



Vale of Glamorgan Council
Learning and Culture Scrutiny Committee

Forward Work Programme

May 2024 – April 2025

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
27 th June 2024	4th Quarter Scrutiny Recommendation Tracking 2023/24 and Proposed Annual Forward Work Programme Schedule 2024/25.	Previous report January 2024.	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme for 2024/25.	To maintain effective tracking of the Committee's recommendations and to plan its forward work programme for 2024/25.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@valeofglamorgan.gov.uk	May meeting cancelled due to lack of business.
27 th June 2024	Summary of Estyn's inspections of the Local Authority's Education Service and the Youth Service spring term 2024	Director of Learning & Skills	To update Members on the outcome of Estyn's inspections of the Vale of Glamorgan's Education Service and Youth Services	In order that Members are aware of Estyn findings about the Council's Education Service and Youth Service.	Paula Ham/Liz Jones Director of Learning and Skills	
27 th June 2024	Summary of Estyn inspection outcomes for spring term 2024 and update on schools in statutory follow-up.	Termly report	To update Members on Estyn outcomes of schools inspected during the spring term 2024 and progress of schools in statutory follow-up	In order that Members are aware of Estyn findings about local schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	
27 th June 2024	Vale of Glamorgan Council: Annual	Previously received June 2023.	To present the Vale of Glamorgan	To allow the Scrutiny Committee to comment	Paula Ham/Liz Jones Director of Learning and Skills	

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	Performance Calendar 2024/25		Council: Annual Performance Calendar 2024/25	on the Annual Performance Calendar.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	
8 th July 2024	Update on Library Services	Committee meeting held on 18 th March 2024.	To be confirmed.	To be confirmed.	Trevor Baker Head of Strategy, Community Learning and Resources. tbaker@valeofglamorgan.gov.uk	
8 th July 2024	Closure of Accounts 2023/24 (Revenue)	Cabinet Forward Work Programme Item.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2023/24 financial year.	To review Revenue expenditure for 2023/24.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
8 th July 2024	Capital Closure of Accounts 2023/24	Cabinet Forward Work Programme Item.	The accounts are complete, and this report is to inform Committee of the provisional financial position of the Council's Capital Programme for the 2023/24 financial year.	To review Capital expenditure for 2023/24	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	

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8 th July 2024	Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2023/24 (End of Year 2023/24 Performance Report)	Previously received July 2023. Qtr 3 reported March 2024.	To present end of year (quarter 4) performance results for the period 1st April 202 to 31st March 2024 in delivering our Annual Delivery Plan commitments as aligned to our Corporate Plan	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2023/24	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk Liz Jones Director of Learning and Skills	
8 th July 2024	Youth Engagement and Progression Update	Update following report provided January 2024.	To make members aware of the progress made since January 2024 of the Youth Engagement and Progression Framework and the current levels of young people Not in Education, Employment or Training (NEET)	To allow the Scrutiny Committee to assess progress.	Peter Williams, Lead NEETs Project Officer	

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8 th July 2024	Education Other that at School (EOTAS) and Pupil Engagement Service	Update following report provided January 2024.	To update members of EOTAS delivery and numbers within the Vale of Glamorgan and recent changes in its delivery.	To allow the Scrutiny Committee to assess progress.	Peter Williams, Lead NEETs Project Officer	
8 th July 2024	Welsh Language Standards Annual Monitoring Report 2023-24.	Cabinet Forward Work Programme Item.	To consider the Annual Welsh Monitoring Report for 2023/24.	To allow the Scrutiny Committee to assess Council performance.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	

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8 th July 2024	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4th Quarter received June '24.	To report progress on Scrutiny recommendations [Apr,May,June] and to consider the updated Forward Work Programme together with any slippage.	To maintain effective tracking of the Committee's recommendations and publication of the update work programme.	Gareth Davies Democratic and Scrutiny Services Officer gjdavies@valeofglamorgan.gov.uk	
AUGUST RECESS – NO MEETINGS						
9 th September 2024	Draft Corporate Plan 2025-2030.	Cabinet Forward Work Programme Item.	To approve the draft Corporate Plan for consultation.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's Draft Corporate Plan 2025-2030.	Liz Jones Director of Learning and Skills Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	
9 th September 2024	Corporate Safeguarding Annual Report	Cabinet Forward Work Programme Item.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working and be assured of effective safeguarding taking place.	Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@valeofglamorgan.gov.uk	

