

EAST RENFREWSHIRE COUNCILCABINET27 AUGUST 2020Report by Chief ExecutiveCABINET WORK PLAN 2019-2020 PROGRESS AND
CABINET WORK PLAN 2020-2021**PURPOSE OF REPORT**

1. The purpose of this report is to update Cabinet on progress made against the 2019/20 Cabinet work plan and to present to Cabinet a draft work plan for 2020/21. The plan sets out a forward programme of strategy and policy work along with key routine areas of business covering budget and performance monitoring. Appendix 1 gives a detailed statement of progress against the 2019/20 plan. The draft plan for 2020/21 is also attached (Appendix 2).

RECOMMENDATION

2. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2019/20;
 - (b) approves the content of the draft work plan for 2020/21;
 - (c) identifies any other areas of work which should be included; and
 - (d) agrees that progress against the plan is reviewed in April 2021 and updated on an annual basis thereafter.

BACKGROUND

3. In October 2010, the Cabinet agreed the need for a more planned approach to its business and that it would set a forward programme of strategy and policy work.

4. The plan aimed to support and foster:
- a more structured approach to Cabinet business;
 - greater visibility of policy developments;
 - early identification of cross cutting issues;
 - more balanced agendas; and
 - ensuring that Cabinet focus on the most important agendas facing the Council.

5. The latest plan covered the time period April 2019 to March 2020 and was approved by the Cabinet on 4 April 2019. It was agreed that progress against the plan would be reviewed in April 2020 and updated annually thereafter.

6. In March 2020, the Scottish Government advised of a nationwide lockdown due to Covid-19 resulting in a reduction in some Council services, including meetings of the Cabinet. As a result, consideration of the original report was delayed until meetings were resumed.

7. The plan has now been updated to reflect the impact of Covid-19 on normal areas of business and will be subject to ongoing review depending on the future impact of Covid-19.

PROGRESS

8. Appendix 1 sets out a detailed statement of progress against the 2019/20 plan outlining when reports were considered by Cabinet. The reason why one report was not submitted to Cabinet is detailed below.

9. Consultation on the Government's Regional Transport Strategy (RTS) is ongoing, and publication of the new RTS is scheduled for 2021. East Renfrewshire's Local Transport Strategy refresh will be dependent on the emerging Regional Transport Strategy as well as the current and ongoing Strategic Transport Projects Review (STPR2). Climate change and zero carbon emissions will be key themes emerging from the new Government strategies and as such the Local Transport Policy will require a full re write and not just an update. Once there is clarity on both the RTS and STPR2 a new Local Transport Policy for East Renfrewshire will be progressed and the Active travel Strategy refreshed.

10. Overall very good progress has been made against the plan with 78% of business being considered by Cabinet (or Council) earlier than planned, within the stated timescales or the following month. Only 18% of business was considered by Cabinet 2 months or more later than planned and 4% of scheduled business was delayed indefinitely (paragraph 9 refers).

WORK PLAN 2020-2021

11. The content of the plan is based on the considerable amount of routine Cabinet business for which timeframes are known in advance including: planned strategy and policy developments, strategy progress updates, outcomes of service reviews, as well as regular cycles of financial and performance management monitoring reports. However, as referred to earlier, reporting dates may change depending on the future impact of Covid-19.

12. As the HSCP and Education Department have separate committee arrangements their contributions to the plan are based on input to cross-cutting strategies and corporate performance monitoring reports.

13. Appendix 2 sets out the draft plan for the timeframe August 2020 to the end of March 2021. It is proposed that the plan is reviewed in April 2021 and updated annually thereafter.

FINANCE AND EFFICIENCY

14. There will always be a new set of financial challenges facing the organisation. By taking a more planned approach to Cabinet business, this has allowed the Cabinet to focus on the most crucial issues facing the Council and further ensure that the development of strategies and policies are integrated with Cabinet consideration and monitoring of the use of available resources.

IMPLICATIONS OF THE PROPOSALS

15. It is the intention that through the advance planning of Cabinet business cross-cutting issues such as equalities and sustainability can continue to be identified at an early stage and dealt with efficiently.

CONCLUSION

16. By looking ahead, this forward planning exercise will continue to ensure the strategic focus of the Council is maintained. It will also ensure cross-cutting strategy issues are identified and that the Cabinet makes the most efficient and effective use of the time available to discuss and approve strategies, monitor performance and oversee the use of resources.

RECOMMENDATION

17. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2019/20;
 - (b) approves the content of the draft work plan for 2020/21;
 - (c) identifies any other areas of work which should be included; and
 - (d) agrees that progress against the plan is reviewed in April 2021 and updated on an annual basis thereafter.

