

## 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
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	-	-	-	-
Members Allowances	Alan Robinson	To inform the work of the Remuneration Panel prior to them making recommendations to Full Council	-	-	07/11/2017	-	-	-	-
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	-	-	-	-
Market Rasen Car Parking	Eve Fawcett-Moralee	To provide an update on the impact of introducing car parking charges in Market Rasen	-	-	-	09/11/2017	-	-	24/10/2017
Housing Strategy	Diane Krochmal	To present the new Housing Strategy for approval	05/09/2017	-	-	-	-	-	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	-	-	-	-	-	-	24/10/2017
Leisure Contract Procurement	Karen Whitfield	To update Members on the conclusion of the leisure contract procurement exercise and to approve the preferred	-	-	-	11/01/2018	-	-	-

		contractor							
<b>Brattleby Neighbourhood Plan</b>	<b>Daniel Evans</b>	To approve the Neighbourhood Plan to move to referendum.	-	13/11/2017	-	-	-	-	18/07/2017
<b>AGS 15/16 Monitoring Report (Q3)</b>	<b>James O'Shaughnessy</b>	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	-	-	-	-
<b>Review Disciplinary Rules Procedure</b>	<b>Emma Redwood</b>	To review and update the Disciplinary Rules Procedure for the council	-	-	-	09/11/2017	-	05/10/2017	-
<b>Market proposals - after call-in</b>	<b>Ady Selby</b>	To receive further proposals on the future operation of Gainsborough Market	-	-	-	-	-	-	12/09/2017
<b>Review of Flexi-Time Policy</b>	<b>Emma Redwood</b>	To review the council's Flexi-Time policy and update accordingly	-	-	-	09/11/2017	-	05/10/2017	-
<b>Review the Relocation Policy</b>	<b>Emma Redwood</b>	To review the Council's Relocation Policy	-	-	-	09/11/2017	-	05/10/2017	-
<b>Scotter NP</b>	<b>Daniel Evans</b>	To approve the plan for referendum and formally 'make' the neighbourhood development plan	-	22/01/2018	-	-	-	-	24/10/2017
<b>Fiskerton NP</b>	<b>Nev Brown</b>	To approve the plan for referendum at pc and for adoption at council	-	22/01/2018	-	-	-	-	24/10/2017
<b>Lea NP</b>	<b>Daniel Evans</b>	To approve the plan for referendum and adoption at council	-	22/01/2018	-	-	-	-	24/10/2017
<b>Review of the Effectiveness of Internal Audit</b>	<b>James O'Shaughnessy</b>	Report from the Statutory Officers relating to Review of the Effectiveness of Internal Audit	-	-	07/11/2017	-	-	-	-
<b>ISA 260 Report</b>	<b>Tracey Bircumshaw</b>	To present the ISA 260 Report	-	-	14/09/2017	-	-	-	-
<b>Audited Statement of Accounts 16/17</b>	<b>Tracey Bircumshaw</b>	To present the Audited Statement of Accounts 16/17	-	-	14/09/2017	-	-	-	-
<b>Internal Audit Plan - Period 2</b>	<b>Tracey Bircumshaw</b>	To present the Internal Audit plan for Period 2 Monitoring	-	-	07/11/2017	-	-	-	-

Monitoring Report		Report							
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.	10/10/2017	-	-	-	-	-	24/10/2017
Gainsborough Growth Fund Review	Marina Di Salvatore	To present a Review of the GGF Scheme, its performance over the last 3 years and any recommendations going forward	-	-	-	-	-	-	24/10/2017
Managed Workspace: Revised Proposal	Joanna Walker	Seeks member support for a revised proposal for managed workspace on an alternative site in Saxilby.	-	-	-	Being scoped	-	-	24/10/2017
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	-	-	-	-

<b>Internal Audit Charter</b>	<b>Tracey Bircumshaw</b>	To provide independent and objective assurance on critical activities and key risks	-	-	<b>13/03/2018</b>	-	-	-	-
<b>Internal Audit Q4 Monitoring</b>	<b>Tracey Bircumshaw</b>	To present the final quarter monitoring report	-	-	<b>17/04/2018</b>	-	-	-	-
<b>Outcome of Development Management Audit</b>	<b>Matthew Waller</b>	To present the finding of the audit into development management	-	-	<b>07/11/2017</b>	-	-	-	-
<b>Potential Land Acquisition - Gainsborough</b>	<b>Elaine Poon</b>	Confidential	-	-	-	21/09/2017	-	-	-
<b>Selective Licensing Progress Report</b>	<b>Andy Gray</b>	To provide a further report to cttee one year after implementation	-	-	-	-	-	-	24/10/2017
<b>Accident Procedure</b>	<b>Mark Sturgess</b>	Provide information on Accident Procedure and support from JSCC	-	-	-	-	-	05/10/2017	-
<b>Body Worn Cameras</b>	<b>Andy Gray</b>	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.	-	-	-	09/11/2017	-	05/10/2017	-
<b>Quality Customer Service</b>	<b>Mark Sturgess</b>	To set out the new procedures	-	-	-	09/11/2017	-	-	24/10/2017
<b>Progress and Delivery Period 1</b>	<b>Mark Sturgess</b>	To present p and d position as at end of Q 1	<b>05/09/2017</b>	-	-	27/07/2017	-	-	18/07/2017
<b>P AND D PERIOD 2</b>	<b>Mark Sturgess</b>	To present p and d progress as at end of quarter 2	<b>14/11/2017</b>	-	-	09/11/2017	-	-	24/10/2017
<b>p and d period 3</b>	<b>Mark Sturgess</b>	To present p and d position as at end of q3	<b>20/02/2018</b>	-	-	08/02/2018	-	-	30/01/2018
<b>p and d - period 4</b>	<b>Mark Sturgess</b>	To present the year end position for p and d	<b>22/05/2018</b>	-	-	10/05/2018	-	-	01/05/2018
<b>Write Offs</b>	<b>Alison McCulloch</b>	To write off any Council Tax, Business Rates, Housing Benefit Overpayments and Sundry Debtor accounts that are irrecoverable and over £1500	-	-	-	14/12/2017	-	-	-

