

Meeting of:	<b>Corporate Performance and Resources Scrutiny Committee</b>
Date of Meeting:	<b>Wednesday, 19 May 2021</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2020/21 and Proposed Annual Forward Work Programme Schedule 2021/22.
Purpose of Report:	To report progress on 2020/21 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2021/22.
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer, 01446 709 856
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the proposed Annual Forward Work Programme Schedule for 2021/22: <ul style="list-style-type: none"> <li>- 4th Quarter Recommendation Tracking January to March 2021 (Appendix A);</li> <li>- 3<sup>rd</sup> Quarter Recommendation Tracking October to December 2020 (Appendix B);</li> <li>- 4<sup>th</sup> Quarter Forward Work Programme 2020/21 (Appendix C)</li> <li>- Cabinet Annual Forward Work Programme 2021/22 (Appendix D);</li> <li>- Proposed Annual Forward Work Programme Schedule for 2021/22 (Appendix E).</li> </ul> </li> </ul>	

## **Recommendations**

1. That the status of the actions listed in Appendices A and B to the report be agreed.
2. That the Cabinet Annual Forward Work Programme for 2021/22 attached at Appendix D, in the context of the Corporate Performance and Resources Scrutiny Committee Annual Forward Work Programme 2021/22 content, be noted.
3. That the 4<sup>th</sup> Quarter Forward Work Programme attached at Appendix C be noted.
4. The Committee's proposed Annual Forward Work Programme Schedule for 2021/22 attached at Appendix E be approved and uploaded to the Council's website.

## **Reasons for Recommendations**

1. To maintain effective tracking of the Committee's recommendations.
  2. To align with section 7.6 of the Cabinet and Scrutiny Roles and Responsibilities Protocol.
- 3&4.** For information.

### **1. Background**

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

### **2. Key Issues for Consideration**

- 2.1 Appendices A and B attached to this report set out the recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that Scrutiny Committee recommendations are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 The Work Programme has been aligned to the Annual Cabinet Forward Work Programme as endorsed by Cabinet on 26th April 2021 and attached at Appendix D.
- 2.4 Members are also requested to confirm approval of the proposed Scrutiny Committee Work Programme Schedule attached at Appendix E, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances. The schedule includes notes

on reports that were scheduled to be reported in the previous quarter that have now been slipped to the 2021-22 Municipal year.

- 2.5** The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.
- 2.6** With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.
- 2.7** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its forward work programme (attached at Appendix E) by identifying:
- The specific areas of interest for the Committee;
  - How to engage stakeholders (including Ward Members and the public);
  - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, joint approaches to scrutiny etc.);
  - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.8** Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.
- 2.9** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairmen and Vice-Chairmen Group on 3rd March, 2021 agreed that Scrutiny Committee Chairmen and Cabinet Members were best placed to present the Recommendation Tracking and Forward Work Programme Update Reports at Committee meetings to highlight the fact that both documents were under the Committee's ownership and management.
- 2.10** Published versions of the Forward Work Programme can also be found on the Council's website via the following link:  
[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)

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

- 3.1 The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes in the form of a 'Scrutiny Annual Report.'
- 3.2 Scrutiny Committee Forward Work Programmes are published by the Council on a quarterly basis which encourages engagement / involvement by the public in the decision-making process.
- 3.3 The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4 The Scrutiny Forward Work Programme provides details of reports and items proposed to be considered by the Committee over the coming Municipal year (May 2021 – April 2022).

### **4. Resources and Legal Considerations**

#### **Financial**

- 4.1 None as a direct result of this report.

#### **Employment**

- 4.2 None as a direct result of this report.

#### **Legal (Including Equalities)**

- 4.3 None as a direct result of this report.

### **5. Background Papers**

[Q3 Tracking](#) (valeofglamorgan.gov.uk).

[Cabinet & Scrutiny Roles and Responsibilities Protocol](#).

## Uncompleted Recommendations

4<sup>th</sup> Quarter 2020-21

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

20 January 2021				
<b>Min. No. 368 – Annual Corporate Safeguarding Report: 2019/20 (REF) – Recommended</b>	Corporate Performance & Resources			
That the report be accepted and the further information requested above be forwarded to Members. <i>[What risk assessments have been put in place and whether there were any lessons to be learned going forward and consideration of how the data could be brought to Committee sooner in the process for consideration]</i>			A report detailing the information requested by the Committee to be reported prior to the August recess and added to the work programme.	Completed
<b>Min. No. 370 – Corporate Joint Committees – Response to Welsh Government Consultation (REF) – Recommended</b>	Corporate Performance & Resources			
That the comments / views as outlined above and detailed below be referred to Cabinet and Welsh Government as appropriate – <ul style="list-style-type: none"> <li>- Some Members' views that CJs were a reform of Local Government by the back door,</li> <li>- Increased workload and responsibilities for Council Leaders which could impact on their own Local Authority's work,</li> <li>- Lack of detail in relation to the Scrutiny of CJs which had also not been recognised through legislation for other collaborations e.g. CSC and the challenges they had faced as a result,</li> <li>- Internal and external bureaucratic implications,</li> <li>- Financial impact and resources and staff resilience on Local Authorities.</li> </ul>			Cabinet, at its meeting on 22 <sup>nd</sup> February 2021, having considered the recommendations of the two Scrutiny Committees RESOLVED – T H A T the comments of both the Environment and Regeneration Scrutiny Committee and Corporate Performance and Resources Scrutiny Committee be noted, and that those comments be forwarded by the Managing Director to Welsh Government as an addendum to the submission, as had been previously agreed by Cabinet. (Min. No. C480 refers)	Completed

