

## 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.

All Committees									
Title	Lead Officer	Purpose of the report	C&I	Council	G&A	P&R	L&R	JSCC	PC
<b>Strategic Risks - 6 month Update</b>	James O'Shaughnessy	To present the 6 monthly Strategic Risks Update	-	-	07/11/17	-	-	-	-
		To present the 6 monthly update	-	-	17/04/18	-	-	-	-
<b>Annual Audit Letter</b>	Tracey Bircumshaw	To present the Annual Audit Letter	-	-	07/11/17	-	-	-	-
<b>Members Allowances</b>	Alan Robinson	To inform the work of the Remuneration Panel prior to them making recommendations to Full Council	-	-	07/11/17	-	-	-	-
<b>Lincolnshire Homelessness Strategy 2016 - 2020</b>	Michelle Howard	That members approve the Lincolnshire Homelessness Strategy 2016 - 2020. This framework for all seven Lincolnshire Authorities will deliver in partnership with our stakeholders our priorities to prevent and tackle homelessness across Lincolnshire.	-	-	-	-	-	-	-
<b>Certification of Grants and Claims</b>	Tracey Bircumshaw	To present the Certification of Grants and Claims report	-	-	16/01/18	-	-	-	-
<b>Constitution Annual Review</b>	Alan Robinson	To present the Annual Review of the Constitution	-	-	17/04/18	-	-	-	-
<b>Housing Allocations Policy &amp;</b>	Michelle Howard	1. To seek approval of the revised housing register/ choice based letting allocations policy. Referred to	-	-	-	-	-	-	-

<b>Partnership ToR</b>		as CBL policy. This is a joint policy for WLDC, CoLC, NKDC and Acis Group.  2. To seek approval of the revised terms of reference and governance arrangements for the CBL strategic partnership.							
<b>Market Rasen Car Parking</b>	<b>Eve Fawcett-Moralee</b>	To provide an update on the impact of introducing car parking charges in Market Rasen	-	-	-	14/12/17	-	-	05/12/17
<b>Waste Services Policies</b>	<b>Ady Selby</b>	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity	-	-	-	-	-	-	20/03/18
<b>Leisure Contract Procurement</b>	<b>Karen Whitfield</b>	To update Members on the conclusion of the leisure contract procurement exercise and to approve the preferred contractor	-	-	-	11/01/18	-	-	-
<b>Brattleby Neighbourhood Plan</b>	<b>Daniel Evans</b>	To formally adopt the Brattleby Neighbourhood Plan	-	13/11/17	-	-	-	-	-
<b>DWG Update Report to Parent Cttee</b>	<b>Alan Robinson</b>	To consider an update report on the work of the DWG over the previous 6 months	<b>14/11/17</b>	-	-	-	-	-	-
<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	-	-	<b>17/04/18</b>	-	-	-	-
<b>Review Disciplinary Rules Procedure</b>	<b>Emma Redwood</b>	To review and update the Disciplinary Rules Procedure for the council	-	-	-	14/12/17	-	23/11/17	-
<b>Review of Flexi-Time Policy</b>	<b>Emma Redwood</b>	To review the council's Flexi-Time policy and update accordingly	-	-	-	14/12/17	-	23/11/17	-
<b>Review the Relocation Policy</b>	<b>Emma Redwood</b>	To review the Council's Relocation Policy	-	-	-	14/12/17	-	05/10/17	-

<b>Scotter NP</b>	<b>Daniel Evans</b>	To approve the plan for referendum and adoption at council	-	22/01/18	-	-	-	-	24/10/17
<b>Lea NP</b>	<b>Daniel Evans</b>	To approve the plan for referendum and adoption at council	-	22/01/18	-	-	-	-	24/10/17
<b>Review of the Effectiveness of Internal Audit</b>	James O'Shaughnessy	Report from the Statutory Officers relating to Review of the Effectiveness of Internal Audit	-	-	<b>07/11/17</b>	-	-	-	-
<b>Internal Audit Plan - Period 2 Monitoring Report</b>	<b>Tracey Bircumshaw</b>	To present the Internal Audit plan for Period 2 Monitoring Report	-	-	<b>07/11/17</b>	-	-	-	-
<b>AGS Monitoring Report - P 1</b>	<b>James O'Shaughnessy</b>	To present the AGS Monitoring Report for Period 1	-	-	<b>07/11/17</b>	-	-	-	-
<b>Internal Audit Monitoring Report - P 3</b>	James O'Shaughnessy	To present the Internal Audit Monitoring Report for Period 3	-	-	<b>16/01/18</b>	-	-	-	-
<b>Draft Annual Treasury Management Strategy</b>	<b>Tracey Bircumshaw</b>	To present the Draft Annual Treasury Management Strategy Report	-	-	<b>16/01/18</b>	-	-	-	-
<b>Accounting Matters 17/18 Closedown actuarial ass</b>	<b>Tracey Bircumshaw</b>	To present the Accounting Matters 17/18 Closedown Report and actuarial assumptions	-	-	<b>13/03/18</b>	-	-	-	-
<b>AGS Monitoring Report - Period 2</b>	James O'Shaughnessy	To present the AGS Monitoring Report for Period 2	-	-	<b>16/01/18</b>	-	-	-	-
<b>Planning Enforcement Policy</b>	<b>Andy Gray</b>	To gain approval for the revised planning enforcement policy and agree its adoption.	<b>09/01/18</b>	-	-	-	-	-	30/01/18
<b>Gainsborough Growth Fund Review</b>	<b>Marina Di Salvatore</b>	to present a Review of the GGF Scheme, its performance over the last 3 years and any recommendations going forward	-	-	-	-	-	-	30/01/18
<b>Managed Workspace: Revised Proposal</b>	<b>Joanna Walker</b>	Seeks member support for a revised proposal for managed workspace on an alternative site in Saxilby.	-	-	-	-	-	-	05/12/17

