

Full Forward Plan - All Committees (as at 25 September 2023)

Purpose:

This report provides a summary of items of business due at all Committees over the remainder of the Civic Year 2023/24.

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY & RESOURCES				
12 OCTOBER 2023				
12 Oct 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.	26 September 2022
12 Oct 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	
9 NOVEMBER 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 with the Local Government Act 2003	
9 Nov 2023	Body Worn Video Policy	Grant White, Enterprising Communities Manager	To approve updated body worn video policy.	
9 Nov 2023	Progress and Delivery Quarter Two (2023/24)	Claire Bailey, Change, Projects and Performance	Progress and Delivery Quarter Two (2023/24)	

Officer

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."
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
9 Nov 2023	Replacement of Contact Centre	Ady Selby, Director - Operational & Commercial Services	To consider proposals to replace
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.
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.
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 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.
8 FEBRUARY 2024			
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.

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
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COUNCIL

6 NOVEMBER 2023

6 Nov 2023	Adoption of the Hemswell Cliff Neighbourhood Plan	Nev Brown, Senior Neighbourhood Planning Policy Officer	To adopt (make) the Hemswell Cliff Neighbourhood Plan
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22 JANUARY 2024

22 Jan 2024	Council Tax Empty Homes Premiums 2024/25	Alison McCulloch, Revenues Manager	Council Tax Empty Homes Premium Charges for 2024/25
22 Jan 2024	Local Council Tax Support Scheme 2024/25	Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2024/24

4 MARCH 2024

8 APRIL 2024

GOVERNANCE & AUDIT

26 SEPTEMBER 2023

26 Sep 2023	Report to those Charged with Governance - External Audit Completion Report (ISA260)	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present to those charged with governance, the External Audit report on the quality of the Statement of Accounts and Annual Governance Statement 2022/23
26 Sep 2023	Audited Statement of Accounts 2022/23	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	The 2022/23 Audited Statement of Accounts is presented for scrutiny

26 Sep 2023	Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter Report 2022/23	Natalie Kostiuk, Customer Experience Officer	Report on the Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter 2023 covering complaints referred to and decided by them between April 2022 and March 2023. Examining upheld complaints, learning actions and benchmarking with other similar authorities.
26 Sep 2023	6 Monthly Strategic Risk Report	Katy Allen, Corporate Governance Officer	Mid year report to Management Team and G&A for Strategic Risks
26 Sep 2023	LGA Peer Challenge Update Report	Ellen King, Policy & Strategy Officer – Corporate Strategy & Business Planning	To update members on the latest position regarding the LGA Peer Challenge
26 Sep 2023	Member Development Annual Report	Ele Snow, Senior Democratic and Civic Officer	To review the 2023 induction programme and upcoming plans for years 1 - 4 of the Member Development Programme

28 NOVEMBER 2023

PROSPEROUS COMMUNITIES

11 OCTOBER 2023

11 Oct 2023	Garden Waste Service Business Plan	Ady Selby, Director - Operational & Commercial Services	To update Members following the 2023 Garden Waste season and make recommendations for the service standard for 2024
11 Oct 2023	Cottam Solar Project - Written Representations	Russell Clarkson, Development Management Team Manager	To agree to submit Written Representations to the Cottam Solar Project examination; and to consider and feed back on the draft Written Representations presented.

26 OCTOBER 2023 *NB DATE CHANGED FROM 31 OCTOBER

31 Oct 2023	Environment and Sustainability Action Plan	Rachael Hughes, Head of	To present the Annual Progress Report
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	Annual Progress Report	Policy and Strategy	against the Council's Environment and Sustainability Strategy and Action Plan.
31 Oct 2023	Annual Community Engagement Report 2022/23	Katy Allen, Corporate Governance Officer	To report on the Community Engagement undertaken during 2022/23
31 Oct 2023	Cultural Strategy 2023	Cara Markham, Commercial Development Manager	The Cultural Strategy creates a vision and plan for the development of culture across the district from 2023 to 2026.
31 Oct 2023	Proposed Fees and Charges 2024/2025	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2024.
5 DECEMBER 2023			
5 Dec 2023	West Burton Solar Project - Written representations	Russell Clarkson, Development Management Team Manager	To review and agree Written Submissions to be submitted to the West Burton Solar Project Examination.
5 Dec 2023	West Burton Solar Project - Local Impact Report (LIR)	Russell Clarkson, Development Management Team Manager	To agree to submit a Local Impact Report (LIR) to the West Burton Solar Project examination
5 Dec 2023	Refresh of Parish Charter	Katie Storr, Democratic Services & Elections Team Manager	Report setting out time line and actions to be undertaken to review and refresh the Charter
5 Dec 2023	First Homes Guidance	Sarah Elvin, Homes, Health & Wellbeing Team Manager	This report will look to adopt a new guidance note for First Homes in West Lindsey alongside define a key worker for the First Homes tenure of affordable housing
30 JANUARY 2024			
30 Jan 2024	Prosperous Communities Committee Draft Budget 2023/2024 and estimates to 2028/2029.	Sue Leversedge, Business Support Team	The report sets out details of the Committee's draft revenue budget for

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the period of 2024/2025 and estimates
to 2028/2029.

REGULATORY

7 DECEMBER 2023

7 Dec 2023	Food, Health and Safety Work Plan - Mid Year Update	Andy Gray, Housing & Environmental Enforcement Manager	To update Committee on the current position relating to food hygiene inspections.
7 Dec 2023	Hemswell Cliff Public Space Protection Order Review	Andy Gray, Housing & Environmental Enforcement Manager	To provide committee with a review and proposed way forward for the Hemswell Cliff PSPO