## Uncompleted Recommendations

4<sup>th</sup> Quarter 2020-21**SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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<b>Min. No. 372 – Local Government and Elections Bill Part 6 Performance and Governance of Principal Councils – Consultation Response (REF) – Recommended</b>	Corporate Performance & Resources			
That the Scrutiny Committee, although endorsing the consultation response, recommend to Cabinet that a robust recruitment and training process should be developed for the appointment of Audit and Governance Committee Lay Members.			Cabinet, at its meeting on 22 <sup>nd</sup> February 2021 noted and endorsed the comments of the Corporate Performance and Resources Scrutiny Committee. (Min. No. C481 refers)	Completed
<b>Min. No. 375 – 3<sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21 (MD) – Recommended</b>				
(3) That the items listed on the updated forward work programme attached at Appendix C to the report be approved and uploaded to the Council's website together with the following additions and amendments –  February – CWFP – Employee Pay Policy Revised Initial Budget Proposals Final Capital Proposals  March – CWFP – Corporate Plan Welfare Reform update report  April – Contact Centre – Triage report.			Work programme updated and uploaded to the Council's website.	Completed
<b>11 February 2021</b>				
<b>Min. No. 419 – Pay Policy 2021/2022 (REF) – Recommended</b>				
That Cabinet be requested to consider amending the Revised Pay Policy, presented at the meeting, as outlined above, in order that a Pay Policy can be considered for approval by Full Council on 10 <sup>th</sup> March 2021.			Cabinet, at its meeting on 22 <sup>nd</sup> February, 2021, noted the request of the Corporate Performance and Resources Scrutiny Committee and recommended that the Pay Policy be revised in order that a Pay Policy could be considered for approval by Full	Completed

## Uncompleted Recommendations

4<sup>th</sup> Quarter 2020-21

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
			Council on 10 <sup>th</sup> March 2021. (Min. No. C482 refers)	
<b>Min. No. 421 – Final Capital Proposals 2021/22 to 2025/26 (REF) – Recommended</b>				
That the Capital Programme be noted, with the requests for information as outlined above, to be forwarded to Members when available. <i>[What specific grants had been received; how flooding works were generally funded and what other bids e.g. Active Travel and transport issues around Dinas Powys were being made; detail and funding differences for each of the schemes; Atlantic Trading Estate and Fleet parking]</i>			Information forwarded via email by Section 151 Officer.	Completed
<b>Min. No. 422 – Local Democracy And Boundary Commission For Wales – Review Of Electoral Arrangements In The County Borough Of The Vale Of Glamorgan: Final Recommendations Report (REF) – Recommended to Cabinet</b>				
(2) That the Commission's attention be drawn to the incorrect Welsh Translation of St. Athan at paragraph 65 of the Commission's report.		}	Cabinet, at its meeting on 22 <sup>nd</sup> February, 2021, noted the report and resolved [2] That Cabinet noted that attention had been drawn to both Welsh Government and the Commission to the incorrect Welsh Translation of St. Athan at paragraph 65 of the Commission's report by the Monitoring Officer. [3] That Cabinet noted that consideration would be given to the raising of public awareness of the Welsh Government's Order, once the Order becomes available. A review of polling stations had recently been carried out within the last year and any required changes as a result of changed ward boundaries would be addressed following receipt of the Order (Min No C483 refers)	Completed
(3) That consideration be given to the raising of public awareness of the Welsh Government's Order (when available) and that a review of polling stations be undertaken, as deemed appropriate, following receipt of the Order.				

## Uncompleted Recommendations

4<sup>th</sup> Quarter 2020-21

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
<b>Min. No. 423 – Vale of Glamorgan Council – Proposed Fees and Charges for 2021/2022 (MD) – Recommended</b>				
(1) That Cabinet be requested to review the fees and charges in light of the comments made at the meeting having regard to usage and the impact of the COVID 19 pandemic.			Cabinet, at its meeting on 22 <sup>nd</sup> February, 2021, resolved [1] That Cabinet had reviewed the fees and charges in light of the comments made at the meeting having regard to usage and the impact of the COVID-19 pandemic which had been addressed in the associated Cabinet report later in the agenda. [2] That a further report be presented to the Scrutiny Committee in the next financial year in respect of income levels, utilisation and the rationale for all fees and charges. (Min. No. C484 refers)	Completed
(2) That a further report be presented to the Scrutiny Committee in the next financial year in respect of income levels, utilisation and the rationale for all fees and charges.				
<b>17 March 2021</b>				
<b>Min. No. 520 – Quarter 3 Sickness Absence Report 2020/21 (REF) – Recommended</b>				
(2) That a further report be presented to the Scrutiny Committee in the next quarter in order that comparisons could be considered quarter by quarter and that the report include details of the wellbeing work undertaken to date.	Corporate Performance & Resources		Added to the Committee's forward work programme.	Completed
<b>Min. No. 521 – Renewing Reshaping – The Next Steps for Transformation (REF) – Recommended</b>				
(2) That a further report be presented to the Scrutiny Committee in the next quarter in order that comparisons could be considered quarter by quarter, including reporting metrics.	Corporate Performance & Resources		Added to the Committee's forward work programme.	Completed



## Uncompleted Recommendations

4<sup>th</sup> Quarter 2020-21

## SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
<b>Min. No. 524 – Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2020/21 (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That the remedial actions to be taken to address areas of under-performance and to tackle the key challenges identified within the remit of the Committee be noted and that the Committee's views and recommendations be referred thereafter to Cabinet for their consideration and approval.			The Committee's comments have been included in a report by IDT to Cabinet on 22 <sup>nd</sup> March, 2021.	Completed
<b>Min. No. 525 – Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 2021/2022 (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That it would be useful to provide a further briefing for all elected Members on the approach, structure and content of the Service Plans and targets, as the understandable level of detail contained within the reports made it challenging to scrutinise the full detail.			To be addressed when Service Plans and further Target Setting are reported to Corporate Performance and Resources Scrutiny Committee. Added to work programme.	Completed

