

Meeting of:	Cabinet
Date of Meeting:	Thursday, 25 May 2023
Relevant Scrutiny Committee:	All Scrutiny Committees
Report Title:	Vale of Glamorgan Council: Annual Performance Calendar 2023/24
Purpose of Report:	<p>To present the Vale of Glamorgan Annual Performance Calendar for 2023/24, which outlines the key plans/reports that will be subject to consideration by Members throughout the year. The report outlines how we will involve elected Members in shaping the approach, key plans and reports aligned to the performance management framework annual calendar to enable us to meet the performance requirements (Part 6 section 89-93) of the Local Government & Elections (Wales) Act 2021 (LG&E) and contribute to the national goals of the Well-being of Future Generations (Wales) Act 2015 (WBFNG).</p> <p>The report also outlines the key findings and learning from our review of last year's Annual Self-Assessment approach and makes proposals to further enhance the process in readiness for the 2022/23 self-assessment.</p>
Report Owner:	Executive Leader and Cabinet Member for Performance & Resources
Responsible Officer:	Tom Bowring, Director of Corporate Resources
Elected Member and Officer Consultation:	Elected Members play a key role in enabling us to assess whether the Council is achieving its Well-being Objectives, delivering value for money and enhancing citizen well-being. In recognition of the importance of this role, the report outlines how we will involve Members in shaping our performance management framework's annual calendar of activities. Following Cabinet's consideration, this report will be considered by elected Members via Scrutiny Committees and Governance & Audit Committee and Cabinet with their views informing changes that will seek to further enhance the existing corporate approach and arrangements.
Policy Framework:	This is a matter for Executive decision by Cabinet.

Executive Summary:

- The report presents the Vale of Glamorgan Annual Performance Calendar for 2023/24 which outlines the key plans and reports that will be subject to consideration by Members throughout the year. The report also outlines how we propose to engage with elected Members in shaping the processes, key plans and reports aligned to the Annual Performance Calendar to enable us to meet the performance requirements of the Local Government & Elections (Wales) Act 2021 (LG&E) and contribute to the national goals of the Well-being of Future Generations (Wales) Act 2015 (WBFG).
- The report also outlines the key findings and learning from our review of last year's Annual Self-Assessment approach and makes proposals to further enhance the process in readiness for the 2022/23 self-assessment. A timing for the panel performance assessment is also proposed to ensure alignment with the development of the new Corporate Plan due in 2025/26, however it is noted that determining the timeline for the assessment is a political decision. The proposed timing aligns with the requirement to complete and respond to a panel performance assessment 6 months before the next local government elections (2027).
- The Council's self-assessment covering the period 2022/23 will be published by the end of November 2023. This timeline aligns with our existing performance management arrangements and will enable us to bring together key performance and governance related insights throughout the year into a summary judgement on how well we are meeting the performance requirements of the LG&E Act.
- **Appendix A** outlines a rolling programme of collaborative work with Members throughout the 2023/24 Annual Performance Calendar to develop their skills and knowledge and strengthen their involvement in shaping and refining the key plans, reports and processes that will support them in their key role of assessing whether the Council is achieving its Well-being Objectives, delivering value for money and improving the well-being of its citizens. The outputs of the engagement work undertaken in 2022/23 have been used by Council officers throughout the year to help shape and strengthen our self-reflection approaches aligned to the Annual Performance Calendar and also the approaches taken in developing key Council plans, reports and data insights, including their format, content and presentation.
- Cabinet Members are asked to consider and endorse the Annual Performance Calendar for 2023/24 and the programme for engaging with Members in-year to shape and refine the Performance Calendar and support Members in their scrutiny role as proposed in **Appendix A** and refer the report to all Scrutiny Committees and the Governance & Audit Committee with any views being referred back to Cabinet via recommendation.
- Cabinet Members are asked to consider the review findings from last year's Annual Self-Assessment approach and approve the proposed changes for the 2022/23 self-assessment (including the indicative timetable), informed by the views of Scrutiny Committees and the Governance & Audit Committee.
- Cabinet Members are also asked to consider and approve the proposed timing of the panel performance assessment, informed by the views of Scrutiny Committees and the Governance & Audit Committee.