<b>Combined Assurance Report 17/18</b>	<b>James O'Shaughnessy</b>	To present the Combined Assurance Report	-	-	<b>13/03/18</b>	-	-	-	-
<b>Draft Internal Audit Plan 18/19</b>	<b>Tracey Bircumshaw</b>	To present the Draft Internal Audit Plan 18/19	-	-	<b>13/03/18</b>	-	-	-	-
<b>External Audit Plan 17/18</b>	<b>Tracey Bircumshaw</b>	To present the External Audit Plan 17/18	-	-	<b>13/03/18</b>	-	-	-	-
<b>Internal Audit Charter</b>	<b>Tracey Bircumshaw</b>	To provide independent and objective assurance on critical activities and key risks	-	-	<b>13/03/18</b>	-	-	-	-
<b>Internal Audit Q4 Monitoring</b>	<b>Tracey Bircumshaw</b>	To present the final quarter monitoring report	-	-	<b>17/04/18</b>	-	-	-	-
<b>outcome of development management audit</b>	<b>Matthew Waller</b>	to present the finding of the audit into development management	-	-	<b>07/11/17</b>	-	-	-	-
<b>selective licensing progress report</b>	<b>Andy Gray</b>	to provide a further report to cttee one year after implementation	-	-	-	-	-	-	24/10/17
<b>Accident Procedure</b>	<b>Emma Redwood</b>	Provide information on Accident Procedure and support from JSCC	-	-	-	-	-	18/01/18	-
<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.	-	-	-	09/11/17	-	05/10/17	-
<b>P AND D PERIOD 2</b>	<b>Mark Sturgess</b>	To present p and d progress as at end of quarter 2	<b>14/11/17</b>	-	-	09/11/17	-	-	24/10/17
<b>p and d period 3</b>	<b>Mark Sturgess</b>	to present p and d position as at end of q3	<b>20/02/18</b>	-	-	08/02/18	-	-	30/01/18
<b>p and d - period 4</b>	<b>Mark Sturgess</b>	to present the year end position for p and d	<b>22/05/18</b>	-	-	10/05/18	-	-	01/05/18
<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	-	-	-	14/12/17	-	-	-

<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	-	-	-	09/11/17	-	-	-
<b>Local Council Tax Support Scheme 18/19</b>	<b>Alison McCulloch</b>	To determine the local council tax support scheme for 18/19	-	22/01/18	-	14/12/17	-	-	-
<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	<b>14/11/17</b>	-	-	-	-	-	-
<b>Election Result</b>	<b>Alan Robinson</b>	To receive the result of the Scotter by-election	-	04/09/17	-	-	-	-	-
<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.	-	-	-	09/11/17	-	-	-
<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	-	-	-	08/02/18	-	-	-
<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	-	-	-	14/06/18	-	-	-
<b>Council Tax Base and Council Tax Surplus</b>	<b>Tracey Bircumshaw</b>	To to approve the Council Tax base and distribute the Council Tax surplus 18/19	-	22/01/18	-	-	-	-	-
<b>Medium Term Financial Strategy 18/19 to 2022/23</b>	<b>Tracey Bircumshaw</b>	To approve the Medium Term Financial Strategy and the 18/19 Revenue and Capital Budget and Treasury Management Strategy	-	05/03/18	-	08/02/18	-	-	-
<b>Fees and Charges - Prosperous Communities</b>	<b>Tracey Bircumshaw</b>	To consider and recommend to CP&R 18/19 the Committee's fees and charges	-	-	-	-	-	-	24/10/17

<b>Draft Fees and Charges 18/19 - CP&amp;R</b>	<b>Tracey Bircumshaw</b>	To review and recommend to Council the Fees and Charges 18/19	-	-	-	09/11/17	-	-	-
<b>Draft Revenue Budget - Prosperous Communities</b>	<b>Tracey Bircumshaw</b>	To review and recommend to C&R the Committee's revenue budgets	-	-	-	-	-	-	30/01/18
<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	-	-	-	09/11/17	-	-	-
<b>Revised Housing Assistance Policy</b>	<b>Andy Gray</b>	To put in place revised Housing Assistance Policy for member approval	-	-	-	-	-	-	30/01/18
<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.	-	-	-	14/12/17	-	-	05/12/17
<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 17.  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>20/02/18</b>	-	-	-	-	-	20/03/18
<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	-	-	-	-	-	05/10/17	-
<b>Scampton Air Show</b>	<b>Wendy Osgodby</b>	to outline successes and lessons learnt. Any issues suggestions for improvements	<b>14/11/17</b>	-	-	-	-	-	-

