

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
Combined Assurance Report	James O'Shaughnessy	To present the Council's Combined Assurance Report for 18/19	-	-	12/03/19	-	-	-	-
Constitution Review	Alan Robinson	The purpose of the report is for the Governance and Audit Committee to recommend to Council the proposed amendments to the Constitution.	-	-	16/04/19	-	-	-	-
Members' Allowances	Alan Robinson	To allow the Governance and Audit Committee to discuss Members' Allowances for 19/2020 to assist the work of the Remuneration Panel	-	-	06/11/18	-	-	-	-
Review of Gambling Policy	Phil Hinch	To recommend to Council the review of the Gambling policy.	-	12/11/18	-	-	18/09/18	-	-
Strategic Risks - 6 month update	James O'Shaughnessy	6 month update for 18/19	-	-	15/01/19	-	-	-	-
Annual Fraud Report	Tracey Bircumshaw	To review the number, type and results of investigations made by the Council during 2017/18	-	-	06/11/18	-	-	-	-
Leisure Contract Update	Karen Whitfield	To update Members on the implementation of the leisure contract and performance to date	-	-	-	-	-	-	29/01/19
Internal Audit Charter	Tracey Bircumshaw	To provide independent and objective assurance on critical activities and key risks	-	-	15/01/19	-	-	-	-
Internal Audit Q4 Monitoring	James O'Shaughnessy	To feed back on Quarter 4 to G and A Committee	-	-	16/04/19	-	-	-	-
Write Offs	Alison McCulloch	This report details debts which are irrecoverable	-	-	-	13/12/18	-	-	-
Gainsborough Town Centre Townscape Heritage Applic	Wendy Osgodby	To provide an update on the application to the Heritage Lottery Fund for Townscape Heritage funding for Gainsborough Town Centre, thereby obtaining formal commitment and financial support.	-	-	-	10/01/19	-	-	-
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.	08/01/19	-	-	-	-	-	29/01/19
Review of	Emma	To review and update the discipline at work	-	-	-	13/12/18	-	22/11/18	-

Discipline at Work Procedure	Redwood	procedure							
Review of Career Break Scheme	Emma Redwood	To review the Career Break Scheme	-	-	-	08/11/18	-	04/10/18	-
Review of Recruitment & Selection Policy	Emma Redwood	Review of the recruitment and selection policy	-	-	-	07/02/19	-	17/01/19	-
Market Rasen Car Parking Charges - 12month Review	Eve Fawcett-Moralee	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
Selective Licensing 12 month review	Andy Gray	to provide a further update re progress achievement issues, as resolved by PC Cttee in October 2017	13/11/18	-	-	-	-	-	04/12/18
Future Communication Options	Julie Heath	to present alternative options for communication with the electorate as resolved by PC Cttee in October 2017	-	-	-	-	-	-	04/12/18
Garden Waste Review	Ady Selby	A report on the first year of charging for Garden waste, as requested by CPR committee in Dec 2017. To also include information as requested by C&I cttee in Feb 18.	19/02/19	-	-	13/12/18	-	-	-
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
Six month review of AGS Action Plan 17/18	James O'Shaughnessy	To review the progress with the Annual Governance Statement 2017/18 Action Plan	-	-	15/01/19	-	-	-	-
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.	-	-	-	Being scoped	-	-	Being scoped
Update re Customer Complaints Handling	Natalie Kostiuik	To provide an update on customer complaints following the benchmark report in May 18.	13/11/18	-	-	-	-	-	-
Update re enforcement case management	Andy Gray	To update on progress of management of enforcement cases following benchmarking report in May 18.	08/01/19	-	-	-	-	-	-
Business Plan update for Market St Renewal	Tracey Bircumshaw	Approval of Business Plan	-	-	-	08/11/18	-	-	-