Recommendations

1. That Cabinet considers and approves the Vale of Glamorgan Annual Performance Calendar 2023/24 and the proposed approach to engaging with Members in-year to shape and refine the Annual Performance Calendar of activities and to support Members in their scrutiny role.
2. That Cabinet considers the review findings from last year's Annual Self-Assessment approach and approves the proposed changes to the 2022/23 self-assessment, including the indicative timetable.
3. That Cabinet considers and approves the proposed timing of the panel performance assessment.
4. That Cabinet refers the report to all Scrutiny Committees and the Governance & Audit Committee for their consideration, with any views being referred back to Cabinet.

Reasons for Recommendations

1. To ensure all Scrutiny Committees and the Governance & Audit Committee (section 114 of the Local Government & Elections (Wales) Act 2021) have oversight of the Annual Performance Calendar and their views inform the Council's approach to meeting the performance requirements.
2. To ensure the Council's approach to the 2022/23 Self-Assessment increases the extent to which it is meeting the performance requirements of the LG&E Act.
3. To allow adequate preparatory time to commission and respond to the panel performance assessment within the statutory timescale.
4. To ensure the Council fully discharges its duties under both the Well-being of Future Generations (Wales) Act 2015 (WBFGE) and the Local Government & Elections (Wales) Act 2021 (LG&E) to publish annual Well-being Objectives, keep performance under review and consult and report on our performance through an annual self-assessment relating to the previous financial year.

1. Background

- 1.1 The Local Government & Election (Wales) Act 2021 (LG&E) which came into effect from 1st April, 2021, placed new duties on all Welsh Local Authorities. The performance and governance provisions in the Act are framed within the wider sustainable development duties of the WBFGE Act and align to the Socio-economic Duty (which came into effect on 31st March, 2021) and our audit, regulatory and partnership arrangements.
- 1.2 The performance framework requires the Council to keep performance under review, consult and report on our performance through self-assessment, and arrange and respond to a panel performance assessment once in every electoral cycle. These duties have informed the development of our Annual Delivery Plan for 2023/24 and the development of new performance management

arrangements in the Council's Annual Performance Calendar of activities, with work ongoing to embed them.

- 1.3 The Annual Performance Calendar of activities is the Council's key means of demonstrating the extent to which it is meeting the performance requirements of the LG&E Act.
- 1.4 Over the past year, as part of further strengthening our performance management arrangements to enable us to meet the performance requirements, elected Members have been involved in shaping the Council's Annual Performance Calendar, particularly in developing the format, content and presentation of key plans, performance reports and the annual self-assessment of performance to enable effective challenge and oversight in line with their roles and responsibilities.
- 1.5 The completion of the key activities outlined in the 2022/23 Annual Performance Calendar culminated in the approval and publication of the Council's first Self-Assessment under the LG&E (published in November 2022), the Annual Delivery Plan and Service Plans in March 2023 for the period 2023/24. This presents us with an opportunity at the start of the Annual Performance Calendar 2023/24 to look at what further improvements can be made that will continue to enhance our corporate approach in order to further strengthen the extent to which the Council is meeting the performance requirements.
- 1.6 It is important that our approach to self-assessment, now embedded within the Council's Annual Performance Calendar, continues to evolve enabling us to further enhance our approach to performance self-reflection thus ensuring that we are identifying and taking the necessary actions to improve. The work to continue to embed and enhance our approach is ongoing throughout the year, and will continue involve elected members, our partners (including external regulators), staff, service users and Vale citizens.

2. Key Issues for Consideration

Annual Performance Calendar 2022/23: Review and Learning from the 2021/22 Annual Self-Assessment and proposed approach for 2023

- 2.1 We have reviewed our approach throughout the first year of undertaking a self-assessment as part of our learning in order to further enhance the process for the next self-assessment. Our key findings (outlined below) have been informed by feedback from elected Members (Scrutiny Committees, Governance & Audit Committee and Cabinet Members), Directorate colleagues who participated in the process and the Corporate Performance Partners who supported colleagues throughout the self-assessment process last year. An Internal Audit review via the (South West Audit Partnership (SWAP) Internal Audit Services also provided a 'substantial' audit opinion on the Council's Self-Assessment process. Alongside this, we have also considered informal feedback provided by Audit Wales, Welsh Government and the Welsh Local Government Association (WLGA) on the Annual Self-Assessment reports, including any identified good practice and these have informed a proposed approach for undertaking the 2022/23 annual self-assessment.