<b>Brownfield Land Register</b>	<b>Diane Krochmal</b>	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
<b>Discretionary Rate Relief Policy share of £300m</b>	<b>Alison McCulloch</b>	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	-	13/11/2017	-	09/11/2017	-	-	-
<b>Local Council Tax Support Scheme 2018/19</b>	<b>Alison McCulloch</b>	To determine the local council tax support scheme for 2018/19	-	22/01/2018	-	14/12/2017	-	-	-
<b>South West Ward - Update Report</b>	<b>Shayleen Towns</b>	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	-	-	-	-	-	-
<b>Election Result</b>	<b>Alan Robinson</b>	To receive the result of the Scotter by-election	-	04/09/2017	-	-	-	-	-
<b>Use of Consultants and Interims - 2016/17</b>	<b>Tracey Bircumshaw</b>	To inform the Committee of the work undertaken by Consultants and the number of Interim/Agency staff, including costs for 2016/17	-	-	14/09/2017	-	-	-	-
<b>Period 2 Budget and Treasury Monitoring</b>	<b>Tracey Bircumshaw</b>	To provide forecast out turn position, approve any new budgets or approval to spend capital.	-	-	-	09/11/2017	-	-	-
<b>Period 3 Budget and Treasury Monitoring</b>	<b>Tracey Bircumshaw</b>	To update members on forecast out-turn position and request approval for new budgets or approval to spend capital	-	-	-	08/02/2018	-	-	-

<b>Period 4 Budget and Treasury Monitoring</b>	<b>Tracey Bircumshaw</b>	To update members on forecast out-turn and to gain approval of new budgets and capital expenditure	-	-	-	14/06/2018	-	-	-
<b>Council Tax Base and Council Tax Surplus</b>	<b>Tracey Bircumshaw</b>	To approve the Council Tax base and distribute the Council Tax surplus 2018/19	-	22/01/2018	-	-	-	-	-
<b>Medium Term Financial Strategy 2018/19 to 2022/23</b>	<b>Tracey Bircumshaw</b>	To approve the Medium Term Financial Strategy and the 2018/19 Revenue and Capital Budget and Treasury Management Strategy	-	05/03/2018	-	08/02/2018	-	-	-
<b>Fees and Charges - Prosperous Communities</b>	<b>Tracey Bircumshaw</b>	To consider and recommend to CP&R 2018/19 the Committee's fees and charges	-	-	-	-	-	-	24/10/2017
<b>Draft Fees and Charges 2018/19 - CP&amp;R</b>	<b>Tracey Bircumshaw</b>	To review and recommend to Council the Fees and Charges 2018/19	-	-	-	09/11/2017	-	-	-
<b>Draft Revenue Budget - Prosperous Communities</b>	<b>Tracey Bircumshaw</b>	To review and recommend to C&R the Committee's revenue budgets	-	-	-	-	-	-	30/01/2018
<b>Broadband Future Provision</b>	<b>Ian Knowles</b>	Following a report to cttee in June 16 to present further detailed options as directed by the committee	-	-	-	-	-	-	12/09/2017
<b>Gainsborough Marina and Property Acquisition</b>	<b>Elaine Poon</b>	Regarding Gainsborough Marina	-	-	-	21/09/2017	-	-	12/09/2017
<b>Housing Infrastructure Fund</b>	<b>Joanna Walker</b>	To inform Members about this new funding opportunity and to outline the content of a proposed bid for funding to support the Gainsborough Growth Programme.	-	-	-	21/09/2017	-	-	12/09/2017
<b>Discretionary Rate Relief Policy Review - Charity</b>	<b>Alison McCulloch</b>	To review the Discretionary Rate Relief Policy for charity and non-profit making organisations	-	-	-	09/11/2017	-	-	-
<b>Revised</b>	<b>Andy Gray</b>	To put in place revised Housing	-	-	-	-	-	-	30/01/2018

