

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	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	-	-	-
Unaudited Statement of Accounts	Tracey Bircumshaw	To present the unaudited accounts form comment ahead of the final sign off in July.	-	-	19/06/18	-	-	-
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	-	14/05/18	17/04/18	-	-	-
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	-	-	24/07/18	-	-	-
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	-	-	-	10/05/18	-	30/01/18
Internal Audit Charter	Tracey Bircumshaw	To provide independent and objective assurance on critical activities and key risks	-	-	19/06/18	-	-	-
Internal Audit Q4 Monitoring	Tracey Bircumshaw	To present the final quarter monitoring report	-	-	17/04/18	-	-	-
Accident Procedure	Emma Redwood	Provide information on Accident Procedure and support from JSCC	-	-	-	-	31/05/18	-
p and d - period 4	Mark Sturgess	to present the year end position for p and d	22/05/18	-	-	10/05/18	-	01/05/18
Period 4 Budget and Treasury Monitoring	Tracey Bircumshaw	To update members on forecast out-turn and to gain approval of new budgets and capital expenditure	-	-	-	14/06/18	-	-
Revised Housing Assistance Policy	Andy Gray	To put in place revised Housing Assistance Policy for member approval	-	-	-	10/05/18	-	01/05/18

Health Commission Review	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 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;	22/05/18	-	-	-	-	-	05/06/18
AGS 16/17 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 2016/17	-	-	17/04/18	-	-	-	-
Public Realm Task & Finish Group	Grant White	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
Monitoring of Sickness Absence April - Nov 2017	Emma Redwood	To present an update on levels of sickness absence for WLDC for the period April - November 2017	-	-	-	-	29/03/18	-	-
FEZ	Marina Di Salvatore	TO BE CONFIRMED	-	-	-	-	-	-	05/06/18
Gainsborough Marina - Final Approvals	Elaine Poon	to determine whether to proceed in light of funding outcome	-	-	-	-	-	-	Being scoped
Staff Engagement Group - Progress Update	Emma Redwood	To update the JSCC on the progress of changes made as a result of the staff survey.	-	-	-	-	29/03/18	-	-
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Interim Report: Progress of the Public Realm W.G.	Grant White	To provide an update to Committee on the progress to date on the public realm work programme.	22/05/18	-	-	-	-	-	-
Review of Discipline at Work Procedure	Emma Redwood	To review and update the discipline at work procedure	-	-	-	14/06/18	31/05/18	-	-
Review of Career Break Scheme	Emma Redwood	To review the Career Break Scheme	-	-	-	14/06/18	31/05/18	-	-
Review of Equality Policy	Emma Redwood	To review the Equality Policy	-	-	-	14/06/18	31/05/18	-	-
Review of Recruitment & Selection Policy	Emma Redwood	Review of the recruitment and selection policy	-	-	-	26/07/18	05/07/18	-	-
End of Year Absence Review 2017-18	Emma Redwood	To review absence for 2017-18	-	-	-	-	31/05/18	-	-
Information paper - national pay award	Emma Redwood	To provide information on the national pay award	-	-	-	-	29/03/18	-	-

Market Rasen Car Parking Charges - 12month Review	Eve Fawcett-Moralee	to reviewing the car parking charges in Market Rasen to come into effect April 19. as resolved by Cttee in October 18	-	-	-	-	-	-	23/10/18
Selective Licensing 12 month review	Andy Gray	to provide a further update re progress achievement issues, as resolved by PC Cttee in October 2017	-	-	-	-	-	-	23/10/18
Future Communication Options	Julie Heath	to present alternative options for communication with the electorate as resolved by PC Cttee in October 2017	-	-	-	-	-	-	01/05/18
Gainsborough Green Corridor	Elaine Poon	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.	-	-	-	10/05/18	-	-	01/05/18
AGS 2017/18	James O'Shaughnessy	Final review and approval of the AGS 2017/18 and Action Plan	-	-	24/07/18	-	-	-	-
Draft AGS 2017/18	James O'Shaughnessy	Present the draft AGS 2017/18 and action plan	-	-	19/06/18	-	-	-	-
Voice of the Customer/Annual feedback report 17/18	Lyn Marlow	Advise members on all customer interactions and feedback for 2017/18	-	-	19/06/18	-	-	-	-
West Lindsey Commercial Loan Policy and Framework	Marina Di Salvatore	to consider the viability of a Commercial Loan Policy and Framework that would allow the local authority to lend money to third party organisations	-	-	-	10/05/18	-	-	01/05/18
Housing Act Civil Penalties Policy	Andy Gray	To ask elected members to consider and approve a policy to enable the Council to issue civil penalties for Housing Act offences	-	-	-	-	-	-	01/05/18
Data Protection Policy - GDPR Revision	Steve Anderson	To request CP&R to approve and adopt a revised GDPR-compliant Data Protection Policy.	-	-	-	12/04/18	29/03/18	-	-
Privacy Notice - GDPR Revision	Steve Anderson	To request CP&R approve and adopt a revised GDPR-compliant Privacy Notice for general publication	-	-	-	12/04/18	29/03/18	-	-
AGS 16/17 Monitoring Report (Q4)	James O'Shaughnessy	To present to Members details of progress against the actions contained in the AGS 16/17 Action Plan	-	-	24/07/18	-	-	-	-
Internal Audit Report	Tracey Bircumshaw	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	-	-	19/06/18	-	-	-	-

