

EAST RENFREWSHIRE COUNCILCABINET1 April 2021Report by Chief ExecutiveCABINET WORK PLAN 2020-2021 PROGRESS AND  
CABINET WORK PLAN 2021-2022**PURPOSE OF REPORT**

1. The purpose of this report is to update Cabinet on progress made against the 2020/21 Cabinet work plan and to present to Cabinet a draft work plan for 2021/22. 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 2020/21 plan. The draft plan for 2021/22 is also attached (Appendix 2).

**RECOMMENDATION**

2. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2020/21;
  - (b) approves the content of the draft work plan for 2021/22;
  - (c) identifies any other areas of work which should be included; and
  - (d) agrees that the plan is reviewed after the Local Government Elections in May 2022.

**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 August 2020 to March 2021 and was approved by the Cabinet on 27 August 2020 following a delay in consideration by the Cabinet due to Covid-19 restrictions. It was agreed that progress against the plan would be reviewed in April 2021.

## **PROGRESS**

6. Appendix 1 sets out a detailed statement of progress against the 2020/21 plan outlining when reports were considered by Cabinet.
7. Overall very good progress has been made against the plan with 81% of business being considered by Cabinet (or Council) within the stated timescales or the following month.
8. Due to conflicting operational pressures as a result of the pandemic, 19% of business was delayed, but all of the delayed reports are expected to be considered by Cabinet in 2021 and have been included in the draft Cabinet Work Plan 2021/22 (Appendix 2).

## **WORK PLAN 2021-2022**

9. 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, reporting dates may change depending on the future impact of Covid-19.
10. 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.
11. Appendix 2 sets out the draft plan for the timeframe April 2021 to the end of April 2022. It is proposed that the plan is reviewed following the Local Government elections in May 2022.

## **FINANCE AND EFFICIENCY**

12. 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**

13. 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**

14. 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**

15. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2020/21;
  - (b) approves the content of the draft work plan for 2021/22;
  - (c) identifies any other areas of work which should be included; and
  - (d) agrees that progress against the plan is reviewed after the Local Government Elections in May 2022.

Chief Executive  
3 March 2021

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**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  
Cabinet forward workplan 2020-21, 27 August 2020

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## Cabinet Forward Work Plan 2020-2021 - Progress

2020

| Planned Report Date (Month) | Report Subject  | Report by                                 | Date Report Considered by Cabinet                              |
|-----------------------------|---|---|--|
| August                      | Cabinet Work Plan and Progress  | Chief Executive                           | 27/8/20  |
|                             | Annual Freedom of Information Report  |   | 13/8/20  |
|                             | Annual IPCO Inspection Report   |   | 27/8/21  |
|                             | Climate Change – Mandatory Reporting and Annual Update  | Director of Environment                   | 13/8/20  |
|                             | Roads Revenue Works Programme and Roads Condition Indicator   |   | 13/8/20  |
|                             | Financial Performance for Year Ended 31 March 2020  | Chief Financial Officer                   | 13/8/20  |
|                             | Revenue Budget Monitoring (Outturn)   |   | 27/8/20  |
|                             | Capital Programme (a) General Fund and (b) Housing  |   | 27/8/20  |
|                             | Local Child Poverty Action Plan   | Deputy Chief Executive/Chief Officer HSCP | 13/8/20  |
| September                   | Review of Strategic Risk Register   | Chief Executive                           | 24/9/20  |
|                             | Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears and Court Expenses  | Director of Environment                   | Delayed due to workload pressures as a result of the Pandemic. |
|                             | End Year Departmental Performance Reports 2018/19 <ul style="list-style-type: none"> <li>• Chief Executive's Office</li> <li>• Corporate and Community Services</li> <li>• Environment Department</li> <li>• East Renfrewshire Culture and Leisure Trust</li> </ul> | Chief Executive                           | 24/9/20  |
|                             |   | Deputy Chief Executive                    | 10/9/20  |
| Director of Environment     |   | 22/10/20                                  |  |
| Director of Education       |   | 10/9/20                                   |  |

|          |   |                         |  |
|----------|---|-------------------------|--|
| October  | Annual Procurement Update                             | Chief Executive         | 22/10/20   |
|          | Draft Outcome Delivery Plan – 2020-23                 | Deputy Chief Executive  | Council<br>28/10/20  |
|          | Revenue Budget Monitoring (Outturn)                   | Chief Financial Officer | 22/10/20   |
| December | Strategic mid-year performance report 2019/20         | Deputy Chief Executive  | This report was not produced due to conflicting operational pressures as a result of the Pandemic. |
|          | Arts & Heritage Strategy                              | Director of Education   | Delayed until December 2021 due to operational issues as a result of the Pandemic.                 |
|          | Sport & Physical Activity Strategy                    |                         |  |
|          | Capital Programme<br>(a) General Fund and (b) Housing | Chief Financial Officer | 26/11/20   |
|          | Annual Charging for Services reports                  | All Directors           | 26/11/20   |

