

Full Forward Plan for All Committees (as at 18 March 2024)

Purpose:

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

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY & RESOURCES				
21 MARCH 2024				
21 Mar 2024	Surestaff Annual Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve the annual Business Plan for Surestaff	30 October 2023
21 Mar 2024	Commercial Waste Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve the annual Business Plan for the Commercial Waste Service	12 February 2024
21 Mar 2024	Commercial Opportunity Update	Ady Selby, Director - Operational & Commercial Services	To update Members on progress with a bid for a commercial opportunity	
21 Mar 2024	Establishment of the District Joint Committee for devolution purposes	Lisa Langdon	To update on the progress to date that has been made in relation to establishing a Joint Committee of the 7 Districts for the purposes of devolution	
11 APRIL 2024				
11 Apr 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	08 January 2024
11 Apr 2024	Private Rented Sector Commitment - Recommendation from Prosperous	Andy Gray, Housing & Environmental	To approve the recommendations relating to the PRS commitment from	

Communities Committee

Enforcement Manager

Prosperous Communities Committee
on 19/3/24

23 MAY 2024

23 May 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	25 September 2023
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23 May 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.	08 January 2024
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23 May 2024	ICT Policy Update	Cliff Dean, ICT Team Manager	Approval for the Information Systems Asset Management Policy, ICT Generative Artificial Narrow Intelligence, Large Language Model, Automation Policy and the Monitoring Policy	
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27 JUNE 2024

27 Jun 2024	Lea Fields Crematorium Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve a refreshed Crematorium Business Plan	08 January 2024
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COUNCIL

8 APRIL 2024

8 Apr 2024	Outcome of the Greater Lincolnshire Devolution Deal Consultation Exercise	Ian Knowles, Chief Executive	To present the findings of the recent consultation exercise undertaken by Lincolnshire County Council and to highlight proposed amendments to the devolution deal.	
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GOVERNANCE & AUDIT

16 APRIL 2024

23 Jan 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	30 October 2023
12 Mar 2024	Internal Audit Draft Annual Plan 2024/25		To present the Draft Annual Plan for Internal Audit for the 2024/25 committee year.	08 January 2024
12 Mar 2024	Combined Assurance Report 2023/24		To present the Report from the Combined Assurance aspect for 2023/24.	08 January 2024
12 Mar 2024	Risk Management Strategy Report		To present and review the current Risk Management Strategy	08 January 2024
12 Mar 2024	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	08 January 2024
12 Mar 2024	External Audit Strategy Memorandum (Plan) 2023/24		To present the 2023/24 External Audit Strategy	08 January 2024
16 Apr 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	30 October 2023
16 Apr 2024	Internal Audit Quarter 4 Report 2023/24		To present the Quarter 4 2023/24 Internal Audit Report.	08 January 2024
16 Apr 2024	Annual Counter Fraud Report 2023/24		To inform members of counter fraud activity, instances of fraud during the year and future	08 January 2024
16 Apr 2024	Contract and Financial Procedure (CPRS and FPRS) Review		To review West Lindsey District Council's contract and financial procedure rules	08 January 2024
16 Apr 2024	Annual Constitution Review & Monitoring Officer Report	Lisa Langdon	To review the Constitution and provide the Monitoring Officer annual report	08 January 2024

16 Apr 2024	Update on Proposals to hold an LGA Corporate Peer Challenge in January 2025	Ellen King, Policy & Strategy Officer – Corporate Strategy & Business Planning	This report provides members with an update on proposals to hold a full Corporate Peer Challenge in January 2025.	
16 JULY 2024				
16 Jul 2024	Annual Voice of the Customer Report 2023/24	Natalie Kostiuk, Customer Experience Officer	To summarise customer feedback received during the year 2023/24 and analyse customer contact demand data to provide a clear view of the voice of the customer.	
24 SEPTEMBER 2024				
24 Sep 2024	Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter Report 2023/24	Natalie Kostiuk, Customer Experience Officer	Report on the Local Government and Social Care Ombudsman (LGSCO) Annual Review Letter 2024 covering complaints referred to and decided by them between April 2023 and March 2024. Examining upheld complaints, learning actions and benchmarking with other similar local authorities.	
JOINT STAFF CONSULTATIVE COMMITTEE				
LICENSING				
OVERVIEW & SCRUTINY				
PROSPEROUS COMMUNITIES				
19 MARCH 2024				
19 Mar 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	08 January 2024
19 Mar 2024	Private Sector Housing Renewal Policy	Andy Gray, Housing & Environmental Enforcement Manager	To approve the Private Sector Housing Renewal Policy	08 January 2024
19 Mar 2024	Economic Growth Strategy Task and Finish	Sally Grindrod-Smith,	Short paper to outline the	12 February

	Group	Director Planning, Regeneration & Communities, James Makinson-Sanders, Economic Growth Team Manager	establishment of a task and finish group (including terms of reference) to oversee/direct the development of a new economic growth strategy for WL - following direction from Leaders Panel (Jan 24).	2024
19 Mar 2024	Voluntary & Community Sector Funding 2024/25	Grant White, Enterprising Communities Manager	To approve Voluntary & Community Sector core funding for 2024/25.	12 February 2024
19 Mar 2024	Waste Services Policies Review	Ady Selby, Director - Operational & Commercial Services	To present to Members for approval the Waste Services Policies which has been reviewed in line with approved timeline	12 February 2024
19 Mar 2024	Recommendation from Overview & Scrutiny Committee: Cultural Strategy	Ele Snow, Senior Democratic and Civic Officer	To consider the recommendations from the Overview & Scrutiny Committee in relation to the progress of the Cultural Strategy	
23 APRIL 2024				
23 Apr 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.	08 January 2024
23 Apr 2024	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	08 January 2024
23 Apr 2024	Sport & Active Leisure Development Plan	Grant White, Enterprising Communities Manager	To approve the development plan for sport and active leisure leading to future strategy adoption.	
4 JUNE 2024				
4 Jun 2024	Garden Waste Service Community Engagement Exercise	Ady Selby, Director - Operational & Commercial	For Member to approve a Customer Engagement Exercise which will help	08 January 2024

Services

shape the service offering in future years

4 Jun 2024	Annual Progress Report - UK Shared Prosperity Fund	Sally Grindrod-Smith, Director Planning, Regeneration & Communities	To provide the annual progress update to Prosperous Communities Committee as resolved by CP&R Committee in February 2023	12 February 2024
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DATE TO BE CONFIRMED

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	25 September 2023
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31 Oct 2023	Annual Community Engagement Report 2022/23	Katy Allen, Corporate Governance Officer	To report on the Community Engagement undertaken during 2022/23	25 September 2023
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5 Dec 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.	25 September 2023
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REGULATORY
