

Full Forward Plan for All Committees (as at 7 October 2024)

Purpose:

This report provides a summary of items of business due at upcoming 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				
17 OCTOBER 2024				
17 Oct 2024	Lea Fields Crematorium Business Plan	Cara Markham, Commercial Development Manager	For Members to approve a refreshed Crematorium Business Plan	08 January 2024
17 Oct 2024	Delivery of the Cultural Strategy	Sally Grindrod-Smith, Director Planning, Regeneration & Communities, Cara Markham, Commercial Development Manager	Approval sought to drawn down reserves in line with the requirements of the adopted Cultural Strategy	
17 Oct 2024	Local Authority Housing Fund	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Proposal for spend of the Local Authority Housing Fund	
17 Oct 2024	Consultation, Communication and Engagement Strategy	Katy Allen, Corporate Governance Officer, Julie Heath, Communications Manager	To present the new strategy	
14 NOVEMBER 2024				
14 Nov 2024	Progress and Delivery Quarter Two (2024/25)	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance &	Progress and Delivery Quarter Two (2024/25)	22 July 2024

Programme Manager

14 Nov 2024	Proposed Fees and Charges 2025/2026	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2025.	22 July 2024
14 Nov 2024	Budget and Treasury Monitoring - Quarter 2 2024/2025 (1st April 2024 to 30th September 2024)	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2024 to 30th September 2024.	22 July 2024
14 Nov 2024	Commercial Strategy	Emma Foy, Director of Corporate Services and Section 151	Commercial Strategy	
14 Nov 2024	Financial Sustainability Working Group	Emma Foy, Director of Corporate Services and Section 151	Financial Sustainability Working Group	
14 Nov 2024	Public Sector Decarbonisation Fund (Phase 4): Funding bid	Steve Leary, Policy and Strategy Officer - Climate and Sustainable Environment	Report examines the suitability of West Lindsey District Councils' buildings for Public Sector Decarbonisation Scheme (PSDS4) funding. It also informs Members of a detailed feasibility and design study for a new Guildhall heating system that is being undertaken in advance of PSDS4. The report condenses the facts of the current PSDS4 bid application process, outlines some of the reasons to pursue this work and details next steps and potential match funding requirements.	
14 Nov 2024	Garden Waste Consultation and Business Plan	Katy Allen, Corporate Governance Officer, Robert Gilliot, Operational Services Manager	To present the findings from the 2024 consultation and the proposed business plan for 2025/26	

12 DECEMBER 2024

12 Dec 2024	Council Debts for Write Off 2024/25	Alison McCulloch, Revenues Manager	All council debts over £2,500 for write off by committee 2024/25	22 July 2024
9 Jan 2025	Trinity Arts Northern Boundary Wall	Luke Matthews, Building Maintenance Technician	Following the previous option paper which was presented to Corporate Policy & Resources Committee on 18th July 2024 where it was resolved that: a) Officers commence the procurement for the repair northern boundary wall at the Trinity Arts Centre as per the granted Planning and Listed Building Consent number 145568; and b) Officers bring back a report to Corporate Policy and Resources Committee to approve the funding and increase the capital programme. This paper requests the committee's approval for the allocation of funds necessary to initiate construction in accordance with the granted listed building and planning consent, following the completion of the tendering process.	23 August 2024
9 JANUARY 2025				
9 Jan 2025	2025/26 Measure and Target Setting for Progress and Delivery	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	2025/26 Measure and Target Setting for Progress and Delivery	22 July 2024
9 Jan 2025	Update on Local Government Settlement	Emma Foy, Director of Corporate Services and Section 151	Update on Local Government Settlement	
9 Jan 2025	Review of Earmarked Reserves	Sue Leversedge, Business Support Team Leader	To receive the annual review of earmarked reserves in advance of the formal Section 25 report (Section 151	

Review of Robustness of Reserves)
being brought to Council March 2025.

