#### EAST RENFREWSHIRE COUNCIL

#### CABINET

#### 1 April 2021

#### Report by Chief Executive

# CABINET 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

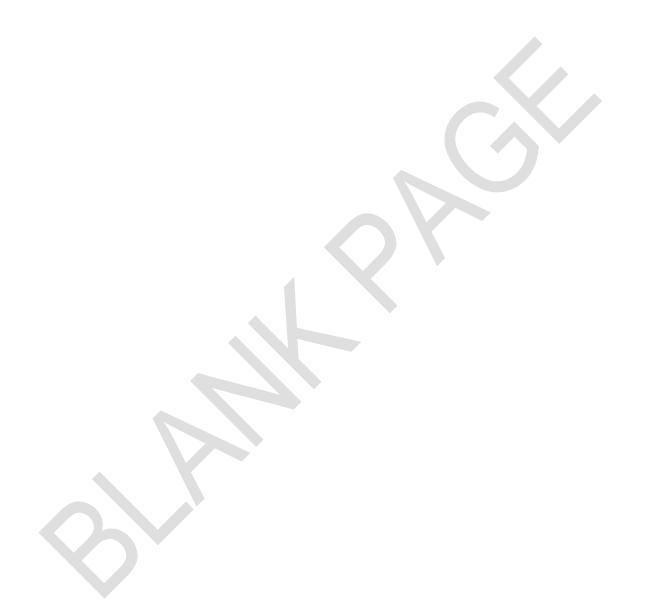
Cabinet forward workplan 2016-2017, 21 April 2016

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



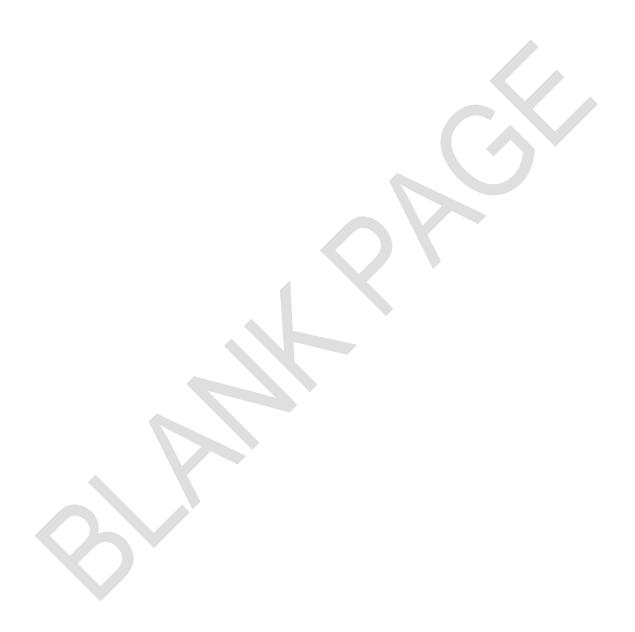
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# Cabinet Forward Work Plan 2020-2021 - Progress

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		
	Chief Executive's Office	Chief Executive	24/9/20
	<ul> <li>Corporate and Community Services</li> </ul>	Deputy Chief Executive	10/9/20
	Environment Department	Director of Environment	22/10/20
	<ul> <li>East Renfrewshire Culture and Leisure Trust</li> </ul>	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 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
	Sport & Physical Activity Strategy		due to operational issues as a result of the Pandemic.
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	26/11/20
	Annual Charging for Services reports	All Directors	26/11/20

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
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:- (a) Council Tax; (b) Sundry Debtor; (c) Non-Domestic Rates; and (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 (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



### **DRAFT - Cabinet Forward Work Plan 2021-2022**

Planned	Report Subject	Report by
Report Date (Month)		
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 (a) General Fund and (b) Housing	Chief Financial Officer
August	End Year Departmental Performance Reports 2020/21	Chief Executive Deputy Chief Executive Director of Environment 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)	

Planned Report Date (Month)	Report Subject	Report by
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 (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 (a) General Fund and (b) Housing	Chief Financial Officer
	Annual Charging for Services reports	All Directors

Planned Report Date (Month)	Report Subject	Report by
January	Revenue Budget Monitoring (Outturn)	Chief Financial Officer
March	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 and Court Expenses	Director of Environment
	Capital Programme (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

