

EAST RENFREWSHIRE COUNCIL

CABINET

10 April 2014

Report by Chief Executive

CABINET WORK PLAN 2012-2014 PROGRESS AND
CABINET WORK PLAN 2014-2015

PURPOSE OF REPORT

1. The purpose of this report is to update Cabinet on progress made against the 2012/14 Cabinet work plan and to present to Cabinet a draft work plan for 2014-2015. 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 plan. The draft plan for 2014-2015 is also attached as Appendix 2.

RECOMMENDATIONS

2. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2012-2014;
 - (b) approves the content of the draft work plan for 2014-2015;
 - (c) identifies any other areas of work which should be included; and
 - (d) agrees that progress against the plan is reviewed in April 2015 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 August 2012 to the end of March 2014 and was approved by Cabinet on 11 October 2012. It was agreed that progress against the plan would be reviewed in April 2014 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 very 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 two-three months of the stated time. In some areas (e.g. asset management, facilities management) it was deemed appropriate to incorporate and report on business in other planned reports on the same topic. Finally, in a very small number of instances where reports did not go to Cabinet this was as a result of awaiting national policy decisions from national government (equalities and welfare benefit reform) and ongoing work on budget impact assessments to inform longer term strategy development in libraries' and arts' services.

WORK PLAN 2014-2015

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 2014 to the end of March 2015. It is proposed that the plan is reviewed in April 2015 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.

RECOMMENDATIONS

14. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2012-2014;
 - (b) approves the content of the draft work plan for 2014-2015;
 - (c) identifies any other areas of work which should be included; and
 - (d) agrees that progress against the plan is reviewed in April 2015 and updated on an annual basis thereafter.

Chief Executive
19 March 2014

Cabinet Contact: Councillor Jim Fletcher, 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

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 2012-2014

This table sets out a progress report on the 2012-2014 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.

2012

Planned Reporting Date (Month)	Report Subject	Report by	Date report considered by Cabinet
August	Annual Efficiency Statement and Public Service Excellence Update	Deputy Chief Executive and Director of Finance	16 August 2012
	Fleet Asset Management Plan	Director of Environment	27 September 2012
	Annual Accounts:- Unaudited results from previous financial year and approval of accounting principles	Director of Finance	16 August 2012
	Revenue Budget Monitoring		16 August 2012
September	Response to Health and Social Care Integration (Council) (One off)	Chief Executive	Reported to Council – 12 September 2012
	SOLACE Benchmarking Report (One off)		27 September 2012
	Updating the Council's Complaints Handling Procedure	Deputy Chief Executive	13 September 2012
	Corporate Statement Update (2012/13)		27 September 2012
	Response to Community Engagement & Renewal Bill Consultation		27 September 2012
	Local Transport Strategy Update 2012	Director of Environment	27 September 2012
	Capital Programme (a) General Fund and (b) Housing	Director of Finance	27 September 2012

2012 (Continued)

Planned Reporting Date (Month)	Report Subject	Report by	Date report considered by Cabinet
October	Cabinet forward plan	Chief Executive	11 October 2012
	Roads Maintenance Annual Report	Director of Environment	28 March 2013
	Property Factors Act		25 October 2012
	Scheme of Assistance Review/Care and Repair tender award/tackling serious disrepair (one report)		25 October 2012
	Local Housing Strategy Update (following review by Scottish Govt)		24 October 2013
	Audited Accounts	Director of Finance	25 October 2012
	Revenue Budget Monitoring		11 October 2012
November	Young Person's Services Annual Report	Deputy Chief Executive	22 November 2012
	Minority Ethnic Community Engagement & Development (MECED) Strategy Review		17 January 2013
	Parks Asset Management Plan	Director of Environment	Delayed due to staff involvement in the Local development Plan. Now proposed that a combined parks and open spaces asset plan will be presented to Cabinet around August 2014.
	Economic Recovery Update		19 September 2013

2012 (Continued)

Planned Reporting Date (Month)	Report Subject	Report by	Date report considered by Cabinet
December	Strategic mid-year performance report	Deputy Chief Executive	6 December 2012
	Comparative Results for Statutory Performance Indicators (SPIs)		6 December 2012
	Mid Year Performance Reports <ul style="list-style-type: none"> o Chief Executive's Department o Environment Department o Finance Department 	Deputy Chief Executive Director of Environment Director of Finance	6 December 2012
	Housing Rent Setting	Director of Environment	Reported to Council – 7 December 2012
	Supported Accommodation		Difficulties encountered identifying a site. Work is ongoing and a report will be submitted to Cabinet in due course.
	Revenue Budget Monitoring	Director of Finance	6 December 2012
	Capital Programme (a) General Fund and (b) Housing		6 December 2012
	Annual Charging for Services report	All Directors	6 December 2012