Review Findings

2.2 A summary of the review findings are outlined below.

2.3 *The Directorate Self-Assessment (DSA)*

- Strengthen our use of performance and other data insights to support performance judgements within the DSAs.
- Reflect, in our performance judgements, the influence of key risks (particularly in relation to externally driven forces) on our ability to utilise our resources (people, assets, finance) effectively.

2.4 *Peer Challenge*

- Ensure more rigorous preparation for the internal peer challenge sessions, that is, to enable participants to better familiarise themselves with key outcomes of the process - what are the key things we expect to learn from the process and how this will be used to inform our improvement journey.
- Provide some assurance around our performance, and feedback on whether emerging areas for future focus are robust and in line with our ambitions, by involving more external key stakeholders in the challenge process.
- Further strengthen elected member involvement in the peer challenge process as well the current list of Scrutiny Chairs and Cabinet Members.
- Piloting the peer challenge model for the first time has highlighted the need to moderate the balance of questions that are asked through each session, as this would help to balance comparability across all DSAs.
- There is an opportunity to use the peer challenge sessions as a means to inform the Chief Officer appraisal process

2.5 *Directorate Self-Assessment timing and Self-reflection*

2.6 Directorate Self-Assessment should be an ongoing process throughout the year, drawing on internal as well as external information sources available, and be aligned to the Annual Delivery Plan quarterly performance monitoring, with end of year monitoring dovetailing with the finalisation of the DSA. Keeping the DSA and relevant evidence under review throughout the year not only demonstrates an embedded self-reflective approach, but the resulting evidence-base will be useful in helping the Council to demonstrate how it is embedding the sustainable development principle in its use of resources in delivering the Annual Delivery Plan commitments and our Corporate Plan Well-being Objectives.

2.7 *The Annual Self-Assessment Report (ASA)*

- Simplify the structure, content and presentation of the Self-Assessment report, to make it more accessible.
- Include in the 2022/23 Annual Self-Assessment report, a section which provides an overview of the public engagement and consultation work that has been undertaken throughout the year which has informed our self-assessment judgements and overall findings. This has been identified as good practice by Welsh Government.

- Include a brief summary of our learning in the final Annual Self-Assessment report.

Proposals for the 2022/23 Annual Self-Assessment

2.8 The following is proposed for the 2022-23 Annual Self-Assessment.

2.9 *The Directorate Self-Assessment (DSA)*

- Retain the directorate level approach to completing the Directorate Self-Assessment template.
- Retain the current DSA framework based on the 5 ways of working as this enables all service areas to reflect on how effectively the Sustainable Development Principle informs use of their people, asset and financial resources. Retaining the framework will also enable the Council (and external regulators) to continually assess how well all service areas are effectively applying the sustainable development principle and to ensure we are applying the learning to further embed good practice across all Council service areas.
- Include a position statement to enable Directors to reflect the influence that risk is having (particularly in relation to externally driven forces) on the Directorate's ability to utilise its resources (people, assets, finance) effectively.
- A small selection of Corporate Health indicators will be identified to include within the People, Finance and Assets sections of the DSA, on publication of the Data Cymru performance self-assessment datasets. Benchmarking a selection of key indicators alongside other key insights will further strengthen our evidence base and support the judgements within the DSA. Benchmarking of performance continues to be an area of particular interest to Welsh Government and Audit Wales colleagues.

2.10 *Peer Challenge*

- An agreed set of questions to be posed to presenting Directors at the internal peer challenge sessions to ensure comparability across all DSAs and inform additional challenge of the moderation process.
- Hold a workshop which brings together our key partners and stakeholders to consider the emerging self-assessment findings and areas for future focus to provide an opportunity for feedback and further challenge.
- Undertake a similar challenge exercise involving staff across the Council to consider the ASA findings.
- During the coming transition year to the newly approved Chief Officer appraisal process, the Performance team will work with HR colleagues to develop the timing and interface between these processes so as to provide further evidence for both formal and informal stages of the Chief Officer appraisal process.

