

Report

Cabinet



Part 1

Date: 24 April 2017

Subject Work Programme

Purpose To agree the Cabinet's Work Programme.

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.

The programme has been updated to take account of meetings to the AGM in 2018.

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 service to members and will provide information to the public and elected members.

Options Available and considered

- 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

Please include a record of any consultation with scrutiny committees. Please add here details of any consultation and the outcomes.

Regular updates will allow the Scrutiny and Cabinet work programmes to be better coordinated. The Scrutiny team and Chairs are developing new ways of working and continually 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 and the Equalities Act 2010

These proposals need no Equalities Impact Assessment

Children and Families (Wales) Measure

This procedural report does not impact on Children and Young People although certain reports contained in the programme may do and will need appropriate consultation and comment when they are presented to cabinet.

Wellbeing of Future Generations (Wales) Act 2015

This is a procedural report but reports contained within the programme will need to show how consideration has been given to the five things public bodies need to think about to show they have applied the sustainable development principle put into place by the Act.

Crime and Disorder Act 1998

This does not apply to this procedural report

Consultation

As set out above

Background Papers

N/A

Dated: April 2017

**CABINET WORK PROGRAMME
2017-8**

Cabinet Meeting	Items for provisional agenda	Lead Officer	Council
April 2017	Risk Register Update WAO Action Plan update Work Programme Update (regular item)	Head of People & Business Change Head of People & Business Change Head of Democratic Services	
May 2017	No meeting		<ul style="list-style-type: none"> • AGM
June 2017	Improvement Plan Update WAO Regulatory Fees Early Year End PI Analysis Welsh Language Scheme – Annual Report Equalities Plan – Annual Report Capital Outturn Revenue Outturn	Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of Finance Head of Finance	
July 2017	Director of Social Services Annual Report Budget Consultation and engagement process and timetable Risk update Certificate of Compliance 1 WAO Action Plan Revenue Budget Monitor Capital Monitor & Additions	Director of Social Services Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of Finance Head of Finance	<ul style="list-style-type: none"> • Director of Social Services Annual Report • Pill PSPO = 'Gareth price / Helen Wilkie • Strategic Equalities Plan – Annual Report • Democratic Services Committee Annual Report
August 2017	No meeting	No meeting	No meeting
September 2017	Corporate Plan Improvement Plan Year End Review Improvement Plan Quarter 1 Treasury Management	Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of Finance	<ul style="list-style-type: none"> • Scrutiny Annual Report • Standards Committee Annual Report
October 2017	WAO Annual Improvement Report Risk Update Final Year End Analysis of PI's (All Wales Data) Revenue Budget Monitor Capital monitor & Additions	Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of People & Business Change Head of Finance Head of Finance	

Cabinet Meeting	Items for provisional agenda	Lead Officer	Council
November 2017	Education and Pupil Performance data Mid-Year Analysis of PIs WAO Action Plan Update	Chief Education Officer Head of People & Business Change Head of People & Business Change	
December 2017	Revenue Budget and MTFP Improvement Plan Update Certificate of Compliance – letter 2	Head of Finance Head of People & Business Change Head of People & Business Change	
January 2018	Risk Update Revenue Budget Monitor Capital Budget Monitor Work Programme Update (regular item)	Head of People & Business Change Head of Finance Head of Finance Head of Democratic Services	
February 2018	I. Budget and MTFP II. Capital Budget III. Treasury Management IV. Local Wellbeing Plan V. Work Programme Update (regular item)	I. Head of Finance II. Head of Finance III. Head of Finance IV. Head of People and Business Change V. Head of Democratic Services	
March 2018	I. School Categorisation II. Improvement Plan Update III. WAO Action Plan Update	1. Chief Education Officer 2. Head of People & Business Change 3. Head of People & Business Change	
April 2018			