Chief Executive
August 2020

Cabinet Contact: Councillor Tony Buchanan, Leader of Council

Report Author: Jennifer Graham, Committee Services Officer, tel: 0141 577 3016
e-mail: jennifer.graham@eastrenfrewshire.gov.uk

BACKGROUND REPORTS

Review of Cabinet, Cabinet, 7 October 2010
Draft Cabinet workplan 2011-12, 28 April 2011
Cabinet forward workplan progress, 12 April 2012
Cabinet forward workplan 2012-2014, 11 October 2012
Cabinet forward workplan 2014-2015, 10 April 2014
Cabinet forward workplan 2015-2016, 23 April 2015
Cabinet forward workplan 2016-2017, 21 April 2016
Cabinet forward workplan 2017-2018, 31 August 2017
Cabinet forward workplan 2018-2019, 26 April 2018
Cabinet forward workplan 2019-20, 4 April 2019

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Cabinet Forward Work Plan 2019-2020 - Progress

2019

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
April	Cabinet Work Plan and Progress	Chief Executive	4/4/19
	Update on Best Value Improvement Plan	Deputy Chief Executive	25/4/19
	Update on Modern, Ambitious Programme (MAP)		25/4/19
	Roads Revenue Works Programme and Roads Condition Indicator	Director of Environment	29/8/19
	Housing Asset Management Plan		4/4/19
May	Annual Freedom of Information Report	Chief Executive	15/8/19
	Draft Outcome Delivery Plan – 2019-22	Deputy Chief Executive	2/5/19
June	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	Council – 26/6/19
August	Annual Efficiency Statement	Deputy Chief Executive	15/8/19
	End Year Departmental Performance Reports 2018/19		
	<ul style="list-style-type: none"> • Chief Executive's Office 	Chief Executive	15/8/19
	<ul style="list-style-type: none"> • Corporate and Community Services 	Deputy Chief Executive	15/8/19
<ul style="list-style-type: none"> • Environment Department 	Director of Environment	12/9/19	
<ul style="list-style-type: none"> • East Renfrewshire Culture and Leisure Trust 	Director of Education	15/8/19 & 29/8/19	
	Financial Performance for Year Ended 31 March 2019	Chief Financial Officer	15/8/19
September	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	29/8/19

October	Annual Procurement Update	Chief Executive	5/12/19
	Local Transport Strategy and Active Travel Plan	Director of Environment	Delayed due to ongoing national strategies (Para. 7 of the covering report refers)
November	Climate Change – Mandatory Reporting and Annual Update	Director of Environment	Delayed due to staff resources – will be considered in August 2020
	Annual Charging for Services reports	All Directors	28/11/19
December	Strategic mid-year performance report 2019/20	Deputy Chief Executive	5/12/19
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	28/11/19

2020

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
March	Local Government Benchmarking Framework (LGBF) 2018/19 Performance	Chief Executive	12/3/20
	Review of Strategic Risk Register		Expected May 2020 but delayed due to COVID-19. Planned for September 2020
	Write-off of Irrecoverable Debt reports:- (a) Council Tax; (b) Sundry Debtor; (c) Non-Domestic Rates; and (d) Housing Benefit overpayments.	Deputy Chief Executive	All 6/2/20
	Write-off of Irrecoverable Debt report – Former Tenant Rent and Court Expenses	Director of Environment	24/10/19 & 12/3/20
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	12/3/20
	Trading Under Best Value		12/3/20

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2020

Planned Report Date (Month)	Report Subject	Report by
August	Cabinet Work Plan and Progress	Chief Executive
	Annual Freedom of Information Report	
	Annual IPCO Inspection Report	
	Climate Change – Mandatory Reporting and Annual Update	Director of Environment
	Roads Revenue Works Programme and Road Condition Indicator	
	Financial Performance for Year Ended 31 March 2020	Chief Financial Officer
	Revenue Budget Monitoring (Outturn)	
	Capital Programme (a) General Fund and (b) Housing	
	Local Child Poverty Action Plan	Deputy Chief Executive/Chief Officer HSCP
September	Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears and Court Expenses	Director of Environment
	End Year Departmental Performance Reports 2019/20 <ul style="list-style-type: none"> • Chief Executive’s Office • Corporate and Community Services • Environment Department • Community & Leisure Trust 	Chief Executive Deputy Chief Executive Director of Environment Director of Education
	Review of Strategic Risk Register	Chief Executive
October	Annual Procurement Update	Chief Executive
	Draft Outcome Delivery Plan – 2020-23	Deputy Chief Executive
	Revenue Budget Monitoring (Outturn)	Chief Financial Officer

Planned Report Date (Month)	Report Subject	Report by
December	Strategic mid-year performance report 2020/21	Deputy Chief Executive
	Arts & Heritage Strategy	Director of Education
	Sport & Physical Activity Strategy	
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
	Annual Charging for Services reports	All Directors

2021

Planned Report Date (Month)	Report Subject	Report by
January	Revenue Budget Monitoring (Outturn)	Chief Financial Officer
March	Local Government Benchmarking Framework (LGBF) 2019/20 Performance	Chief Executive
	Write-off of Irrecoverable Debt reports:- (a) Council Tax; (b) Sundry Debtor; (c) Non-Domestic Rates; and (d) Housing Benefit overpayments.	Deputy Chief Executive
	Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears	Director of Environment
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
	Trading Under Best Value	
	Revenue Budget Monitoring (Outturn)	
	Mainstreaming Equalities and Human Rights Progress 19/21 and plan for 2021-25	Deputy Chief Executive