

## 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                    | Emma Redwood        | To provide an update on the Corporate Health and Safety   | -        | -       | -        | 14/06/18 | -   | 31/05/18 | -        |
| Audited Statement of Accounts                      | Tracey Bircumshaw   | The 2017/18 Statement of Accounts is presented for scrutiny and adoption.   | -        | -       | 24/07/18 | -        | -   | -        | -        |
| Strategic Risks - 6 month update                   | James O'Shaughnessy | To present the 6 monthly update   | -        | -       | 17/04/18 | -        | -   | -        | -        |
| Annual Fraud Report                                | Tracey Bircumshaw   | To review the number, type and results of investigations made by the Council during 2017/18   | -        | -       | 24/07/18 | -        | -   | -        | -        |
| Constitution Annual Review                         | Alan Robinson       | To present the Annual Review of the Constitution  | -        | -       | 17/04/18 | -        | -   | -        | -        |
| Member Champions                                   | James Welbourn      | To inform Members of the work that has been carried out on the current Member Champions and to document the next steps that will be taken for future appointments.                                      | -        | -       | 13/03/18 | -        | -   | -        | 20/03/18 |
| Waste Services Policies                            | Ady Selby           | To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity  | -        | -       | -        | -        | -   | -        | 20/03/18 |
| ISA 260 report                                     | Tracey Bircumshaw   | The purpose of the report is for our Auditor to present their Report to those charged with Governance (ISA 260 Report) in relation to the Statement of Accounts and Annual Governance Statement 2017/18 | -        | -       | 13/09/18 | -        | -   | -        | -        |
| Accounting Matters 2017/18 Closedown actuarial ass | Tracey Bircumshaw   | To present the Accounting Matters 2017/18 Closedown Report and actuarial assumptions  | -        | -       | 13/03/18 | -        | -   | -        | -        |
| Planning Enforcement Policy                        | Andy Gray           | To gain approval for the revised planning enforcement policy and agree its adoption.  | 20/02/18 | -       | -        | -        | -   | -        | 20/03/18 |
| Gainsborough Growth Fund                           | Marina Di Salvatore | to present a Review of the GGF Scheme, its performance over the last 3 years and any  | -        | -       | -        | 10/05/18 | -   | -        | 30/01/18 |

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| <b>Review</b>  |                            | recommendations going forward   |          |          |          |          |          |          |          |
| <b>Combined Assurance Report 2017/18</b>               | <b>James O'Shaughnessy</b> | To present the Combined Assurance Report  | -        | -        | 13/03/18 | -        | -        | -        | -        |
| <b>Draft Internal Audit Plan 18/19</b>                 | <b>Tracey Bircumshaw</b>   | To present the Draft Internal Audit Plan 18/19  | -        | -        | 13/03/18 | -        | -        | -        | -        |
| <b>External Audit Plan 17/18</b>                       | <b>Tracey Bircumshaw</b>   | To present the External Audit Plan 17/18  | -        | -        | 13/03/18 | -        | -        | -        | -        |
| <b>Internal Audit Charter</b>                          | <b>Tracey Bircumshaw</b>   | To provide independent and objective assurance on critical activities and key risks   | -        | -        | 17/04/18 | -        | -        | -        | -        |
| <b>Internal Audit Q4 Monitoring</b>                    | <b>Tracey Bircumshaw</b>   | To present the final quarter monitoring report  | -        | -        | 17/04/18 | -        | -        | -        | -        |
| <b>Accident Procedure</b>                              | <b>Emma Redwood</b>        | Provide information on Accident Procedure and support from JSCC   | -        | -        | -        | -        | -        | 31/05/18 | -        |
| <b>p and d - period 4</b>                              | <b>Mark Sturgess</b>       | to present the year end position for p and d  | 22/05/18 | -        | -        | 10/05/18 | -        | -        | 01/05/18 |
| <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>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>Revised Housing Assistance Policy</b>               | <b>Andy Gray</b>           | To put in place revised Housing Assistance Policy for member approval   | -        | -        | -        | 10/05/18 | -        | -        | 20/03/18 |