2.11 *The Annual Self-Assessment Report (ASA)*

- Produce a simplified and more accessible report format aligned to the ADP priorities and our Corporate Plan Well-being Objectives.

- Include a summary progress update on the previous year’s areas for improvement. This is a requirement which comes into effect from the second year of self-assessments.
- Include a summary of Council engagement activities and other engagement insights for the period and what has changed or improved in response. This has been identified as good practice by Welsh Government.

Indicative timetable for producing and reporting the Vale of Glamorgan Annual Self - Assessment in 2023

- 2.12** The Council’s self-assessment covering the period 2022/23 will be published by the end of November 2023. This timeline aligns with our existing performance management arrangements and will enable us to bring together key performance and governance related insights throughout the year into a summary judgement on how well we are meeting the performance requirements of the LG&E Act.
- 2.13** Outlined below is an indicative timetable for producing and publishing the Council’s Self-Assessment Report in 2023.

Timetable for producing and reporting the Annual Self-Assessment 2022/23	
Month/Year	Key activities
January 2023	
February 2023	Undertake reviews (internal and external - all Wales) of the previous year’s annual self-assessment approach and identify areas for improvement.
March 2023	End of Year performance data collection and audit as aligned to the ADP and CPMF 2022/23. Strategic Leadership Team (SLT) consideration of the review findings and learning from the previous year’s annual self-assessment approach and proposals for the 2022/23 assessment.
April 2023	
May 2023	Self-assessment preparatory work including finalising the approach for 2022/23, involving elected members via Cabinet, Scrutiny and Governance & Audit Committee. Commence work to complete Directorate Self-Assessments. Directorate Self-Assessments produced followed by internal peer challenge of the findings.
June 2023	
July 2023	Self-Assessment report drafted by the Corporate Performance Team and SLT.
August 2023	Engagement on the self-assessment findings including staff, public and other key stakeholders. Consideration of the engagement findings and changes to the Annual Self-Assessment report by SLT.
September 2023	Consideration by Cabinet of the Draft Annual Self-Assessment Report 2022/23 and referral to all Scrutiny Committees and Governance & Audit Committee for consideration.
	Consideration of Cabinet’s reference of the Draft ASA by all Scrutiny Committees and Governance & Audit Committee.
	Consideration by Cabinet of Scrutiny Committees views and changes to the draft Annual Self-Assessment Report.
October 2023	Final draft Annual Self-Assessment report presented to Cabinet and Governance & Audit Committee.
November 2023	Annual Self-Assessment Report approved by Full Council, including agreement of any recommendations by the Governance & Audit Committee and actions to be taken in response.
	Formal Publication of the Annual Self-Assessment Report with copies sent to Welsh Government, Audit Wales and the Welsh Local Government Association.
	Findings of the Annual Self-Assessment inform the 2024/25 Annual Delivery Plan priorities and Service Plans for the same period.
	Approval by Cabinet of the draft Annual Delivery Plan 2024/25 for consultation.
December 2023	Consideration of the draft Annual Delivery Plan by Scrutiny Committees and other key stakeholders.
January 2024	
February 2024	Post consultation Annual Delivery Plan considered by Corporate Performance & Resources Scrutiny Committee, Governance & Audit Committee and Cabinet.
March 2024	Approval by Full Council of the Annual Delivery Plan 2024/25.
	Publication of the Annual Delivery Plan 2024/25 and Service Plans for the same period.

