

Work Programming Prioritisation							
Item	FC	B-F	B-I	T&F/ Panel	Defer	Timing	Priority (RAG)
Corporate Plan	X					Feb	R
Budgetary Proposals 2016/17	X					Feb	R
Budget Monitoring – M4 September, M6 November, M9 February.	?			?			tba
Quarterly Performance Reports – Corporate overview; – Q1 September, Q2 November, Q3 Feb/March, Q4 May.	X			?		Sept Nov Feb	R tba tba
Cabinet Response to ADM Inquiry	x					Received	R
Implementation of ADM recommendations - monitoring	X					?	R
Work Programme reports	X					Quarterly	R
Annual Report 2015/16	x					May	R
Correspondence updates	X					Monthly	R
Audit Committee minutes	X						R
Review of Non Operational Investment Property Estate.	X					Sept	R
Developing the Cardiff Brand – report on consultation results					E&C		G
County Hall – review of options for location of office staff	x					Sept	R
Review of Disciplinary Policy and Procedures		x				Sept	G
Review of Special Leave		x				Sept	G
Corporate Risk Register –mid year review 2015/16		x				Dec	A – monitor
Health & Wellbeing strategy		x				Oct	G
Cardiff & Vale of Glamorgan LSB							G
Cardiff Debate – Chairs Letter to Cabinet Member							G
Local Development Plan -adopt						Oct	G
Commercialism Strategic framework	x					Oct	R
Delivery of Outcome Agreement		X				March	A - monitor
Organisational Development Programme progress monitoring – 6 monthly, followed by in depth scrutiny of programme projects causing concern. Note Committee will take a 'fluid but responsive' approach in 2015/16	X						Dec June/July
Sickness Absence –. Q4 – light touch 6 month review of revised policy dependent on Q3 results	x						A – monitor May/Jun
Workforce Strategy – Directorate Workforce Plans – Q2 Design integrated corporate approach to Workforce Planning. Business case for software system for Business Planning, Performance Management, Finance & Workforce planning.)		x					A – monitor April /May
Corporate Apprenticeship & traineeship programme –			x				G

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Develop Graduate Scheme proposals & seek Cabinet agreement Q4.							
Employee Survey Results (anchor for workforce strategy)	X					Oct	A
Corporate Resources service- wide review of action plans.			x				G May/ June
Development of ADM models						watch	R
Define risk appetite of Cardiff Council					X		G
Develop business case for credit card surcharging					X		G
Further automation of forms and access to council tax information					X		G
Establish L A Trading Company (employee mutual?)	x					Nov/Dec	A
Update Commissioning & Procurement Strategy to include e-procurement strategy.	X						R
Develop strategic direction for CTS to improve effectiveness and reduce costs					X		G
Develop strategic direction to Improve effectiveness and reduce costs of Building Services. CMS framework contract & action plan.					X		G
Health & Safety service – define Council’s collaborative appetite.		X					G
Develop collaborative working between cleaning and security.					x		G
Refresh and update service property plans					X		
Initiate a two year programme of fitness for purpose assessments					X		
Programme of radical property rationalisation between public sector property owning organisations to commence					x		
Establishment of a Core Cities property group to facilitate peer benchmarking of key property comparators					x		
Implement new income generating schemes and opportunities				X			R
Ensure that facility management procurement process delivers the best financial and operational outcomes for Cardiff Council					X		
Community Boundary Review - (first report to council expected Sept; further report Dec. Monitor outcome for potential Electoral ward review).					X		
Improving Scrutiny – Final report September 2015	X					Sept	R
Second Strategic Equality Plan -2016-20 (including ref to Annual Review) – consultation <i>Sept/Oct , Pre decision Dec/Jan 2015</i>	x					Oct Jan	R
Directorate Benchmarking quarterly progress reports (<i>expand to corporate progress report</i>)					X		G

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Welsh language Standards					E&C		
Welsh Language Centre					E&C		
Legal Services Review action plan					X		G
Legal Toolkit					X		G
Review of legal process with Directorates					X		G
Corporate Complaints support /policy					Audit		
Manage and develop the Council's web presence.					x		G
C2C -Customer Services – focus to include customer management strategy & relationship model. Single Customer View through the use of new technologies (e.g. SAP CRM).	X					Dec	R
ICT platforms					x		G
Fraud					Audit		
International links/City networks					E&C		
Corporate Assessment Review	X					Jan	R
Annual Improvement Plan	X					Sept	R
Partnership Scrutiny							
CPB briefing report			x				G
What Matters refresh & alignment with the ODP	x					Nov	R
What Matters Annual Review	x					Nov	R
Potential Inquiries/areas of research							
Commercialism/ Income Generation The combination of falling budgets and rising demand means many councils are thinking more entrepreneurially/commercially and undertaking revenue generating approaches to service provision. Where is the Council in comparison to others? Are there further opportunities? How have others tackled factoring in 'retention of service for the public good'				?		Oct-	tba
Demand Management - examination of shifting relationships between the public, the state and public services, focussing policy and practice on the root causes of social demand, and the role citizens and communities can play in helping us manage demand.				?		?	tba
Collaborative Delivery – Evaluation of collaborative/consortium delivery approach, post creation of regional Regulatory Services and Adoption Services. What lessons can we learn?	?			?			tba
Administrative functions -KPMG research report published June 2015 suggesting there is significant opportunity to improve the performance of administrative functions with Welsh Local Authorities both in the immediate and the longer term.			x				PSO to Circulate for info.
Promoting community benefits through Council contracts. Under the Welsh Government Public				?			tba

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Procurement Policy the Council is expected to deliver social, economic and environmental benefit through an effective Community Benefits policy that is an integral consideration in procurement. There is scope to improve the Councils approach.							
Information Governance (Review Committees previous incomplete inquiry work)	x						R
Budget monitoring sub group – explore option of monthly monitoring through confidential briefings and/or quarterly examination of budget monitoring reports for exception referral of concerns to full Committee.				?			tba
Performance Monitoring sub group – meet quarterly to inform on going work programming of all committees, and report exceptions to the main committee of functions within its own Terms of Reference.				?			tba
Joint Inquiries							
LDP - Community Infrastructure Levy (CIL) – joint task group of 5 scrutiny committees. Chair plus one nomination. Potentially one and a half day meeting October 2015 LDP – to inform Cabinet report planning in December/January.				x		Oct	
Community Hubs, various proposals to cabinet, St Mellons (October), Llanedeyrn (November) and Llanishen (November), 3 Members required.					x		G – unnecessary, approach is good.
Audit Committee protocol - Work with Internal Audit to address feedback from the WAO Corporate Assessment suggesting greater co-ordination between this Committee and the Council’s Audit Committee.	x					Ongoing protocol	R

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