

## 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
<b>Annual Health &amp; Safety Report</b>	<b>Emma Redwood</b>	To provide an update on the Corporate Health and Safety	-	-	-	20/09/18	-	05/07/18	-
<b>Audited Statement of Accounts</b>	<b>Tracey Bircumshaw</b>	The 2017/18 Statement of Accounts is presented for scrutiny and adoption.	-	-	24/07/18	-	-	-	-
<b>Medium Term Financial Plan</b>	<b>Tracey Bircumshaw</b>	The MTFP for 19/20	-	-	-	07/02/19	-	-	-
<b>Member Development</b>	<b>Ele Durrant</b>	To review the Member Development Programme and agree proposed changes for Member training	-	-	19/06/18	-	-	-	-
<b>Review of Gambling Policy</b>	<b>Phil Hinch</b>	To recommend to Council the review of the Gambling policy.	-	12/11/18	-	-	18/09/18	-	-
<b>Strategic Risks - 6 month update</b>	<b>James O'Shaughnessy</b>	6 month update for 18/19	-	-	06/11/18	-	-	-	-
<b>Unaudited Statement of Accounts</b>	<b>Tracey Bircumshaw</b>	To present the unaudited accounts form comment ahead of the final sign off in July.	-	-	19/06/18	-	-	-	-
<b>Annual Fraud Report</b>	<b>Tracey Bircumshaw</b>	To review the number, type and results of investigations made by the Council during 2017/18	-	-	24/07/18	-	-	-	-
<b>Member Champions</b>	<b>Katie Coughlan</b>	Annual item on nominations/appointments for Member Champions for 18/19 year.	-	-	-	-	-	-	05/06/18
<b>ISA 260 report</b>	<b>Tracey Bircumshaw</b>	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	-	-	-	-
<b>Gainsborough Growth Fund</b>	<b>Marina Di Salvatore</b>	to present a Review of the GGF Scheme, its performance over	-	-	-	20/09/18	-	-	30/01/18

<b>Review</b>		the last 3 years and any recommendations going forward							
<b>Internal Audit Charter</b>	<b>Tracey Bircumshaw</b>	To provide independent and objective assurance on critical activities and key risks	-	-	15/01/19	-	-	-	-
<b>Accident Procedure</b>	<b>Emma Redwood</b>	Provide information on Accident Procedure and support from JSCC	-	-	-	-	-	31/05/18	-
<b>Write Offs</b>	<b>Alison McCulloch</b>	This report details debts which are irrecoverable	-	-	-	13/12/18	-	-	-
<b>Health Commission Review</b>	<b>Phil Taylor</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;	26/06/18	-	-	-	-	-	05/06/18
<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
<b>FEZ</b>	<b>Marina Di Salvatore</b>	TO BE CONFIRMED	-	-	-	-	-	-	17/07/18
<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 Cttee on the progress to date on the public realm work programme.	26/06/18	-	-	-	-	-	-
<b>Review of Discipline at Work Procedure</b>	<b>Emma Redwood</b>	To review and update the discipline at work procedure	-	-	-	20/09/18	-	05/07/18	-
<b>Review of Career Break Scheme</b>	<b>Emma Redwood</b>	To review the Career Break Scheme	-	-	-	20/09/18	-	06/09/18	-
<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;</b>	<b>Emma Redwood</b>	Review of the recruitment and selection policy	-	-	-	26/07/18	-	05/07/18	-

<b>Selection Policy</b>									
<b>End of Year Absence Review 2017-18</b>	<b>Emma Redwood</b>	To review absence for 2017-18	-	-	-	-	-	31/05/18	-
<b>Market Rasen Car Parking Charges - 12month Review</b>	<b>Eve Fawcett-Moralee</b>	To review the car parking charges in Market Rasen to come into effect April 19, as resolved by Prosperous Communities in October 2017	-	-	-	08/11/18	-	-	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	-	-	-	-	-	-	23/10/18
<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>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	-	-	24/07/18	-	-	-	-
<b>Annual Review of Whistleblowing Policy</b>	<b>Alan Robinson</b>	Annual review of whistleblowing.	-	-	24/07/18	-	-	-	-
<b>Community Lottery</b>	<b>Grant White</b>	To propose the introduction of a community lottery in West Lindsey	-	-	-	14/06/18	-	-	05/06/18
<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	09/10/18	-	-	08/11/18	-	-	-
<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	-	-	-	14/06/18	-	-	-

