

## CP&R Work Plan (as at 1 November 2023)

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### Purpose:

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

### Recommendation:

1. That Members note the content of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>9 NOVEMBER 2023</b>				
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 with the Local Government Act 2003	30 May 2023
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	Proposed Fees and Charges 2024/2025	Sue Leversedge,	Propose Fees and Charges to take	01 September

		Business Support Team Leader	effect from 1 April 2024.	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	Good Homes Alliance	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Seek support and allocate funding to the Good Homes Lincs pilot Project	04 October 2023
<b>19 DECEMBER 2023</b>				
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.	01 September 2023
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

19 Dec 2023	Contact Centre Technology	Darren Mellors, Performance & Programme Manager	Options for the procurement of Contact Centre Technology	
19 Dec 2023	Additional Community Safety Resources	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval for additional community safety resources for business as usual work and related to activity at RAF Scampton.	
19 Dec 2023	Business Plan following Market Street Renewal Share Purchase	Emma Foy, Director of Corporate Services and Section 151	As resolved by Committee a business plan be brought to the Corporate Policy and Resources Committee no later than December 2023 which sets out financial forecasts and any revised operational and governance arrangements required for approval where necessary. this is arising from the decision to purchase all shares made by the Committee in 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	13 September 2023
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.	13 September 2023
8 Feb 2024	2024/25 Progress and Delivery Framework	Claire Bailey, Change,	Formal approval of 2024/25 Progress &	13 September

		Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Delivery framework.	2023
8 Feb 2024	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
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.	13 September 2023
8 Feb 2024	Refresh of the current Complex, Difficult and Dangerous Customer Procedure	Lyn Marlow, Customer Strategy and Services Manager	To review the Complex, Difficult and Dangerous customer procedure and support changes to be adopted.	
8 Feb 2024	Wellbeing Lincs Partnership bid	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Report to agree submission of a bid for the new LCC contract currently held by District Councils as Wellbeing Lincs	
8 Feb 2024	Commercial Waste Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve the annual Business Plan for the Commercial Waste Service	
8 Feb 2024	Surestaff Annual Business Plan	Ady Selby, Director - Operational & Commercial Services	For members to approve the annual Business Plan for Surestaff	
8 Feb 2024	Committee Timetable 24/25 for Approval (draft 25/26- 27/28)	Katie Storr, Democratic Services & Elections Team Manager	To approve the 24/25 Committee Timetable and to note the dates at this stage for the following three civic years	
<b>11 APRIL 2024</b>				
11 Apr 2024	Lea Fields Crematorium Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve a refreshed Crematorium Business Plan	