

Report

Cabinet

Part 1

Date: 17 October 2016

Item No:

Subject Work Programme

Purpose To agree a work programme for 2016

Author Head of Democratic Services

Ward All Wards

Summary The Corporate Assessment suggests to the Council that it should consider strengthening committee work programming arrangements to ensure they are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.

In response to that suggestion Cabinet agreed that each month the Head of Democratic Services will ask Chief Officers to update the Cabinet work programme and this update will be reported to Cabinet

A work programme suggested by Chief Officers is attached. This is, of course, a working document and will be subject to change.

It is important that the work programme for Cabinet and, in the case of Scrutiny Committees, the work programme for those committees are owned and prioritised by members. Regular reports on the programme will provide more opportunities for that to be done.

Proposal To agree the proposed programme

Action by Head of Democratic Services

Timetable Immediate

This report was prepared after consultation with:

- Chief Officers
- Monitoring Officer
- Head of Finance
- Head of People and Business Change

Background

As mentioned in the summary above, the Corporate Assessment suggested to the Council that it should consider strengthening committee work programming arrangements to ensure they are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.

In response to that suggestion cabinet agreed that each month the Head of Democratic Services will ask Chief Officers to update the Cabinet work programme and this update will be reported to Cabinet

This will then be used to help inform the Scrutiny Committee work programmes

A work programme suggested by Chief Officers is attached. This is, of course, a working document and will be subject to change. It is important that the work programme for Cabinet and, in the case of Scrutiny Committees, the work programme for those committees are owned and prioritised by members.

Regular reports on the programme will provide more opportunities for that to be done.

Financial Summary

There is no direct cost to adopting a programme of work

Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
No action taken	M	L	This work programming arrangements to ensure they are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.	Head of Democratic Services
The process is not embraced by report authors and members	M	M	If there is proliferation of unplanned or late items, the opportunity to ensure work programming is timely, meaningful, informative, and transparent, balanced, monitored, and joined up will diminish	Head of Democratic Services

Links to Council Policies and Priorities

These proposals will help the Council provide the best possible affordable service to members and will provide information to the public and elected members

Options Available

- To adopt the process and adopt or amend the work programme
- To consider any alternative proposals raised by Cabinet members
- To take no action

Preferred Option and Why

To adopt the proposals which should help to ensure work programming arrangements are timely, meaningful, informative, and transparent, balanced, monitored, and joined up.

Comments of Chief Financial Officer

There are no financial implications in adopting a programme of work

Comments of Monitoring Officer

There are no legal implications in adopting a programme of work

Staffing Implications: Comments of Head of People and Business Change

There are no specific staffing implications in adopting a programme of work

Comments of Cabinet Member

The Chair has approved the report for consideration by cabinet.

Local issues

There are no local issues as this report relates to the Council's processes

Scrutiny Committees

Regular updates will allow the Scrutiny and Cabinet work programmes to be better coordinated. The Scrutiny Improvement Group is developing new ways of working and reviewing the work programmes to focus more on risk and restricting the number of items on agendas by channelling information reports by way of other and ensuring committee reports are based around outcomes

Equalities Impact Assessment

These proposals need no Equalities Impact Assessment

Consultation

All Chief Officers are consulted on the programme

Background Papers

Corporate Assessment

Dated: 17 October 2016

**CABINET WORK PROGRAMME
2016-2017**

Cabinet Meeting	Items for provisional agenda	Lead Officer	For Scrutiny / Date	Council
Oct 2016	City Deal update Year-end Performance Analysis for 2015/16 (Added in line with new agreed reporting arrangements) 5 year Welsh Language Strategy Work Programme Update (regular item)	Chief Executive Head of People & Business Change Head of People & Business Change Head of Democratic Services		
Nov 2016	Education and Pupil Performance data Work Programme Update (regular item)	Chief Education Officer Head of Democratic Services		Gambling Act – Statement of Principles Update
Dec 2016	Revenue Budget and MTFP Improvement Plan Update Risk Register Update Certificate of Compliance – letter 2 Work Programme Update (regular item)	Head of Finance Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of Democratic Services		
Jan 2017	Improvement Plan 2017- 2018 Reduction in Council Tax Scheme Revenue Budget Monitor Capital Budget Monitor Work Programme Update (regular item)	Head of People & Business Change Head of Street Scene and City Services Head of Finance Head of Finance Head of Democratic Services		<ul style="list-style-type: none"> • Council Tax Reduction Scheme • Nomination of the Mayor • Schedule of meetings

Feb 2017	Budget and MTFP Capital Budget Treasury Management Work Programme Update (regular item)	Head of Finance Head of Finance Head of Finance Head of People & Business Change Head of Democratic Services		<ul style="list-style-type: none"> • Budget and MTFP • Capital Budget • Treasury Management
March 2017	Improvement Plan update Budget Monitoring Treasury Management Pay and Reward Policy Work Programme Update (regular item)	Head of People & Business Change Head of Finance Head of Finance Head of People & Business Change Head of Democratic Services		
April 2017	Improvement Plan 16-18 Risk Register Update Work Programme Update (regular item)	Head of People & Business Change Head of People & Business Change Head of Democratic Services		<ul style="list-style-type: none"> • Pay and Reward Policy