2013

Planned Reporting Date (Month)	Report Subject	Report by	Date report considered by Cabinet
January	Information and Advice Strategy	Director of Environment	30 May 2013 (Supporting Homeless Households)
	Revenue Budget Monitoring (estimated out-turn)	Director of Finance	17 January 2013
February	East Renfrewshire Council's Equality Outcomes 2013-15	Deputy Chief Executive	18 April 2013
	Mainstreaming Equality		18 April 2013
March	Draft Outcome Delivery Plan	Deputy Chief Executive	20 June 2013
	Draft Single Outcome Agreement		28 March 2013
	Strategic Housing Investment Plan and Strategic Local Investment Programme	Director of Environment	24 October 2013
	Roads Revenue Works Programme 2013/14 and Road Condition Indicator 2013.		28 March 2013
	Roads Asset Management Plan Update 2013		28 March 2013 (as part of the above report).
	Capital Programme (a)General Fund and (b)Housing.	Director of Finance	28 February 2013
	Revenue Budget Monitoring		28 February/March 2013
	Trading Under Best Value.		28 February 2013
	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.		28 February 2013 28 March 2013
	Review of Strategic Risk Register		28 March 2013
Annual Freedom of Information Report	Chief Solicitor	16 May 2013	

2013 (continued)

Planned Reporting Date (Month)	Report Subject	Report by	Date report considered by Cabinet
April	Draft Corporate Statement 2013-17 (One off)	Deputy Chief Executive	7 November 2013 Delayed due to process for corporate statement not starting until SOA and ODP signed off.
	Poverty Strategy		SOA 2014/15 contains information which allows relevant scorecard to be produced.
	Place to Grow Economic Strategy	Director of Environment	Reported to Council – 26 June 2013
	Giffnock BID		2 May 2013
	Tenant and Customer Engagement Strategy		Deferred due to changed requirements of the Scottish Housing Charter.
	Annual Report on Procurement Activities	Director of Finance	20 June 2013 Delayed pending restructuring of Procurement Team.
June	Strategic end year performance report and presentation	Deputy Chief Executive	20 June 2013
	End Year Departmental Performance Reports <ul style="list-style-type: none"> o Chief Executive's Department o Environment Department o Finance Department 	Deputy Chief Executive Director of Environment Director of Finance	20 June 2013
	Capital Programme (a) General Fund and (b) Housing	Director of Finance	Reported directly to Council on 26 June 2013

2013 (continued)

Planned Reporting Date (Month)	Report Subject	Report by	Date report considered by Cabinet
August	Annual Efficiency Statement and Public Service Excellence Update	Deputy Chief Executive and Director of Finance	15 August 2013
	Corporate Asset Planning Annual Update	Director of Environment	Deferred to allow completion and inclusion of the parks asset management plan in this annual report.
	Fleet Asset Management Plan		Reporting cycle changed to April of each year to provide complete data.
	Sustainability Strategy/Update		Deferred due to changing national priorities. Scheduled for August 2014.
	Annual Accounts:- Unaudited results from previous financial year and approval of accounting principles	Director of Finance	15 August 2013
	Revenue Budget Monitoring		15 August 2013
September	Cabinet forward plan	Chief Executive	Delayed until April 2014 (Cabinet 11/10/12)
	Young Person's Services Annual Report	Deputy Chief Executive	To Report in 2014
	Local Transport Strategy Update 2013	Director of Environment	19 September 2013
	Capital Programme (a) General Fund and (b) Housing	Director of Finance	10 October 2013
October	Roads Maintenance Annual Report	Director of Environment	27 March 2014 Single report incorporating information on roads revenue works programme/condition indicator and asset management.
	Audited Accounts	Director of Finance	24 October 2013
	Revenue Budget Monitoring		10 October 2013
November	Parks Asset Management Plan	Director of Environment	Deferred due to staff resource issues. Scheduled for August 2014.

