

Forward Plan for all Committees

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
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	-
Member Training update	Alan Robinson	To present an update on the Member development programme	-	-	20/06/2017	-	-	-	-
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 recommendations to Full Council	-	-	07/11/2017	-	-	-	-
Outside Body Appointment	Alan Robinson	To appoint a Member to the Flood and Water Management Scrutiny Committee	-	03/07/2017	-	-	-	-	-
Annual Fraud Report	Carol Bond	To present the Annual Fraud Report	-	-	25/07/2017	-	-	-	-
Certification of Grants and Claims	Tracey Bircumshaw	To present the Certification of Grants and Claims report	-	-	16/01/2018	-	-	-	-
Quickline Monitoring Q4	Tracey Bircumshaw	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	-	-	-	-
Presentation by Simon Outen	Katie Coughlan	to receive a 6month verbal update on Crime across the District	27/06/2017	-	-	-	-	-	-
Member Champions	Alan Robinson	To formalise the role of Member Champions for the Constitution.	-	-	17/01/2017	-	-	-	-

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
Housing Strategy	Diane Krochmal	to present the new Housing Strategy for approval	-	-	-	27/07/2017	-	-	18/07/2017
Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity	-	-	-	-	-	-	18/07/2017
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	-	-	-
Brattleby Neighbourhood Plan	Daniel Evans	To approve the Neighbourhood Plan to move to referendum.	-	04/09/2017	-	-	-	-	18/07/2017
DWG Update Report to Parent Committee	Alan Robinson	To consider an update report on the work of the DWG over the previous 6 months	05/09/2017	-	-	-	-	-	-
annual fraud report	Carol Bond	to present the annual report focussing on the commercial side of the service, income generated etc	-	-	-	27/07/2017	-	-	-
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	-	-	17/04/2018	-	-	-	-
Review Disciplinary Rules Procedure	Emma Redwood	To review and update the Disciplinary Rules Procedure for the council	-	-	-	-	-	07/09/2017	-
trading company presentation	Manjeet Gill	to provide a presentation to full council on the benefits and opportunities of Council's creating trading companies	-	03/07/2017	-	-	-	-	-
market proposals - after call-in	Ady Selby	to receive further proposals on the future operation of Gainsborough Market	-	-	-	-	-	-	18/07/2017
Review of Flexi-Time Policy	Emma Redwood	To review the council's Flexi-Time policy and update accordingly	-	-	-	27/07/2017	-	07/09/2017	-
Review the Relocation Policy	Emma Redwood	To review the Council's Relocation Policy	-	-	-	21/09/2017	-	07/09/2017	-
Central Lincs LDO	Marina Di Salvatore	For Members to endorse the revised LDO document for adoption	-	-	-	-	-	-	06/06/2017
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.	-	-	25/07/2017	-	-	-	-
Health Commision - 6 month position update report	Michelle Howard	and to present the finalised AGS for 16/17 to provide an interim position update report on the work of the group established in November 2016	27/06/2017	-	-	-	-	-	-
scotter NP	Daniel Evans	TO approve the plan for referendum and formally 'make' the neighbourhood development plan	-	13/11/2017	-	-	-	-	12/09/2017
fiskerton NP	Oliver Fytche-Taylor	to approve the plan for referendum at pc and for adoption at council	-	13/11/2017	-	-	-	-	12/09/2017
Lea NP	Daniel Evans	TO approve the plan for referendum and adoption at council	-	13/11/2017	-	-	-	-	12/09/2017

