

EAST RENFREWSHIRE COUNCIL

CABINET

21 April 2016

Report by Chief Executive

CABINET WORK PLAN 2015-2016 PROGRESS AND
CABINET WORK PLAN 2016-2017

PURPOSE OF REPORT

1. The purpose of this report is to update Cabinet on progress made against the 2015/16 Cabinet work plan and to present to Cabinet a draft work plan for 2016/17. 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 2015/16 plan. The draft plan for 2016/17 is also attached (Appendix 2).

RECOMMENDATION

2. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2015/16;
 - (b) approves the content of the draft work plan for 2016/17;
 - (c) identifies any other areas of work which should be included; and
 - (d) agrees that progress against the plan is reviewed in August 2017 and updated regularly thereafter.

BACKGROUND

3. The Chief Executive undertook a review of the operational arrangements and effectiveness of Cabinet in 2010. One of the recommendations of the review was the need for a more planned approach to business being considered by Cabinet. In October 2010, the Cabinet agreed 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 2015 to the end of March 2016 and was approved by Cabinet on 23 April 2015. It was agreed that progress against the plan would be reviewed in April 2016 and updated on an annual basis thereafter. However, to take account of the Local Government elections in May 2017, the 2016/17 Plan has been extended until June 2017 and will be reviewed in August 2017.

PROGRESS

6. Appendix 1 sets out a detailed statement of progress against the plan outlining: when reports were considered by Cabinet; whether reports were considered elsewhere (e.g. Council); and an explanatory note on reports that did not go to Cabinet (this only applies to a small proportion of the reports featured in the plan). Some reports were removed from the plan as they were no longer relevant and others have been delayed due to, for example, ongoing reviews or delays in funding announcements.

7. Overall very good progress has been made against the plan with three quarters of the business being considered by Cabinet or Council earlier than planned, within the stated timescales or the following month. The majority of the remainder of business was considered by Cabinet within 2-3 months of the stated time.

WORK PLAN 2016-2017

8. 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.

9. 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. Other routine areas of Cabinet business which have not been included are Cabinet consideration of minutes from other governance arrangements (e.g. joint consultative committee).

10. Appendix 2 sets out the draft plan for the timeframe April 2016 to the end of June 2017. It is proposed that the plan is reviewed in August 2017 and updated regularly thereafter.

FINANCE AND EFFICIENCY

11. There will always be a new set of financial challenges facing the organisation. By taking a more planned approach to Cabinet business, this will enable 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

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

CONCLUSION

13. By looking ahead, this forward planning exercise will ensure the strategic focus of the Council is maintained. It will also ensure cross-cutting strategy issues are identified and that 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

14. It is recommended that the Cabinet:

- (a) considers performance against the work plan for 2015/16;
- (b) approves the content of the draft work plan for 2016/17;
- (c) identifies any other areas of work which should be included; and
- (d) agrees that progress against the plan is reviewed in August 2017 and updated regularly thereafter.

Chief Executive
5 April 2016

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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

KEY WORDS

This report sets out an annual Cabinet work plan.

The key words are: Cabinet review, Cabinet work plan, policy, strategy, performance management

**Cabinet Forward Work Plan 2015-2016
2015**

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
April	Cabinet forward work plan and progress	Chief Executive	23 April 2015
	Local Government Benchmarking Project		19 February 2015
	Arts Strategy	Director of Education	9 April 2015
	Sports Strategy		9 April 2015
May	Annual Freedom of Information Report	Chief Executive	4 June 2015
June	Capital Programme (a) General Fund and (b) Housing	Chief Executive	22 April 2015
	Draft Outcome Delivery Plan – 2015-18	Deputy Chief Executive	4 June 2015
	Strategic end year performance report and presentation		25 June 2015
August	Annual Accounts:- Unaudited results from previous financial year and approval of accounting principles	Chief Executive	20 August 2015
	Annual Report on Procurement Activities		28 January 2016
	Revenue Budget Monitoring		20 August 2015
	Annual Efficiency Statement and Public Service Excellence Update	Chief Executive and Deputy Chief Executive	20 August 2015
	End Year Departmental Performance Reports 2014/15 <ul style="list-style-type: none"> • Chief Executive’s Office • Corporate and Community Services • Education Department (Convener for Community Services and Community Safety’s Remit) • Environment Department 	Chief Executive Deputy Chief Executive Director of Education Director of Environment	20 August 2015 (All reports)
	Sustainability Strategy/Update	Director of Environment	19 February 2015

2015 (continued)

