

Full Forward Plan - All Committees (as at 30 October 2023)

Purpose:

This report provides a summary of upcoming items of business due at all meetings.

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
CORPORATE POLICY & RESOURCES				
9 NOVEMBER 2023				
9 Nov 2023	Mid-Year Treasury Update 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	This report provides the Mid-Year update for Treasury Management Indicators in accordance with the Local Government Act 2003	25 September 2023
9 Nov 2023	Body Worn Video Policy	Grant White, Enterprising Communities Manager	To approve updated body worn video policy.	25 September 2023
9 Nov 2023	Progress and Delivery Quarter Two (2023/24)	Claire Bailey, Change, Projects and Performance Officer	Progress and Delivery Quarter Two (2023/24)	25 September 2023
9 Nov 2023	Digital ICT Vision	Nova Roberts, Director of Change Management, ICT & Regulatory Services	This report asks members to adopt West Lindsey's Digital Vision, a copy of which is appended to this report. The Digital Vision is a forward-thinking framework which will enable the Council to benefit from advances in technology and to be open to new opportunities in support of two key Corporate Plan objectives. The overarching digital vision is for the Council to: "To enable modern, high quality services through digital	25 September 2023

technology that meet the needs of our customers and our staff.”

9 Nov 2023	Proposed Fees and Charges 2024/2025	Sue Leversedge, Business Support Team Leader	Propose Fees and Charges to take effect from 1 April 2024.	25 September 2023
9 Nov 2023	Budget and Treasury Monitoring - Quarter 2 2023/204	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2023 to 30th September 2023.	25 September 2023
19 DECEMBER 2023				
19 Dec 2023	Annual Review of Reserves 2023	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	There is a statutory requirement for Local Authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. In addition, as part of the budget process the Chief Finance Officer (Director of Corporate Services) is required to make a statement on the robustness of estimates and adequacy of reserves. In advance of finalising the Medium Term Financial Plan 2024/25 – 2029/30, this report gives Members the opportunity to consider in detail the outcome of the annual Earmarked Reserves Review and the level of General Fund Working Balance.	25 September 2023
19 Dec 2023	Council Debt Write Offs 2023/24	Alison McCulloch, Revenues Manager	Write offs for 2023/24 in relation to council tax, national non domestic rates, sundry debtor accounts and housing benefit overpayments.	25 September 2023
19 Dec 2023	Contact Centre Technology	Darren Mellors, Performance & Programme Manager	Options for the procurement of Contact Centre Technology	

19 Dec 2023	Additional Community Safety Resources	Andy Gray, Housing & Environmental Enforcement Manager	To seek approval for additional community safety resources for business as usual work and related to activity at RAF Scampton.	
19 Dec 2023	Business Plan following Market Street Renewal Share Purchase	Emma Foy, Director of Corporate Services and Section 151	As resolved by Committee a business plan be brought to the Corporate Policy and Resources Committee no later than December 2023 which sets out financial forecasts and any revised operational and governance arrangements required for approval where necessary. this is arising from the decision to purchase all shares made by the Committee in September 2023	
8 FEBRUARY 2024				
8 Feb 2024	Committee Timetable 24/25 for Approval (draft 25/26- 27/28)	Katie Storr, Democratic Services & Elections Team Manager	To approve the 24/25 Committee Timetable and to note the dates at this stage for the following three civic years	
8 Feb 2024	Corporate Policy and Resources Committee Draft Budget 2024/2025 and estimates to 2028/2029.	Sue Leversedge, Business Support Team Leader	The report sets out the draft Revenue Budget 2024/2025 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2024/2025. It also includes estimates to 2028/2029 to be included in the Medium Term Financial Plan.	25 September 2023
8 Feb 2024	2024/25 Progress and Delivery Framework	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Formal approval of 2024/25 Progress & Delivery framework.	25 September 2023

8 Feb 2024	Budget and Treasury Monitoring - Qtr 3 2023/2024	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2023 to 31st December 2023.	25 September 2023
8 Feb 2024	2024/25 Measure and Target Setting for Progress and Delivery	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	A report to present the proposed 2024/25 Measure and Targets for Progress and Delivery	25 September 2023
8 Feb 2024	Commercial Waste Annual Business Plan	Ady Selby, Director - Operational & Commercial Services	For Members to approve the annual Business Plan for Commercial Waste	
8 Feb 2024	Surestaff Annual Business Plan	Ady Selby, Director - Operational & Commercial Services	For members to approve the annual Business Plan for Surestaff	
8 Feb 2024	Launch of Customer Experience Strategy	Lyn Marlow, Customer Strategy and Services Manager	To engage with members in regard to the Experience Strategy, the action plan and timetable for delivery of the strategy in years 1 and 2	25 September 2023