<b>Housing Assistance Policy</b>		Assistance Policy for member approval							
<b>Consultation - Garden Waste Options</b>	<b>Ady Selby</b>	To approve the consultation process to be undertaken relating to the future delivery of the Garden Waste Service	-	-	-	-	-	-	12/09/2017
<b>Decision on Future Delivery of Garden Waste</b>	<b>Ady Selby</b>	To make a decision regarding the future delivery of the garden waste service, following consultation.	-	-	-	14/12/2017	-	-	05/12/2017
<b>Health Commission Review</b>	<b>Michelle Howard</b>	Six Month Review: - to review the progress outcomes and future need and remit of the Health Commission. In accordance with the decision made by PC cttee on 18 July 2017.  Neighbourhood Networks be considered as a work plan item over the coming year as part of the review of the Health Commission work, already included in the work plan;	<b>20/02/2018</b>	-	-	-	-	-	20/03/2018
<b>Employee Assistance Programme - review</b>	<b>Emma Redwood</b>	To assess/review the 24-7 staff service (Employee Assistance Programme) to establish whether the service was being used and provide assurance that the Authority was getting a value for money service	-	-	-	-	-	05/10/2017	-
<b>Public Realm T and F</b>	<b>Mark Sturgess</b>	Setting out the scope, terms of reference, work plan and outcomes of the Public Realm Task and Finish Group for approval.	<b>05/09/2017</b>	-	-	-	-	-	-
<b>Work of the CAB</b>	<b>Grant White</b>	CAB reps to be in attendance ..... supporting report outlining outcomes being delivered for the people of the District through WLDCs contribution to the	<b>10/10/2017</b>	-	-	-	-	-	-

		service. May require some question setting from cttee?							
<b>Scampton Air Show</b>	<b>Wendy Osgodby</b>	To outline successes and lessons learnt. Any issues suggestions for improvements	14/11/2017	-	-	-	-	-	-
<b>Neighbourhood Plans: Priorities and Work Programme</b>	<b>Nev Brown</b>	To agree priorities and the future programme for the preparation of neighbourhood plans in the district.	-	-	-	-	-	-	24/10/2017
<b>Gainsborough Town Centre Townscape Heritage Applic</b>	<b>Wendy Osgodby</b>	To obtain approval to draw down the funding allocation in the Town Centre Regeneration HLF budget as match funding for a potential Townscape Heritage Bid to HLF	-	-	-	21/09/2017	-	-	-
<b>Medium Term Financial Strategy Mid Year Update</b>	<b>Tracey Bircumshaw</b>	To provide Members with an update of the Medium Term Financial Plan and future assumptions	-	-	-	09/11/2017	-	-	-
<b>Staff Survey Results 2017</b>	<b>Emma Redwood</b>	To provide the results of the Staff Survey 2017	-	-	-	-	-	05/10/2017	-
<b>Carbon Energy Efficiency Project</b>	<b>Karen Whitfield</b>	To agree the draw down of funds to conduct energy efficiency works including lighting at the Guildhall, Trinity Arts Centre and refurbishing street lights to LED	-	-	-	21/09/2017	-	-	-
<b>Battery Storage Project</b>	<b>Karen Whitfield</b>	To agree the principles of battery storage project and agree the funding and procurement	-	-	-	21/09/2017	-	-	-
<b>Housing Strategy (following Consultation)</b>	<b>Diane Krochmal</b>	To seek approval to adopt the housing strategy	-	-	-	-	-	-	24/10/2017
<b>'Living over A Shop' project - Pilot</b>	<b>Wendy Osgodby</b>	To obtain approval to fund the Living Above A Shop Pilot prior to the funding being claimed from the GLLEP.	-	-	-	09/11/2017	-	-	-

<b>Adoption of the CIL for West Lindsey</b>	<b>Rachael Hughes</b>	Recommendation that PCC support the progression of CIL Charging Schedule for adoption at Full Council	<b>10/10/2017</b>	13/11/2017	-	-	-	-	24/10/2017
<b>Affordable Housing Contributions</b>	<b>Rachael Hughes</b>	To set out current monies held by the Authority for affordable housing through S106 monies and any applicable time limits as requested by PC Committee in June 2017.	-	-	-	-	-	-	24/10/2017
<b>Digital County News</b>	<b>Alan Robinson</b>	To agree a way forward for communicating with the public	-	-	-	-	-	-	24/10/2017
<b>Appointment of External Auditors 2018/19</b>	<b>Tracey Bircumshaw</b>	To accept the appointment of Mazar's as the Councils External Auditor from 1 April 2018 for a period of 5 years	-	13/11/2017	<b>13/09/2018</b>	-	-	-	-
<b>Hemswell Cliff PSPO - authority to consult</b>	<b>Kathryn Hearn</b>	Request authority to consult on a PSPO for public spaces at Hemswell Cliff following request from the Parish Council	-	-	-	-	<b>19/09/2017</b>	-	-