

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.

Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
All Committees									
Active/Closed	Active								
Absence Update	Emma Redwood	To give a brief update on absence levels to date	-	-	-	-	-	30/03/2017	-
Annual Health and Safety report	Kim Leith	Summary of Performance of the Health and Safety Service throughout the Authority	-	-	-	27/07/2017	-	01/06/2017	-
ICT Strategy	Ian Knowles	To present the ICT Strategy for approval	-	-	-	15/06/2017	-	-	-
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	-	06/07/2017	-
Strategic Risks - 6 month Update	James O'Shaughnessy	To present the 6 monthly Strategic Risks Update	-	-	07/11/2017	-	-	-	-
		To present the 6 monthly update	-	-	17/04/2018	-	-	-	-
Annual Audit Letter	Tracey Bircumshaw	To present the Annual Audit Letter	-	-	07/11/2017	-	-	-	-
Internal Audit Annual Report	Tracey Bircumshaw	To present the Annual Audit Report	-	-	20/06/2017	-	-	-	-
Members Allowances	Alan Robinson	To inform the work of the Remuneration Panel prior to them making	-	-	07/11/2017	-	-	-	-

		recommendations to Full Council							
Annual Fraud Report	Carol Bond	To present the Annual Fraud Report	-	-	25/07/2017	-	-	-	-
Corporate Plan	Ian Knowles	To present the refreshed Corporate Plan	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
Progress and Delivery Q3	Mark Sturgess	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 3	21/02/2017	-	-	09/02/2017	-	-	31/01/2017
Revenue Base Budgets 2017-18	Tracey Bircumshaw	To present the proposed revenue base budgets for 2017-18	-	06/03/2017	-	09/02/2017	-	-	31/01/2017
Budget and Treasury Management Q3	Tracey Bircumshaw	To present the Budget and Treasury Management monitoring report for period 3	-	06/03/2017	-	09/02/2017	-	-	-
Certification of Grants and Claims	Tracey Bircumshaw	To present the Certification of Grants and Claims report	-	-	16/01/2018	-	-	-	-
Combined Assurance Report 2016/17	James O'Shaughnessy	To present the Combined Assurance Report	-	-	14/03/2017	-	-	-	-
Budget and Treasury Management Monitoring Q4	Tracey Bircumshaw	To present budget monitoring and Treasury Management information as at the end of period 4 and the outturn position	-	-	-	15/06/2017	-	-	-
Progress and Delivery Q4	Mark Sturgess	To present Progress and Delivery (Projects and Services) monitoring information to the end of Period 4	23/05/2017	-	-	15/06/2017	-	-	02/05/2017
Quickline Monitoring Q4	Tracey Bircumshaw	Exempt monitoring report to assess progress against the agreed loan as the end of period 4	-	-	18/04/2017	-	-	-	-
		Exempt monitoring report to assess progress against the agreed loan	-	-	17/04/2018	-	-	-	-
Constitution Annual Review	Alan Robinson	To present the Annual Review of the Constitution	-	-	17/04/2018	-	-	-	-
				08/05/2017	18/04/2017	-	-	-	-
Presentation by Simon Outen	Katie Coughlan	to receive a 6month verbal update on Crime across the District	23/05/2017	-	-	-	-	-	-
C and I Annual Report 16/17	Katie Coughlan	to present the 16/17 Annual Report	04/04/2017	-	-	-	-	-	-
Strategic Risks - 6 month update	James O'Shaughnessy	to present the 6 monthly update	-	-	18/04/2017	-	-	-	-
6 month selective licensing progress update report	Andy Gray	to update cttee on how the first six months of the scheme is progressing	-	-	-	-	-	-	21/03/2017
Commercial Property Portfolio	Ian Knowles	To seek approval for the acquisition of a commercial property portfolio in line with	-	-	-	15/06/2017	-	-	-

