

## CP&R Work Plan (as at 13 September 2023)

### Purpose:

This report provides a summary of business due at upcoming meetings.

### Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>21 SEPTEMBER 2023</b>				
21 Sep 2023	Review of RIPA Policy	Jeanette McGarry, Assistant Director People & Democratic Services	To present the updated Policy for approval	01 September 2023
21 Sep 2023	Local Energy Advice Demonstrator	Veronica Edwards, Senior Homes, Health & Wellbeing Officer	Overview of Local Energy Advice Demonstrator Bid and funding allocation	01 September 2023
21 Sep 2023	Fixed Penalty Increase - Fly-Tipping, Household Waste Duty of Care, Littering and Graffiti.	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval to increase the charges relating to these specific FPNs in line with the new statutory instrument.	01 September 2023
21 Sep 2023	Amendments to the Approved Committee Timetable: Change of Meeting Date - Prosperous Communities Committee October 2023	Ele Snow, Senior Democratic and Civic Officer	To approve amendments to the agreed Committee Timetable in relation to the October meeting of the Prosperous Communities Committee. The date change being requested as a result of the Judicial Review taking place on 31 October 2023, the current scheduled date of the Committee meeting.	
	Additional Information requested from Leisure Provider prior to signing of Deed Variation - Information only item			01 September 2023

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**12 OCTOBER**

20 Jul 2023	Levelling Up Fund Public Realm Options	Sally Grindrod-Smith, Director Planning, Regeneration & Communities, Amy Potts, Programme Manager, Matthew Snee, Project Officer	A report detailing the business case and options for Public Realm interventions (Market, Park and Pocket Park) for member approval following on from recommendation in report from 1st June 2022.	21 September 2022
21 Sep 2023	Bid for Waste and Cleansing Contract	Ady Selby, Director - Operational & Commercial Services	To update members on work to bid for a Waste and Cleansing Contract and seek approval for funding to support the bid	01 September 2023

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**9 NOVEMBER 2023**

9 Nov 2023	Digital ICT Vision	Nova Roberts, Director of Change Management, ICT & Regulatory Services	This report asks members to adopt West Lindsey's Digital Vision, a copy of which is appended to this report. The Digital Vision is a forward-thinking framework which will enable the Council to benefit from advances in technology and to be open to new opportunities in support of two key Corporate Plan objectives. The overarching digital vision is for the Council to: "To enable modern, high quality services through digital technology that meet the needs of our customers and our staff."	01 September 2023
9 Nov 2023	Body Worn Video Policy	Grant White, Enterprising Communities Manager	To approve updated body worn video policy.	01 September 2023
9 Nov 2023	Mid-Year Treasury Update 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	This report provides the Mid-Year update for Treasury Management Indicators in accordance	30 May 2023

			with the Local Government Act 2003	
9 Nov 2023	Progress and Delivery Quarter Two (2023/24)	Claire Bailey, Change, Projects and Performance Officer	Progress and Delivery Quarter Two (2023/24)	30 May 2023
9 Nov 2023	Replacement of Contact Centre	Ady Selby, Director - Operational & Commercial Services	To consider proposals to replace	01 September 2023
9 Nov 2023	Proposed Fees and Charges 2024/2025	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2024.	01 September 2023
9 Nov 2023	Budget and Treasury Monitoring - Quarter 2 2023/204	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2023 to 30th September 2023.	01 September 2023
9 Nov 2023	Launch of Customer Experience Strategy	Lyn Marlow, Customer Strategy and Services Manager	To engage with members in regard to the Experience Strategy, the action plan and timetable for delivery of the strategy in years 1 and 2	01 September 2023

## 19 DECEMBER 2023

19 Dec 2023	Annual Review of Reserves 2023	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	There is a statutory requirement for Local Authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. In addition, as part of the budget process the Chief Finance Officer (Director of Corporate Services) is required to make a statement on the robustness of estimates and adequacy of reserves. In advance of finalising the Medium Term Financial Plan 2024/25 – 2029/30, this report gives Members the opportunity to consider in detail the outcome of the annual Earmarked Reserves Review and the level of	01 September 2023
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			General Fund Working Balance.	
19 Dec 2023	Council Debt Write Offs 2023/24	Alison McCulloch, Revenues Manager	Write offs for 2023/24 in relation to council tax, national non domestic rates, sundry debtor accounts and housing benefit overpayments.	01 September 2023
22 Jan 2024	Council Tax Empty Homes Premiums 2024/25	Alison McCulloch, Revenues Manager	Council Tax Empty Homes Premium Charges for 2024/25	01 September 2023
22 Jan 2024	Local Council Tax Support Scheme 2024/25	Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2024/24	01 September 2023
<b>8 FEBRUARY 2024</b>				
8 Feb 2024	2024/25 Measure and Target Setting for Progress and Delivery	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	A report to present the proposed 2024/25 Measure and Targets for Progress and Delivery	
8 Feb 2024	Corporate Policy and Resources Committee Draft Budget 2024/2025 and estimates to 2028/2029.	Sue Leversedge, Business Support Team Leader	The report sets out the draft Revenue Budget 2024/2025 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2024/2025. It also includes estimates to 2028/2029 to be included in the Medium Term Financial Plan.	
8 Feb 2024	2024/25 Progress and Delivery Framework	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Formal approval of 2024/25 Progress & Delivery framework.	
8 Feb 2024	Budget and Treasury Monitoring - Qtr 3 2023/2024	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2023 to 31st December 2023.	