

## PRAP Work Programming 2019/20 – options

Source	Proposed Item	Timing	Priority
	People & Communities Performance & Partnerships		
➤	<p><b>Performance Scrutiny</b> Monitoring and Management. Opportunity for <b>Performance Panel</b> development work. Liaise with Performance and finance enablers to strengthen scrutiny of performance.</p> <p>Quarterly Cabinet reports available to Committee – Panel/full Committee/frequency?</p>	<p>Q1 October (Sept Cabinet) Q2 December (Nov Cabinet) Q3 March (February Cabinet) Q4 July (June Cabinet)</p>	
○	<p><b>Partnership Scrutiny – PSB Annual Report 2019/20</b> Committee has recommended that appropriate targets be developed in the forthcoming year and asked to be briefed on the structure to be used, the areas to be targeted and how the performance monitoring process will operate.</p>	June/July '20	
❖	<p><b>Partnership Asset Management Board</b> Partnership collaborative asset management – sharing assets. Request position statement/progress briefing from the Partnership Asset Management Board?</p>	TBC	
●	<p><b>WAO Annual Improvement Report</b> Annual report summarising audit work undertaken in the last year including a summary of key findings from reports issued by relevant regulators.</p>	October/November	
➤	<p><b>Corporate Plan 2020-2023</b> <i>(Supplemented by extended Performance Panel work session in January)</i></p>	<p>Dec (policy dev) Feb (pre decision)</p>	

➤	<p><b>Corporate Plan 2020-2023</b>  Extended Performance Panel target setting work session. Additional six monthly monitoring of targets /inform early conversation around 2020/21 Corporate targets.</p>	January (late Nov -early Dec)	
○	<p><b>Budget Consultation</b>  Pre-decision scrutiny/publication involvement in the 2020/21 budget consultation, including review of current citizen engagement methodologies, with a focus on improving reach into ‘seldom heard’ communities.  Note: In a departure from 2018, this year there are 2 separate consultations, <i>Ask Cardiff</i> and a focused <i>Budget Consultation</i>.</p>	October (Cabinet Nov)	
○	<p><b>Ask Cardiff</b>  Review success of improving citizen engagement methodologies, with a focus on improving reach into ‘seldom heard’ communities.</p>	June/July	
●	<p><b>Overview of WG LGR agenda,</b>  particularly in respect of proposed changes to improvement mechanisms, such as the introduction of Statutory Self-assessment and Peer Review.  (Draft Bill on LGR)</p>	March 2020	
○	<p><b>Bilingual Cardiff Strategy Action Plan</b>  Review progress of the Bilingual Cardiff Strategy Action Plan</p>	TBC	
○	<p><b>Annual Performance Well-being Report.</b></p>	July	
○	<p><b>Brexit</b>  Committee has requested to be informed of any significant changes to existing plans or important issues arising in the period before a formal Brexit decision.</p>	October	

	<p><i>Extract: Strengthen scrutiny: The evidence we received suggests that cabinets, scrutiny committees and boards now need to ramp up their own activity in providing independent and democratic oversight and scrutiny of Brexit planning and action (WAO Preparations in Wales for a no-deal' Brexit Feb '19).</i></p> <p>What are the implications for the Council of no-deal? Areas of interest assuming no deal – business continuity plans; emergency planning arrangements; resilience of the supply chain; EU settlement scheme.</p>		
Resources - HRPS			
○	<p><b>Agency Staff Costs</b> Review underway. Spend and justification for, option to continue the Committee's interest in how the Council can reduce its use of agency workers. Explore annual cost of agency staff employed by the authority? Information requested - proportion of overhead cost to cover short term absence (up to six months) and what proportion in % terms is for periods longer than six months? Data requested for agency use by departments, and rationale for requesting such cover.</p> <p>Agency Workers Charter</p> <p>Note: Cabinet report July 19 -Review of Cardiff Works and Matrix agency provision. Awarded to Sept 2020</p> <p>(PL/SMcG/IA)</p>	TBA	
○	<p><b>Sickness Absence</b> Continue monitoring following a disappointing higher than target across the Authority 2018/19 outturn. Maintain an interest in the challenge</p>	November (Q2) June (outturn)	

	<p>it presents to delivering effective services.</p> <p>Consider inviting service areas to Committee to enable a deeper dive into the effectiveness of their action plans and the challenges they are facing.</p> <p>Examine the extent to which considerable analysis and data is informing a more preventative and thereby proactive approach to tackling sickness absence.</p> <p>Propose monitoring at Q2 and outturn.</p>		
➤	<p><b>Recruitment Portal</b> Implementation progress – monitor</p>	June/July	
➤	<p><b>Workforce Strategy 2018-21</b> Monitor progress as Directorate workforce plans mature, to ensure evidence of cross directorate working, increased levels of productivity as a consequence of the Smarter working project, and more efficient allocation of resources. Consider a case study Directorate workforce action plan.</p>	July	
➤	<p><b>Resources – Customer &amp; Digital Services</b></p>		
○	<p><b>Digital Strategy</b> Progress overview</p> <ul style="list-style-type: none"> <li>• scrutiny of action plans for the seven strands of the Council’s Digital First Agenda;</li> <li>• Scrutiny of draft proposals for future proposed App transactions.</li> <li>• Digital uptake</li> <li>• Option to look at 3 projects (App, Web and Processes) or take an overview.</li> </ul>	March	