2013 (continued)

Planned Reporting Date (Month)	Report Subject	Report by	Date report considered by Cabinet
December	Strategic mid-year performance report	Deputy Chief Executive	5 December 2013
	Comparative Results for Statutory Performance Indicators (SPIs)		5 December 2013
	Mid Year Performance Reports <ul style="list-style-type: none"> o Chief Executive's Department o Environment Department o Finance Department 	Deputy Chief Executive Director of Environment Director of Finance	Decision taken corporately not to provide these reports at service level at midyear point.
	Housing Rent Setting	Director of Environment	13 February 2014
	Revenue Budget Monitoring	Director of Finance	5 December 2013
	Capital Programme (a) General Fund and (b) Housing.		5 December 2013
	Annual Charging for Services reports	All Directors	21 November 2013

2014

Planned Reporting Date (Month)	Report Subject	Report by	Date report considered by Cabinet
January	Revenue Budget Monitoring (estimated out-turn)	Director of Finance	16 January 2014
March	Draft Outcome Delivery Plan 2014-2017	Deputy Chief Executive	Draft ODP Reporting to Cabinet 1/5/14
	Draft Single Outcome Agreement		Delete – due to new Community Planning Board arrangements, this will go to Council then the Board for approval.
	Roads Revenue Works Programme 2014/15 and Road Condition Indicator 2014.	Director of Environment	27 March 2014
	Roads Asset Management Plan Update 2014		27 March 2014 (as part of the above report).
	Capital Programme (a) General Fund and (b) Housing.	Director of Finance	27 March 2014
	Revenue Budget Monitoring		20 February 2014
	Trading Under Best Value.		20 February 2014
	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.		27 March 2014
	Review of Strategic Risk Register		27 March 2014
	Annual Freedom of Information Report		Chief Officer – Legal & Procurement

2014

Planned Reporting Date (Month)	Report Subject	Report by
April	Cabinet forward work plan and progress	Chief Executive
	Annual Report on Procurement Activities	
	Local Government Benchmarking Project – 2012-13 Performance	
	Managing Private Landlords	Director of Environment
	Property Factors Progress Report	
	Draft Outcome Delivery Plan – 2014-17	
	Disrepair in the Owner Occupier Sector	
May	Annual Freedom of Information Report	Chief Officer – Legal & Procurement
June	Strategic end year performance report and presentation	Deputy Chief Executive (Director of Corporate and Community Services)
	Capital Programme (a) General Fund and (b) Housing	Chief Executive
August	Annual Accounts:- Unaudited results from previous financial year and approval of accounting principles	Chief Executive
	Revenue Budget Monitoring	
	Annual Efficiency Statement and Public Service Excellence Update	Chief Executive and Deputy Chief Executive (Director of Corporate and Community Services)
	End Year Departmental Performance Reports 2013/14 <ul style="list-style-type: none"> ○ Chief Executive's Department ○ Education Department (Convener for Community Services and Community Safety's Remit) ○ Environment Department ○ Finance Department 	Deputy Chief Executive (Director of Corporate and Community Services) Director of Education Director of Environment Chief Executive

2014 (continued)

Planned Reporting Date (Month)	Report Subject	Report by
August (Continued)	Corporate Asset Planning Annual Update	Director of Environment
	Corporate and Property Asset Management Plan	
	Open Spaces Asset Management Plan	
	Sustainability Strategy/Update	
September	Capital Programme (a) General Fund and (b) Housing	Chief Executive
	Local Transport Strategy Update 2013	Director of Environment
	Rent Harmonisation	
	Environmental Sustainability and Carbon Management Plan	
October	Corporate Health and Safety Policy	Director of Environment
	Audited Accounts	Chief Executive
	Revenue Budget Monitoring	
November	Young Person's Services Annual Report	Deputy Chief Executive (Director of Corporate and Community Services)
	Parks Asset Management Plan	Director of Environment
	Leader Strategy	
	Annual Charging for Services reports	All Directors
December	Strategic mid-year performance report 2014/15	Deputy Chief Executive (Director of Corporate and Community Services)
	Housing Rent Setting	Director of Environment
	Revenue Budget Monitoring	Chief Executive
	Capital Programme (b) General Fund and (b) Housing	

2015

Planned Reporting Date (Month)	Report Subject	Report by
January	Revenue Budget Monitoring (estimated out-turn)	Chief Executive
March	Draft Outcome Delivery Plan 2015-2018	Deputy Chief Executive (Director of Corporate and Community Services)
	Equality Mainstreaming and Equality Outcomes Report	
	Roads Revenue Works Programme 2015/16 and Road Condition Indicator 2015.	Director of Environment
	Roads Asset Management Plan Update 2015	
	Fleet Asset Management Plan	
	Capital Programme (a) General Fund and (b) Housing.	
	Local Government Benchmarking Framework (LGBF) Indicators 2012/13	
	Trading Under Best Value.	
	Review of Strategic Risk Register	
	Annual Freedom of Information Report	
	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 (Director of Corporate and Community Services)