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
September	Capital Programme (a) General Fund and (b) Housing	Chief Executive	15 October 2015
	Options Appraisal Guidance		N/A – added to plan in error
	Local Transport Strategy Update 2014	Director of Environment	12 November 2015
	Rent Harmonisation		Should have been removed from 2015/16 plan
	Environmental Sustainability and Carbon Management Plan		19 February 2015
	Corporate Asset Planning Annual Update		To be submitted to CMT in due course
	Elimination of Bed and Breakfast		29 January 2015
	Leader Strategy		28 January 2016
October	Audited Accounts	Chief Executive	Council - 24 September 2015
	Revenue Budget Monitoring		15 October 2015
November	Interim Treasury Management Report	Chief Executive	Council - 16 December 2015
	Young Person's Services Annual Report	Deputy Chief Executive	3 December 2015
	Strategic Housing Investment Programme (SHIP)	Director of Environment	Moved to June 2016
	Annual Charging for Services reports	All Directors	3 December 2015
December	Revenue Budget Monitoring	Chief Executive	3 December 2015
	Capital Programme (a) General Fund and (b) Housing		3 December 2015
	Revised Financial Regulations		Under review - report to Council in December 2016
	Revised Contract Standing Orders		Report to Council April 2016
	Strategic mid-year performance report 2015/16	Deputy Chief Executive	3 December 2015

2016

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
January	Revenue Budget Monitoring (estimated out-turn)	Chief Executive	28 January 2016
February	Local Government Benchmarking Framework (LGBF) Indicators 2014/15	Chief Executive	24 March 2016
March	Capital Programme (a) General Fund and (b) Housing	Chief Executive	24 March 2016
	Trading Under Best Value		24 March 2016
	Review of Strategic Risk Register		24 March 2016
	Annual Freedom of Information Report		Moved to May 2016
	Write-off of Irrecoverable Debt reports:- (a) Council Tax; (b) Sundry Debtor; (c) Non-Domestic Rates; and (d) Housing Benefit overpayments.	Deputy Chief Executive	24 March 2016
	Progress Report on Equality Mainstreaming		Moved to May 2016
	Roads Revenue Works Programme 2016/17 and Road Condition Indicator 2016	Director of Environment	24 March 2016
	Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears		18 February 2016

Cabinet Forward Work Plan 2016-2017

2016

Planned Report Date (Month)	Report Subject	Report by
April	Cabinet forward work plan and progress	Chief Executive
	Draft Outcome Delivery Plan – 2016-19	
	Update on Modern, Ambitious Programme (MAP)	Deputy Chief Executive
May	Annual Freedom of Information Report	Chief Executive
June	Annual Review of Procurement Activities 2015/16	Chief Executive
	Strategic end year performance report 2015/16	Deputy Chief Executive
	Strategic Housing Investment Programme (SHIP)	Director of Environment
	Corporate Asset Planning Annual Update	
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
August	Annual Efficiency Statement and Modern, Ambitious Programme (MAP)Update	Deputy Chief Executive
	End Year Departmental Performance Reports 2015/16 <ul style="list-style-type: none"> • Chief Executive’s Office • Corporate and Community Services • Environment Department 	Chief Executive Deputy Chief Executive Director of Environment
	Annual Accounts:- Unaudited results from previous financial year and approval of accounting principles	Chief Financial Officer
	Revenue Budget Monitoring	

2016 (continued)

Planned Report Date (Month)	Report Subject	Report by
September	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
October	Local Transport Strategy and Active Travel Action Plan	Director of Environment
	Audited Accounts	Chief Financial Officer
	Revenue Budget Monitoring	
November	Young Person's Services Annual Report	Deputy Chief Executive
	Climate Change – Mandatory Reporting and Annual Update	Director of Environment
	Annual Charging for Services reports	All Directors
December	Strategic mid-year performance report 2015/16	Deputy Chief Executive
	Revenue Budget Monitoring	Chief Financial Officer
	Capital Programme (a) General Fund and (b) Housing	

2017

Planned Report Date (Month)	Report Subject	Report by
January	Revenue Budget Monitoring (estimated out-turn)	Chief Financial Officer
March	Local Government Benchmarking Framework (LGBF) 2015/16 Performance	Chief Executive
	Trading Under Best Value	
	Review of Strategic Risk Register	
	Annual Freedom of Information Report	
	Write-off of Irrecoverable Debt reports:- (a) Council Tax; (b) Sundry Debtor; (c) Non-Domestic Rates; and (d) Housing Benefit overpayments.	Deputy Chief Executive
	Progress Report on Equality Mainstreaming and Equality Outcomes Report	
	Roads Revenue Works Programme 2017/18 and Road Condition Indicator 2017	Director of Environment
	Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears	
Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	
April	Update on Modern Ambitious Programme (MAP)	Deputy Chief Executive
June	Annual Freedom of Information Report	Chief Executive
	Annual Review of Procurement Activities 2016/17	
	Strategic end year performance report 2016/17	Deputy Chief Executive
	Strategic Housing Investment Programme (SHIP)	Director of Environment
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer