<b>Member Champions</b>	<b>Alan Robinson</b>	To formalise the role of Member Champions for the Constitution	-	23/01/2017	<b>17/01/2017</b>	-	-	-	-
<b>Managed Workshop Provision</b>	<b>Joanna Walker</b>	project to delver new workshop provision to facilitate business growth and job creation in the District - see project PID for more details.	-	-	-	27/10/2016	-	-	25/10/2016
<b>Service Risks</b>	<b>Darren Mellors</b>	Monthly Report on Service Risks	-	-	-	-	-	-	-
<b>Introduce a Fixed Term Contract Procedure</b>	<b>Emma Redwood</b>	To introduce a fixed term contract procedure for the council	-	-	-	13/04/2017	-	30/03/2017	-
<b>Review the Bullying &amp; Harassment policy</b>	<b>Emma Redwood</b>	to review the Bullying & Harassment policy	-	-	-	15/12/2016	-	24/11/2016	-
<b>Review the Flexible Working Policy</b>	<b>Emma Redwood</b>	to review the flexible working policy	-	-	-	12/01/2017	-	24/11/2016	-

<b>Introduction of Information Governance Policies</b>	<b>Steve Anderson</b>	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	-
<b>attendance by PCC and Mark Housley</b>	<b>Michelle Howard</b>	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	-	-	-	-	-	-
<b>Debt Collection</b>	<b>Ian Knowles</b>	Report setting out the process undertaken to collect outstanding debts	-	-	-	10/11/2016	-	-	-
<b>Saxilby Neighbourhood Plan</b>	<b>Luke Brown</b>	To receive the plan and pass for referendum	-	06/03/2017	-	-	-	-	06/12/2016
<b>dunholme neighbourhood plan</b>	<b>Luke Brown</b>	to receive the plan and refer for local referendum	-	23/01/2017	-	-	-	-	06/12/2016
<b>broadband provision across the district</b>	<b>Ian Knowles</b>	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	-	-	-	-	-	-	06/12/2016
<b>Housing Allocations Policy &amp; Partnership ToR</b>	<b>Michelle Howard</b>	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.	-	-	-	15/12/2016	-	-	06/12/2016
<b>Market Rasen Car Parking</b>	<b>Sarah Troman</b>	To provide an update on the impact of introducing car parking charges in Market Rasen	-	-	-	15/06/2017	-	-	02/05/2017
<b>GP / Hospital / Ambulance Provision - scope paper</b>	<b>Mark Sturgess</b>	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
<b>Budget Options</b>	<b>Tracey Bircumshaw</b>	to present budget options, in advance of fees and charges / base budgets proposals being submitted for agreement	-	-	-	-	-	-	06/12/2016
<b>Food Enterprize Zone</b>	<b>Eve Fawcett-Moralee</b>	funding requirements for the FEZ (eve please extend)	-	-	-	-	-	-	01/05/2018
<b>Rural Transport Proposals</b>	<b>Grant White</b>	to present proposals relating to rural transport (grant please extend )	-	-	-	-	-	-	31/01/2017
<b>Monitoring of Festivals - Caistor MR</b>	<b>Karen Whitfield</b>	To provide feedback on the impact of the festivals held in market rasen and caistor.	-	-	-	-	-	-	31/01/2017
<b>Housing Strategy</b>	<b>Sarah Troman</b>	to present the new Housing Strategy for approval	-	03/07/2017	-	-	-	-	02/05/2017
<b>Disabled Facilities Grant - Future Provision</b>	<b>Andy Gray</b>	to present proposals regarding the future provision of DFGs	-	-	-	-	-	-	02/05/2017
<b>Budget Monitoring Q2 and Mid Year Treasury Managem</b>	<b>Tracey Bircumshaw</b>	To present budget monitoring information as at the end of period 2	-	-	-	10/11/2016	-	-	-
<b>Food and Farming LDO stage 3 report</b>	<b>Marina Di Salvatore</b>	Stage 2 agreement from Growth Board	-	-	-	-	-	-	-

Commercial Delivery Plan - 6 month progress update	Penny Sharp	To review progress against the annual commercial delivery plan.	-	-	-	15/12/2016	-	-	-
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
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
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.	-	-	-	15/12/2016	-	-	-
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 involvement in the options development process.	-	-	15/09/2016	-	-	-	-
DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months	21/02/2017	-	-	-	-	-	-
sample decision making	Ian Knowles	to provide g and lay members with an example of the governance key decisions go through by way of assurance	-	-	08/11/2016	-	-	-	-
sector led body for audit appointments	Ian Knowles	to set out the next steps for joining the sector led body for audit appointment	-	-	08/11/2016	-	-	-	-
annual fraud report - number and nature	Angela Matthews	to present the annual report - commercial element will go to cpr	-	-	25/07/2017	-	-	-	-
annual fraud report	Angela Matthews	to present the annual report focussing on the commercial side of the service, income generated etc	-	-	-	27/07/2017	-	-	-
democracy working group 6 month update	Nicola Calver	to update the cttee on the work undertaken by the group over the last 6 months	21/02/2017	-	-	-	-	-	-
Potential property acquisition in Gainsborough	Eve Fawcett-Moralee	Potential property acquisition in Gainsborough	-	-	-	27/10/2016	-	-	25/10/2016
Mental Health Champion	Karen Whitfield	To appoint a West Lindsey Member to be the Mental Health Champion in response to the Mental Health Challenge	-	14/11/2016	-	-	-	-	-