13 FEBRUARY 2025

13 Feb 2025	Corporate Policy and Resources Committee Draft Budget 2025/2026 and estimates to 2029/2030.	Sue Leversedge, Business Support Team Leader	The report sets out the draft Revenue Budget 2025/2026 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2025/2026. It also includes estimates to 2029/2030 to be included in the Medium Term Financial Plan	22 July 2024
13 Feb 2025	Budget and Treasury Monitoring - Quarter 3 2024/2025	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2024 to 31st December 2024.	22 July 2024
13 Feb 2025	Review of Civic Transport	Katie Storr, Democratic Services & Elections Team Manager	To consider options for the future of Civic Transport	
13 Feb 2025	Review of the Whistleblowing Policy	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To present the updated Whistleblowing Policy	

13 MARCH 2025

10 APRIL 2025

COUNCIL

4 NOVEMBER 2024

4 Nov 2024	Adoption of the Nettleham Neighbourhood Plan Review	Nev Brown, Senior Neighbourhood Planning Policy Officer	To adopt the Nettleham Neighbourhood Plan Review	23 August 2024
4 Nov 2024	Statutory Review of Polling Station	Katie Storr, Democratic Services & Elections	To outline to Council the outcome of the statutory review and approve the	

Team Manager

polling stations for the district effective from May 2025.

27 JANUARY 2025

27 Jan 2025	Local Council Tax Support Scheme 2025/26	Angela Matthews, Benefits Manager, Alison McCulloch, Revenues Manager	To determine new council tax support scheme for 2025/26	22 July 2024
27 Jan 2025	Mid-Year Treasury Update 2024/25	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	
27 Jan 2025	Collection Fund - Council Tax Surplus 2024-25 & Council Tax Base 2025-26	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	<p>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 2025 and how it is shared amongst the constituent precepting bodies.</p> <p>It also sets out the Council tax base calculation for 2025/26. The tax base is a key component in calculating both the budget requirement and the council tax charge</p>	
27 Jan 2025 27 Jan 2025	Outcome of the Legal Health Check of the Constitution and Arising Recommendations	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To receive the outcome of the legal health check of the Constitution and arising recommendations	
27 Jan 2025	Recommendation from the Independent Remuneration Panel - Members Allowance Scheme 2025/26	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To present the recommendations from the Independent Panel regarding allowances to be payable to Members	

Officer)

in with effect from 1 April 2025

3 MARCH 2025

7 APRIL 2025

GOVERNANCE & AUDIT

26 NOVEMBER 2024

26 Nov 2024	Q2 Strategic Risk Report	Katy Allen, Corporate Governance Officer	Quarter two reporting of the Strategic Risk Register	22 July 2024
26 Nov 2024	Counter Fraud and Anti-Bribery Work Plan	Emma Foy, Director of Corporate Services and Section 151	To present the counter-fraud and anti-bribery work plan	
26 Nov 2024	Risk Management Strategy	Emma Foy, Director of Corporate Services and Section 151	To present the Risk Management Strategy	
26 Nov 2024	Procurement Exceptions	Emma Foy, Director of Corporate Services and Section 151	To present a summary of procurement exceptions for the year to date	
26 Nov 2024	Procurement Update	Emma Foy, Director of Corporate Services and Section 151	To provide an update on the Procurement Act and implementation of previous recommendations	
26 Nov 2024	ISA260 Audit Opinion	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present the ISA260	
26 Nov 2024	Audited Statement of Accounts 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present the Audited Statement of Accounts for 2023/24	
26 Nov 2024	External Auditor's Annual Report 2023/24	Emma Foy, Director of Corporate Services and Section 151	To present the External Auditor's Annual Report for 2023/24	

26 Nov 2024	Contract Management and Financial Procedure Rules	Emma Foy, Director of Corporate Services and Section 151	To update on the contract management and financial procedure rules
26 Nov 2024	Review of Local Code of Corporate Governance	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To review the local code of corporate governance
26 Nov 2024	Update on Fraud Risk Assessment	Emma Foy, Director of Corporate Services and Section 151	to provide an up to date position on recommendations arising from the Fraud Risk Assessment
21 JANUARY 2025			
21 Jan 2025	Q3 Strategic Risk Report	Katy Allen, Corporate Governance Officer	Quarter three reporting of the Strategic Risk Register 22 July 2024
21 Jan 2025	Review of Whistleblowing Activity	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To present the summary of whistleblowing activity 2023/24
21 Jan 2025	Strategic Risk Quarterly Review	Emma Foy, Director of Corporate Services and Section 151	Strategic Risk Quarterly Review
21 Jan 2025	Draft Treasury Management	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To present the draft Treasury Management report
21 Jan 2025	Internal Audit Progress Report - Quarter 3 2023/24	Emma Foy, Director of Corporate Services and Section 151	To provide progress update Q3
11 MARCH 2025			
11 Mar 2025	External Audit Strategy Memorandum	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	External Audit Strategy Memorandum

