

EAST RENFREWSHIRE COUNCIL

CABINET

4 April 2019

Report by Chief Executive

CABINET WORK PLAN 2018-2019 PROGRESS AND
CABINET WORK PLAN 2019-2020

PURPOSE OF REPORT

1. The purpose of this report is to update Cabinet on progress made against the 2018/19 Cabinet work plan and to present to Cabinet a draft work plan for 2019/20. 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 2018/19 plan. The draft plan for 2019/20 is also attached (Appendix 2).

RECOMMENDATION

2. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2018/19;
 - (b) approves the content of the draft work plan for 2019/20;
 - (c) identifies any other areas of work which should be included; and
 - (d) agrees that progress against the plan is reviewed in April 2020 and updated on an annual basis thereafter.

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 April 2018 to March 2019 and was approved by the Cabinet on 26 April 2018. It was agreed that progress against the plan would be reviewed in April 2019 and updated annually thereafter.

PROGRESS

6. Appendix 1 sets out a detailed statement of progress against the 2018/19 plan outlining when reports were considered by Cabinet. The reasons why some reports were not submitted to Cabinet is detailed below.

7. The Arts & Heritage Strategy and the Sports and Physical Activity Strategy were approved by the Council in April 2015 and both ran until 2018. They will now be revised, refreshed and presented for Council approval in 2019, beginning with the Arts & Heritage Strategy in June. It is proposed to establish a Physical Education & Physical Activity and Sports (PEPAS) working group with partners across the Council/CPP to create a new Sports and Physical Activity Strategy which will be presented to Council in October at the earliest. This work is progressing on target.

8. The Library Strategy ran until 2016 but a new strategy was delayed whilst the library service was restructured. It is expected that the new strategy will be presented to Council in May 2019.

9. The Young Persons Services Annual Report originally arose out of an HMIE inspection. The need for this has now been superseded as core performance is reported as part of the Corporate performance reporting arrangements and case studies are promoted through social media.

10. Overall very good progress has been made against the plan with 80% of business being considered by Cabinet (or Council) earlier than planned, within the stated timescales or the following month, with only 9% of business being considered by Cabinet 2 months or more later than planned. 11% of scheduled business was delayed indefinitely and an explanation for the delays has been provided above.

WORK PLAN 2019-20120

11. 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.

12. 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.

13. The introduction of the new core systems will mean a move from 4 weekly to monthly revenue reporting. This will require further consideration of the new reporting periods to Cabinet. Therefore reference to revenue monitoring reports has been removed from the 2019/20 work plan as the reporting dates are not yet known.

14. Appendix 2 sets out the draft plan for the timeframe April 2019 to the end of March 2020. It is proposed that the plan is reviewed in April 2020 and updated annually thereafter.

FINANCE AND EFFICIENCY

15. 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

16. 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

17. 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

18. It is recommended that the Cabinet:

- (a) considers performance against the work plan for 2018/19;
- (b) approves the content of the draft work plan for 2019/20;
- (c) identifies any other areas of work which should be included; and
- (d) agrees that progress against the plan is reviewed in April 2020 and updated on an annual basis thereafter.

Chief Executive
1 March 2019

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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

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Cabinet Forward Work Plan 2018-2019 - Progress

2018

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
April	Cabinet Work Plan Progress	Chief Executive	26/4/18
	Revenue Budget Monitoring	Chief Financial Officer	5/4/18
May	Annual Freedom of Information Report	Chief Executive	5/4/18
	Draft Outcome Delivery Plan – 2018-21	Deputy Chief Executive	24/5/18
	Arts & Heritage Strategy	Director of Education	See covering report
June	Strategic end year performance report and presentation	Deputy Chief Executive	Council 27/6/18
	Sports Pitches and Sports Facilities Strategy	Directors of Education/ Environment	30/8/18
August	Annual Efficiency Statement and Modern, Ambitious Programme (MAP) Update	Deputy Chief Executive	21/6/18 16/8/18
	End Year Departmental Performance Reports 2017/18 <ul style="list-style-type: none"> • Chief Executive’s Office • Corporate and Community Services • Environment Department 	Chief Executive Deputy Chief Executive Director of Environment	16/8/18 16/8/18 30/8/18
	Revenue Budget Monitoring	Chief Financial Officer	30/8/18

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
September	East Renfrewshire Community Learning and Development Strategy – 2018-2021	Deputy Chief Executive	6/12/18
	Libraries Strategy	Director of Education	See covering report
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	25/10/18
October	Local Transport Strategy and Active Travel Action Plan	Director of Environment	Report will be submitted in 2019
	Revenue Budget Monitoring	Chief Financial Officer	25/10/18
November	Young Person's Services Annual Report	Deputy Chief Executive	See covering report
	Climate Change – Mandatory Reporting and Annual Update	Director of Environment	14/3/19
	Annual Charging for Services reports	All Directors	29/11/18
December	Strategic mid-year performance report 2018/19	Deputy Chief Executive	6/12/18
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	6/12/18

2019

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
January	Revenue Budget Monitoring (estimated out-turn)	Chief Financial Officer	24/1/19
March	Local Government Benchmarking Framework (LGBF) 2017/18 Performance	Chief Executive	14/3/19
	Review of Strategic Risk Register		Expected April 2019
	Write-off of Irrecoverable Debt reports:- (a) Council Tax; (b) Sundry Debtor; (c) Non-Domestic Rates; and (d) Housing Benefit overpayments.	Deputy Chief Executive	14/3/19
			14/3/19
			14/3/19
	Roads Revenue Works Programme 2019/20 and Road Condition Indicator 2019	Director of Environment	Expected April 2019
	Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears		14/3/19
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	14/3/19
Trading Under Best Value	14/3/19		
Revenue Budget Monitoring (out-turn)	14/3/19		

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Cabinet Forward Work Plan 2019-2020

2019

Planned Report Date (Month)	Report Subject	Report by
April	Cabinet Work Plan and Progress	Chief Executive
	Update on Best Value Improvement Plan	Deputy Chief Executive
	Update on Modern, Ambitious Programme (MAP)	
	Roads Revenue Works Programme and Roads Condition Indicator	Director of Environment
	Housing Asset Management Plan	
May	Annual Freedom of Information Report	Chief Executive
	Draft Outcome Delivery Plan – 2019-22	Deputy Chief Executive
June	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
August	Annual Efficiency Statement	Deputy Chief Executive
	End Year Departmental Performance Reports 2018/19 <ul style="list-style-type: none"> • Chief Executive's Office • Corporate and Community Services • Environment Department • East Renfrewshire Culture and Leisure Trust 	Chief Executive Deputy Chief Executive Director of Environment Director of Education
	Financial Performance for Year Ended 31 March 2019	Chief Financial Officer
September	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
October	Annual Procurement Update	Chief Executive
	Local Transport Strategy and Active Travel Plan	Director of Environment
November	Climate Change – Mandatory Reporting and Annual Update	Director of Environment
	Annual Charging for Services reports	All Directors
December	Strategic mid-year performance report 2019/20	Deputy Chief Executive
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer

2020

Planned Report Date (Month)	Report Subject	Report by
March	Local Government Benchmarking Framework (LGBF) 2018/19 Performance	Chief Executive
	Review of Strategic Risk Register	
	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 and Court Expenses	Director of Environment
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
	Trading Under Best Value	