

EAST RENFREWSHIRE COUNCILCABINET31 August 2017Report by Chief ExecutiveCABINET WORK PLAN 2016-2017 PROGRESS AND
INTERIM CABINET WORK PLAN 2017-2018**PURPOSE OF REPORT**

1. The purpose of this report is to update Cabinet on progress made against the 2016/17 Cabinet work plan and to present to Cabinet a draft interim work plan for the remainder of 2017/18. 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 2016/17 plan. The draft interim plan for 2017/18 is also attached (Appendix 2).

RECOMMENDATION

2. It is recommended that Cabinet:
- (a) considers performance against the work plan for 2016/17;
 - (b) approves the content of the draft interim work plan for 2017/18;
 - (c) identifies any other areas of work which should be included; and
 - (d) agrees that progress against the interim plan is reviewed in April 2018 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 2016 to the end of June 2017 and was approved by Cabinet on 21 April 2016. It was agreed that progress against the plan would be reviewed in August 2017 and updated regularly thereafter.

PROGRESS

6. Appendix 1 sets out a detailed statement of progress against the plan outlining when reports were considered by Cabinet and whether reports were considered elsewhere (e.g. Council). The Scottish Housing Investment Programme (SHIP) report expected to be considered by Cabinet in June 2016 was delayed until October 2016 due to negotiations with Housing Associations and relevant parties. The SHIP was also due to be considered by Cabinet in June 2017 but the report has been moved to October 2017 to take account of changes to Scottish Government reporting timetables.

7. Overall very good progress has been made against the plan with more than 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 3 months of the stated time.

INTERIM WORK PLAN 2017-2018

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. It is envisaged that the work plan may need to be augmented to incorporate some new priorities of the new shared administration and reporting timescales for these have not been worked through yet.

10. 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).

11. Appendix 2 sets out the draft interim plan for the timeframe August 2017 to the end of March 2018. It is proposed that the plan is reviewed in April 2018 and updated annually thereafter.

FINANCE AND EFFICIENCY

12. 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

13. 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

14. 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

15. It is recommended that Cabinet:

- (a) considers performance against the work plan for 2016/17;
- (b) approves the content of the draft interim work plan for 2017/18;
- (c) identifies any other areas of work which should be included; and
- (d) agrees that progress against the interim plan is reviewed in April 2018 and updated on an annual basis thereafter.

Chief Executive
7 August 2017

Cabinet Contact:

Councillor Tony Buchanan, Leader of the Council - Tel No:- 0141 577 3107

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
Cabinet forward workplan 2014-2015, 10 April 2014
Cabinet forward workplan 2015-2016, 23 April 2015
Cabinet forward workplan 2016-2017, 21 April 2016

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Cabinet Forward Work Plan 2016-2017 - Progress

2016

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
April	Cabinet forward work plan and progress	Chief Executive	21 April 2016
	Draft Outcome Delivery Plan – 2016-19		21 April 2016
	Update on Modern, Ambitious Programme (MAP)	Deputy Chief Executive	16 June 2016
May	Annual Freedom of Information Report	Chief Executive	7 April 2016
June	Annual Review of Procurement Activities 2015/16	Chief Executive	2 March 2017 (Included in Procurement Strategy and Improvement Plan Report)
	Strategic end year performance report 2015/16	Deputy Chief Executive	16 June 2016
	Strategic Housing Investment Programme (SHIP)	Director of Environment	10 November 2016
	Corporate Asset Planning Annual Update		2 June 2016
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	Council 15 June 2016
August	Annual Efficiency Statement and Modern, Ambitious Programme (MAP) Update	Deputy Chief Executive	18 August 2016
	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	All 3 reports: 18 August 2016
	Annual Accounts:- Unaudited results from previous financial year and approval of accounting principles	Chief Financial Officer	18 August 2016
	Revenue Budget Monitoring		1 September 2016

2016 (continued)

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
September	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	29 September 2016
October	Local Transport Strategy and Active Travel Action Plan	Director of Environment	27 October 2016
	Audited Accounts	Chief Financial Officer	Council 29 September 2016
	Revenue Budget Monitoring		27 October 2016
November	Young Person's Services Annual Report	Deputy Chief Executive	1 December 2016
	Climate Change – Mandatory Reporting and Annual Update	Director of Environment	1 December 2016
	Annual Charging for Services reports	All Directors	1 December 2016
December	Strategic mid-year performance report 2015/16	Deputy Chief Executive	Council 14 December 2016
	Revenue Budget Monitoring	Chief Financial Officer	Now reporting in January 2017
	Capital Programme (a) General Fund and (b) Housing		1 December 2016

2017

Planned Report Date (Month)	Report Subject	Report by	Date Report Considered by Cabinet
January	Revenue Budget Monitoring (estimated out-turn)	Chief Financial Officer	26 January 2017
March	Local Government Benchmarking Framework (LGBF) 2015/16 Performance	Chief Executive	23 March 2017
	Trading Under Best Value		2 March 2017
	Review of Strategic Risk Register		23 March 2017
	Annual Freedom of Information Report		6 April 2017
	Write-off of Irrecoverable Debt reports:- (a) Council Tax; (b) Sundry Debtor; (c) Non-Domestic Rates; and (d) Housing Benefit overpayments.	Deputy Chief Executive	All reports: 2 March 2017
	Progress Report on Equality Mainstreaming and Equality Outcomes Report		Council 28 June 2017
	Roads Revenue Works Programme 2017/18 and Road Condition Indicator 2017	Director of Environment	23 March 2017
	Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears		26 January 2017
Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	23 March 2017	
April	Update on Modern Ambitious Programme (MAP)	Deputy Chief Executive	23 March 2017
June	Annual Freedom of Information Report	Chief Executive	6 April 2017
	Annual Review of Procurement Activities 2016/17		To be considered in Sept. 2017
	Strategic end year performance report 2016/17	Deputy Chief Executive	Council 28 June 2017
	Strategic Housing Investment Programme (SHIP)	Director of Environment	Moved to October 2017
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer	Council 28 June 2017

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Interim Cabinet Forward Work Plan 2017-2018

2017

Planned Report Date (Month)	Report Subject	Report by
August	Annual Efficiency Statement 2016/17	Deputy Chief Executive
	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
	Financial Performance for Year Ended 31 March 2017	Chief Financial Officer
	Estimated Revenue Budget Out-turn 2017-18	
September	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
October	Local Transport Strategy and Active Travel Action Plan	Director of Environment
	Strategic Housing Investment Programme (SHIP)	
	Environment Asset Management Plan (Fleet, Parks/Open Space or Property)	
	Estimated Revenue Budget Out-turn 2017-18	Chief Financial Officer
November	Strategic mid-year performance report 2016/17	Deputy Chief Executive
	Young Person's Services Annual Report	
	Climate Change – Mandatory Reporting and Annual Update	Director of Environment
	Environment Asset Management Plan 2 (Fleet, Parks/Open Spaces or Property)	
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
	Annual Charging for Services reports	All Directors

Planned Report Date (Month)	Report Subject	Report by
January	Estimated Revenue Budget Out-turn 2017/18	Chief Financial Officer
February	Environment Asset Management Plan 3 (Fleet, Parks/Open Spaces or Property)	Director of Environment
March	Local Government Benchmarking Framework (LGBF) 2016/17 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 2018/19 and Road Condition Indicator 2018	Director of Environment
	Write-off of Irrecoverable Debt report – Former Tenant Rent Arrears	
	Housing Asset Management Plan	
	Capital Programme (a) General Fund and (b) Housing	Chief Financial Officer
Estimated Revenue Budget Out-turn 2017/18		