		the capital programme and Medium Term Financial Plan.							
Gainsborough Marina	Elaine Poon	The Lincolnshire County Council has agreed to match fund WLDC (£25k each, £50k total) to carry out a feasibility study on the possibility of building a marina in Gainsborough. Preliminary feasibility reveals that in engineering terms, a lockgate option appears to be the preferred option, a very preliminary estimate the build cost of the marina to be between £3 to 4.5 million (excluding services and any associated buildings). Preliminary discussion has been held with the Environment Agency regarding engineering options to ensure the flood risk to Gainsborough will not be increased.	-	-	-	13/04/2017	-	-	21/03/2017
Member Champions	Alan Robinson	To formalise the role of Member Champions for the Constitution.	-	-	17/01/2017	-	-	-	-
Introduce a Fixed Term Contract Procedure	Emma Redwood	To introduce a fixed term contract procedure for the council	-	-	-	13/04/2017	-	30/03/2017	-
Review the Bullying & Harassment policy	Emma Redwood	to review the Bullying & Harassment policy	-	-	-	13/04/2017	-	19/01/2017	-
Saxilby Neighbourhood Plan	Luke Brown	To receive the plan and pass for referendum	-	10/04/2017	-	-	-	-	21/03/2017
Market Rasen Car Parking	Eve Fawcett-Moralee	To provide an update on the impact of introducing car parking charges in Market Rasen	-	-	-	21/09/2017	-	-	12/09/2017
Food Enterprize Zone	Eve Fawcett-Moralee	funding requirements for the FEZ (eve please extend)	-	-	-	-	-	-	02/05/2017
Rural Transport Proposals	Grant White	to present proposals relating to rural transport (grant please extend)	-	-	-	-	-	-	21/03/2017
Housing Strategy	Diane Krochmal	to present the new Housing Strategy for approval	-	-	-	15/06/2017	-	-	06/06/2017
Disabled Facilities Grant - Future Provision	Andy Gray	To update GCLT and present to members the proposals in regards to DFGs and the Better Care Fund for	-	-	-	-	-	-	21/03/2017
Commercial Delivery Plan - 6 month progress update	Manjeet Gill	To review progress against the annual commercial delivery plan.	-	-	-	09/02/2017	-	-	-
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

Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity	-	-	-	-	-	-	02/05/2017
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	-	-	-
Brattelby Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan for referendum	-	03/07/2017	-	-	-	-	02/05/2017
Brattleby Neighbourhood Plan	Luke Brown	To approve the Neighbourhood Plan to move to referendum.	-	04/09/2017	-	-	-	-	06/06/2017
DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months	04/04/2017	-	-	-	-	-	-
annual fraud report	Carol Bond	to present the annual report focussing on the commercial side of the service, income generated etc	-	-	-	27/07/2017	-	-	-
development management performance update	Oliver Fytche-Taylor	update report requested by C and I Committee , to include performance, staffing, income, local plan	04/04/2017	-	-	-	-	-	-
south west ward update report	Mark Sturgess	update report requested by c and I cttee at their meeting on 11/10/16.	04/04/2017	-	-	-	-	-	-
Development Partner (Gainsborough)	Eve Fawcett-Moralee	Committee approval for list of potential bidders	-	-	-	09/02/2017	-	-	31/01/2017
external Audit Plan 16/17	Tracey Bircumshaw	to present the external audit plan	-	-	14/03/2017	-	-	-	-
AGS 15/16 Monitoring Report (Q3)	James O'Shaughnessy	To provide Members with an update on the progress made against actions relating to the significant issues identified within the AGS 2015/16.	-	-	18/04/2017	-	-	-	-
		To provide Members with an update on the progress made against actions relating to the significant issues identified within the AGS 2015/16	-	-	17/04/2018	-	-	-	-
Surestaff Business Plan	Ian Knowles	To approve the Business Plan of Surestaff Lincs Ltd and WLDC Staffing Services Ltd as Shareholder	-	06/03/2017	-	09/02/2017	-	-	-
health commision group - position update report	Mark Sturgess	to provide an interim position update report on the work of the group established in November 2016	23/05/2017	-	-	-	-	-	-
Empty Property Compulsory Purchase Order - Caistor	Andy Gray	To present information in relation an empty property CPO in Caistor	-	-	-	-	-	-	21/03/2017

