

Full Forward Plan for All Committees (as at 8 January 2024)

Purpose:

The table below provides a summary of reports that are due on the Forward Plan for the remainder of the Civic Year.

Recommendation:

1. That Members note and consider the contents of this document to identify options for pre-decision scrutiny, if appropriate.

Title	Lead Officer	Purpose of the report
CORPORATE POLICY & RESOURCES		
17 JANUARY 2024		
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
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
Additional Enforcement Resources	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval from CP & R for additional enforcement resources.
Good Homes Alliance	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Seek support and allocate funding to the Good Homes Lincs pilot Project
Annual Review of Earmarked Reserves 2023/2024	Peter Davy, Financial	To consider the proposals informed through the annual

Services Manager (Deputy Section 151 Officer) review of reserves process.

8 FEBRUARY 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
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.
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.
Temporary Excess Waste Solution for Residents	Ady Selby, Director - Operational & Commercial Services	To consider an opportunity to provide large bins for residents on a temporary basis to clear short term waste disposal demands

MARCH 2024 TBC

Commercial Waste Annual Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve the annual Business Plan for Commercial Waste
Surestaff Annual Business Plan	Ady Selby, Director - Operational & Commercial Services	For members to approve the annual Business Plan for Surestaff
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.

11 APRIL 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
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
Lea Fields Crematorium Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve a refreshed Crematorium Business Plan

COUNCIL

22 JANUARY 2024

Council Tax Empty Homes Premiums 2024/25	Alison McCulloch, Revenues Manager	Council Tax Empty Homes Premium Charges for 2024/25
Local Council Tax Support Scheme 2024/25	Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2024/24
Collection Fund - Council Tax Surplus 2023/24 & Council Tax Base 2024/25	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	The report sets out the declaration of the estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2024 and how it is shared amongst the constituent precepting bodies. It also sets out the Council tax base calculation for 2024/25. The tax base is a key component in calculating both the budget requirement and the council tax charge

4 MARCH 2024

8 APRIL 2024

GOVERNANCE & AUDIT

23 JANUARY 2024

Internal Audit Quarter 3 Report 2023/24 To present the Quarter 3 2023/24 Internal Audit Report.

Draft Treasury Management Strategy 2024/25 Peter Davy, Financial Services Manager (Deputy Section 151 Officer) To seek approval for the Treasury Management Strategy, Prudential Indicators, Minimum Revenue Provision Policy and Capital Investment Strategy to facilitate effective financial management and planning

Quarter 3 Strategic Risk Report Katy Allen, Corporate Governance Officer End of quarter 3 report on Strategic Risks reported to G&A

Audited Statement of Accounts 2022/23 Peter Davy, Financial Services Manager (Deputy Section 151 Officer) The 2022/23 Statement of Accounts are presented for Scrutiny and adoption

Auditor's Annual Report (Year Ended 31st March 2023) Peter Davy, Financial Services Manager (Deputy Section 151 Officer) To present to those charged with governance, the Auditor's Annual Report on the work undertaken by Mazar's for the year ended 31 March 2023

12 MARCH 2024

Review of Local Code of Corporate Governance Emma Foy, Director of Corporate Services and Section 151 To review and update the Local Code of Corporate Governance

Internal Audit Draft Annual Plan 2024/25 To present the Draft Annual Plan for Internal Audit for the 2024/25 committee year.

Combined Assurance Report 2023/24 To present the Report from the Combined Assurance aspect for 2023/24.

Risk Management Strategy Report		To present and review the current Risk Management Strategy
Accounts Closedown 2023/24 Accounting Matters		To review and approve the accounting policies, actuary assumptions and materiality levels that will be used for the preparation of the 2023/24 accounts
External Audit Strategy Memorandum (Plan) 2023/24		To present the 2023/24 External Audit Strategy
16 APRIL 2024		
Quarterly Review of Strategic Risks	Katy Allen, Corporate Governance Officer	For Management Team and G&A to review the Strategic Risks on a quarterly basis
Internal Audit Quarter 4 Report 2023/24		To present the Quarter 4 2023/24 Internal Audit Report.
Annual Counter Fraud Report 2023/24		To inform members of counter fraud activity, instances of fraud during the year and future
Contract and Financial Procedure (CPRS and FPRS) Review		To review West Lindsey District Council's contract and financial procedure rules
Annual Constitution Review & Monitoring Officer Report	Lisa Langdon	To review the Constitution and provide the Monitoring Officer annual report
PROSPEROUS COMMUNITIES		
30 JANUARY 2024		
Prosperous Communities Committee Draft Budget 2024/2025 and estimates to 2028/2029.	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee's draft revenue budget for the period of 2024/2025 and estimates to 2028/2029.
Review of Further Education Taskforce	Grant White, Enterprising Communities Manager	To review the position of the Further Education Taskforce
Annual Community Engagement Report 2022/23	Katy Allen, Corporate Governance Officer	Annual Community Engagement Report 2022/23

Markets Working Group Quarterly Update	Ady Selby, Director - Operational & Commercial Services	To update Prosperous Communities Committee on the quarterly progress of the Markets Working Group
Response to Motion at Council re: Litter and Dog Bins	Ady Selby, Director - Operational & Commercial Services	To provide a response to a Motion to full Council regarding provision of asset numbers on dog and litter bins in order to enable easier reporting of full or damaged bins.
19 MARCH 2024		
Review of Side Waste Policy	Ady Selby, Director - Operational & Commercial Services	To review the side waste policy following a Motion at Full Council in November 2023
Private Sector Housing Renewal Policy	Andy Gray, Housing & Environmental Enforcement Manager	To approve the Private Sector Housing Renewal Policy
23 APRIL 2024		
Gainsborough Housing and Support Project update	Sarah Elvin, Homes, Health & Wellbeing Team Manager	This paper updates members on the progress of the Gainsborough Viable Housing Solution - The Gainsborough Housing and Support project and measures successes against agreed outputs.
Markets Working Group Quarterly Update	Ady Selby, Director - Operational & Commercial Services	To update Prosperous Communities Committee on the quarterly progress of the Markets Working Group
Garden Waste Service Community Engagement Exercise	Ady Selby, Director - Operational & Commercial Services	For Member to approve a Customer Engagement Exercise which will help shape the service offering in future years
DATE TO BE CONFIRMED		
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

Community Engagement Report

Katy Allen, Corporate
Governance Officer

To be confirmed

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.

REGULATORY

14 MARCH 2024

Hemswell Cliff Public Space Protection Order Decision

Andy Gray, Housing &
Environmental
Enforcement Manager

To determine the proposed extension of the Hemswell
Cliff PSPO