operating methodology	Mark Sturgess	to agree the methodology	27/06/2017	-	-	-	-	-	-
S.106 Update; Process & Monitoring	Rachael Hughes	A report on the current position of s.106 agreements and proposed future improvements to the process to enable greater transparency and improved monitoring	-	-	-	-	-	-	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	James O'Shaughnessy	Report from the Statutory Officers relating to Review of the Effectiveness of Internal Audit	-	-	25/07/2017	-	-	-	-
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	-	-	14/09/2017	-	-	-	-
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 actuarial ass	Tracey Bircumshaw	To present the Accounting Matters 2017/18 Closedown Report and actuarial assumptions	-	-	13/03/2018	-	-	-	-
AGS Monitoring Report - Period 2	James O'Shaughnessy	To present the AGS Monitoring Report for Period 2	-	-	16/01/2018	-	-	-	-
Planning Enforcement Policy	Andy Gray	To gain approval for the revised planning enforcement policy and agree its adoption.	-	-	-	-	-	-	12/09/2017
Gainsborough Growth Fund Review	Marina Di Salvatore	to present a Review and Re-launch paper with a dedicated Town Centre Scheme	-	-	-	-	-	-	18/07/2017
Managed Workspace: Revised Proposal	Joanna Walker	Seeks member support for a revised proposal for managed workspace on an alternative site in Saxilby.	-	-	-	Being scoped	-	-	-
Asset Disposal	Wendy Osgodby	To provide a business case for the disposal of two leases Please provide revised date for CP&R	-	-	-	15/06/2017	-	-	-
Combined Assurance Report 2017/18	James O'Shaughnessy	To present the Combined Assurance Report	-	-	13/03/2018	-	-	-	-
Draft Internal Audit Plan 18/19	Tracey Bircumshaw	To present the Draft Internal Audit Plan 18/19	-	-	13/03/2018	-	-	-	-
External Audit Plan 17/18	Tracey Bircumshaw	To present the External Audit Plan 17/18	-	-	13/03/2018	-	-	-	-
Internal Audit Charter	Tracey Bircumshaw	To provide independent and objective assurance on critical activities and key risks	-	-	13/03/2018	-	-	-	-
Internal Audit Q4 Monitoring	Tracey Bircumshaw	To present the final quarter monitoring report	-	-	17/04/2018	-	-	-	-
TAC and GTC PSPOs	Kathryn Hearn	To consider the consultation responses on the TAC and Gainsborough TC PSPOs	-	-	-	-	08/06/2017	-	-
Scampton Air Show	Manjeet Gill	CEX Report	-	03/07/2017	-	-	-	-	-
outcome of development management audit	Matthew Waller	to present the finding of the audit into development management	-	-	25/07/2017	-	-	-	-
Potential Land Acquisition - Gainsborough	Elaine Poon	Confidential	-	-	-	27/07/2017	-	-	18/07/2017
Caistor Hillcrest Garage Development: Loan Funding	Joanna Walker	To consider loan funding for the development of new industrial units at Caistor Hillcrest Garage site.	-	-	-	15/06/2017	-	-	-
Car park update report	Eve Fawcett-Moralee	To update members on the work being done to address the need for public car parking to replace spaces lost to multi storey demolition.	-	-	-	27/07/2017	-	-	18/07/2017

Annual Review of Sickness Absence	Emma Redwood	To provide information regarding the sickness absence for 2016-17	-	-	-	-	-	01/06/2017	-
Compulsory Purchase Orders - Gainsborough	Andy Gray	To request approval to proceed with a CPO for 3 properties in Gainsborough	-	-	-	-	-	-	18/07/2017
Review of RIPA policy	Alan Robinson	To review the West Lindsey Policy for RIPA and to agree the 2017 actions	-	-	-	27/07/2017	-	-	-
selective licensing progress report	Andy Gray	to provide a further report to cttee one year after implementation	-	-	-	-	-	-	12/09/2017
broadband survey results report	Ian Knowles	to present the results of the broadband survey commissioned by PC Ctee	-	-	-	-	-	-	06/06/2017
Wellbeing Service Procurement	Michelle Howard	1. Update on the district council consortia bid to deliver the Wellbeing Service across Lincolnshire from 2018 2. To seek approval on recommendation for WLDC to be a delivery partner for a specific element of the overall service (partnerships and network development) 3. To seek approval to progress to ISDS and competitive dialogue stage (subject to shortlisting at ISOS / SQ stage) approval to proceed to the competitive dialogue stage	-	-	-	-	-	-	18/07/2017
Accident Procedure	Kim Leith	Provide information on Accident Procedure and support from JSCC	-	-	-	-	-	07/09/2017	-
Amendment to Independent Living Policy	Andy Gray	To amend the independent living policy to update the Council's position in relation to discretion in relation to contributions for eligible applicants	-	-	-	-	-	-	06/06/2017
youth unemployment recs from c and i cttee	Mark Sturgess	to receive the outcome report from c and i cttee into their investigation into youth unemployment. To determine if and how any recommendations will be acted upon	-	-	-	-	-	-	18/07/2017
Crematorium Project - Revised Costings	Karen Whitfield	To update Members of the Committee with the current position regarding the development of a Crematorium and request additional finances be allocated on submission of revised business model.	-	-	-	15/06/2017	-	-	-
Annual Treasury Management Report 2016-17	Tracey Bircumshaw	To update Members of the 2016/17 Treasury Management performance in accordance with the Local Government Act 2003	-	-	-	15/06/2017	-	-	-
Commercial Delivery Plan	Manjeet Gill	For Council to consider the Terms of Reference of the CMSG	-	03/07/2017	-	-	-	-	-
RIPA policy review	Mark Sturgess	To agree revised RIPA policy	-	-	-	27/07/2017	-	-	-
Body Worn Cameras	Grant White	To present options to introduce the use of body worn cameras for WLDC staff. Body worn cameras would be used to protect staff, provide reassurance and obtain evidential footage.	-	-	-	-	-	-	-
Business Plan for Market Street Renewal Limited	Eve Fawcett-Moralee	Approval of the Market Street Renewals Business Plan	-	-	-	15/06/2017	-	-	-
Food Enterprise Zone Delivery Programme	Marina Di Salvatore	Proposed delivery strategy for the FEZ	-	-	-	15/06/2017	-	-	18/07/2017