<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.	-	-	-	-	-	-	24/10/17
<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	-	-	-	09/11/17	-	-	-
<b>Staff Survey Results 17</b>	<b>Emma Redwood</b>	To provide the results of the Staff Survey 17	-	-	-	-	-	05/10/17	-
<b>Housing Strategy (following Consultation)</b>	<b>Diane Krochmal</b>	To seek approval to adopt the housing strategy	-	-	-	-	-	-	30/01/18
<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.	-	-	-	09/11/17	-	-	-
<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>10/10/17</b>	13/11/17	-	-	-	-	24/10/17
<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 17.	-	-	-	-	-	-	24/10/17
<b>Appointment of External Auditors 18/19</b>	<b>Tracey Bircumshaw</b>	To accept the appointment of Mazar's as the Councils External Auditor from 1 April 18 for a period of 5 years	-	13/11/17	<b>13/09/18</b>	-	-	-	-
<b>Well Being Service Procurement Report</b>	<b>Michelle Howard</b>	extract from mins of mtg 21/3/17: - (c) a report on the final arrangements be submitted to the Prosperous Communities Committee for approval prior to implementation;  (e) an update report be submitted to Prosperous Communities Committee at the end of the PQQ phase and at key milestones thereafter, agreed in	-	-	-	-	-	-	05/12/17

		<p>consultation with the chairman of the Prosperous Communities Committee; and</p> <p>(f) Subject to being shortlisted, following the outline solution stage, a further report be submitted to the Prosperous Communities Committee in July 17 for approval to progress formally to the competitive dialogue stage.</p> <p>Extract from mins of meeting 18/7/17: if the bid is successful, Officers be requested to bring a further detailed report for approval by Prosperous Communities Committee, before accepting a contract.</p>							
<b>The Customer First Programme</b>	<b>Mark Sturgess</b>	To set out the new procedures	-	-	-	14/12/17	-	-	05/12/17
<b>Review of the West Lindsey County News</b>	<b>Alan Robinson</b>	To agree a way forward for communicating with the public	-	-	-	-	-	-	24/10/17
<b>Concerns re drug use in SW ward</b>	<b>Michelle Howard</b>	Report needed to explore concerns raised about drug use in SW ward as per motion to Council on 3 July 17.	-	-	-	-	-	-	30/01/18
<b>Update to Committee on PSPOs</b>	<b>Kathryn Hearn</b>	To update members on the successes or challenges relating to the Public Space Protection Orders made in 17 over the first 6 months of them being in force, and to note any lessons learned or best practice.	-	-	-	-	<b>15/03/18</b>	-	-
<b>Public Realm Task &amp; Finish Group</b>	<b>Grant White</b>	To scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.	<b>20/02/18</b>	-	-	-	-	-	20/03/18
<b>Monitoring of Sickness Absence April -</b>	<b>Emma Redwood</b>	To present an update on levels of sickness absence for WLDC for the period April - November 17	-	-	-	-	-	18/01/18	-



<b>Nov 17</b>									
<b>Food Waste</b>	<b>Ady Selby</b>	Food Waste Collection Pilot	-	-	-	-	-	-	20/03/18
<b>Gainsborough Market - Final Proposals</b>	<b>Ady Selby</b>	Final Proposals to introduce a subscription based garden waste collection service	-	-	-	-	-	-	05/12/17
<b>Hemswell Cliff Land &amp; Estate Management WLDC Offer</b>	<b>Shayleen Towns</b>	To seek support for a Land and Estate Management project for Hemswell Cliff.  The aim is for WLDC to provide an Estate Managed service to redress the current decline. This is an interim measure whilst this private mismanaged area achieves adoption.	-	-	-	-	-	-	05/12/17
<b>Membership of the Crem Working Group</b>	<b>Karen Whitfield</b>	to set out the names of those members to be appointed to the Group	-	-	-	-	-	-	24/10/17
<b>Broadband options</b>	<b>Ian Knowles</b>	to update members on continued lobbying efforts, and to consider alternative methods by which the Council may directly support broadband.	-	-	-	-	-	-	24/10/17
<b>FEZ</b>	<b>Marina Di Salvatore</b>	TO BE CONFIRMED	-	-	-	-	-	-	20/03/18
<b>Gainsborough Marina - Final Approvals</b>	<b>Elaine Poon</b>	to determine whether to proceed in light of funding outcome	-	-	-	-	-	-	20/03/18
<b>Establishment of P and D Working Group</b>	<b>Mark Sturgess</b>	To establish a working group for P and D	<b>14/11/17</b>	-	-	-	-	-	-