<b>Councillor Initiative Fund</b>	<b>Grant White</b>	To present Members with an update on the Councillor Initiative Fund and give options for its continued delivery after March 19.	-	-	-	08/11/18	-	-	23/10/18
<b>Panic alarm procedure - PSH</b>	<b>Laura Hart-Thompson</b>	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	-
<b>Joint Municipal Waste Strategy for Lincolnshire</b>	<b>Ady Selby</b>	Opportunity for Members to comment on the draft refreshed Joint Municipal Waste Strategy for Lincolnshire during its consultation process	-	-	-	-	-	-	05/06/18
<b>Managing Commercial Activity</b>	<b>Alan Robinson</b>	Paper explaining the management of commercial activity - also to be included in the annual Monitoring Officer's report.	-	-	19/06/18	-	-	-	-
<b>Head of Internal Audit Annual Report</b>	<b>James O'Shaughnessy</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	-	-	19/06/18	-	-	-	-
<b>Q1 Review of AGS Action Plan 17/18</b>	<b>James O'Shaughnessy</b>	To review the progress with the Annual Governance Statement 2017/18 Action Plan	-	-	06/11/18	-	-	-	-
<b>Joint Working with ACIS - Japan Road</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.	-	-	-	14/06/18	-	-	05/06/18
<b>Mobile Phone Usage Policy</b>	<b>Jeannette Anderson</b>	Update the existing Mobile Phone Usage Policy to bring into line current legislative changes and trends.	-	-	-	14/06/18	-	31/05/18	-
<b>Update re Customer Complaints</b>	<b>Natalie Kostiuk</b>	To provide an update on customer complaints following	13/11/18	-	-	-	-	-	-

<b>Handling</b>		the benchmark report in May 18.							
<b>Update re enforcement case management</b>	<b>Andy Gray</b>	To update on progress of management of enforcement cases following benchmarking report in May 18.	<b>13/11/18</b>	-	-	-	-	-	-
<b>Business Plan update for Market St Renewal</b>	<b>Eve Fawcett-Moralee</b>	To bring the next steps for Market Street Renewal to CPR committee.	-	-	-	14/06/18	-	-	-
<b>The Council's IT and Digital Strategy</b>	<b>Michelle Carrington</b>	To follow...	-	-	-	14/06/18	-	-	-
<b>Budget and Treasury Monitoring 1</b>	<b>Tracey Bircumshaw</b>	To set out the revenue, capital and treasury management activity from Period 1	-	-	-	26/07/18	-	-	-
<b>Budget and Treasury Monitoring 2</b>	<b>Tracey Bircumshaw</b>	To set out the revenue, capital and treasury management activity from Period 2	-	-	-	08/11/18	-	-	-
<b>Budget and Treasury Monitoring 3</b>	<b>Tracey Bircumshaw</b>	To set out the revenue, capital and treasury management activity from Period 3	-	-	-	07/02/19	-	-	-
<b>Budget and Treasury Monitoring 4</b>	<b>Tracey Bircumshaw</b>	To set out the revenue, capital and treasury management activity from Period 4	-	-	-	11/04/19	-	-	-
<b>Annual Treasury Management 2017/18</b>	<b>Tracey Bircumshaw</b>	This annual treasury report is a requirement of the Council's reporting procedures. It covers the treasury activity during 2017/18 and the actual Prudential Indicators for 2016/17.	-	-	-	14/06/18	-	-	-
<b>2017/18 Financial Review</b>	<b>Tracey Bircumshaw</b>	This report provides Members with a financial review of 2017/18	-	-	-	26/07/18	-	-	-
<b>Base Budget 19/20</b>	<b>Tracey Bircumshaw</b>	To set the budget for 19/20	-	-	-	07/02/19	-	-	-
<b>Report on Housing Company</b>	<b>Eve Fawcett-Moralee</b>	Matters arising from Full Council requested a paper to go to prosperous Communities, arising from a motion. EFM has now confirmed the aim will be for this to go by December 18, ahead of Full Council 19.	-	-	-	-	-	-	04/12/18
<b>Committee Timetable 19/20 &amp; beyond</b>	<b>Katie Coughlan</b>	To look at dates for committee for 19/20, and 2020/21.	-	-	-	08/11/18	-	-	-

