

## 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 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>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>Market Rasen Car Parking</b>	Eve Fawcett-Moralee	To provide an update on the impact of introducing car parking charges in Market Rasen	-	-	-	09/11/17	-	-	05/12/17
<b>Waste Services Policies</b>	Ady Selby	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>	Karen Whitfield	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>	Daniel Evans	To formally adopt the Brattleby Neighbourhood Plan	-	13/11/17	-	-	-	-	-
<b>DWG Update Report to Parent</b>	Alan Robinson	To consider an update report on the work of the DWG over the previous	09/01/18	-	-	-	-	-	-

<b>Committee</b>		6 months							
<b>AGS 15/16 Monitoring Report (Q3)</b>	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	-	-	17/04/18	-	-	-	-
<b>Review Disciplinary Rules Procedure</b>	Emma Redwood	To review and update the Disciplinary Rules Procedure for the council	-	-	-	14/12/17	-	23/11/17	-
<b>Review of Flexi-Time Policy</b>	Emma Redwood	To review the council's Flexi-Time policy and update accordingly	-	-	-	14/12/17	-	23/11/17	-
<b>Review the Relocation Policy</b>	Emma Redwood	To review the Council's Relocation Policy	-	-	-	14/12/17	-	05/10/17	-
<b>Scotter NP</b>	Daniel Evans	To approve the plan for referendum and adoption at council	-	22/01/18	-	-	-	-	24/10/17
<b>Lea NP</b>	Daniel Evans	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	-	-	07/11/17	-	-	-	-
<b>Internal Audit Plan - Period 2 Monitoring Report</b>	Tracey Bircumshaw	To present the Internal Audit plan for Period 2 Monitoring Report	-	-	07/11/17	-	-	-	-
<b>AGS Monitoring Report - Period 1</b>	James O'Shaughnessy	To present the AGS Monitoring Report for Period 1	-	-	07/11/17	-	-	-	-
<b>Internal Audit Monitoring Report - Period 3</b>	James O'Shaughnessy	To present the Internal Audit Monitoring Report for Period 3	-	-	16/01/18	-	-	-	-
<b>Draft Annual Treasury Management Strategy</b>	Tracey Bircumshaw	To present the Draft Annual Treasury Management Strategy Report	-	-	16/01/18	-	-	-	-
<b>Accounting Matters 17/18 Closedown actuarial ass</b>	Tracey Bircumshaw	To present the Accounting Matters 17/18 Closedown Report and actuarial assumptions	-	-	13/03/18	-	-	-	-
<b>AGS Monitoring Report - Period 2</b>	James O'Shaughnessy	To present the AGS Monitoring Report for Period 2	-	-	16/01/18	-	-	-	-
<b>Planning Enforcement Policy</b>	Andy Gray	To gain approval for the revised planning enforcement policy and agree its adoption.	09/01/18	-	-	-	-	-	30/01/18

<b>Gainsborough Growth Fund Review</b>	Marina Di Salvatore	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>	Joanna Walker	Seeks member support for a revised proposal for managed workspace on an alternative site in Saxilby.	-	-	-	14/12/17	-	-	05/12/17
<b>Combined Assurance Report 17/18</b>	James O'Shaughnessy	To present the Combined Assurance Report	-	-	13/03/18	-	-	-	-
<b>Draft Internal Audit Plan 18/19</b>	Tracey Bircumshaw	To present the Draft Internal Audit Plan 18/19	-	-	13/03/18	-	-	-	-
<b>External Audit Plan 17/18</b>	Tracey Bircumshaw	To present the External Audit Plan 17/18	-	-	13/03/18	-	-	-	-
<b>Internal Audit Charter</b>	Tracey Bircumshaw	To provide independent and objective assurance on critical activities and key risks	-	-	13/03/18	-	-	-	-
<b>Internal Audit Q4 Monitoring</b>	Tracey Bircumshaw	To present the final quarter monitoring report	-	-	17/04/18	-	-	-	-
<b>outcome of development management audit</b>	Matthew Waller	to present the finding of the audit into development management	-	-	07/11/17	-	-	-	-
<b>Accident Procedure</b>	Emma Redwood	Provide information on Accident Procedure and support from JSCC	-	-	-	-	-	18/01/18	-
<b>Body Worn Cameras</b>	Andy Gray	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>	Mark Sturgess	To present p and d progress as at end of quarter 2	14/11/17	-	-	09/11/17	-	-	24/10/17
<b>p and d period 3</b>	Mark Sturgess	to present p and d position as at end of q3	20/02/18	-	-	08/02/18	-	-	30/01/18
<b>p and d - period 4</b>	Mark Sturgess	to present the year end position for p and d	22/05/18	-	-	10/05/18	-	-	01/05/18
<b>Write Offs</b>	Alison McCulloch	To write off any Council Tax, Business Rates, Housing Benefit Overpayments and Sundry Debtor accounts that are irrecoverable and over £1500	-	-	-	14/12/17	-	-	-