| <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; | 03/04/18 | -        | -        | -        | -        | -        | 01/05/18 |
| <b>AGS 16/17 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 2016/17   | -        | -        | 17/04/18 | -        | -        | -        | -        |
| <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 2017 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>            | <b>Grant White</b>         | Final report to scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.  | 13/11/18 | -        | -        | -        | -        | -        | 04/12/18 |

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| <b>Monitoring of Sickness Absence April - Nov 2017</b>   | <b>Emma Redwood</b>        | To present an update on levels of sickness absence for WLDC for the period April - November 2017                        | -        | - | - | -        | - | 29/03/18 | -            |
| <b>Food Waste</b>  | <b>Ady Selby</b>           | Food Waste Collection Pilot   | -        | - | - | -        | - | -        | 20/03/18     |
| <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   | -        | - | - | -        | - | -        | Being scoped |
| <b>Presentation by Lincolnshire Police</b>               | <b>Ele Durrant</b>         | Lincolnshire Police representatives to attend C&I Cttee re crime stats in WL.   | 03/04/18 | - | - | -        | - | -        | -            |
| <b>Staff Engagement Group - Progress Update</b>          | <b>Emma Redwood</b>        | To update the JSCC on the progress of changes made as a result of the staff survey.                                     | -        | - | - | -        | - | 29/03/18 | -            |
| <b>Staff Engagement Group - Progress Update</b>          | <b>Emma Redwood</b>        | To update the JSCC on the progress of changes made as a result of the staff survey.                                     | -        | - | - | -        | - | 31/05/18 | -            |
| <b>Interim Report: Progress of the Public Realm W.G.</b> | <b>Grant White</b>         | To provide an update to Committee on the progress to date on the public realm work programme.                           | 22/05/18 | - | - | -        | - | -        | -            |
| <b>Review of Discipline at Work Procedure</b>            | <b>Emma Redwood</b>        | To review and update the discipline at work procedure   | -        | - | - | 10/05/18 | - | 29/03/18 | -            |
| <b>Review of Career Break Scheme</b>                     | <b>Emma Redwood</b>        | To review the Career Break Scheme   | -        | - | - | 10/05/18 | - | 29/03/18 | -            |
| <b>Review of Equality Policy</b>                         | <b>Emma Redwood</b>        | To review the Equality Policy   | -        | - | - | 14/06/18 | - | 31/05/18 | -            |
| <b>Review of Recruitment &amp; Selection Policy</b>      | <b>Emma Redwood</b>        | Review of the recruitment and selection policy  | -        | - | - | 26/07/18 | - | 05/07/18 | -            |
| <b>End of Year Absence Review 2017-18</b>                | <b>Emma Redwood</b>        | To review absence for 2017-18   | -        | - | - | -        | - | 31/05/18 | -            |
| <b>Information paper - national pay award</b>            | <b>Emma Redwood</b>        | To provide information on the national pay award  | -        | - | - | -        | - | 29/03/18 | -            |
| <b>Market Rasen Car Parking Charges - 12month Review</b> | <b>Eve Fawcett-Moralee</b> | to reviewing the car parking charges in Market Rasen to come into effect April 2019. as resolved by Cttee in October 18 | -        | - | - | -        | - | -        | 23/10/18     |
| <b>Selective Licensing 12 month review</b>               | <b>Andy Gray</b>           | to provide a further update re progress achievement issues, as resolved by PC Cttee in October 2017                     | -        | - | - | -        | - | -        | 23/10/18     |
| <b>Future Communication Options</b>                      | <b>Julie Heath</b>         | to present alternative options for communication with the electorate as resolved by PC Cttee in October 2017            | -        | - | - | -        | - | -        | 20/03/18     |

