

# Report

## Cabinet

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### Part 1

Date: November 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 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 the 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

An updated 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: 31 October 2016