Elected Members involvement in the Annual Self-Assessment

- 2.14** Members' views have informed our review of last year's self-assessment approach and the proposed approach for 2022/23 contained within this report.
- 2.15** The Annual Performance Calendar (**Appendix A**) outlines how elected Members will be involved in the self-assessment process and also proposes additional opportunities to engage with members in shaping the approach, format and presentation of the self-assessment report including the following:
- Directorate level self-assessment findings will be subject to internal peer 'critical friend' challenge in June/July 2023, involving relevant Cabinet Members, Scrutiny Committee Chairs (in line with respective portfolios and scrutiny committee remits).
 - All Scrutiny Committees and the Governance & Audit Committee will be consulted on the draft self-assessment findings in September 2023 as part of a comprehensive engagement programme to inform the final report.
 - Cabinet and Governance & Audit Committee members will consider a post consultation self-assessment report with further consideration by Full Council to endorse the final report for publication.
 - A Member workshop will be undertaken in July 2023 to help shape the format and presentation of the self-assessment findings to support effective scrutiny. This will also be used to identify future opportunities for members involvement in the self-assessment and the internal challenge process.
- 2.16** Cabinet Members are asked to consider the review findings from last year's Annual Self-Assessment approach and approve the proposed changes for the 2022/23 self-assessment (including the indicative timetable), informed by the views of Scrutiny Committees and the Governance & Audit Committee.

Panel Performance Assessment

- 2.17** The Council is required to arrange a panel performance assessment at least once during an electoral cycle, which means that a panel performance assessment must take place between May 2022 and May 2027. The only requirement is that the Council must publish its panel performance assessment report at least six months before the date of the next ordinary election. There needs to be consideration to the timing in relation to the code of recommended practice on local authority publicity, and not leave it too late in the cycle to enable the panel assessment to be commissioned and concluded.
- 2.18** Preparatory work will be required including scoping the requirements of the panel performance assessment, identifying and commissioning a panel to undertake the assessment (working in conjunction with the WLGA), establishing the terms of reference for the panel performance assessment, sharing relevant information to set context for the assessment and making practical arrangements as required. Consequently, these need to be considerations when deciding the timing of the panel performance assessment. The current Corporate Plan ends in March 2025 and work is likely to commence during the early part of 2024 to develop the 2025-2030 plan which will inform the Annual Delivery Plan for 2025/26. Commissioning the panel performance assessment to align with the development of the new Corporate Plan would provide an opportunity for the findings to help shape the new Corporate Plan and Annual Delivery Plan for

2025/26. Determining the timeline for the assessment is a political decision. Given the significant preparatory work required, Cabinet is being asked to give consideration to the timing of the panel performance assessment to allow enough preparatory time.

- 2.19** Cabinet is asked to consider and approve the proposed timeline to undertake the panel peer assessment in the first half of 2024 which would allow preparatory time and aligns with the statutory timeframe for undertaking and concluding a panel performance assessment.

The Annual Performance Calendar 2023/24

- 2.20** The Annual Performance Calendar of activities is our key means of meeting the performance duties outlined in the LG&E . In developing our performance arrangements for 2023/24, we have reviewed our annual self-assessment approach within the context of the requirements of the Act and have taken on board feedback from our regulators, Welsh Government and other key stakeholders to further strengthen our existing performance management arrangements. This has included increasing opportunities for performance challenge internally and externally as well as developing our internal ‘insight’ which, draws together performance, data and customer perception information (annual consultation calendar) throughout the year alongside governance related insights (internal and external audit work programme) to inform decisions. Further enhancing our approach to self-reflection will enable us to demonstrate a robust evidence base for the annual self-assessment conclusions whilst driving continuous improvement through our enhanced performance management arrangements.
- 2.21** The Council’s Annual Performance Calendar for 2023/24 (**Appendix A**) outlines the timeframes for producing key plans and reports that Members can expect to consider in-year. It also shows how everything links together, that is, quarterly performance and risk review and reporting, the annual Self-Assessment process and reporting, the Annual Delivery Plan, Service Plans and improvement targets, all of which will enable us to bring together related insights throughout the year into a summary judgement about how well we are meeting our Well-being Objectives and the performance requirements overall.
- 2.22** Elected members play a key role in assessing whether the Council is achieving its Well-being Objectives, delivering value for money and improving the well-being of Vale of Glamorgan citizens. In recognition of the importance of this role, we have always engaged with Members in refining our performance management approach and in tailoring the performance information and other data insights we provide to support their ‘critical friend’ challenge role in relation to Council performance.
- 2.23** Over the last year we have created more opportunities for all Members to get involved in developing and strengthening our performance arrangements and in effectively supporting them in undertaking their roles.
- 2.24** Last year, we engaged with the new cohort of elected Members to review existing performance arrangements within the Council’s Annual Performance Calendar with a view to further strengthening how they work together to support effective performance challenge and continuous improvement. In line