Budget and Treasury Monitoring 2	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 2	-	-	-	08/11/18	-	-	-
Budget and Treasury Monitoring 3	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 3	-	-	-	07/02/19	-	-	-
Budget and Treasury Monitoring 4	Tracey Bircumshaw	To set out the revenue, capital and treasury management activity from Period 4	-	-	-	11/04/19	-	-	-
Base Budget 19/20	Tracey Bircumshaw	To set the budget for 19/20	-	04/03/19	-	07/02/19	-	-	29/01/19
Medium Term Financial Plan/Executive Business Plan	Tracey Bircumshaw	The MTFP for 19/20 and Executive Business Plan	-	-	-	07/02/19	-	-	-
Report on Housing Company	Eve Fawcett-Moralee	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
Committee Timetable 19/20 and beyond	James Welbourn	To look at dates for committee for 19/20, and 2020/21.	-	-	-	08/11/18	-	-	-
Certification of Grants and Claims Annual Report	Tracey Bircumshaw	An annual report for 2017/18 from the External Auditor.	-	-	15/01/19	-	-	-	-
Council Tax Support Scheme	Alison McCulloch	For Council to agree the Local Council Tax Support Scheme for West Lindsey DC for 19/20.	-	-	-	13/12/18	-	-	-
Internal Audit Q2 Monitoring	James O'Shaughnessy	Internal Audit to present the report from the second quarter.	-	-	06/11/18	-	-	-	-
Internal Audit Q3 Monitoring	James O'Shaughnessy	Internal Audit to present an update report from Quarter 3.	-	-	15/01/19	-	-	-	-
Update report re Member Development	Ele Durrant	To update Cttee on the progress of the Member Development Plan and seek agreement for the proposed Induction Plan	-	-	06/11/18	-	-	-	-
Health & Safety Policy Review	Emma Redwood	To update the council's Health and Safety Policy	-	-	-	08/11/18	-	04/10/18	-
Caistor Southdale Development	Karen Whitfield	To agree development of Caistor Southdale site to include new GP surgery and homes in conjunction with Lace Housing	-	-	-	10/01/19	-	-	-
Draft Treasury Management Strategy	Tracey Bircumshaw	To scrutinise the Treasury Management Strategy and recommend its inclusion within the Medium Term Financial Plan.	-	-	15/01/19	-	-	-	-

Closure of Accounts 18/19 + External Audit Plan	Tracey Bircumshaw	To review and approve the accounting policies actuary assumptions and materiality levels that will be used for the preparation of the 18/19 accounts. For the External Auditor to explain the process of the External Audit of the Statement of Accounts and approach to the Value for Money Audit 18/19.	-	-	12/03/19	-	-	-	-
P&D Period 2 Report 18/19	Mark Sturgess	To consider the Progress and Delivery report for period 2 18/19	08/01/19	-	-	13/12/18	-	-	04/12/18
P&D Period 3 Report 18/19	Mark Sturgess	To consider the Progress and Delivery report for period 3 of 18/19	-	-	-	11/04/19	-	-	19/03/19
Fees and Charges 19-20	Tracey Bircumshaw	To review the proposed Fees and Charges 19-20 for Prosperous Communities Committee	-	-	-	-	-	-	23/10/18
		To recommend to Council the Fees and Charges 19-20	-	-	-	08/11/18	-	-	-
Counter Fraud and Corruption Policy	Tracey Bircumshaw	After a review by the Fraud partnership and due to the additional requirements of new regulations the money laundering and corruption reports have been separated.	-	-	06/11/18	-	-	-	-
Ethical Audit	James O'Shaughnessy	At the June 18 meeting of G and A Lucy Pledge mentioned that work on an 'ethical audit' would come back to the G and committee. This has been put in for 6 months from the annual internal audit report.	-	-	15/01/19	-	-	-	-
Annual Audit Letter 17/18	Tracey Bircumshaw	The purpose of the report is to present the Annual Audit Letter to the Governance and Audit Committee.	-	-	06/11/18	-	-	-	-
Review of the Effectiveness of Internal Audit	Ian Knowles	To review and report on the effectiveness of the internal audit service provided by Assurance Lincolnshire	-	-	06/11/18	-	-	-	-
Agency Staff & Consultants Expenditure 2017/18	Tracey Bircumshaw	Annual update for Members on the expenditure incurred during 2017/18 on the engagement of temporary/agency staff and consultants	-	-	06/11/18	-	-	-	-
Internal Audit Draft Annual Plan Report 19/20	James O'Shaughnessy	To present to members the draft annual internal audit plan based on assurance mapping and risk assessments across the Councils critical services	-	-	15/01/19	-	-	-	-
Gainsborough Living Over the Shop (LOTS) Grant	Elaine Poon	Following the success of the LOTS pilot carried out by Market Street Renewal, Officers recommend the scheme to be rolled out as a grant to encourage more residential dwellings and footfall within the Gainsborough Town Centre. The funding will be reclaimed from the	-	-	-	08/11/18	-	-	-