COUNCIL

6 NOVEMBER 2023

6 Nov 2023	Adoption of the Hemswell Cliff Neighbourhood Plan	Nev Brown, Senior Neighbourhood Planning Policy Officer	To adopt (make) the Hemswell Cliff Neighbourhood Plan	25 September 2023
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22 JANUARY 2024

22 Jan 2024	Council Tax Empty Homes Premiums 2024/25	Alison McCulloch, Revenues Manager	Council Tax Empty Homes Premium Charges for 2024/25	25 September 2023
22 Jan 2024	Local Council Tax Support Scheme 2024/25	Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2024/24	25 September 2023
22 Jan 2024	Collection Fund - Council Tax Surplus 2023/24 & Council Tax Base 2024/25	Peter Davy, Financial Services Manager	The report sets out the declaration of the	

(Deputy Section 151 Officer)

estimated surplus on the Council's Collection Fund relating to Council Tax at the end of March 2024 and how it is shared amongst the constituent precepting bodies. It also sets out the Council tax base calculation for 2024/25. The tax base is a key component in calculating both the budget requirement and the council tax charge

4 MARCH 2024

8 APRIL 2024

GOVERNANCE & AUDIT

28 NOVEMBER 2023

28 Nov 2023 Annual Governance Statement Update

Lisa Langdon, Jeanette McGarry, Assistant Director People & Democratic Services

To update on the Annual Governance Statement 2023-24 Action Plan

28 Nov 2023 Review of Whistleblowing Activity

Lisa Langdon, Jeanette McGarry, Assistant Director People & Democratic Services

To present data on Whistleblowing Activity in the past Civic year.

23 JANUARY 2024

23 Jan 2024 Review of Local Code of Corporate Governance

Emma Foy, Director of Corporate Services and Section 151

To review and update the Local Code of Corporate Governance

16 APRIL 2024

16 Apr 2024 6 monthly Review of Strategic Risks

Katy Allen, Corporate Governance Officer

For Management Team and G&A to review the Strategic Risks on a 6

monthly basis

JOINT STAFF CONSULTATIVE COMMITTEE

LICENSING

OVERVIEW & SCRUTINY

PROSPEROUS COMMUNITIES

5 DECEMBER 2023

5 Dec 2023	Cultural Strategy 2023	Cara Markham, Commercial Development Manager	The Cultural Strategy creates a vision and plan for the development of culture across the district from 2023 to 2026.	25 September 2023
5 Dec 2023	West Burton Solar Project - Written representations	Russell Clarkson, Development Management Team Manager	To review and agree Written Submissions to be submitted to the West Burton Solar Project Examination.	25 September 2023
5 Dec 2023	West Burton Solar Project - Local Impact Report (LIR)	Russell Clarkson, Development Management Team Manager	To agree to submit a Local Impact Report (LIR) to the West Burton Solar Project examination	25 September 2023
5 Dec 2023	First Homes Guidance	Sarah Elvin, Homes, Health & Wellbeing Team Managerr	This report will look to adopt a new guidance note for First Homes in West Lindsey alongside define a key worker for the First Homes tenure of affordable housing	25 September 2023
5 Dec 2023	Humber 2100+ Strategy Update	Ady Selby, Director - Operational & Commercial Services	To update members on work to date by partners of the Humber 2100+ Strategy	
5 Dec 2023	Lincolnshire Discretionary Housing Policy	Sarah Elvin, Homes, Health & Wellbeing Team Managerr	To approve the Lincolnshire Discretionary Housing Assistance Policy	

30 JANUARY 2024

30 Jan 2024	Prosperous Communities Committee Draft Budget 2023/2024 and estimates to 2028/2029.	Sue Leversedge, Business Support Team Leader	The report sets out details of the Committee's draft revenue budget for the period of 2024/2025 and estimates to 2028/2029.	25 September 2023
30 Jan 2024	Review of Further Education Taskforce	Grant White, Enterprising Communities Manager	To review the position of the Further Education Taskforce	
30 Jan 2024	Annual Community Engagement Report 2022/23	Katy Allen, Corporate Governance Officer	Annual Community Engagement Report 2022/23	
30 Jan 2024	Refresh of Parish Charter	Katie Storr, Democratic Services & Elections Team Manager	Report setting out time line and actions to be undertaken to review and refresh the Charter	25 September 2023

REGULATORY

7 DECEMBER 2023

7 Dec 2023	Food, Health and Safety Work Plan - Mid Year Update	Andy Gray, Housing & Environmental Enforcement Manager	To update Committee on the current position relating to food hygiene inspections.	25 September 2023
7 Dec 2023	Hemswell Cliff Public Space Protection Order Review	Andy Gray, Housing & Environmental Enforcement Manager	To provide committee with a review and proposed way forward for the Hemswell Cliff PSPO	25 September 2023