11 Mar 2025	Accounts Closedown 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	Accounts Closedown 2023/24	
11 Mar 2025	Combined Assurance	Emma Foy, Director of Corporate Services and Section 151	Combined Assurance	
11 Mar 2025	Internal Audit Draft Annual Plan	Emma Foy, Director of Corporate Services and Section 151	Internal Audit Draft Annual Plan	
22 APRIL 2025				
22 Apr 2025	Internal Audit Progress Report	Emma Foy, Director of Corporate Services and Section 151	Internal Audit Progress Report	
22 Apr 2025	Year End Review of Strategic Risks	Emma Foy, Director of Corporate Services and Section 151	Year End Review of Strategic Risks	
PROSPEROUS COMMUNITIES				
29 OCTOBER 2024				
29 Oct 2024	Tillbridge Solar - Written Representations (WR)	Russell Clarkson, Development Management Team Manager	To consider West Lindsey DC's Written Representations to be submitted to the Tillbridge Solar Development Consent Order (DCO) examination	22 July 2024
29 Oct 2024	Tillbridge Solar - Local Impact Report (LIR)	Russell Clarkson, Development Management Team Manager	To consider the Local Impact Report (LIR) prepared to submit to the Tillbridge Solar Development Consent Order (DCO) examination	22 July 2024
29 Oct 2024	Proposed Fees and Charges 2025/2026	Sue Leversedge, Business Support Team Leader	Propose fees and charges to take effect from 1 April 2025.	22 July 2024
29 Oct 2024	Review of litter and fly-tipping fixed penalty notice charges	Andy Gray, Housing & Environmental	To review the charging schedule associated with littering and fly-tipping	23 August 2024

Enforcement Manager

29 Oct 2024 Sport & Physical Activity Strategy Task and Finish Group Grant White, Communities Manager Committee report to establish a task and finish group (including terms of reference) to oversee/direct the development of a new Sport & Physical Activity Strategy for West Lindsey.

29 Oct 2024 Side waste pilot Robert Gilliot, Operational Services Manager Pilot of taking additional side waste from properties with wheeled bins

12 NOVEMBER 2024

26 Nov 2024 Progress and Delivery Quarter Two Report Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager Progress and Delivery Quarter Two 22 July 2024

12 Nov 2024 Environment and Sustainability Action Plan Annual Progress Report Rachael Hughes, Head of Policy and Strategy, Steve Leary, Policy and Strategy Officer - Climate and Sustainable Environment To present the Annual Progress Report against the Council's Environment and Sustainability Strategy and Action Plan 23 August 2024

3 DECEMBER 2024

3 Dec 2024 Voluntary & Community Sector Funding Grant White, Communities Manager To update on the voluntary & community sector funding review and present recommendations on future funding awards. 22 July 2024

3 Dec 2024 Lincolnshire Health & Wellbeing Strategy update Sarah Elvin, Homes, Health & Wellbeing Team Managerr Update on delivery of the Lincolnshire Health & Wellbeing Strategy

28 JANUARY 2025

28 Jan 2025 Prosperous Communities Committee Draft Budget 2025/2026 and estimates to 2029/2030. Sue Leversedge, Business Support Team Leader The report sets out details of the Committee's draft revenue budget for the period of 2025/2026 and estimates 22 July 2024

to 2029/2030.

28 Jan 2025	West Lindsey Housing Register & Nomination Policy	Sarah Elvin, Homes, Health & Wellbeing Team Managerr	Paper to adopt an updated policy for the Housing Register and nominations into Registered Provider properties
28 Jan 2025	Lincolnshire Wolds National Landscape Funding	Grant White, Communities Manager	To present a new Memorandum of Agreement for the Lincolnshire Wolds National Landscape including funding commitment matching DEFRA and other Local Authority contributions.

18 MARCH 2025

29 APRIL 2025

REGULATORY

5 Dec 2024	Food, Health and Safety Work Plan - Mid Year Update	Andy Gray, Housing & Environmental Enforcement Manager	An update on the current position relating to statutory food inspections.	22 July 2024
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