Discretionary Housing Payments Policy Review	Angela Matthews	To review and accept the updated WLDC Discretionary Housing Payments policy	-	-	-	10/05/18	-	-
Annual Review of Whistleblowing Policy	Alan Robinson	Annual review of whistleblowing.	-	-	24/07/18	-	-	-
Periodic Review of AGS	James O'Shaughnessy	To review the progress with the Annual Governance Statement 2017/18 Action Plan	-	-	06/11/18	-	-	-
NNDR - Growth Businesses	Amanda Bouttell	To propose a policy of discretionary rate relief for Growth Businesses	-	-	-	10/05/18	-	-
Investment and Commercial Rental portfolio perf	Gary Reeve	In April's CPR it was agreed that Members receive an annual report on the Investment Property Portfolio from the Director of Resources.	-	-	-	10/05/18	-	-
Proposed Gainsborough Cemetery Extension	Gary Reeve	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	-	-
Community Lottery	Grant White	To propose the introduction of a community lottery in West Lindsey	-	-	-	14/06/18	-	05/06/18
Garden Waste Review	Ady Selby	A report on the first year of charging for Garden waste, as requested by CPR committee in Dec '17	09/10/18	-	-	08/11/18	-	-
Corporate Sustainability Policy	Saul Farrell	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	-	-
Surestaff and WLDC Staffing Services Business Plan	Tracey Bircumshaw	To approve, as sole shareholder, the Business Plan 18-19 to 2020-21 of Surestaff Lincs Ltd and WLDC Staffing Services	-	-	-	14/06/18	-	-
Councillor Initiative Fund	Grant White	To present Members with an update on the Councillor Initiative Fund and give options for its continued delivery after March 19.	-	-	-	08/11/18	-	23/10/18
C&I Annual Report	Ele Durrant	To provide an overview of the work undertaken by the C&I Cttee as constitutionally required	03/04/18	14/05/18	-	-	-	-
Panic alarm procedure - PSH	Laura Hart-Thompson	Advises staff and tenants using the PSH the procedure for activating an alarm and what to do when an alarm is activated	-	-	-	-	31/05/18	-
Joint Municipal Waste Strategy for Lincolnshire	Ady Selby	Opportunity for Members to comment on the draft refreshed Joint Municipal Waste Strategy for Lincolnshire during its consultation process	-	-	-	-	-	01/05/18
Attendance of HOPS - Planning Delegations	Mark Sturgess	Mark Sturgess to update Members on the subject of Planning delegations.	-	-	17/04/18	-	-	-
Managing Commercial Activity	Ian Knowles	Paper explaining the management of commercial activity - also to be included in the annual Monitoring	-	-	19/06/18	-	-	-

		Officer's report.						
Joint Working with ACIS - Japan Road	Eve Fawcett-Moralee	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.	-	-	-	10/05/18	-	01/05/18
Mobile Phone Usage Policy	Jeannette Anderson	Update the existing Mobile Phone Usage Policy to bring into line current legislative changes and trends.	-	-	-	14/06/18	31/05/18	-
Adoption of schedule 4 of the EPA 1990	Andy Gray	To present results of the public consultation around adoption of schedule 4 of the EPA which relates to charging supermarkets for shopping trolleys the council has to collect as abandoned. to make a recommendation as to adoption, and proposals as to how the scheme will operate if agreed.	-	-	-	-	-	01/05/18
Customer Complaints Handling	Natalie Kostiuk	To provide a benchmark of complaints at current time to then demonstrate improvement or otherwise	22/05/18	-	-	-	-	-
Update re Customer Complaints Handling	Natalie Kostiuk	To provide an update on customer complaints following the benchmark report in May 18.	13/11/18	-	-	-	-	-
Enforcement Cases Benchmark for Timescales	Andy Gray	To provide an overview of the current position with enforcement cases to then review after (?) 6 months to demonstrate improvement or otherwise.	22/05/18	-	-	-	-	-
Update re enforcement case management	Andy Gray	To update on progress of management of enforcement cases following benchmarking report in May 18.	13/11/18	-	-	-	-	-
Business Plan update for Market St Renewal	Eve Fawcett-Moralee	To bring the next steps for Market Street Renewal to CPR committee.	-	-	-	12/04/18	-	-