

EAST RENFREWSHIRE COUNCIL

CABINET

23 April 2015

Report by Chief Executive

CABINET WORK PLAN 2014-2015 PROGRESS AND  
CABINET WORK PLAN 2015-2016

**PURPOSE OF REPORT**

1. The purpose of this report is to update Cabinet on progress made against the 2014/15 Cabinet work plan and to present to Cabinet a draft work plan for 2015/16. 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 2014/15 plan. The draft plan for 2015/16 is also attached (Appendix 2).

**RECOMMENDATION**

2. It is recommended that Cabinet:
- (a) considers performance against the work plan for 2014/15;
  - (b) approves the content of the draft work plan for 2015/16;
  - (c) identifies any other areas of work which should be included; and
  - (d) agrees that progress against the plan is reviewed in April 2016 and updated on an annual basis 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 2014 to the end of March 2015 and was approved by Cabinet on 10 April 2014. It was agreed that progress against the plan would be reviewed in April 2015 and updated on an annual basis thereafter.

## **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).

7. Overall very good progress has been made against the plan with three quarters of the business being considered by Cabinet or Council within the stated timescales in the plan 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 2015-2016**

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 CHCP and Education Department have separate committee arrangements their contributions to the plan are based on input to cross-cutting strategies, corporate performance monitoring reports and strategy and policy work within Cultural Services. Other routine areas of Cabinet business which have not been included are Cabinet consideration of minutes from other governance arrangements (e.g. area forums, joint consultative committee.)

10. Appendix 2 sets out the draft plan for the timeframe April 2015 to the end of March 2016. It is proposed that the plan is reviewed in April 2016 and updated annually 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 Cabinet:
- (a) considers performance against the work plan for 2014/15;
  - (b) approves the content of the draft work plan for 2015/16;
  - (c) identifies any other areas of work which should be included; and
  - (d) agrees that progress against the plan is reviewed in April 2016 and updated on an annual basis thereafter.

Chief Executive  
25 March 2015

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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

## **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 2014-2015

This table sets out a progress report on the 2014-2015 Cabinet work plan, stating when/if reports were considered by Cabinet during that period. The end column of the table denotes: the date the report went to Cabinet, if the report was considered at another committee (e.g. Council); and an explanatory note on reports that were not considered.

### 2014

Planned Reporting Date (Month)	Report Subject	Report by	Date report considered by Cabinet
April	Cabinet Forward Work Plan	Chief Executive	10 April 2014
	Annual Report on Procurement Activities		2 year plan to be submitted in 2015
	Local Government Benchmarking Project – 2012/13 Performance		10 April 2014
	Managing Private Landlords	Director of Environment	2 October 2014
	Property Factors Progress Report		19 February 2015
May	Draft Outcome Delivery Plan – 2014-17	Deputy Chief Executive	1 May 2014
	Draft Single Outcome Agreement		Council – 14 May 2014
	Disrepair in the Owner Occupier Sector	Director of Environment	Report no longer considered appropriate/ necessary
	Annual Freedom of Information Report	Chief Officer – Legal and Procurement	15 May 2014
June	Strategic end year performance report and presentation	Deputy Chief Executive	19 June 2014
	Capital Programme (a) General Fund and (b) Housing	Chief Executive	Council – 25 June 2014 (both reports)

**2014 (continued)**

<b>Planned Reporting Date (Month)</b>	<b>Report Subject</b>	<b>Report by</b>	<b>Date report considered by Cabinet</b>
August	Annual Accounts:- Unaudited results from previous financial year and approval of accounting principles	Chief Executive	21 August 2014
	Revenue Budget Monitoring		21 August 2014
	Annual Efficiency Statement and Public Service Excellence Update	Chief Executive and Deputy Chief Executive	21 August 2014
	End Year Departmental Performance Reports 2013-14 <ul style="list-style-type: none"> <li>• Chief Executive's Department</li> <li>• Education Department (Convener for Community Services and Community Safety's remit)</li> <li>• Environment Dept.</li> <li>• Finance Dept.</li> </ul>	Deputy Chief Executive  Director of Education  Director of Environment  Chief Executive	21 August 2014 (all reports)
	Corporate Asset Planning Annual Update	Director of Environment	25 September 2014
	Open Spaces Asset Management Plan		19 June 2014