	<ul style="list-style-type: none"> <li>• Cyber security</li> </ul>		
➤	<p><b>Virtual Assistant -ChatBOT</b> - Artificial intelligence, online customer support Delivering a bi-lingual ChatBot. Progress report</p>	May	
•	<p><b>Customer Leadership</b> Progress update of corporate focus on customer leadership &amp; action plan.</p>	December	
•	<p><b>24/7 Services</b> The Council's Meals on Wheels service operates 7 days a week delivering a meal to 300 customers at £3.90 per meal. Demand for the service has flat lined over recent years and is propped up by other income streams. The service needs to raise its profile, re-generate demand and Committees financial perspective is requested.</p>	TBA	
<b>Resources - Finance</b>			
➤	<p><b>Budget Proposals 2020/21</b> <i>Note Committee has requested access to external agency/consultancy expenditure for the current financial year when scrutinising the proposed draft budget.</i></p>	Feb	
➤	<p><b>Linking Budget and Performance</b> A piece of work towards exception reporting that routinely links budget monitoring and performance assessment in a bespoke scrutiny report. – To be undertaken by the <b>Performance Panel?</b></p>	Oct – Jan?	
➤	<p><b>Budget Monitoring</b> M4,6,9,12 (outturn) Frequency /formal/informal/panel?</p> <p>Option to monitor more closely, and in greater depth, the budget position of service areas where there are areas of budget risk. For example Social</p>	Oct/Dec/Feb/July	

	Services. Service area may be invited alongside the Corporate budget team to assess how the service is adapting to budget challenges during the year.		
○	<b>Delivering Capital Ambition (CADP)</b> – 6 monthly overarching monitoring of the programme’s delivery.	Sept (develop) Nov (report) May (report)	
➤	<b>CADP Smarter Working project</b> The Committee expressed an interest in the challenge of smarter, agile working and its resource implications for employees, accommodation and technology. This is a new project within the Capital Ambition Delivery Programme that will address agile working.	September	
❖	<b>Procurement</b> Short scrutiny to examine context for the Council’s £450m procurement spend. Scrutiny options include: <ul style="list-style-type: none"> <li>• Management oversight and Council monitoring of large contracts/ savings</li> <li>• Compliance / Direct Awards</li> <li>• Social Responsibility - Oversight of the impact of the socially responsible procurement policy</li> <li>• Social Value Portal (enabling objective assessment and monitoring of community benefits /value)</li> <li>• Collaboration / WLGA</li> <li>• Contracts – Voids, Fuel, social care contract, waste contract,</li> <li>• FM and Building Maintenance</li> <li>• Contract Forward Plan</li> <li>• Directorate Reports</li> <li>• SMEs, Social Enterprise and the Foundational Economy</li> </ul>	March	

○	<p><b>Cardiff Bus</b> Committee has been offered an update on funding in 2020 following its July Call-in consideration.</p>	Dec/Jan	
❖	<p><b>Waste Collection Productivity</b> – a review is underway. Committee is interested in, for example, number 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.) What are the aims of review work underway? How are the TU's and staff affected responding, and what progress has been made? When will this work reach its conclusion and new systems be introduced?</p>	Joint interest with Environment. Briefing offered November (SM)	
❖	<b>Economic Development</b>		
▪	<p><b>Property Strategy</b> – new five year strategy to be developed by March 2020, draft by end Q3 (Dec). <b>Incorporate:</b></p> <ul style="list-style-type: none"> <li>● <b>Asset &amp; Estate Management</b> – particularly Schools maintenance backlog –by March 2020</li> <li>● <b>Maintenance programme</b> Modernise the Council's estate and reduce the footprint through rationalisation and investment in maintenance. (One Front Door; Non schools handbook; new process and governance for all property; develop Annual Capital Preventative Maintenance programme; Complete asset management baseline data gathering.)</li> </ul>	January (Cabinet Feb)	

	<ul style="list-style-type: none"> <li>• <b>Corporate Landlord</b> inquiry of the Committee – incorporate progress update as line of inquiry /part of all property scrutiny?</li> </ul>		
❖	<b>Facilities management</b> - progress update & link to Corporate Landlord Note that Members on governing bodies report ongoing schools concerns in respect of the Councils Facilities Management Service. (JB)	TBC	
❖	<b>Core Office Strategy</b> OBC/ FBC later  Cabinet decision – Q3 to Q4	October (Cabinet Nov)  FBC -Dec-March -TBC	
	<b>Governance &amp; Legal</b>		
❖	<b>Scrutiny Impact</b> – complete and publish T&F Recommendations	November	
➤	<b>WAO Review of Scrutiny</b> – Fit for Purpose progress update.	November	