<b>Certification of Grants and Claims Annual Report</b>	<b>Tracey Bircumshaw</b>	An annual report for 2017/18 from the External Auditor.	-	-	<b>15/01/19</b>	-	-	-	-
<b>Council Tax Support Scheme</b>	<b>Alison McCulloch</b>	For Council to agree the Local Council Tax Support Scheme for West Lindsey DC for 19/20.	-	-	-	13/12/18	-	-	-
<b>Internal Audit Q1 Monitoring</b>	<b>James O'Shaughnessy</b>	Internal Audit to present the monitoring report from the first quarter.	-	-	<b>24/07/18</b>	-	-	-	-
<b>Internal Audit Q2 Monitoring</b>	<b>James O'Shaughnessy</b>	Internal Audit to present the report from the second quarter.	-	-	<b>06/11/18</b>	-	-	-	-
<b>Internal Audit Q3 Monitoring</b>	<b>James O'Shaughnessy</b>	Internal Audit to present an update report from Quarter 3.	-	-	<b>15/01/19</b>	-	-	-	-
<b>Budget consultation 2018</b>	<b>Ian Knowles</b>	To provide Members with the draft system for the budget consultation for 2018	-	-	-	26/07/18	-	-	-
<b>Made in Gainsborough - update paper</b>	<b>Amanda Bouttell</b>	Members requested an update to the paper taken to CPR in April to see how the project was going.	-	-	-	20/09/18	-	-	-
<b>Joint Municipal Waste Strategy for Lincolnshire</b>	<b>Ady Selby</b>	Following closure of the consultation period a decision will be required on the Joint Municipal Waste Strategy.	-	-	-	-	-	-	23/10/18
<b>Customer First</b>	<b>Michelle Carrington</b>	For Members to endorse the Customer First programme.	-	-	-	-	-	-	05/06/18
<b>Market Rasen 3 Year Strategy</b>	<b>Eve Fawcett-Moralee</b>	1. Approve an "in principle" allocation of £200k funding from the Capital Programme towards the delivery of growth projects detailed within the strategy subject to: <ul style="list-style-type: none"> <li>• Consultation and support for the strategy</li> <li>• Setting up of an agreed implementation mechanism i.e. CIO</li> <li>• Suitable financial regulation</li> </ul> 2. Approve the recommendation to conclude disposal/transfer of the Area Office to Festival Hall.	-	-	-	14/06/18	-	-	-
<b>Update on Commercial billing</b>	<b>Ian Knowles</b>	At April's G and A, Members asked for an update report on commercial billing to come back to Committee in June as a	-	-	<b>19/06/18</b>	-	-	-	-

		result of the draft internal audit.							
<b>HIF Grant</b>	<b>Joanna Walker</b>	Eve has requested that this goes onto the FP for CPR in June.	-	-	-	14/06/18	-	-	-
<b>Update report re Member Development</b>	<b>Ele Durrant</b>	To update Cttee on the progress of the Member Development Plan and proposed Induction Plan	-	-	<b>06/11/18</b>	-	-	-	-
<b>Anti-fraud, corruption and Money Laundering Policy</b>	<b>Tracey Bircumshaw</b>	The report provides Members with an updated Anti-Fraud, Corruption and Money laundering Policy & Strategy that takes account of recent legislation changes.	-	-	<b>24/07/18</b>	-	-	-	-
<b>NNDR - Govt New Discretionary Rate Relief Scheme</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	-	-	-	26/07/18	-	-	-
<b>Under 25 Carer Leavers Council Tax Relief</b>	<b>Alison McCulloch</b>	To approve the award of 100% council tax relief to any care leavers under the age of 25	-	-	-	14/06/18	-	-	-