**2014 (continued)**

<b>Planned Reporting Date (Month)</b>	<b>Report Subject</b>	<b>Report by</b>	<b>Date report considered by Cabinet</b>
September	Capital Programme (a) General Fund and (b) Housing	Chief Executive	25 September 2014 (both reports)
	Local Transport Strategy Update 2013	Director of Environment	25 September 2014
	Rent Harmonisation		13 November 2014
	Environmental Sustainability and Carbon Management Plan		19 February 2015
October	Corporate Health and Safety Policy	Director of Environment	29 January 2015
	Audited Accounts	Chief Executive	13 November 2014
	Revenue Budget Monitoring		16 October 2014
November	Young Person's Services Annual Report	Deputy Chief Executive	4 December 2014
	Parks Asset Management Plan	Director of Environment	19 June 2014 (part of Open Space Asset Management Plan)
	Leader Strategy		Delayed until September 2015 to allow inter-authority approach to be considered
	Annual Charging for Services Reports	All Directors	4 December 2014
December	Strategic mid-year performance report 2014-15	Deputy Chief Executive	4 December 2014
	Housing Rent Setting	Director of Environment	12 February 2015 – Council
	Revenue Budget Monitoring	Chief Executive	4 December 2014
	Capital Programme (a) General Fund and (b) Housing		4 December 2014 (both reports)

**2015**

<b>Planned Reporting Date (Month)</b>	<b>Report Subject</b>	<b>Report by</b>	<b>Date report considered by Cabinet</b>
January	Revenue Budget Monitoring (estimated out-turn)	Chief Executive	29 January 2015
March	Draft Outcome Delivery Plan 2015-2018	Deputy Chief Executive	Delayed until June 2015
	Equality Mainstreaming and Equality Outcomes Report		Report on Equality Outcomes being submitted to Council in April 2015
	Roads Revenue Works Programme 2015/16 and Road Condition Indicator 2015	Director of Environment	26 March 2015
	Roads Asset Management Plan Update 2015		As per the September report to Cabinet on Corporate asset management arrangements, it was noted that future annual updates on asset management plans would no longer be reported to Cabinet
	Fleet Asset Management Plan		
	Capital Programme (a) General Fund and (b) Housing	Chief Executive	26 March 2015 (both reports)
	Local Government Benchmarking Framework (LGBF) Indicators 2012/13		19 February 2015
	Trading Under Best Value		19 February 2015
	Review of Strategic Risk Register		26 March 2015
	Write-off of Irrecoverable Debt reports:- (a) Council Tax; (b) Former Tenant Rent Arrears; (c) Sundry Debtor; (d) Non-Domestic Rates; and (e) Housing Benefit overpayments.		Deputy Chief Executive



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

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

**2015 (continued)**

<b>Planned Report Date (Month)</b>	<b>Report Subject</b>	<b>Report by</b>
September	Capital Programme (a) General Fund and (b) Housing	Chief Executive
	Options Appraisal Guidance	
	Local Transport Strategy Update 2014	Director of Environment
	Rent Harmonisation	
	Environmental Sustainability and Carbon Management Plan	
	Corporate Asset Planning Annual Update	
	Elimination of Bed and Breakfast	
	Leader Strategy	
October	Audited Accounts	Chief Executive
	Revenue Budget Monitoring	
November	Interim Treasury Management Report	Chief Executive
	Young Person's Services Annual Report	Deputy Chief Executive
	Strategic Housing Investment Programme (SHIP)	Director of Environment
	Annual Charging for Services reports	All Directors
December	Revenue Budget Monitoring	Chief Executive
	Capital Programme (a) General Fund and (b) Housing	
	Revised Financial Regulations	
	Revised Contract Standing Orders	
	Strategic mid-year performance report 2015/16	Deputy Chief Executive

**2016**

<b>Planned Report Date (Month)</b>	<b>Report Subject</b>	<b>Report by</b>
January	Revenue Budget Monitoring (estimated out-turn)	Chief Executive
February	Local Government Benchmarking Framework (LGBF) Indicators 2014/15	Chief Executive
March	Capital Programme (a) General Fund and (b) Housing	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
	Equality Mainstreaming and Equality Outcomes Report	
	Roads Revenue Works Programme 2016/17 and Road Condition Indicator 2016	Director of Environment
Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears		