

EAST RENFREWSHIRE COUNCILCABINET26 April 2018Report by Chief ExecutiveCABINET WORK PLAN 2017-2018 PROGRESS AND
CABINET WORK PLAN 2018-2019**PURPOSE OF REPORT**

1. The purpose of this report is to update Cabinet on progress made against the 2017/18 Cabinet work plan and to present to Cabinet a draft work plan for 2018/19. 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 2017/18 plan. The draft plan for 2018/19 is also attached (Appendix 2).

RECOMMENDATION

2. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2017/18;
 - (b) approves the content of the draft work plan for 2018/19;
 - (c) identifies any other areas of work which should be included; and
 - (d) agrees that progress against the plan is reviewed in April 2019 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 August 2017 to March 2018 and was approved by the Cabinet on 31 August 2017. It was agreed that progress against the plan would be reviewed in April 2018 and updated annually thereafter.

PROGRESS

6. Appendix 1 sets out a detailed statement of progress against the plan outlining when reports were considered by the Cabinet. Work to redevelop Environment Asset Management Plans is ongoing and has led to a delay in the plans being submitted to the Cabinet in 2017/18. The Open Space Asset Management Plan was considered by Cabinet on 5 April 2018 and the remaining plans will be submitted in due course.

7. Overall very good progress has been made against the plan with almost 85% of business being considered by Cabinet earlier than planned, within the stated timescales or the following month.

WORK PLAN 2018-2019

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 2018 to the end of March 2019. It is proposed that the plan is reviewed in April 2019 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 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

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 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

14. It is recommended that the Cabinet:
- (a) considers performance against the work plan for 2017/18;
 - (b) approves the content of the draft work plan for 2018/19;
 - (c) identifies any other areas of work which should be included; and
 - (d) agrees that progress against the plan is reviewed in April 2019 and updated on an annual basis thereafter.

Chief Executive
3 April 2018

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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

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Interim Cabinet Forward Work Plan 2017-2018

2017

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
August	Annual Efficiency Statement 2016/17	Deputy Chief Executive	17/8/17
	End Year Departmental Performance Reports 2016/17 <ul style="list-style-type: none"> Chief Executive's Office Corporate and Community Services Environment Department 	Chief Executive Deputy Chief Executive Director of Environment	17/8/17 31/8/17 17/8/17
	Financial Performance for Year Ended 31 March 2017	Chief Financial Officer	17/8/17
	Estimated Revenue Budget Out-turn 2017-18		31/8/17
September	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	12/10/17
October	Local Transport Strategy and Active Travel Action Plan	Director of Environment	26/10/17
	Strategic Housing Investment Programme (SHIP)		26/10/17
	Environment Asset Management Plan (Fleet, Parks/Open Space or Property)		5/4/18
	Estimated Revenue Budget Out-turn 2017-18	Chief Financial Officer	26/10/17
November	Strategic mid-year performance report 2016/17	Deputy Chief Executive	30/11/17
	Young Person's Services Annual Report		30/11/17
	Climate Change – Mandatory Reporting and Annual Update	Director of Environment	7/12/17
	Environment Asset Management Plan 2 (Fleet, Parks/Open Spaces or Property)		See Paragraph 6 of the report
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	30/11/17
	Annual Charging for Services reports	All Directors	30/11/17

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
January	Estimated Revenue Budget Out-turn 2017/18	Chief Financial Officer	25/1/18
February	Environment Asset Management Plan 3 (Fleet, Parks/Open Spaces or Property)	Director of Environment	See Paragraph 6 of the report
March	Local Government Benchmarking Framework (LGBF) 2016/17 Performance	Chief Executive	5/4/18
	Trading Under Best Value		15/3/18
	Review of Strategic Risk Register		5/4/18
	Annual Freedom of Information Report		5/4/18
	Write-off of Irrecoverable Debt reports:- (a) Council Tax; (b) Sundry Debtor; (c) Non-Domestic Rates; and (d) Housing Benefit overpayments.	Deputy Chief Executive	15/3/18
	Progress Report on Equality Mainstreaming and Equality Outcomes Report		Next report due April 2019
	Roads Revenue Works Programme 2018/19 and Road Condition Indicator 2018	Director of Environment	15/3/18
	Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears		15/3/18
	Housing Asset Management Plan		See Paragraph 6 of the report
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	15/3/18
	Estimated Revenue Budget Out-turn 2017/18		15/3/18

Cabinet Forward Work Plan 2018-2019

2018

Planned Report Date (Month)	Report Subject	Report by
April	Cabinet Work Plan and Progress	Chief Executive
	Revenue Budget Monitoring	Chief Financial Officer
May	Annual Freedom of Information Report	Chief Executive
	Draft Outcome Delivery Plan – 2018-21	Deputy Chief Executive
	Arts & Heritage Strategy	Director of Education
June	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
	Strategic end year performance report and presentation	Deputy Chief Executive
	Sports Pitches and Facilities Strategy	Director of Education
August	Annual Efficiency Statement and Modern, Ambitious Programme (MAP) Update	Deputy Chief Executive
	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
	Annual Accounts:- Unaudited results from previous financial year and approval of accounting principles	Chief Financial Officer
	Revenue Budget Monitoring	
September	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
	East Renfrewshire Community Learning and Development Strategy – 2018-2021	Deputy Chief Executive
	Libraries Strategy	Director of Education

Planned Report Date (Month)	Report Subject	Report by
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 2017/18	Deputy Chief Executive
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer

2019

Planned Report Date (Month)	Report Subject	Report by
January	Revenue Budget Monitoring (estimated out-turn)	Chief Financial Officer
March	Local Government Benchmarking Framework (LGBF) 2017/18 Performance	Chief Executive
	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
	Roads Revenue Works Programme 2019/20 and Road Condition Indicator 2019	Director of Environment
	Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears	
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
	Trading Under Best Value	
Revenue Budget Monitoring (Outturn)		

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