| <b>Planned Report Date (Month)</b>  | <b>Report Subject</b>   | <b>Report by</b>        | <b>Date Report Considered by Cabinet</b>   |
|-------------------------------------|---|-------------------------|--|
| January                             | Revenue Budget Monitoring (Outturn)   | Chief Financial Officer | 28/1/20  |
| March                               | Local Government Benchmarking Framework (LGBF) 2019/20 Performance  | Chief Executive         | To be considered by Cabinet in May 2021  |
|                                     | Write-off of Irrecoverable Debt reports:-<br>(a) Council Tax;<br>(b) Sundry Debtor;<br>(c) Non-Domestic Rates; and<br>(d) Housing Benefit overpayments. | Deputy Chief Executive  | 4/3/21   |
|                                     | Mainstreaming Equalities and Human Rights Progress 2019/21 and plan for 2021-25   |                         | To be considered by Cabinet in April 2021  |
|                                     | Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears and Court Expenses  | Director of Environment | Delayed due to workload pressures as a result of the Pandemic. To be considered in September 2021. |
|                                     | Capital Programme<br>(a) General Fund and (b) Housing   | Chief Financial Officer | 4/3/21   |
|                                     | Trading Under Best Value  |                         | 4/3/21   |
| Revenue Budget Monitoring (Outturn) | 4/3/21  |                         |  |

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## DRAFT - Cabinet Forward Work Plan 2021-2022

## 2021

| Planned Report Date (Month) | Report Subject  | Report by   |
|-----------------------------|---|---|
| April                       | Cabinet Work Plan and Progress  | Chief Executive   |
|                             | Review of Strategic Risk Register   |   |
|                             | Climate Change – Mandatory Reporting and Annual Update  | Director of Environment   |
|                             | Revenue Budget Monitoring (Final)   | Chief Financial Officer   |
| May                         | Annual Freedom of Information Report  | Chief Executive   |
|                             | Regulation of Investigatory Powers (Scotland) Act 2000  |   |
|                             | Local Government Benchmarking Framework (LGBF) 2019/20 Performance  |   |
|                             | Roads Revenue Works Programme and Road Condition Indicator  | Director of Environment   |
| June                        | Update on Modern Ambitious Programme  | Deputy Chief Executive  |
|                             | Local Child Poverty Action Report   | Deputy Chief Executive/Chief Officer HSCP   |
|                             | Capital Programme<br>(a) General Fund and (b) Housing   | Chief Financial Officer   |
| August                      | End Year Departmental Performance Reports 2020/21 <ul style="list-style-type: none"> <li>• Chief Executive's Office</li> <li>• Corporate and Community Services</li> <li>• Environment Department</li> <li>• Community &amp; Leisure Trust</li> </ul> | Chief Executive<br>Deputy Chief Executive<br>Director of Environment<br>Director of Education |
|                             | CLD Strategy 2021-24  | Deputy Chief Executive  |
|                             | Financial Performance for Year Ended 31 March 2021  | Chief Financial Officer   |
|                             | Revenue Budget Monitoring (Outturn)   |   |

| <b>Planned Report Date (Month)</b> | <b>Report Subject</b>  | <b>Report by</b>        |
|------------------------------------|--|-------------------------|
| September                          | Discretionary Housing Payments   | Deputy Chief Executive  |
|                                    | Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears and Court Expenses | Director of Environment |
|                                    | Capital Programme<br>(a) General Fund and (b) Housing                                  | Chief Financial Officer |
| October                            | Annual Procurement Update  | Chief Executive         |
|                                    | Revenue Budget Monitoring (Outturn)  | Chief Financial Officer |
|                                    | Culture and Leisure Strategy   | Director of Education   |
| December                           | Strategic mid-year performance report 2021/22  | Deputy Chief Executive  |
|                                    | Arts & Heritage Strategy   | Director of Education   |
|                                    | Sport & Physical Activity Strategy   |                         |
|                                    | Capital Programme<br>(a) General Fund and (b) Housing                                  | Chief Financial Officer |
|                                    | Annual Charging for Services reports   | All Directors           |

2022

| <b>Planned Report Date (Month)</b> | <b>Report Subject</b>   | <b>Report by</b>        |
|------------------------------------|---|-------------------------|
| January                            | Revenue Budget Monitoring (Outturn)   | Chief Financial Officer |
| March                              | Write-off of Irrecoverable Debt reports:-<br>(a) Council Tax;<br>(b) Sundry Debtor;<br>(c) Non-Domestic Rates; and<br>(d) Housing Benefit overpayments. | Deputy Chief Executive  |
|                                    | Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears and Court Expenses  | Director of Environment |
|                                    | Capital Programme<br>(a) General Fund and (b) Housing   | Chief Financial Officer |
|                                    | Trading Under Best Value  |                         |
|                                    | Revenue Budget Monitoring (Outturn)   |                         |
| April                              | Review of Strategic Risk Register   | Chief Executive         |
|                                    | Climate Change – Mandatory Reporting and Annual Update  | Director of Environment |
|                                    | Revenue Budget Monitoring (Final)   | Chief Financial Officer |

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