with this approach, a series of Member workshops were delivered throughout the year aligned to the Annual Performance Calendar. Informed by identified best practice from public sector colleagues across the UK, the workshops covered all the key plans and reports aligned to the Annual Performance Calendar and complemented a comprehensive Member Development Programme. Invites were extended to all elected Members so as to be as inclusive as possible.

- 2.25** The outputs of the workshops undertaken in 2022/23 have been used by Council officers throughout the year to help shape and strengthen our self-reflection approaches aligned to the Annual Performance Calendar of activities and also the approaches taken in developing key Council plans, reports and data insights, including their format, content and presentation to better support Members in their roles. This work now forms part of an annual rolling programme of collaborative work with Members as outlined in **Appendix A**.
- 2.26** Aligning this work with the Annual Performance Calendar of activities will enable a targeted approach in the opportunities provided for Members to build on their 'critical friend' challenge skills. Workshops will include the use of prepared reports and appropriate questioning techniques e.g. the Annual Delivery Plan quarterly performance monitoring reports, and annual performance target setting. It will also provide a forum for raising awareness of key strategic considerations with Member discussions on how to effectively reflect these considerations within their scrutiny role e.g. application of the sustainable development principle and the Council's three critical challenges (cost of living crisis, project zero and organisational resilience).
- 2.27** Cabinet Members are asked to consider and endorse the Annual Performance Calendar for 2023/24 and the proposed approach to engaging with Members in-year to shape the Performance Calendar and support their scrutiny role as proposed in **Appendix A** and refer the report to all Scrutiny Committees and the Governance & Audit Committee with any views being referred back to Cabinet via recommendation.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** Performance Management is an intrinsic part of corporate governance and integrated business planning which underpins the delivery of the Council's Well-being Objectives and associated commitments in its Corporate and Annual Delivery Plan. The Council's Annual Performance Calendar is our key means of demonstrating how we are meeting the new performance requirements whilst contributing to the national well-being goals.
- 3.2** The Council's key plans and performance reports associated with the delivery of our Well-being Objectives have been structured around the WBFG Act's sustainable development principle to enable us to better evidence our contribution to the Goals.
- 3.3** The five ways of working are a key consideration in our Corporate Performance Management Framework ensuring that we continue to focus on working differently and in an inclusive way to challenge why, what and how we respond to our key performance challenges.

4. Climate Change and Nature Implications

- 4.1** There are no direct climate change and nature related implications associated with this report. The Corporate Plan and Annual Delivery Plan incorporate our key commitments which aim to have a positive impact on climate change and nature overall. However, failure to deliver on these commitments could impact negatively on achievement of our Well-being Objectives and in turn our contribution to the national goals and on any external regulatory assessments of the Council.
- 4.2** The climate change and nature implications related to the Council's activities are outlined in Project Zero (our Climate Change/carbon reduction programme) and identifies the mitigating actions we intend to take to minimise the adverse consequences of our activities. It also includes key measures and targets that are monitored and regularly reported to all stakeholders to enable us to demonstrate and track progress towards achieving our key climate change and nature related commitments enroute to achieving net zero carbon status by 2030.

5. Resources and Legal Considerations

Financial

- 5.1** There are no additional budgetary implications arising from this report as proposed Member engagement work and other activities aligned to the Annual Performance Calendar will be supported by colleagues from the Policy and Business Transformation Service.

Employment

- 5.2** There are no direct workforce related implications associated with this report as proposed Member engagement work and other activities aligned to the Annual Performance Calendar will be supported by colleagues from the Policy and Business Transformation Service.

Legal (Including Equalities)

- 5.3** The Council's Annual Performance Calendar is the key means by which we will demonstrate how we are meeting the new performance requirements and contributing to the national well-being goals of the WBFG and the LG&E.
- 5.4** Failure to meet the performance requirements will have a negative impact on any future external regulatory assessments and could result in a special inspection by the Auditor General for Wales if deemed that the Council is not meeting the performance requirements.