To review the Redundancy Policy	Emma Redwood	To review and update the Redundancy Policy	-	-	-	13/04/2017	-	30/03/2017	-
Review Disciplinary Rules Procedure	Emma Redwood	To review and update the Disciplinary Rules Procedure for the council	-	-	-	-	-	30/03/2017	-
trading company presentation	Manjeet Gill	to provide a presentation to full council on the benefits and opportunities of Council's creating trading companies	-	10/04/2017	-	-	-	-	-
market proposals - after call-in	Ady Selby	to receive further proposals on the future operation of Gainsborough Market	-	-	-	-	-	-	21/03/2017
Review of Flexi-Time Policy	Emma Redwood	To review the council's Flexi-Time policy and update accordingly	-	-	-	27/07/2017	-	01/06/2017	-
Review the Relocation Policy	Emma Redwood	To review the Council's Relocation Policy	-	-	-	21/09/2017	-	01/06/2017	-
Bomb Threat and Suspicious Package procedure	Kim Leith	To provide information on the reviewed procedure	-	-	-	-	-	30/03/2017	-
attendance by quickline	Ian Knowles	representative from quickline will be in attendance to answer Members questions	21/02/2017	-	-	-	-	-	-
health commission - interim position report	Mark Sturgess	the report will be provide an interim position update on the work of the Health Commission est. Nov 2016	23/05/2017	-	-	-	-	-	-
Outcome of Devo & future devs for LG Reform	Manjeet Gill	MG to give an update report and presentation on Greater Lincolnshire – outcome of Devolution and future developments for Local Government Reform	-	10/04/2017	-	-	-	-	-
Sun Inn and Joint Venture Company	Eve Fawcett-Moralee	Sun Inn and Joint Venture Company	-	-	-	09/02/2017	-	-	31/01/2017
Mayflower National HLF Bid	Karen Whitfield	To consider the National HLF bid for Mayflower and determine level of financial contribution from WLDC	-	-	-	12/04/2018	-	-	21/03/2017
Gainsborough Transport and Development Study	Rachael Hughes	To support the procurement of a strategic transport model in the Gainsborough urban area for the purposes of improving connectivity within the town and across West Lindsey, including the development of a specific traffic management solution for Flood Road, Bridge Road & Thorndike Way junction.	-	-	-	09/02/2017	-	-	31/01/2017
Review of Information Governance Policies	Steve Anderson	To present reviewed Information Governance Policies for committee approval.	-	-	-	09/02/2017	-	19/01/2017	-
Development Loan	Ian Knowles	To approve a commercial loan for the development of land in support of the Local Plan	-	-	-	13/04/2017	-	-	-
Update members on the adoption of the local plan	Oliver Fytche-Taylor	To confirm to members that the Central Lincolnshire Local Plan has been formally adopted by the Central Lincolnshire Joint Strategic Planning Committee and that it has replaced the West Lindsey Local Plan.	-	08/05/2017	-	-	-	-	-