Uncompleted Recommendations

3<sup>rd</sup> Quarter 2020-21

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

18 November 2020				
<b>Min. No. 208 – Developing a Climate Change Action Plan (REF) – Recommended</b>	Corporate Performance & Resources			
That the comments of the Corporate Performance and Resources Scrutiny Committee be referred to Cabinet for consideration and that the details of the report be noted.			Cabinet, at its meeting on 25 <sup>th</sup> January 2021, RESOLVED – T H A T the Members of the Corporate Performance and Resources Scrutiny and Environment and Regeneration Scrutiny Committees be thanked for their comments, noting that the details of the reports and views of the Committees were progressing under current plans (Min. No. C445 refers)	Completed
<b>Min. No. 210 – Audit Wales: Reshaping Services Programme Review – Vale of Glamorgan (MD) – Recommended</b>	Corporate Performance & Resources			
That the recommendations outlined within the report be accepted and the report be referred to the Audit Committee and thereon to Cabinet for endorsement of the proposed actions to address the proposals for improvement.			Audit Committee, at its meeting on 22 <sup>nd</sup> February 2021, resolved that the contents of the report be noted, and the report be referred onto Cabinet for endorsement of the proposed actions for improvement. (Min. No. 438 refers) Cabinet, at its meeting on 22 <sup>nd</sup> March, 2021, resolved that Committee be thanked for their comments which were noted, and that Cabinet look forward to receiving further reports on the Reshaping Programme and working with Audit Committee to achieve results. (Min. No. C522 refers)	Completed
16 December 2020				
<b>Min. No. 310 – Annual Delivery Plan: Monitoring Report: Quarter 2 Performance 2020/21 (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That the remedial actions to be taken to address areas of under-performance and to tackle the key			Cabinet, at its meeting on 11 <sup>th</sup> January 2021, resolved	Completed

# Uncompleted Recommendations

3<sup>rd</sup> Quarter 2020-21

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

challenges identified within the remit of the Committee be noted and that Cabinet be informed of Member's requests for future reports and information, to be contained in future reports, as outlined above.			(2) That the views and recommendations of all Scrutiny Committees in relation to Q2 performance results be considered and identified remedial actions as a basis to address areas of underperformance and to tackle the key challenges identified be noted. (Min. No. C438 refers)	
<b>Min. No. 311 – Draft Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 2021-22 (REF) – Recommended</b>	Corporate Performance & Resources			
(4) That the comments of the Committee, as outlined above and shared with the Head of Policy and Business Transformation, at the meeting, be reported to Cabinet as appropriate following the consultation.			Reported to Cabinet on 8 <sup>th</sup> March, 2021. (Min. No. C503 refers)	Completed
<b>Min. No. 314 – Initial Revenue Budget Proposals 2021/22 and Medium Term Financial Plan 2020/21 to 2023/24 (MD) – Recommended</b>	Corporate Performance & Resources			
(1) That the Committee echoed the sentiments of the recommendations of both the Homes and Safe and Environment and Regeneration Scrutiny Committees as above regarding the report.  <b>[Homes and Safe Communities of 9<sup>th</sup> December 2020 RECOMMENDED – T H A T the Corporate Performance and Resources Scrutiny Committee recommend to Cabinet, the ongoing value and importance of the Domestic Abuse Assessment and Referral Community Safety Services, when looking at cost pressures and the revenue budget.</b> <b>Environment and Regeneration of 15<sup>th</sup> December 2020</b> <b>RECOMMENDED - T H A T the Corporate Performance and Resources Scrutiny Committee considers the concerns of the Environment and Regeneration Scrutiny Committee regarding the lateness of the budget settlement from Welsh Government which makes it difficult for the Scrutiny Committee to make a view without knowing the final budget position, so it would be</b>			Cabinet, at its meeting on 25 <sup>th</sup> January 2021, RESOLVED – [1] That Cabinet considered the sentiments of the recommendations of both the Homes and Safe and Environment and Regeneration Scrutiny Committees and noted that a further report would be brought to Cabinet and referred to Corporate Performance and Resources Scrutiny Committee before being brought back to Cabinet and referred to Full Council for consideration. (Min. No. C446 refers)	Completed

Uncompleted Recommendations

3<sup>rd</sup> Quarter 2020-21

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
<i>better if this was considered in January.]</i>				
(2) That the Scrutiny Committee writes to the Welsh Government minister highlighting its concerns regarding the lateness of the budget settlement and that Cabinet consider doing the same.			Cabinet, at its meeting on 25 <sup>th</sup> January 2021, RESOLVED – [2] That Cabinet are content for the Scrutiny Committee to write to the Welsh Government minister highlighting its concerns regarding the lateness of the budget settlement. (Min. No. C446 refers)	Completed
<b>Min. No. 315 – Initial Capital Programme Proposals 2021/22 to 2025/26 (MD) – Recommended</b>	Corporate Performance & Resources			
(2) That Committee considers the Capital report having regard to recommendation 1 above at its next meeting in order for discussions to take place to be able to fully consider the Capital Proposals going forward. <i>[(1) T H A T further information regarding the active travel proposals be provided to committee members.]</i>			At the meeting on 20 <sup>th</sup> January 2021, the Section 151 Officer / Head of Service drew attention to the very genuine reasons for the number of schemes that had slipped during the year as outlined within the Appendix to the report. In accepting the position, the Scrutiny Committee subsequently noted the report. (Min. No. 374 refers)	Completed