Source
<ul style="list-style-type: none"> <li>• Annual Report 18/19, carried forward</li> </ul>
<ul style="list-style-type: none"> <li>❖ Member suggestion</li> </ul>
<ul style="list-style-type: none"> <li>➤ Senior Manager suggestion</li> </ul>
<ul style="list-style-type: none"> <li>▪ Corporate Plan; Directorate Delivery Plans</li> </ul>
<ul style="list-style-type: none"> <li>• Forthcoming Legislation / External Auditors work programme</li> </ul>

## Corporate Plan Priorities and Commitments 2019/22 relevant to PRAP's ToR

### Well-being Objective 1.1 Cardiff is a great place to grow up

<p><b>Address the maintenance backlog in schools, as part of a wider programme of Asset and Estate management, targeting increased investment in schools that require priority action by March 2020</b></p>	<p>Sarah Merry &amp; Russell Goodway</p>	<p>Education &amp; Lifelong Learning Economic Development</p>
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### Well-being Objective 1.3 Supporting people out of poverty

<p><b>Create more paid apprenticeships and trainee opportunities</b> within the Council by March 2020</p>	<p>Cllr Huw Thomas &amp; Cllr Chris Weaver</p>	<p>Resources</p>
<p><b>Support the Foundational Economy by implementing the Socially Responsible Procurement Policy</b>, helping ensure that local people and local communities benefit from the money the Council spends on goods and services.</p>	<p>Cllr Chris Weaver</p>	<p>Resources</p>

### Well-being Objective 1.4 Safe, confident & empowered communities

<p><b>Promote and support the growth of the Welsh Language to help meet the Welsh Government's 'Cymraeg 2050: A million Welsh speakers' strategy by:</b></p> <ul style="list-style-type: none"> <li>• Delivering Cardiff Council's commitments in the city-wide Bilingual Cardiff Strategy 2017-2022;</li> <li>• Expanding the provision of Welsh-medium education and promoting Welsh in English-medium education.</li> </ul>	<p>Huw Thomas &amp; Sarah Merry</p>	<p>Resources Education &amp; Lifelong Learning</p>
<p><b>Deliver a co-ordinated local response to the UK leaving the European Union, including:</b></p> <ul style="list-style-type: none"> <li>• Putting in place local support to enable EU Citizens in Cardiff to access the EU Citizen Settlement Scheme by April 2019;</li> <li>• Responding to any civil contingencies emerging from a disruptive or 'no</li> </ul>	<p>Huw Thomas Lynda Thorne</p>	<p>Resources People &amp; Communities</p>

deal' Brexit; <ul style="list-style-type: none"> <li>• Ensuring a cross-public service approach to services and communications through the Cardiff Public Services Board.</li> </ul>		
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## Well-being Objective 4.1 Modernising and integrating our public services

<b>Modernise the Council's estate and reduce the footprint through rationalisation and investment in maintenance.</b>	Cllr Russell Goodway	Economic Development
<b>Develop a new five-year Property Strategy by March 2020.</b>	Cllr Russell Goodway	Economic Development
Take forward delivery of the <b>Core Office Strategy.</b>	Cllr Russell Goodway	Economic Development
Improve the health and well-being of our employees by continuing to monitor sickness absence, and proactively provide support for employees and managers.	Cllr Chris Weaver	Resources
Work towards the <b>Gold Level Corporate Health Standard Award</b> by March 2020.	Cllr Chris Weaver	Resources
Continue to deliver the Agency Workers Charter and embed corporate processes to review Agency Worker placements at 12 and 18 months.	Cllr Chris Weaver	Resources
<b>Support people and communities to be more engaged with the work of the Council.</b>	Cllr Huw Thomas & Cllr Chris Weaver	Resources
<b>Ensure that the Council's workforce is representative of the communities it serves.</b>	Cllr Chris Weaver	Resources
Ensure the Council delivers a high-quality customer service across the organisation by delivering the seven priorities recommended in the Customer & Leadership report by March 2020.	Cllr Chris Weaver	Resources
Deliver the Council's priorities within the Strategic Equality Plan 2016-2020 and <b>launch a new Strategic Equality Plan by April 2020.</b>	Cllr Chris Weaver	Resources

<p>Ensure the Council delivers a high-quality customer service across the organisation by delivering the seven priorities recommended in the Customer &amp; Leadership report by March 2020.</p>	<p>Cllr Chris Weaver</p>	<p>Resources</p>
<p>Deliver the Council's priorities within the Strategic Equality Plan 2016-2020 and <b>launch a new Strategic Equality Plan by April 2020.</b></p>	<p>Cllr Chris Weaver</p>	<p>Resources</p>