C&I Committee Membership	Alan Robinson	To amend the membership of C&I Committee following changes needed after Annual Council	-	03/07/2017	-	-	-	-	-
Unlocking Housing Strategy	Elaine Poon	Following West Lindsey District Council's successful £4 million bid for Single Local Growth Fund from the Greater Lincolnshire Local Enterprise Partnership, the Council will submit business cases to release the funding to promote housing growth.	-	-	-	15/06/2017	-	-	-
Quality Customer Service	Rachel Saville	To set out the new procedures	-	-	-	27/07/2017	-	-	18/07/2017
Planning Fees and Charges	Oliver Fytche-Taylor	To inform members of the 20% increase in statutory planning fees (subject to Government approval after election), the revenue impact	-	-	-	21/09/2017	-	-	12/09/2017
Progress and Delivery Period 1	Mark Sturgess	to present p and d position as at end of Q 1	10/10/2017	-	-	21/09/2017	-	-	12/09/2017
P AND D PERIOD 2	Mark Sturgess	To present p and d progress as at end of quarter 2	14/11/2017	-	-	09/11/2017	-	-	24/10/2017
p and d period 3	Mark Sturgess	to present p and d position as at end of q3	20/02/2018	-	-	08/02/2018	-	-	30/01/2018
p and d - period 4	Mark Sturgess	to present the year end position for p and d	22/05/2018	-	-	10/05/2018	-	-	01/05/2018
Write Offs	Alison McCulloch	To write off any Council Tax, Business Rates, Housing Benefit Overpayments and Sundry Debtor accounts that are irrecoverable and over £1500	-	-	-	14/12/2017	-	-	-
CIL - Inspectors Report - Recommendations made	Rachael Hughes	Update PCC on the Inspectors report recommendations and the implications for infrastructure funding (recommendation to proceed to adoption, subject to accepting the inspectors recommendations.	-	-	-	-	-	-	18/07/2017
Adoption of the CIL for West Lindsey	Rachael Hughes	recommendation that PCC support the progression of CIL Charging Schedule for adoption at Full Council	-	13/11/2017	-	-	-	-	12/09/2017
Brownfield Land Register	Diane Krochmal	To update on changes in legislation and impact on the wider picture. The Town and Country Planning (Register of previously Developed Land) Regulations came into force on 16th April 2017 initiating the requirement for councils to prepare and maintain a register of brownfield land suitable for residential development.	-	-	-	-	-	-	12/09/2017
Discretionary Rate Relief Policy share of £300m	Alison McCulloch	For members to approve a scheme for the distribution of discretionary rate relief from the £300m offered to local authorities by the Government in the Spring Budget	-	22/01/2018	-	14/12/2017	-	-	-
Local Council Tax Support Scheme 2018/19	Alison McCulloch	To determine the local council tax support scheme for 2018/19	-	22/01/2018	-	14/12/2017	-	-	-
South West Ward - Update Report	Shayleen Towns	to provide c and i cttee with a further 6 month update report, following their last in May 17, outlining progress achieved in the South West Ward and the progress with improving the partnership	14/11/2017	-	-	-	-	-	-
Election Result	Alan Robinson	To receive the result of the Scotter by-election	-	04/09/2017	-	-	-	-	-