Vale of Glamorgan Council

CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE

# Quarter 4 Forward Work Programme

January – March 2021

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
January	CFWP – Revenue Monitoring 1 <sup>st</sup> April to 30 <sup>th</sup> November 2020	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Scrutiny Committee of the Progress relating to revenue expenditure for the period 1 <sup>st</sup> April to 30 <sup>th</sup> November 2020.	That Scrutiny Committee consider the position with regard to the 2020/21 revenue budget.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	Reported to Committee on 20 <sup>th</sup> January 2021 (Min No 373) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Revenue-Monitoring.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Revenue-Monitoring.pdf</a>
January	CFWP – Capital Monitoring 1 <sup>st</sup> April to 30 <sup>th</sup> November 2020	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Scrutiny Committee of the progress on the 2020/21 Capital Programme for the period 1 <sup>st</sup> April to 30 <sup>th</sup> November 2020 and to request changes to the Capital Programme.	That Committee notes the progress made on the 2020/21 Capital Programme.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	Referred to Committee on 20 <sup>th</sup> January 2021 (Min No 374) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Capital-Monitoring.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Capital-Monitoring.pdf</a>
January	CFWP – Reshaping Services Update	<a href="#">Cabinet Forward Work Programme Item.</a>	To provide Cabinet/Scrutiny with an update on the progress being made to implement projects and initiatives within	To provide the Corporate Performance and Resources Scrutiny Committee with an opportunity to consider the progress being made on the Programme as the	Tom Bowring Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			the Reshaping Services Programme	lead Committee for the Programme.		
January	CWPF – Corporate Safeguarding Annual Report (reference from Cabinet)	<a href="#">Cabinet Forward Work Programme Item.</a>	To consider the work that has been taken to improve Corporate Safeguarding and the protection of children and adults.	To ensure corporate wide scrutiny of these arrangements.	Lance Carver Director of Social Services 01446 704678 lcarver@valeofglamorgan.gov.uk	Referred to Committee on 20 <sup>th</sup> January 2021 (Min No 368) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Annual-Corporate-Safeguarding-Report.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Annual-Corporate-Safeguarding-Report.pdf</a>
January	3rd Quarter Decision Tracking and Updated Forward Work Programme		To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2020/21	1. To maintain effective tracking of the Committee's recommendations. 2. That the updated Work Programme Schedule be approved and uploaded to the Council's website.	Karen Bowen Principal Democratic and Scrutiny Services Officer 01446 709856 KBowen@valeofglamorgan.gov.uk	Reported to Committee on 20 <sup>th</sup> January 2021 (Min No 375) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Q3-Tracking.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Q3-Tracking.pdf</a>
January	Q2 2020/21 Performance Report	<a href="#">Cabinet Forward Work Programme Item.</a>	To present Q2 performance in relation to Corporate Health priorities as	To ensure the Council clearly demonstrates the progress being made towards	Tom Bowring Head of Policy & Business Transformation 01446 709766	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			outlined in the Corporate Plan.	achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens. To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-being goals for Wales.	TBowring@valeofglamorgan.gov.uk	
January	Local Government & Elections Wales Bill Update		To provide Cabinet with an update on the current position with the Local Government and Elections (Wales) Bill and to set a context			Referred to Committee on 20 <sup>th</sup> January 2021 (Min No 369) <a href="https://www.valeofglamorgan.gov.uk/Documents/_Committee%2">https://www.valeofglamorgan.gov.uk/Documents/_Committee%2</a>



Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			against which to respond to various current and ongoing consultations, reported separately to this Cabinet meeting			<a href="#">0Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Local-Government-and-Election-Wales-Bill-Update.pdf</a>
January	Corporate Joint Committees – Response to WG Consultation		To outline the provisions of Corporate Joint Committees, as set out in the Welsh Government Consultation and to set out a response to the consultation for submission to Welsh Government by 4 January 2021			Referred to Committee on 20 <sup>th</sup> January 2021 (Min No 370) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Corporate-Joint-Committees.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Corporate-Joint-Committees.pdf</a>
January	Response to WG Consultation on Town and Community Planning (SDP) (Wales) Regulations		To seek Cabinet endorsement of the Council's response to the Welsh Government Consultation on The Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021			Referred to Committee on 20 <sup>th</sup> January 2021 (Min No 371) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Response-to-WG-">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Response-to-WG-</a>

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
						<a href="#">Consultation-re-TC-Planning.pdf</a>
January	Local Government & Elections Bill Part 6 Performance and Governance of Principal Councils – Consultation Response		To present Cabinet with an overview of the Part 6 Performance Arrangements associated with the Local Government & Elections Bill and seek endorsement for the Council's response to the Welsh Government consultation on the accompanying draft statutory guidance		Tom Bowring, Head of Policy & Business Transformation	Referred to Committee on 20 <sup>th</sup> January 2021 (Min No 372) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Local-Government-and-Elections-Wales-Bill-Part-6.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-01-20/Ref-from-Cab-Local-Government-and-Elections-Wales-Bill-Part-6.pdf</a>
February	CFWP – Pay Policy 2021/22	<a href="#">Cabinet Forward Work Programme Item.</a>	For consideration and endorsement of the Council's annual Pay Policy.	To respond to the legal requirements under the Standing Orders (Wales) Amendment Regulations 2014, the Local Government (Wales) Act 2015 and related advice from the Welsh Government. To respond to the legal requirement under the Localism Act and to provide	Laithe Bonni, Operational Manager Employee Services 01446 709214 lsbonni@valeofglamorgan.gov.uk	Referred to Committee on 11 <sup>th</sup> February 2021 (Min No 419) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/21-02-11-Ref-from-Cab-Pay-Policy-Cabinet-Report.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/21-02-11-Ref-from-Cab-Pay-Policy-Cabinet-Report.pdf</a>

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				openness and accountability in relation to how the Council rewards its staff.”		
February	CFWP – Corporate Plan	<a href="#">Cabinet Forward Work Programme Item.</a>	To approve a new Corporate Plan post consultation and prior to consideration by Full Council	To consider a new Corporate Plan		Slipped to March
February	Revised Initial Budget Proposals 2021/22		To gain Cabinet’s approval for the revised initial revenue budget proposals for 2021/22 and for the proposals to be submitted to Corporate Performance and Resources Scrutiny Committee		Carys Lord, Head of Finance / Section 151 Officer 01446 709254 CLLord@valeofglamorgan.gov.uk	Referred to Committee on 11 February 2021 (Min No 420) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Revised-Initial-Budget-Proposals-Cab-Rep.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Revised-Initial-Budget-Proposals-Cab-Rep.pdf</a> and <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Revised-Initial-">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Revised-Initial-</a>

