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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
Draft Medium-Term Financial Strategy Budget Consultation
12th February 25
Council Investment Portfolio Procurement Process Recruitment and Retention
26th March 25
#CovConnects Council Office Accommodation Task and Finish – Home to School Taxi (Final Report) Task and Finish - Review Agency Staff and Staff Sickness (Final Report)
2024/25
Artificial Intelligence Policy
2025/26
Outturn Performance for the Tax year 2024/25 Reserves Position Following Implementation of the Spending, Saving and Council Tax Proposals 25/26 Council Investment Portfolio Procurement Refreshed Strategy

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	Draft Medium-Term Financial Strategy	To discuss the draft Council's Medium Term Financial Strategy prior to its development for approval at Cabinet and Council. To include information on distribution of Government funding which had been identified in the 2024 Autumn Budget if available	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 Process	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 Chilton 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 Hetherton Adrienne Bellingeri, Laura Waller
	Council Office Accommodation	Review the usage of Council office space within the context of making savings.	Cllr O'Boyle Cllr Brown

SB1 Work Programme 2024/25

Date	Title	Detail	Cabinet Member/ Lead Officer
			Richard Moon
	Task and Finish – Home to School Taxi (Final Report)		
	Task and Finish - Review Agency Staff and Staff Sickness (Final Report)		
2024/25	Artificial Intelligence Policy	A further item to consider how AI can be used strategically to save money and improve service delivery. Impact on Jobs and Skills. Include Digital Strategy with Paul Ward, Ethical side of AI referred to Scruco in March 2025.	Cllr Hetherton Paul Ward
2025/26	Outturn Performance for the Tax year 2024/25	Meeting to take place municipal Year 25/26	Barrie Strain / Cllr Brown
	Reserves Position	Reserves position 23/24 statement – During Q4 (July)	Barry Hastie / Cllr Brown
	Following Implementation of the Spending, Saving and Council Tax Proposals 25/26	Update report on the outcomes and impacts of implementation, be submitted to the Board in 12 months' time. (April 2026)	Barry Hastie / Barri Strain Cllr Brown
	Council Investment Portfolio	Update on risk and returns - Income figures to be provided in future reports relating to companies owned by the Council.	Barry Hastie / Phil Helm / Cllr Brown
	Procurement Refreshed Strategy	Yearly update from Procurement following on from the establishment of the new Procurement Act	Cllr Brown Rob Amor Remi Aremu