

Please see page 2 onwards for background to items

17th July 24
Establish a Task & Finish Group – Home to School Travel (July) CIPFA Financial Management Code
11th September 24
Cabinet Member Priorities of the year Workforce Reports and HR Response to Staff Survey
9th October 2024
Budget Pre-Engagement
6th November 24
Reserves Position Council Tax Arrears and Collection Establish a Task & Finish Group – Review Agency Staff and Staff Sickness
8th January 2025
Medium-Term Financial Strategy Budget Consultation
12th February 25
Council Investment Portfolio Procurement and Social Value Recruitment and Retention
26th March 25
#CovConnects Task and Finish – Home to School Taxi (Final Report)
2024/25
Council Office Accommodation Budget Pre-Budget Report following Cabinet 10/12/24 Task & Finish Group – Increased use of agency staff Artificial Intelligence Policy

SB1 Work Programme 2024/25

Date	Title	Detail	Cabinet Member/ Lead Officer
17th July 24	Establish a Task & Finish Group – Home to School Travel (July)	Agreed to establish a Task and Finish Group to review the current DPS arrangement in order to ensure best value for the home to school taxi service	Jeanette Essex, Rob Amor, Ewan Dewar, Sarah Elliot
	CIPFA Financial Management Code	briefing note and appendix containing an assessment against a number of prescribed standards.	Phil Helm / Cllr Brown
11th September 24	Cabinet Member Priorities of the year	Item to discuss the highlights of the year of the Cabinet Member where Scrutiny Board members can pick up on any areas that they'd like to take forward.	Cllr Brown
	Workforce Reports and HR Response to Staff Survey	Workforce Reports to include Work on Health and Wellbeing and update regarding the proposed HR response to the findings of the survey and progress of the emerging HR plan at a future meeting.	Susanna Chilton / Cllr Brown
9th October 2024	Budget Pre-Engagement	Pre-cursor to the established budget setting process/consultation. Pre-consultation scoping	Cllr Brown, Barry Hastie, Tina Pinks, Phil Helm
6th November 24	Reserves Position	Reserves position 23/24 statement	Barry Hastie / Cllr Brown
	Council Tax Arrears and Collection	To consider what steps the Council are taking to ensure good rates of Council Tax collection as well as national comparators To include – understanding the process of collecting arrears, how are individuals supported when in difficulty.	Barrie Strain Cllr Brown

SB1 Work Programme 2024/25

Date	Title	Detail	Cabinet Member/ Lead Officer
	Establish a Task & Finish Group – Review Agency Staff and Staff Sickness	To establish a Task and Finish Group to review issues around the use of agency staff and staff sickness.	Susanna Chilton
8th January 2025	Medium-Term Financial Strategy	To discuss the Council's Medium Term Financial Strategy prior to its approval through the political process. This is an annual item.	Cllr Brown /Barry Hastie/ Tina Pinks / Phil Helm
	Budget Consultation		Tina Pinks Cllr Brown
12th February 25	Council Investment Portfolio	Risks and returns	Barry Hastie / Cllr Brown
	Procurement and Social Value	Procurement Strategy to include the procurement process and updates to the Council's framework in preparation for the implementation of the Procurement Act and associated regulations	Cllr Brown Rob Amor Remi Aremu
	Recruitment and Retention	Diversity within recruitment and retention (SB1)	Susanna Newing Cllr Brown
26th March 25	#CovConnects	further report at a future meeting which would focus on partnerships and how they work in practice. To include progress around Digital Exclusion as identified in Scruco on the 25 th September.	Cllr Brown/Cllr Hetheron Adrienne Bellingeri, Laura Waller
	Task and Finish – Home to School Taxi (Final Report)		
2024/25	Council Office Accommodation	Review the usage of Council office space within the context of making savings.	Cllr O'Boyle Cllr Brown Richard Moon

SB1 Work Programme 2024/25

Date	Title	Detail	Cabinet Member/ Lead Officer
	Budget Pre-Budget Report following Cabinet 10/12/24		Tina Pinks, Cllr Brown
	Outturn Performance for the Tax year 2024/25	Meeting to take place municipal Year 25/26	Barrie Strain / Cllr Brown
	Artificial Intelligence Policy	A further item to consider how AI can be used strategically to save money and improve service delivery. Include Digital Strategy with Paul Ward, Referred to Scruco in March 2025	Cllr Hetherton Paul Ward