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
						<a href="#">Budget-Proposals-2021-22.pdf</a>
February	Final Capital Proposals 2021/22 to 2025/26		To gain Cabinet's approval for the final Capital Programme proposals for 2021/22 to 2025/26 and for the proposals to be submitted to Corporate Performance and Resources Scrutiny Committee.		Carys Lord, Head of Finance / Section 151 Officer 01446 709254 CLLord@valeofglamorgan.gov.uk	Referred to Committee on 11 February 2021 (Min No 421) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Final-Capital-Proposals-Cab-Rep.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Final-Capital-Proposals-Cab-Rep.pdf</a> and <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Final-Capital-Proposals-2021-22-to-2025-26.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Final-Capital-Proposals-2021-22-to-2025-26.pdf</a>
February	Local Democracy and Boundary Commission for Wales – Review					Referred to Committee on 11 February 2021 (Min No 422) <a href="https://www.valeofglamorgan.gov.uk/Docu">https://www.valeofglamorgan.gov.uk/Docu</a>

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	of Electoral Arrangements					<a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Urgent-Item-Final-Recommendations-Report.pdf">ments/ Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Urgent-Item-Final-Recommendations-Report.pdf</a> and <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Local-Democracy-and-Boundary-Commission-for-Wales-Final-Recommendations-Report.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2021/21-02-11/Ref-from-Cab-Local-Democracy-and-Boundary-Commission-for-Wales-Final-Recommendations-Report.pdf</a>
February	Proposed Fees and Charges 2021/22		To propose changes in service charges for functions managed by the Council in the following directorates for the financial year 2021/22: - Environment and Housing - Managing Director and Resources - Learning			Report to Committee on 11 February 2021 (Min No 423) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-02-11/VoG-Council-Proposed-Fees-and-Charges.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2021/21-02-11/VoG-Council-Proposed-Fees-and-Charges.pdf</a>

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			and Skills - Social Services			
March	CFWP – Revenue Monitoring 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> January 2021	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Scrutiny Committee of the Progress relating to revenue expenditure for the period 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> January 2021.	That Scrutiny Committee consider the position with regard to the 2020/21 revenue budget.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	Referred to Committee on 17 March 2021 (Min No ) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Revenue-Monitoring.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Revenue-Monitoring.pdf</a> and <a href="https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Revenue-Monitoring-reference.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Revenue-Monitoring-reference.pdf</a>
March	CFWP – Capital Monitoring 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> January 2021	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Scrutiny Committee of the progress on the 2020/21 Capital Programme for the period 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> January 2021.	That Committee considers the progress made on the 2020/21 Capital Programme.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	Referred to Committee on 17 March 2021 (Min No ) <a href="https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-">https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-</a>

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
						<a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Capital-Monitoring.pdf">Capital-Monitoring-Cabinet-Report.pdf</a> and <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Capital-Monitoring.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Capital-Monitoring.pdf</a>
March	Renewing Reshaping – Next Steps for Transformation		To provide Cabinet with an update on the development of the Council's transformational change programme and seek approval to consult in its further development.			Referred to Committee on 17 March 2021 (Min No) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Renewing-Reshaping-Cabinet-Report.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Renewing-Reshaping-Cabinet-Report.pdf</a> and <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Renewing-Reshaping-Cabinet-Report.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Renewing-Reshaping-Cabinet-Report.pdf</a>

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
March	CFWP - Council's Annual Self-Assessment	<a href="#">Cabinet Forward Work Programme Item.</a>	To present the Council's Annual Self-Assessment of performance for Cabinet's consideration in line with the requirements of the Local Government Measure and Well-being of Future Generations Act.	For the Committee to review.	TBC	
March	CFWP – Corporate Plan	<a href="#">Cabinet Forward Work Programme Item.</a>	To approve a new Corporate Plan post consultation and prior to consideration by Full Council	To consider a new Corporate Plan		
March	Welfare Reform Update Report					
March	CFWP – Vale of Glamorgan Wellbeing Objectives and Improvement Plan Part 1	<a href="#">Cabinet Forward Work Programme Item.</a>	To present the Council's Wellbeing Objectives and Improvement Plan Part 1, the associated priority actions as reflected in Service Plans and proposed improvement targets for Cabinet's	To ensure the Council fully discharges its statutory duties to set and publish its Improvement Plan Part 1, outlining how it proposes to meet its Well-being (Improvement) Objectives. To confirm the Service Plans as the primary documents against which	Tom Bowring Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	Reported to Committee on 17 March 2021 (Min No) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Service-Plans-and-Target-Setting.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Service-Plans-and-Target-Setting.pdf</a>



Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			consideration in line with the requirements of the Local Government Measure and Wellbeing of Future Generations Act.	performance for the Corporate Plan Corporate Health priorities will be monitored and measured. To ensure the Council reports a relevant set of performance indicators against which it can demonstrate achievement of its Corporate Health priorities and consistently sets challenging yet realistic performance improvement targets for those priorities in line with requirements under the Local Government (Wales) Measure 2009.		
March	CFWP – Sickness Update Report 2020/21 Q3		To update Cabinet/Scrutiny Members on the sickness absence statistics for the previous 12-month period.	To enable the Scrutiny Committee to maintain a continued focus on the management of sickness absence throughout all services of the Council and to make recommendations to Cabinet, as appropriate.	Laithe Bonni, Operational Manager Employee Services 01446 709214 lsbonni@valeofglamorgan.gov.uk	Referred to Committee on 17 March 2021 (Min No ) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Q3-Sickness-Absence-">https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Q3-Sickness-Absence-</a>