6. Background Papers

Cabinet Report: [Vale of Glamorgan Annual Report 2020/21 \(including summary of the Part 6 performance provisions and an indicative timetable for producing and publishing the Annual Self-Assessment in 2022\).](#)

Cabinet Report: [Statutory Guidance: Part 6, Chapter 1, Local Government and Elections \(Wales\) Act 2021](#)

Cabinet Report: [Annual Performance Calendar 2022/23](#)

Annual Performance Calendar Plans/Report			
Annual Self-Assessment		Annual Delivery Plan (ADP)	Member Workshop
Service Plans		Target Setting	
ADP Quarterly Performance Reporting		Corporate Risk Register Reporting	

Vale of Glamorgan Annual Performance Calendar 2023/24			
Month/Year	Plan/Reports	Audience	How members can get involved
April 2023			
May 2023			
June 2023	Internal Peer Challenge of Directorate Self - Assessment 2022/23	Panel comprising: <ul style="list-style-type: none"> Presenting Director Peer Director Chief Executive Cabinet Member(s) with portfolio Relevant Scrutiny Chair(s) 	
July 2023	Annual Self-Assessment	<ul style="list-style-type: none"> Member Workshop 	Member workshop in July 2023 to shape the format, content and presentation of the self-assessment report prior to formal member challenge in September, reflecting the learning from year one.
	Q4/ End of Year Annual Delivery Plan (ADP) Performance Report 2022/23	<ul style="list-style-type: none"> Strategic Leadership Team (SLT) Scrutiny Committees Cabinet 	Member challenge (via scrutiny Committees) of progress in delivering ADP commitments.
	Q4/ End of Year Corporate Risk Register Report 2022/23	<ul style="list-style-type: none"> Insight Board SLT Governance & Audit Committee (GAC) Cabinet Scrutiny Committees (via hyperlink in quarterly performance report) 	Member challenge (via Scrutiny and Governance & Audit Committee) of progress in managing corporate risks (including identification of new and emerging risks.)
August 2023	Annual Self-Assessment Report 2022/23 (pre-consultation draft)	<ul style="list-style-type: none"> SLT 	
September 2023	Q1 ADP Performance Report 2023/24	<ul style="list-style-type: none"> SLT Scrutiny Committees Cabinet 	Member challenge (via Scrutiny Committees) of progress in delivering ADP commitments.
	ADP Performance Monitoring	<ul style="list-style-type: none"> Member Workshop 	Member workshop in September 2023 to further strengthen our approach to monitoring progress of the ADP. This will also consider opportunities for effective member scrutiny of performance as aligned to our Well-being objectives.
	Q1 Corporate Risk Register Report 2023/24	<ul style="list-style-type: none"> Insight Board SLT GAC Cabinet Scrutiny Committees (via hyperlink in quarterly performance report) 	Member challenge (via Scrutiny and Governance & Audit Committee) of progress in managing corporate risks (including identification of new and emerging risks.)
	Annual Self-Assessment Report 2022/23 (pre-consultation draft)	<ul style="list-style-type: none"> Cabinet 	Cabinet challenge of draft self-assessment findings (pre-consultation draft)