<b>Discretionary Rate Relief Policy share of £300m</b>	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	-	-	-	09/11/17	-	-	-
<b>Local Council Tax Support Scheme 18/19</b>	Alison McCulloch	To determine the local council tax support scheme for 18/19	-	22/01/18	-	14/12/17	-	-	-
<b>Election Result</b>	Alan Robinson	To receive the result of the Scotter by-election	-	04/09/17	-	-	-	-	-
<b>Period 2 Budget and Treasury Monitoring</b>	Tracey Bircumshaw	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>	Tracey Bircumshaw	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>	Tracey Bircumshaw	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>	Tracey Bircumshaw	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>	Tracey Bircumshaw	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>Draft Fees and Charges 18/19 - CP&amp;R</b>	Tracey Bircumshaw	To review and recommend to Council the Fees and Charges 18/19	-	-	-	09/11/17	-	-	-
<b>Draft Revenue Budget - Prosperous Communities</b>	Tracey Bircumshaw	To review and recommend to C&R the Committee's revenue budgets	-	-	-	-	-	-	30/01/18
<b>Discretionary Rate Relief Policy Review - Charity</b>	Alison McCulloch	To review the Discretionary Rate Relief Policy for charity and non profit making organisations	-	-	-	09/11/17	-	-	-
<b>Revised Housing Assistance Policy</b>	Andy Gray	To put in place revised Housing Assistance Policy for member approval	-	-	-	-	-	-	30/01/18
<b>Decision on Future Delivery</b>	Ady Selby	To make a decision regarding the future delivery of the garden waste	-	-	-	14/12/17	-	-	05/12/17

<b>of Garden Waste</b>		service, following consultation.							
<b>Health Commission Review</b>	Michelle Howard	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;	20/02/18	-	-	-	-	-	20/03/18
<b>Medium Term Financial Strategy Mid Year Update</b>	Tracey Bircumshaw	To provide Members with an update of the Medium Term Financial Plan and future assumptions	-	-	-	09/11/17	-	-	-
<b>Housing Strategy (following Consultation)</b>	Diane Krochmal	To seek approval to adopt the housing strategy	-	-	-	-	-	-	30/01/18
<b>Adoption of the CIL for West Lindsey</b>	Rachael Hughes	Recommendation that PCC support the progression of CIL Charging Schedule for adoption at Full Council	10/10/17	13/11/17	-	-	-	-	24/10/17
<b>Affordable Housing Contributions</b>	Rachael Hughes	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.	-	-	-	-	-	-	05/12/17
<b>Appointment of External Auditors 18/19</b>	Tracey Bircumshaw	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	13/09/18	-	-	-	-
<b>The Customer First Programme</b>	Mark Sturgess	To set out the new procedures	-	-	-	11/01/18	-	-	05/12/17
<b>Concerns re drug use in SW ward</b>	Michelle Howard	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>Wellbeing Service Procurement Report</b>	Michelle Howard	<p>A report to Prosperous Communities Committee on 5th December 17 will provide a further update ahead of contract award and (subject to a successful bid outcome) and will seek approval of a recommendation to enter into a partnership agreement (sub-contract) with ELDC. It is proposed that the recommendation will propose that delegation be granted to the Director of Resources to enter into this agreement, subject to robust due diligence and legal support and also approval from WLDC's Policy &amp; Resources Committee.</p> <p>A report to Policy &amp; Resources Committee on 14th December 17 will provide details and assurance in respect of the financial position, resource implications, risk management, and contract management implications. This will report will seek approval of a recommendation to enter into the partnership agreement with ELDC. It is proposed that the recommendation will propose that delegation be granted to the Director of Resources to enter into this agreement, subject to robust due diligence and legal support.</p> <p>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;</p> <p>(e) an update report be submitted to Prosperous Communities Committee at the end of the PQQ phase and at key milestones</p>	-	-	-	14/12/17	-	-	05/12/17
---	-----------------	--	---	---	---	----------	---	---	----------