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
						<a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Q3-Sickness-Absence-Report.pdf">Report-to-Cabinet.pdf</a> and <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Q3-Sickness-Absence-Report.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/Ref-from-Cab-Q3-Sickness-Absence-Report.pdf</a>
March	Annual Delivery Plan (Part 1)		To seek Members' endorsement of the draft Annual Delivery Plan (Improvement Plan Part 1) 2020/2021 prior to consideration by Council. The Plan outlines the Council's Well-being (Improvement Objectives), the associated priority actions as reflected in Service Plans and proposed service improvement targets for the period 2020/2021	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan (Improvement Plan Part 1), associated Service Plan activities and service improvement targets for 2020/2021	Tom Bowring Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	Reported to Committee on 17 March 2021 (Min No) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/ADP-Q3-Performance-Monitoring.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-03-17/ADP-Q3-Performance-Monitoring.pdf</a>



VALE of GLAMORGAN COUNCIL CABINET OFFICE

# Cabinet Annual Strategic Forward Work Programme

May 2021 – April 2022



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## Contents

Forward Work Programme: May / June 2021 .....	1
Forward Work Programme: July 2021 .....	3
Forward Work Programme: September 2021 .....	5
Forward Work Programme: October 2021 .....	6
Forward Work Programme: November 2021 .....	7
Forward Work Programme: December 2021.....	9
Forward Work Programme: January 2022.....	10
Forward Work Programme: February 2022.....	12
Forward Work Programme: March 2022.....	14
Forward Work Programme: April 2022.....	15

## Forward Work Programme: May / June 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
May	Collaboration Compendium.	To provide an update for Cabinet on the Council's strategic collaborative working initiatives.	Leader	No	No
May	Renewal of Welsh Translation Contract.	To obtain approval from Cabinet to go out to tender for this service. The current contract ends at the end of August.	Leader	No	No
May	21 <sup>st</sup> Century Schools – Penarth Nursery Provision.	To seek approval to consult on a school organisation proposal for the Penarth Nursery Provision scheme.	Education and Regeneration	Yes	No
May	Disposal of three Small Parcels of education owned land.	To seek Cabinet approval to dispose of three small parcels of non-operational education land (as identified at Appendix A).	Education and Regeneration	No	No
May	Disposal of Small Parcels of Housing owned land.	To seek Cabinet approval to dispose of two small parcels of non-operational housing land suitable for use incidental to the enjoyment of the adjacent dwelling houses only (as identified at Appendix A).	Housing and Building Services	No	No

<b>Month</b>	<b>Report Title</b>	<b>Purpose of Report (Summary)</b>	<b>Lead Cabinet Member</b>	<b>Scrutiny Consideration Yes / No</b>	<b>Council Yes / No</b>
May	Neighbourhood Services and Transport – Condition Inspection Regime.	To propose changes in footway and carriageway inspection regimes in line with current standards.	Neighbourhood Services and Transport	Yes	No
May	Corporate Safeguarding Annual Report.	To update Cabinet on the work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who require specific Council services and to ensure that these arrangements are effective.	Social Care and Health	Yes – all Scrutiny Committees	No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2020 to 31 March 2021.	Leader	Yes (Corporate Performance and Resources)	No
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2020/21.	Leader	Yes (Learning and Culture)	No

## Forward Work Programme: July 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Closure of Accounts 2020/21.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2020/21 financial year.	Leader	No	No
July	Annual Treasury Management Report 2020/21.	To present to Cabinet the annual review report on Treasury Management 2020/21.	Leader	Yes (Audit Committee)	Yes
July	Revenue Monitoring for the Period 1st April to 31st May, 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
July	Capital Monitoring for the Period 1st April to 31st May, 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
July	Budget Strategy 2022/23.	To submit the Budget Strategy for 2022/23.	Leader	No	No
July	Cabinet Quarterly Work Programme - April to June 2021 and July to September 2021.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2021 and to confirm the Quarterly Work Programme for July to September 2021 in order that the Annual Strategic Work Programme can be amended	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		and uploaded to the website.			
July	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
July	End of Year 2020/21 Corporate Plan Performance Report.	To present end of year performance results for the period 1st April 2020 to 31st March 2021 in relation to our Well-being Outcomes and Corporate Health priorities, including an update of our progress in addressing recommendations and improvement proposals from our external regulators.	Leader	Yes (All Scrutiny Committees)	No
July	Climate Change	To consider the revised Climate Change Challenge Plan post consultation.	Leader	No	Yes
July	Annual Report: Section 106 Agreements 2020/21.	To report on annual S106 income and expenditure.	Legal, Regulatory and Planning Services	No	No
July	Director's Annual Report 2020/21.	To ensure Cabinet agree the future priorities for the service.	Social Care and Health	No	No



## Forward Work Programme: September 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2020/21.	To present the draft Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2020/21, which outlines our progress towards achieving the Council's Well-being (Improvement) Objectives.	Leader	No	Yes
September	Local Air Quality Management Annual Progress Report 2021.	To seek approval for the 2021 Local Air Quality Management Annual Progress Report (APR) on air quality undertaken in 2020 to enable its submission to Welsh Government.	Legal, Regulatory and Planning	No	No
September	Local Development Plan Annual Monitoring Report.	To report to Cabinet the findings of the Council's first Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2021.	Legal, Regulatory and Planning	No	No

## Forward Work Programme: October 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Revenue Monitoring for the period 1st April to 31st August 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
October	Capital Monitoring for the period 1st April to 31st August 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
October	Cabinet Quarterly Work Programmes – July to September 2021 and October to December 2021.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2021 and to confirm the Quarterly Work Programme for October to December 2021 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No
October	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No

## Forward Work Programme: November 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Quarter 1 2021/22 Performance Report.	To present quarter 1 performance results for the period 1st April 2021 to 30th June 2021 for all service areas.	Leader	Yes (All Scrutiny Committees)	No
November	Revenue Monitoring for the period April to September 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
November	Capital Monitoring for the period April to September 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Revenue Budget Proposals 2022/23 and Medium Term Financial Plan 2021/22 to 2024/25.	To gain Cabinet's approval for the amended revenue budget for 2022/23 and to commence consultation on the initial revenue budget proposals for 2021/22.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Capital Programme Proposals 2022/23 to 2026/27.	To gain approval for the Initial Capital Programme Proposals for 2022/23 so that they may be submitted to Scrutiny Committees for consultation and amendments to the current Capital Programme.	Leader	Yes (All Scrutiny Committees)	No