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| <b>Gainsborough Green Corridor</b>                        | <b>Elaine Poon</b>         | After the unsuccessful bid to ERDF for the Gainsborough Blue Green Corridor (including the marina) as DCLG is not supportive of a commercial marina, officers have packaged up the green elements of the bid and resubmitted it for the same funding. The outline application was submitted on 31/10/17 and officers have been invited to submit a full application. Additional funding required to carry out technical studies and match funding required. | - | -        | -        | 12/04/18 | - | -        | -        |
| <b>Closedown - approval of the accounts</b>               | <b>Tracey Bircumshaw</b>   | Approve the 2017/18 SoA   | - | -        | 24/07/18 | -        | - | -        | -        |
| <b>AGS 2017/18</b>  | <b>James O'Shaughnessy</b> | Final review and approval of the AGS 2017/18 and Action Plan  | - | -        | 24/07/18 | -        | - | -        | -        |
| <b>Draft AGS 2017/18</b>                                  | <b>James O'Shaughnessy</b> | Present the draft AGS 2017/18 and action plan   | - | -        | 19/06/18 | -        | - | -        | -        |
| <b>Voice of the Customer/Annual feedback report 17/18</b> | <b>Lyn Marlow</b>          | Advise members on all customer interactions and feedback for 2017/18  | - | -        | 19/06/18 | -        | - | -        | -        |
| <b>West Lindsey Commercial Loan Policy and Framework</b>  | <b>Marina Di Salvatore</b> | to consider the viability of a Commercial Loan Policy and Framework that would allow the local authority to lend money to third party organisations   | - | -        | -        | 12/04/18 | - | -        | 20/03/18 |
| <b>Corporate Enforcement Policy</b>                       | <b>Andy Gray</b>           | To provide elected member with an updated version of the corporate enforcement policy   | - | -        | -        | -        | - | -        | 20/03/18 |
| <b>Housing Act Civil Penalties Policy</b>                 | <b>Andy Gray</b>           | To ask elected members to consider and approve a policy to enable the Council to issue civil penalties for Housing Act offences   | - | -        | -        | -        | - | -        | 20/03/18 |
| <b>Data Protection Policy - GDPR Revision</b>             | <b>Steve Anderson</b>      | To request CP&R to approve and adopt a revised GDPR-compliant Data Protection Policy.   | - | -        | -        | 12/04/18 | - | 29/03/18 | -        |
| <b>Privacy Notice - GDPR Revision</b>                     | <b>Steve Anderson</b>      | To request CP&R approve and adopt a revised GDPR-compliant Privacy Notice for general publication   | - | -        | -        | 12/04/18 | - | 29/03/18 | -        |
| <b>Investment Property Portfolio</b>                      | <b>Ian Knowles</b>         | In April's CPR it was agreed that Members receive an annual report on the Investment Property Portfolio from the Director of Resources.   | - | -        | -        | 12/04/18 | - | -        | -        |
| <b>Review of Corporate Plan 2016-2020</b>                 | <b>James O'Shaughnessy</b> | To present an update on progress against corporate priorities and work to be completed in the remainder of the Plan's   | - | 05/03/18 | -        | -        | - | -        | -        |

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|   |                            | lifetime.  |   |   |                 |          |                 |   |          |
| <b>Hemswell Cliff PSPO - recommendation</b>               | <b>Kathryn Hearn</b>       | To make a recommendation to Regulatory Committee, based on the results of consultation, as to whether or not a PSPO should be made at Hemswell Cliff. Provide information to allow decision. | - | - | -               | -        | <b>15/03/18</b> | - | -        |
| <b>Market Rasen 3 Year Vision &amp; Strategy</b>          | <b>Amanda Bouttell</b>     | To introduce the 3 Year Vision and Strategy for Market Rasen and to request approval of 200k capital towards project costs subject to the conditions outlined.                               | - | - | -               | 12/04/18 | -               | - | 30/01/18 |
| <b>AGS 16/17 Monitoring Report (Q4)</b>                   | <b>James O'Shaughnessy</b> | To present to Members details of progress against the actions contained in the AGS 16/17 Action Plan   | - | - | <b>24/07/18</b> | -        | -               | - | -        |
| <b>Internal Audit Report</b>                              | <b>Tracey Bircumshaw</b>   | This report gives the Head of Internal Audit's opinion on the adequacy of the Council's, governance, risk and control environment and the delivery of the Internal Audit Plan for 2017/18    | - | - | <b>19/06/18</b> | -        | -               | - | -        |