		date subject to change* Following the adoption of the Central Lincolnshire Local Plan on [possible date at end of April] the report is to notify members that the plan has come into effect and what this means for decision making.							
AGS 15/16 Monitoring Report (Q4) & 16/17 final	James O'Shaughnessy	To provide Members with an update on the progress made against actions relating to the significant issues identified within the AGS 2015/16. and to present the finalised AGS for 16/17	-	-	25/07/2017	-	-	-	-
scotter NP	Luke Brown	TO approve the plan for referendum	-	04/09/2017	-	-	-	-	06/06/2017
fiskerton NP	Luke Brown	to approve the plan for referendum at pc and for adoption at council	-	04/09/2017	-	-	-	-	06/06/2017
Lea NP	Luke Brown	TO approve the plan for referendum and adoption at council	-	04/09/2017	-	-	-	-	06/06/2017
Internal Audit Charter	Tracey Bircumshaw	to provide independent and objective assurance on critical activities and key risks	-	-	14/03/2017	-	-	-	-
		To provide independent and objective assurance on critical activities and key risks	-	-	13/03/2018	-	-	-	-
Commercial Investment Portfolio	Ian Knowles	To present potential opportunities for property investment	-	-	-	09/02/2017	-	-	-
Review of Information Governance Policies (Part 2)	Steve Anderson	To present reviewed Information Governance Policies for committee approval.	-	-	-	13/04/2017	-	-	-
Implementation of PCI-DSS Security Policy	Steve Anderson	To obtain Committee approval for the implementation of a new PCI-DSS Security Policy (Payment Card Industry - Data Security Standard).	-	-	-	13/04/2017	-	30/03/2017	-
youth unemployment - conclusion report	James O'Shaughnessy	to summarise all of the information gained through the series of presentations and guest speakers and formulate potential recommendations for pc cttee	04/04/2017	-	-	-	-	-	-
operating methodology	Mark Sturgess	to agree the methodology	23/05/2017	-	-	-	-	-	-
outstanding S106	Rachael Hughes	a report on all outstanding s106 agreements (including the part of the District where they are located and progress with delivering the infrastructure that they require) as stated in response to a question at Council in January 2017	-	-	-	-	-	-	06/06/2017
First Aid Procedure	Kim Leith	To provide procedures in case of emergency and responsibilities	-	-	-	-	-	01/06/2017	-

Review of the Effectiveness of Internal Audit	Tracey Bircumshaw	Report from the Statutory Officers relating to Review of the Effectiveness of Internal Audit	-	-	20/06/2017	-	-	-	-
Draft Member Development Plan	Alan Robinson	To present Draft Member Development Plan	-	-	20/06/2017	-	-	-	-
Draft AGS 16/17	James O'Shaughnessy	To present the Draft AGS 16/17	-	-	20/06/2017	-	-	-	-
Internal Audit Plan - Monitoring report - Period 1	Tracey Bircumshaw	To present the Internal Audit Plan Monitoring report for Period 1 (internal audit)	-	-	25/07/2017	-	-	-	-
Annual Feedback Report 2016-2017	Lyn Marlow	To present the Annual Feedback Report 2016-2017 - Complaints, Comments and Compliments	-	-	25/07/2017	-	-	-	-
Annual Whistleblowing Report	Alan Robinson	To present the Annual Whistleblowing Report	-	-	25/07/2017	-	-	-	-
Quickline Business Plan/Payments	Ian Knowles	To present the Quickline Business Plan/Payments - Monitoring Report	-	-	25/07/2017	-	-	-	-
		To present the Quickline Business Plan/Payments - Monitoring Report for Period 2	-	-	07/11/2017	-	-	-	-
		To present the Quickline Business Plan/Payments - Monitoring Report for Period 3	-	-	16/01/2018	-	-	-	-
ISA 260 Report	Tracey Bircumshaw	To present the ISA 260 Report	-	-	25/07/2017	-	-	-	-
Audited Statement of Accounts 16/17	Tracey Bircumshaw	To present the Audited Statement of Accounts 16/17	-	-	25/07/2017	-	-	-	-
Internal Audit Plan - Period 2 Monitoring Report	Tracey Bircumshaw	To present the Internal Audit plan for Period 2 Monitoring Report	-	-	07/11/2017	-	-	-	-
AGS Monitoring Report - Period 1	James O'Shaughnessy	To present the AGS Monitoring Report for Period 1	-	-	07/11/2017	-	-	-	-
Internal Audit Monitoring Report - Period 3	James O'Shaughnessy	To present the Internal Audit Monitoring Report for Period 3	-	-	16/01/2018	-	-	-	-
Draft Annual Treasury Management Strategy	Tracey Bircumshaw	To present the Draft Annual Treasury Management Strategy Report	-	-	16/01/2018	-	-	-	-
Accounting Matters 2017/18 Closedown	Tracey Bircumshaw	To present the Accounting Matters 2017/18 Closedown Report	-	-	16/01/2018	-	-	-	-