<b>Month</b>	<b>Report Title</b>	<b>Purpose of Report (Summary)</b>	<b>Lead Cabinet Member</b>	<b>Scrutiny Consideration Yes / No</b>	<b>Council Yes / No</b>
November	Initial Housing Revenue Account (HRA) Budget Proposals 2022/23 and Revised Budget 2021/22.	To gain Cabinet's approval for the initial budget proposals for 2022/23 relating to the Housing Revenue Account so that the proposals may be submitted to Scrutiny Committee for consultation and to revise the 2021/22 budget.	Leader	Yes (Homes and Safe Communities)	No
November	Treasury Management Mid-Year Report 2021/22.	To provide a mid-year report on the Authority's treasury management operations for the period 1 <sup>st</sup> April 2021 to 30 <sup>th</sup> September 2022.	Leader	No	Yes
November	Q2 Sickness Absence Report 2021/2022.	To update Cabinet on the sickness absence statistics for the 6-month period from 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> September 2021.	Leader	Yes (Corporate Performance and Resources)	No
November	Draft Annual Delivery Plan – Consultation.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
November	Corporate Safeguarding Mid Term Report.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity taking place across the Council.	Social Care and Health	Yes (Healthy Living and Social Care, Learning and Culture, Home and Safe Communities, Corporate Performance and Resources and Environment and Regeneration Scrutiny Committees)	No

## Forward Work Programme: December 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	School Admission Arrangements 2023-2024.	To seek Cabinet approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code.	Education and Regeneration	Yes (Learning and Culture)	No
December	Housing Support Grant Annual Delivery Plan.	To adopt the draft Housing Support Grant Delivery Plan and seek authorisation for its submission to Welsh Government.	Housing and Building	Yes	No

## Forward Work Programme: January 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
January	Revenue Monitoring for the Period 1st April to 30th November 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
January	Capital Monitoring for the period 1st April to 30th November 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
January	Quarter 2 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q2.	Leader	Yes (Corporate Performance and Resources)	No
January	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
January	Timetable of Meetings: May 2022 to May 2023.	To consider a draft timetable of meetings for the period May 2022 - May 2023.	Leader	No	No
January	Pay Policy 2022/2023.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2022/23 as set out prior to its submission to Council for approval.	Leader	Yes (Corporate Performance and Resources)	Yes
January	Cabinet Quarterly Work Programmes – October to December 2021 and January	To inform Members of the progress to date in respect of	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
	to March 2022.	Cabinet Quarterly Work Programmes for the period October to December 2021 and to confirm the Quarterly Work Programme for January to March 2022 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.			

## Forward Work Programme: February 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Capital Strategy 2022/23 and Final Capital Proposals 2022/23 to 2026/27.	To gain approval for the Final Capital Programme Proposals for the years 2022/23 to 2026/27.	Leader	No	Yes
February	Final Proposals for the Revenue Budget 2022/23.	The purpose of this report is to set out final proposals for Cabinet Members to consider, before making their recommendations to Council, in respect of the final revenue budget for the financial year 2022/23.	Leader	No	Yes
February	Final Housing Revenue Account (HRA) Budget Proposals 2022/23.	To set the HRA budget for the financial year 2021/22 and to set the rents and service charges for the forthcoming rent year beginning on 2 <sup>nd</sup> April 2022.	Leader	No	Yes
February	Treasury Management and Investment Strategy 2022/23 and Update 2021/22.	To provide an interim report on the Council's treasury management operations for the period 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> December 2021 and to submit for consideration the proposed 2021/22 Treasury Management and Investment Strategy.	Leader	Yes (Audit Committee)	Yes



February	Housing Business Plan.	To obtain approval for the Housing Business Plan 2021.	Housing and Building Services	Yes (Homes and Safe)	Yes
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## Forward Work Programme: March 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
March	Revenue Monitoring for the Period 1st April 2021 to 31st January 2022.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
March	Capital Monitoring for the Period 1st April 2021 to 31st January 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
March	Annual Equality Monitoring Report 2020-2021.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Vale of Glamorgan Annual Delivery Plan 2022/23.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
March	School Admission Arrangements 2023/2024.	Outcome of consultation and adoption of policy.	Education and Regeneration	No	No
March	Proposed Events Programme 2022-23.	Agreement of annual programme of events and allocation of funds.	Education and Regeneration	No	No

## Forward Work Programme: April 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
April	Cabinet Annual Strategic Forward Work Programme May 2022 - April 2023 and Cabinet Quarterly Work Programme – April to June 2022.	To inform Members of the Forward Work Programme of the Cabinet for the 12 month period May 2022 to April 2023, and the Cabinet Quarterly Work Programme from April – June 2022.	Leader	No	No
April	Quarter 3 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q3.	Leader	Yes (All Scrutiny Committees)	No
April	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No