| <b>Discretionary Housing Payments Policy Review</b>       | <b>Angela Matthews</b>     | To review and accept the updated WLDC Discretionary Housing Payments policy  | - | - | -               | 10/05/18 | -               | - | -        |
| <b>Annual Review of Whistleblowing Policy</b>             | <b>Alan Robinson</b>       | Annual review of whistleblowing.   | - | - | <b>24/07/18</b> | -        | -               | - | -        |
| <b>Periodic Review of AGS</b>                             | <b>James O'Shaughnessy</b> | To review the progress with the Annual Governance Statement 2017/18 Action Plan  | - | - | <b>06/11/18</b> | -        | -               | - | -        |
| <b>NNDR - Growth Businesses</b>                           | <b>Amanda Bouttell</b>     | To propose a policy of discretionary rate relief for Growth Businesses   | - | - | -               | 10/05/18 | -               | - | 20/03/18 |
| <b>Revoke superseded WLDC Affordable Housing SPD</b>      | <b>Rachael Hughes</b>      | Following the adoption of the Central Lincolnshire Developer Contributions Supplementary Planning Document, it is necessary to revoke WLDCs existing Affordable Housing SPD.                 | - | - | -               | -        | -               | - | 01/05/18 |
| <b>Commercial Ventures - visit by Director</b>            | <b>Eve Fawcett-Moralee</b> | The Chairman of G and A asked that the Commercial and Economic Growth Director attend March's Governance and Audit committee to talk about commercial ventures.                              | - | - | <b>13/03/18</b> | -        | -               | - | -        |
| <b>Gainsborough Market Events Programme</b>               | <b>Ady Selby</b>           | To ask Members for funding for events to support and complement Gainsborough Market in 18  | - | - | -               | 12/04/18 | -               | - | 20/03/18 |
| <b>Update on developments within commercial portfolio</b> | <b>Tracey Bircumshaw</b>   | This was proposed by Ian at the G and A meeting in January   | - | - | -               | 10/05/18 | -               | - | -        |

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| <b>Investment and Commercial Rental portfolio perf</b>    | <b>Gary Reevell</b>        | Description to be added by Gary  | -        | -        | - | 10/05/18 | - | - | -        |
| <b>Proposed Gainsborough Cemetery Extension</b>           | <b>Gary Reevell</b>        | To agree the level of support to be provided by West Lindsey DC for the preparation and delivery of land identified as extension land for Gainsborough's General Cemetery.   | -        | -        | - | 14/06/18 | - | - | -        |
| <b>Community Lottery</b>                                  | <b>Grant White</b>         | To propose the introduction of a community lottery in West Lindsey   | -        | -        | - | 10/05/18 | - | - | 01/05/18 |
| <b>Garden Waste Review</b>                                | <b>Ady Selby</b>           | A report on the first year of charging for Garden waste, as requested by CPR committee in December 2017  | -        | -        | - | 08/11/18 | - | - | -        |
| <b>Corporate Sustainability Policy</b>                    | <b>Saul Farrell</b>        | This report gives detail of the proposed corporate sustainability policy for West Lindsey District Council, which contains a series of corporate commitments towards protecting the local environment and advocating it within the local community.                        | -        | -        | - | 12/04/18 | - | - | 20/03/18 |
| <b>Surestaff and WLDC Staffing Services Business Plan</b> | <b>Tracey Bircumshaw</b>   | To approve, as sole shareholder, the Business Plan 18-19 to 2020-21 of Surestaff Lincs Ltd and WLDC Staffing Services  | -        | -        | - | 12/04/18 | - | - | -        |
| <b>Councillor Initiative Fund</b>                         | <b>Grant White</b>         | To present Members with an update on the Councillor Initiative Fund and give options for it's continued delivery after March 2019.   | -        | -        | - | 08/11/18 | - | - | 23/10/18 |
| <b>Business Plan - JVcO</b>                               | <b>Eve Fawcett-Moralee</b> | Recommendation 3 of the Japan Road paper that went to committee on 06/02/18 stated that a further report would be brought to the Committee in April with a proposed Business Plan of the JVCo and the financial investment implications for West Lindsey District Council. | -        | -        | - | 12/04/18 | - | - | -        |
| <b>Challenge &amp; Improvement Annual Report</b>          | <b>Ele Durrant</b>         | To provide an overview of the work undertaken by the C&I Cttee as constitutionally required  | 03/04/18 | 14/05/18 | - | -        | - | - | -        |