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9 th September 2024	Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24	Cabinet Forward Work Programme Item.	To seek endorsement of the Draft Vale of Glamorgan Annual Self-Assessment Report for consultation.	For Scrutiny oversight of the Draft Vale of Glamorgan Annual Self-Assessment report	Julia Archampong, Corporate Performance Manager. 01446 709 318 Liz Jones Director of Learning and Skills	
9 th September 2024	Annual Delivery Plan - Quarter 1 2024/25 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 1 performance results for the period 1 st April 2024 to 30 th June 2024 for the Corporate Plan.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Liz Jones Director of Learning and Skills	
9 th September 2024	Quarter 1 Revenue Monitoring 2024/25.	Cabinet Forward Work Programme Item.	To advise Committee of the Quarter 1 Revenue Monitoring position for 2024/25	That Members are aware of the projected revenue outturn for the period and the original budget for 2024/25 for virement requests.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
9 th September 2024	Capital Monitoring 1 st April 2024/ to 30 th June 2024.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to capital expenditure for the period 1 st April to 30 th June 2024.	That Members are aware of the progress on the Capital Programme, the use of Delegated Authority, the use of Emergency Powers and changes to the Capital Programme.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	

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7 th October 2024	Youth Services Update	Update following report provided January 2024	To update members of the progress made by the Youth Service this year	To provide the Scrutiny Committee with an update position report.	Martin Dacey, Lead Officer for Social Inclusion and Wellbeing	
7 th October 2024	Governor Training Report for the 2023/24 Academic Year.	Annual update	To report on governor training for the 2023/24 Academic Year	To allow the Scrutiny Committee to assess the Governor Training report.	John Sparks, Head of Governor Support	
7 th October 2024	2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2024/25.	Previous update July 2024.	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2024/25.	To maintain effective tracking of the Committee's recommendations.	Gareth Davies Democratic and Scrutiny Services Officer gjdavies@valeofglamorgan.gov.uk	
4 th November 2024	School Admission Arrangements 2026-2027.	Cabinet Forward Work Programme Item.	To consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code issued in July 2013.	To allow the Scrutiny Committee to assess the Council's school admission arrangements for 2026-27.	Liz Jones Director of Learning and Skills	
4 th November 2024	Elective Home Education	Update following report provided November 2023.	A further update following the Elective Home Education (EHE) Update of November 2023.	To allow the Scrutiny Committee to assess progress made in the area of Elective Home Education during the last 12 months.	Martin Dacey, Lead Officer for Social Inclusion and Wellbeing	

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4th November 2024	Summary of Estyn Inspection Outcomes for Summer Term 2024 and Update on Schools in Statutory Follow Up.	Termly report	To update Members on Estyn outcomes of schools inspected during the summer term 2024 and progress of schools in statutory follow-up	In order that Members are aware of Estyn findings about local schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	
4 th November 2024	Refresh of Medium Term Financial Plan 2025/26 to 2029/23	Cabinet Forward Work Programme Item.	To refresh spend and funding assumptions and update Cabinet on the next steps for approving the Medium Term Financial Plan and setting the 2025/26 Budget in March 2025	To allow scrutiny of the Financial Strategy.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
4 th November 2024	Quarter 2 Revenue Monitoring 2024/25.	Cabinet Forward Work Programme Item.	To advise Committee of the Quarter 1 Revenue Monitoring position for 2024/25	That Members are aware of the projected revenue outturn for the period and the original budget for 2024/25 for virement requests.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
4 th November 2024	Capital Monitoring 1 st April 2024/ to 30 th September 2024.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to capital	That Members are aware of the progress on the Capital Programme, the use of	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	

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			expenditure for the period 1 st April to 30 th September 2024.	Delegated Authority, the use of Emergency Powers and changes to the Capital Programme.		
9 th December 2024	Initial Budget 2024/25 and Medium Term Financial Plan 2024/25 to 2028/29 Proposals for Consultation	Reference from Cabinet.	To refresh spend and funding assumptions and update Cabinet on the next steps for approving the Medium Term Financial Plan and setting the next Budget in March.	To ensure an open and transparent approach to financial management in line with the approved Financial Strategy.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
9 th December 2024	Draft Capital Programme Proposals 2024/25 to 2028/29	Reference from Cabinet.	To gain approval for the Draft Capital Programme Proposals for 2024/25 to 2028/29.	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
9 th December 2024	Annual Delivery Plan - Quarter 2 2024/25 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 2 performance results for the period 1 st July 2024 to 30 th September 2024 for the Corporate Plan Well-being Outcomes.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Liz Jones Director of Learning and Skills	