		<p>thereafter, agreed in 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>Update to Committee on PSPOs</b>	Kathryn Hearn	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.	-	-	-	-	15/03/18	-	-
<b>Public Realm Task &amp; Finish Group</b>	Grant White	Final report to scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.	22/05/18	-	-	-	-	-	05/06/18
<b>Monitoring of Sickness Absence April - Nov 17</b>	Emma Redwood	To present an update on levels of sickness absence for WLDC for the period April - November 17	-	-	-	-	-	18/01/18	-
<b>Food Waste</b>	Ady Selby	Food Waste Collection Pilot	-	-	-	-	-	-	20/03/18
<b>Gainsborough Market - Final Proposals</b>	Ady Selby	Final Proposals to introduce a subscription based garden waste collection service	-	-	-	-	-	-	05/12/17
<b>Hemswell Cliff Land &amp; Estate Management WLDC Offer</b>	Shayleen Towns	<p>To seek support for a Land and Estate Management project for Hemswell Cliff.</p> <p>The aim is for WLDC to provide an Estate Managed service to redress</p>	-	-	-	-	-	-	05/12/17

		the current decline. This is an interim measure whilst this private mismanaged area achieves adoption.							
<b>FEZ</b>	Marina Di Salvatore	TO BE CONFIRMED	-	-	-	-	-	-	20/03/18
<b>Gainsborough Marina - Final Approvals</b>	Elaine Poon	to determine whether to proceed in light of funding outcome	-	-	-	-	-	-	20/03/18
<b>Homelessness Service</b>	Michelle Howard	Identified as a key theme from Progress & Delivery. Need to scrutinise approach to housing and homelessness in the wake of increases both locally and nationally.	09/01/18	-	-	-	-	-	-
<b>Acis &amp; WLDC Partnership Working</b>	Michelle Howard	To review partnership working with ACIS and demonstrate positive ways of working and plans / opportunities for the future. Paul Woollam (Acis) to attend committee.	20/02/18	-	-	-	-	-	-
<b>Lincolnshire Homelessness Strategy</b>	Michelle Howard	Approval of Lincolnshire Homelessness Strategy	-	-	-	-	-	-	05/12/17
<b>Safeguarding Compliance (Section 11 Assessment)</b>	Michelle Howard	To provide members with an overview of the outcome of the safeguarding self assessment and external moderation carried out in 17, demonstrating effective compliance and good practice in line with the requirements of Section 11 of the Children Act 2004.	-	-	-	-	-	-	30/01/18
<b>Presentation by Lincolnshire Police (TBC)</b>	Ele Durrant	Lincolnshire Police representatives to attend C&I Cttee re crime stats in WL.	03/04/18	-	-	-	-	-	-
<b>Staff Engagement Group - Progress Update</b>	Emma Redwood	To update the JSCC on the progress of changes made as a result of the staff survey.	-	-	-	-	-	18/01/18	-
<b>Staff Engagement Group - Progress Update</b>	Emma Redwood	To update the JSCC on the progress of changes made as a result of the staff survey.	-	-	-	-	-	31/05/18	-



<b>Proposed Revision to Public Realm Timescales</b>	Grant White	To review the ToR and Scope and Focus for the working group on the public realm work programme. The intention is to extend the time allowed for completion with an interim report to be presented in early 18.	09/01/18	-	-	-	-	-	-
<b>Interim Report: Progress of the Public Realm W.G.</b>	Grant White	To provide an update to Committee on the progress to date on the public realm work programme.	20/02/18	-	-	-	-	-	-
<b>Question Preparation for ACIS</b>	Michelle Howard	Questions to be prepared for ACIS attendance at February committee. To be discussed / confirmed at January committee.	09/01/18	-	-	-	-	-	-
<b>Discussion Paper - Mental Health at Work</b>	Emma Redwood	To discuss mental health at work and consider the council's current arrangements	-	-	-	-	-	23/11/17	-
<b>Review of Discipline at Work Procedure</b>	Emma Redwood	To review and update the discipline at work procedure	-	-	-	10/05/18	-	29/03/18	-
<b>Review of Career Break Scheme</b>	Emma Redwood	To review the Career Break Scheme	-	-	-	10/05/18	-	29/03/18	-
<b>Review of Equality Policy</b>	Emma Redwood	To review the Equality Policy	-	-	-	14/06/18	-	31/05/18	-
<b>Review of Recruitment &amp; Selection Policy</b>	Emma Redwood	Review of the recruitment and selection policy	-	-	-	26/07/18	-	05/07/18	-
<b>End of Year Absence Review 17-18</b>	Emma Redwood	To review absence for 17-18	-	-	-	-	-	31/05/18	-
<b>Information paper - national pay award</b>	Emma Redwood	To provide information on the national pay award	-	-	-	-	-	29/03/18	-