		GLLEP as part of WLDC's successful £4 million Single Local Growth Fund bid.							
establishment of a strategic health partnership	Karen Whitfield	to establish a strategic health partnership for West Lindsey	-	-	-	-	-	-	23/10/18
Broadband Options	Ian Knowles	Follow up report following the resolutions made by the PC Committee at its meeting on 5 June 18	-	-	-	-	-	-	04/12/18
Six Month Review of AGS 2017/18	James O'Shaughnessy	6 monthly review of the AGS	-	-	Being scoped	-	-	-	-
Community Engagement Strategy	Grant White	To introduce a new Community Engagement Strategy for West Lindsey District Council replacing the current Consultation Strategy 2008	-	-	-	-	-	-	Being scoped
Syrian Refugees	Rachel Parkin	to advise of new government proposals and schemes	-	-	-	-	-	-	23/10/18
Saxilby Workshops and Industrial Space	Elaine Poon	The Council has been invited to submit a full bid for Phase 1 and 2 of the Saxilby Workshops and Industrial Space. The total ERDF funding ask of £800k will be matched by West Lindsey's investment. Committee approval is required to submit the bid and to confirm the availability of match funding.	-	-	-	08/11/18	-	-	-
LGO Annual Review Letter 18 - Report	Natalie Kostiuk	Report on the LGO Annual Review Letter 18. Covering complaints to the LGO for the 2017-18 period. Examining upheld complaints and benchmarking/trends.	-	-	06/11/18	-	-	-	-
Customer First - update report	Michelle Carrington	To provide a regular update for C&I committee as agreed at C&I meeting of 26 June 18.	08/01/19	-	-	-	-	-	-
ICT and Digital Strategy - 6 monthly update	Michelle Carrington	At their meeting on 14 June 18, members requested a half yearly update on the ICT and Digital Strategy.	-	-	-	13/12/18	-	-	-
Customer First - Progress Report	Michelle Carrington	To update the cttee on progress in implementing the programme, as requested and resolved at pc cttee meeting on 17 July. Further update planned for July 19	-	-	-	-	-	-	29/01/19
5-7 Market Place, Gainsborough	Marie Jackson	Agreement to draw funds on renovation of building to make fit-for-purpose. Discussion of Stage Two will occur at September's Portfolio Board	-	-	-	08/11/18	-	-	-
South West Ward Waste Collections	Ady Selby	To update Members on the findings of the engagement exercise and offer alternative options where appropriate.	-	-	-	-	-	-	29/01/19

Review - Update									
South West Ward Waste Collection Review - Outcome	Ady Selby	For decision on waste collection methodology in ten foot areas of Gainsborough following engagement exercise and pilots.	-	-	-	-	-	-	19/03/19
GDPR Implementation Update	Steve Anderson	To provide an update on the current status of the council's GDPR implementation	-	-	-	10/01/19	-	-	-
Community & Voluntary Sector Funding	Grant White	To present recommendations from Community Grants Panel following review of Community & Voluntary Sector Funding Review 18.	-	-	-	-	-	-	23/10/18
Houses of Multiple Occupation (HMO) Policy	Andy Gray	To provide Councillors with and seek approval for a new policy in relation to HMOs in the district.	-	-	-	-	-	-	04/12/18
Waste Strategy	Ady Selby	To adopt the revised Joint Municipal Waste Strategy for Lincolnshire	-	-	-	-	-	-	04/12/18
MOU Joint Action - Improving Health thru' the Home	Karen Whitfield	To agree the joint action	-	-	-	-	-	-	04/12/18
Leisure Contract Monitoring Report	Karen Whitfield	to provide Members with details of the launch of the leisure contract and up to date figures.	-	-	-	-	-	-	04/12/18
Council Tax Surplus and Council Tax Base 19/20	Tracey Bircumshaw	The report sets out the declaration of the estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 19 and how it is shared amongst the constituent precepting bodies. It also sets out the Council tax base calculation for 19/20. The tax base is a key component in calculating both the budget requirement and the council tax charge.	-	21/01/19	-	10/01/19	-	-	-
Mid Year Financial Plan Update	Tracey Bircumshaw	To provide Members with a progress update on the MTFP	-	-	-	08/11/18	-	-	-
Gainsborough Markets - Outcome of Procurement	Ady Selby	To provide Members with the outcome of the procurement exercise and future options for the markets	13/11/18	-	-	-	-	-	04/12/18
New - Managing Staff During Disruptions at Work	Emma Redwood	To provide procedure for how to manage staff during disruptions at work, adverse weather, business continuity issues.	-	-	-	13/12/18	-	22/11/18	-

P&D Period 4 Report 18/19	Mark Sturgess	To consider the Progress and Delivery update for period four, 18/19	-	-	-	-	-	-	-
Mental Health in the Workplace	Emma Redwood	To explore and implement initiatives in the workplace to promote mental wellbeing.	-	-	-	-	-	Being scoped	-
Animal Welfare Regulations	Phil Hinch	A new piece of legislation regarding animal welfare regulations needs to go to Full Council. Cllr Jessie Milne to present at Council.	-	12/11/18	-	-	-	-	-
Invite to TASL by C&I	Ele Durrant	To invite representatives from TASL to provide committee with an overview of the services provided within West Lindsey including performance figures and challenges and obstacles encountered across the district.	02/04/19	-	-	-	-	-	-
Gainsborough Foyer re Youth Housing Provision	Ele Durrant	Invitation extended for an update regarding youth housing provision at Gainsborough Foyer.	19/02/19	-	-	-	-	-	-