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				Vale of Glamorgan citizens.		
9 th December 2024	Corporate Safeguarding Summary Report	Cabinet Forward Work Programme Item.	To provide a summary on the activity that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance around safeguarding activity taking place across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working and be assured of effective safeguarding taking place.	Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@valeofglamorgan.gov.uk	
6 th January 2025	Draft Annual Delivery Plan – 2025/26	Cabinet Forward Work Programme Item.	Member Consultation.	To seek Members' views.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Liz Jones Director of Learning and Skills	
6 th January 2025	Vale of Glamorgan Council – Proposed Fees and Charges	Cabinet Forward Work Programme Item.	To propose service changes.	To allow scrutiny of proposals.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	

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6 th January 2025	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2024/25.	Previous update in October 2024.	To report progress on the Scrutiny recommendations [Oct, Nov & Dec]] and to confirm the Committee's work programme for 2024/25.	To maintain effective tracking of the Committee's recommendations.	Gareth Davies Democratic and Scrutiny Services Officer gjdavies@valeofglamorgan.gov.uk	
3 rd February 2025	Quarter 3 Revenue Monitoring 2024/25.	Cabinet Forward Work Programme Item.	To advise Committee of the Quarter 1 Revenue Monitoring position for 2024/25	That Members are aware of the projected revenue outturn for the period and the original budget for 2024/25 for virement requests.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
3 rd February 2025	Capital Monitoring 1 st April 2024/ to 31 st December 2024.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to capital expenditure for the period 1 st April to 31 st December 2024.	That Members are aware of the progress on the Capital Programme, the use of Delegated Authority, the use of Emergency Powers and changes to the Capital Programme.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
10 th March 2025	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan 2025/26.	Cabinet Forward Work Programme Item.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan (Improvement Plan Part 1)	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Liz Jones Director of Learning and Skills	

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10 th March 2025	Annual Equality Monitoring Report 2025 - 2026.	Cabinet Forward Work Programme Item.	To seek approval of the Annual Equality Monitoring Report.	Allows the Council to meet its reporting duty under the specific duties for Wales and continue to make progress towards meeting the public sector equality duty and ensure its equality work is available for scrutiny by the Equality and Human Rights Commission and others.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	
31 st March 2025	Annual Delivery Plan - Quarter 3 2024/25 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 3 performance results for the period 1 st October 2024 to 31 st December 2024 for the Corporate Plan Well-being Outcome.'	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Liz Jones Director of Learning and Skills	
31 st March 2025	Summary of Estyn Inspection Outcomes for Autumn Term 2024 and Update on Schools in Statutory Follow Up.	Termly report	To update Members on Estyn outcomes of schools inspected during the Autumn term 2024 and progress of schools in statutory follow-up	In order that Members are aware of Estyn findings about local schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	

Other matters requested by Committee to be added into schedule as and when available

Report/Presentations	Responsible Officer and Contact Details	Commentary
<p>1. Update on the progress of the new Religion, Values and Ethics curriculum (as requested for 12 months' time at the July 2023 meeting within the CSC presentation).</p>		

Site Visit –

Pencoedtre High School.

Possible Task and Finish Group Suggestions:

<u>Subject</u>	<u>Responsible Officer</u>	<u>Commentary</u>

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Performance Monitoring Reports		
Service Plans and Target Setting to deliver the Annual Delivery Plan 20**/**.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
Annual Delivery Plan Monitoring Report: End of Year Quarter 4 Performance 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in July each year.
Consultation Draft - Council Annual Self-Assessment Report 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in September each year via a reference from cabinet.
Vale of Glamorgan Council: Annual Performance Calendar 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in June each year.
Annual Delivery Plan 2023-24 Consultation Draft. (Reference from Cabinet).	Helen Moses, Strategy and Partnership Manager. 01446 709366 HMoses@valeofglamorgan.gov.uk	Usually in December each year.

Financial Reports

Revenue Outturn Closure of Accounts 20**/**.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in July each year.
Capital Outturn Closure of Accounts 20**/**.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in July each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Pre-settlement.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in November each year
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Post-settlement.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in December each year.
Capital Strategy - Initial Capital Programme Budget Proposals. Post-settlement.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in December each year.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@valeofglamorgan.gov.uk	Usually May each year. Reporting on Jan, Feb and Mar.

1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@valeofglamorgan.gov.uk	Usually July each year. Reporting on Apr, May and Jun.
2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.
3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.
Quarter 1 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually October each year. Reporting on April, May and June.
Quarter 2 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually December each year. Reporting on July and September.
Quarter 3 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year. Reporting on October, November and December.

NB - The schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.