Vale of Glamorgan Annual Performance Calendar 2023/24

Month/Year	Plan/Reports	Audience	How members can get involved
	Draft Annual Self-Assessment Report 2022/23 (consultation)	<ul style="list-style-type: none"> Scrutiny Committees GAC 	Scrutiny challenge of draft self-assessment findings (consultation draft)
	ADP 2024/25 key commitments/ actions identified (pre-consultation draft)	<ul style="list-style-type: none"> SLT Schools' engagement Internal staff engagement Other key stakeholder engagement 	
October 2023	Consideration of consultation findings and changes to the draft Annual Self-Assessment Report 2022/23	<ul style="list-style-type: none"> SLT Business Cabinet 	Cabinet challenge of self-assessment engagement findings (post consultation draft)
	Annual Self-Assessment Report 2022/23 approval (post-consultation draft)	<ul style="list-style-type: none"> Cabinet GAC Cabinet 	Cabinet and GAC challenge and approval of final draft self-assessment findings and improvement areas.
	Annual Delivery Plan	<ul style="list-style-type: none"> Member Workshop 	Member workshop in October 2023 to develop the Annual Delivery Plan 2023/24, informed by the annual self-assessment draft findings.
November 2023	Annual Self-Assessment 2022/23 Approval (post-consultation draft)	<ul style="list-style-type: none"> Full Council 	
	ADP 2024/25 (pre-consultation draft)	<ul style="list-style-type: none"> SLT Cabinet 	Member challenge of proposed ADP commitments as aligned to our Well-being objectives.
December 2023	Q2 ADP Performance Report 2023/24	<ul style="list-style-type: none"> SLT Scrutiny Committees Cabinet 	Member challenge (via Scrutiny Committees) of progress in delivering ADP commitments.
	Service Plans and Setting Targets for Improvement	<ul style="list-style-type: none"> Member Workshop 	Member workshop in December/ January on Service Plans and setting targets. This will consider format, content and presentation of the plans as well as opportunities for effective member scrutiny of the Service Plans and proposed performance targets as aligned to the ADP and CPMF.
	Q2 Corporate Risk Register Report 2023/24	<ul style="list-style-type: none"> Insight Board SLT GAC Cabinet Scrutiny Committees (via hyperlink in quarterly performance report) 	Member challenge (via Scrutiny and Governance & Audit Committee) of progress in managing corporate risks (including identification of new and emerging risks.)
	Draft ADP 2024/25 (consultation)	<ul style="list-style-type: none"> All Scrutiny Committees 	Member challenge of proposed ADP commitments as aligned to our Well-being objectives.
January 2024	ADP 2024/25 (post-consultation draft)	<ul style="list-style-type: none"> SLT 	
	Review of the Corporate Performance Measures Framework (CPMF) and target setting for 2024/25	<ul style="list-style-type: none"> SLT Cabinet Member(s) with portfolio Member Working Group 	Member challenge of proposed CPMF as aligned to our Well-being Objectives.
February 2024	ADP 2024/25 (post-consultation draft)	<ul style="list-style-type: none"> Business Cabinet 	Member challenge of proposed ADP commitments as aligned to our Well-being objectives.

Vale of Glamorgan Annual Performance Calendar 2023/24

Month/Year	Plan/Reports	Audience	How members can get involved
	ADP 2024/25 approval (post-consultation draft)	<ul style="list-style-type: none"> CPR Scrutiny Committee Cabinet 	Member challenge of proposed ADP commitments as aligned to our Well-being objectives.
	Service Plans 2024/25 challenge	<ul style="list-style-type: none"> Director Cabinet Member(s) with portfolio 	Member challenge of proposed annual Service Plan priorities as aligned to our Well-being objectives and ADP commitments.
March 2024	ADP 2024/25 approval (post-consultation draft)	<ul style="list-style-type: none"> Full Council 	Member challenge of proposed ADP commitments as aligned to our Well-being objectives.
	Service Plans 2024/25 challenge/approval	<ul style="list-style-type: none"> Scrutiny Committees Cabinet 	Member challenge (via Scrutiny Committees) of proposed annual Service Plan priorities as aligned to our Well-being Objectives and ADP commitments reflecting new approach co-designed by elected members.
	Approval of proposed performance targets for CPMF 2024/25	<ul style="list-style-type: none"> Scrutiny Committees Cabinet 	Member challenge of proposed annual service performance targets as aligned to our Well-being Objectives and ADP commitments.
	Q3 ADP Performance Report 2023/24	<ul style="list-style-type: none"> SLT Scrutiny Committees Cabinet 	Member challenge (via Scrutiny Committees) of progress in delivering our ADP commitments.
	Q3 Corporate Risk Register Report 2023/24	<ul style="list-style-type: none"> Insight Board SLT GAC Cabinet Scrutiny Committees (via hyperlink in quarterly performance report) 	Member challenge of progress in managing corporate risks (including identification of new and emerging risks.)

Annual Performance Cycle and Calendar

