

**PRAP Work Programming 2018/19 – possibilities**

**Appendix 1**

Members are invited to comment on the Chair’s initial RAG assessment. Please indicate in the blank column if you disagree. The final draft will be agreed by Committee in September 2018.

Red = Definitely programme; Amber = Aim to programme; Green = unlikely to be programmed due to time constraints.

Proposed Item	Timing	Priority	
○ Performance Scrutiny – Monitoring and Management Performance Panel? – Q1-4, Development work	Sept/Dec/March/June		
○ Partnership Scrutiny – PSB Annual Report 2018/19	June/July		
○ Workforce Strategy - Action Plans.	Jan		
○ Employee Health and Well-being programme – in-depth scrutiny, particularly Occupational Health performance	TBA	R/A	
○ Sickness Absence – Action Plan progress report- End of Year Review	Sept June/July		
○ Property Disposal Strategy	Oct/Nov		
❖ Public Services Hub, Callaghan Square FBC	Nov/Dec		
❖ City Historic Buildings assets - Business Plan (maintenance) City Hall – FBC	Oct - joint interest with E&C	A/G	
➤ Recruitment portal - will be tendered in the autumn for implementation by May 2019.	Nov/Dec		
➤ Improvement – WAO Annual Well-being report	Oct		
➤ Communications Strategy/branding/reputation - Social Media	TBA	A/G	

➤ WAO Review of Scrutiny – Fit for Purpose	Sept/Oct		
➤ Corporate Plan 2019-2022	Dec/Jan Feb		
➤ WCFG Act – how well is the Council embracing the Act?		R/A	
➤ GDPR – how is the Council resourced to deal with GDPR/ what challenges does it present?	Pre budget		
➤ E-Billing – Campaign to increase take-up. Link to Digital Strategy.	April		
➤ Digital Uptake –See above. Paperless Council Tax Bills	April		
➤ Virtual Assistant -ChatBOT - Artificial intelligence, online customer support	Jan (pilot)		
➤ Budget Proposals 2019/20	Feb		
➤ Budget Monitoring M3,6,9,12 (outturn)	Oct/Dec/Feb/July		
○ Corporate Land & Property Management Plan 2019/20	Feb/March		
❖ Health & Safety / Independent Review of electrical faults identified in Cardiff's schools estate. What did independent reviewer appointed to conduct the review consider went wrong? Who has been held accountable/responsible? What actions have been put in place to prevent from occurring again? <i>Cllr Bale</i>	Link to above		
○ Corporate Landlord – Cabinet Response to Committee	Sept		
○ Customer Leadership – Cabinet Response to Committee	Sept/Oct		
❖ Information Management. Read It, Save It, Delete It programme, (the Council is deleting over 10million emails over 12 months old, what are the risks?) <i>Cllr Bale</i>		A/G	

❖ Investigation into the productivity of Waste Collection, e.g. no. of collections per round of all waste types compared with the best produced by other L.A.s in the UK. Comparisons can include in house best practice, public/public sector and private sector. The investigation might recommend consideration of best practice by the cabinet and highlight the productivity performance of Cardiff WM. <i>Cllr Walker</i>	Joint interest with Environment		
❖ Digital First Programme – Waste Improvement Projects. Link to above	Joint interest with Environment		
❖ Facilities management <i>Cllr Walker</i> Includes Building Support Services, Cleaning and Security, What are the challenges /commercial intention			
❖ Personal Development Reviews. Quality. Primary research, sample employees. Preparation/culture/content/outcomes. Where next? What's the latest thinking? <i>Cllr Walker</i>			
❖ Agency Staff – Cost/spend and justification <i>Cllr Walker</i>			
❖ Monitoring Scrutiny recommendations – audit of T&F Recommendations to assess impact, Should PRAP monitor/review in its overview capacity? <i>Cllr Walker</i>			
❖ Centralised Transport Services – follow up <i>Cllr Walker</i>		A/G	
❖ Digital First Programme – Fleet Management IT System. Link to above.		A/G	
❖ LGBT network (extend to all networks) – what support can an employee expect? <i>Cllr Walker</i>			
➤ Capital Ambition Delivery Programme – 'Service Review' Programme - 6 monthly progress update	TBA		

(includes Procure to Pay; Schools Transport; ICT Services; Civil Parking Enforcement; Parks)		
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Source
○ Annual Report 17/18, carried forward
❖ Member suggestion
➤ Senior Manager suggestion
▪ Directorate Delivery Plans

## Corporate Plan Objectives 2019/21 that fall within PRAP Terms of Reference

### Well-being Objective 4.1: Modernising and Integrating our Public Services

<b>Progress the Council's Digital First Agenda</b> by undertaking a service review of ICT by December 2018. This will include: <ul style="list-style-type: none"> <li>Assessing the Council's ICT infrastructure to identify opportunities for Cloud-Based solutions.</li> <li>Mapping business processes to identify opportunities for simplification, integration and automation.</li> </ul>	<b>Cllr Chris Weaver</b>	<b>Resources</b>
<b>Assets and Property:</b> Modernise the management and operation of the Council's estate to achieve fewer but better buildings by: <ul style="list-style-type: none"> <li>Completing the <b>comprehensive review of the Council's estate</b> by the end of 2018;</li> <li>Fully establishing the new <b>Corporate Landlord delivery model</b> and ensure all of the Council's estate is compliant by the end of 2018/19.</li> </ul>	<b>Cllr Russell Goodway</b>	<b>Economic Development</b>
<b>Improve the health and well-being of our employees</b> by reducing sickness absence by March 2019 through continued monitoring, compliance and support for employees and managers.	<b>Cllr Chris Weaver</b>	<b>Resources</b>
<b>Support staff development</b> by further improving the Personal Review scheme by March 2019 so that every employee has the opportunity to have a conversation about their development and performance.	<b>Cllr Chris Weaver</b>	<b>Resources</b>
Get people <b>and communities more involved in decisions.</b>	<b>Cllr Huw Thomas &amp; Cllr Chris Weaver</b>	<b>Governance &amp; Legal Services</b>
Ensure that the <b>Council's consultation and engagement work is as representative as possible</b> through reviewing and refreshing	<b>Cllr Chris Weaver</b>	<b>Resources</b>

the Council's citizen engagement tools, including the Citizen Panel, by June 2018.		
<b>Champion equality and diversity, making sure that citizens' rights are protected in any changes to our public services,</b> by implementing year three of the Council's Strategic Equality Plan 2016-2020.		