Vale of Glamorgan Council

Corporate Performance and Resources Scrutiny Committee

# Forward Work Programme

May 2021 – April 2022

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
May	4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	<a href="#">Last Quarter 3 report received Jan '20.</a>	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme for 2021/22.	To maintain effective tracking of the Committee's recommendations.	Karen Bowen, Principal Rudman, Democratic & Scrutiny Services Officer. 01446 709 85 <a href="mailto:kbowen@valeofglamorg.an.gov.uk">kbowen@valeofglamorg.an.gov.uk</a>	
June	Reference from Audit Committee – Vale of Glamorgan Annual Audit Summary 2020 and Progress Against External Regulatory Recommendations and Proposals for Improvement				Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	
June	Public Services Board update report	Last reported Nov 2020			Tom Bowring, Head of Policy & Business Transformation 01446 709766 <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	
June	Corporate Safeguarding Annual Report CFWP		To update Committee on the work undertaken to improve corporate arrangements and to		Lance Carver, Director of Social Services, 01446 704678	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			ensure their effectiveness		lcarver@valeofglamorgan.gov.uk	
June	Covid-19 Update Report		To update Committee on current position and intentions going forward		Tom Bowring, Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	
June	Sickness Absence Report - CWF		To include quarter by quarter comparisons and details of the wellbeing work being undertaken to date as requested by the Committee		Laithe Bonni, Operational Manager Employee Services 01446 709214 lsbonni@valeofglamorgan.gov.uk	
July	Closure of Accounts 2020/21	<a href="#">Last received July 2019.</a>	The accounts are complete and this report is to inform Scrutiny Committee of the provisional financial position of the Council for the 2020/21 financial year.	Members aware of the provisional financial position and actions that have been taken.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	
July	Renewing Reshaping – steps for transformation to include quarter by quarter		To monitor and compare progress		Tom Bowring, Head of Policy & Business Transformation 01446 709766	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	comparisons and reporting metrics (21 Mar 21 Min No 521)				TBowring@valeofglamorgan.gov.uk	
July	1 <sup>st</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Last municipal year 4 <sup>th</sup> Quarter received May '21.	To report progress on the Scrutiny recommendations [Apr, May, June] and to confirm the Committee's work programme for 20 <sup>**</sup> / <sup>**</sup> .	To maintain effective tracking of the Committee's recommendations.	Karen Bowen, Principal Rudman, Democratic & Scrutiny Services Officer. 01446 709 85 <a href="mailto:kbowen@valeofglamorgan.gov.uk">kbowen@valeofglamorgan.gov.uk</a>	
July	End of Year 2020/21 Corporate Plan Performance Report	<a href="#">Part 1 last received March 2021.</a>	To present end of year performance results for the period 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> March 2021 for the Corporate Plan Well-being Outcome including an update of progress in addressing recommendations and improvement proposals from external regulators.	To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-	Tom Bowring, Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	.

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				being goals for Wales. To ensure the Council implements its regulatory recommendations and improvement proposals and responds appropriately to the recommendations and proposals for improvement identified through the Wales Audit Office's programme of local and national Local Government Studies.		
July	Revenue and Capital Monitoring 1 <sup>st</sup> April to 31 <sup>st</sup> May 2021	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	
July	Update report Corporate Safeguarding		To apprise Members of the relevant risk assessments and		Laithe Bonni, Operational Manager Employee Services	



Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			lessons learned and consideration of earlier data analysis.		01446 709214 lsbonni@valeofglamorgan.gov.uk	
September						
October	2 <sup>nd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule	1 <sup>st</sup> Quarter received July '21.	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 20**/20**.	To maintain effective tracking of the Committee's recommendations.	Karen Bowen, Principal Rudman, Democratic & Scrutiny Services Officer. 01446 709 85 <a href="mailto:kbowen@valeofglamorgan.gov.uk">kbowen@valeofglamorgan.gov.uk</a>	
October	Revenue and Capital Monitoring for the period 1 <sup>st</sup> April to 31 <sup>st</sup> August 2021	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period ****.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	
November	Quarter 1 2021/22 Performance Report		To present Quarter 1 results	In order that performance can be monitored and any recommendations reported for consideration to Cabinet	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
November	Quarter 2 sickness absence Report 2021/2022		To update Members	In order that Committee can monitor and consider the statistics and make any recommendations for consideration to Cabinet	Laithe Bonni, Operational Manager Employee Services 01446 709214 lsbonni@valeofglamorgan.gov.uk	
December	Initial Revenue Programme Budget Proposals.		To inform Scrutiny Committee of the amended revenue budget and to submit for consultation the initial revenue budget proposals for 2022/ 23	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	
December	Initial Capital Programme Budget Proposals.	<a href="#">Last received December 2020.</a>	To submit the Initial Capital Programme Proposals for 2022/23	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	
December	Quarter 2 2021 Performance Report.	Quarter 1 received October 2021.	To present Quarter 2 performance results for the period for the Corporate Plan Well-being Outcome	To ensure the Council clearly demonstrates the progress being made towards achieving its	Julia Archampong, Corporate Performance Manager. 01446 709 318	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				Corporate Plan Well-being Outcomes .To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement.	<a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	
January	3 <sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Quarter 2 received October '21.	To report progress on the Scrutiny recommendations [Oct, Nov, Dec] and to confirm the Committee's work programme for 2021/22.	To maintain effective tracking of the Committee's recommendations.	Karen Bowen, Principal Rudman, Democratic & Scrutiny Services Officer. 01446 709 85 <a href="mailto:kbowen@valeofglamorgan.gov.uk">kbowen@valeofglamorgan.gov.uk</a>	
January	Revenue and Capital Monitoring	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure.	The Capital Economic Regeneration Reserve is managed effectively and budgets are matched to operational responsibilities.	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 <a href="mailto:CLLord@valeofglamorgan.gov.uk">CLLord@valeofglamorgan.gov.uk</a>	
January	Public Services update report		To report on progress and include quarter by quarter comparisons		Tom Bowring, Head of Policy & Business Transformation 01446 709766	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
					TBowring@valeofglamorgan.gov.uk	
February	Pay Policy 2022/23		To consider the Pay policy			
March	Vale of Glamorgan Annual Delivery Plan 2022/23	<a href="#">Last received March 2021.</a>	To present the Annual Delivery Plan commitments	The views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	
	Revenue and Capital monitoring for the period 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> January 2022		To advise on progress to date	To monitor progress	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	
	Service Plans and Target Setting				Tom Bowring, Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	
	Briefing prior to submission of reports	Min No. 525 17 March 2021 refers				
April	Quarter 3 Corporate Plan		To provide Committee with the details of performance	To monitor and consider		

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	Performance Report					

**Other reports requested previously by Committee to be added into schedule as and when available**  
**(in light of the COVID 19 pandemic some of these reports have not been included in the main timetable but can be added as the situation progresses).**

Report	Responsible Officer and Contact Details	Commentary
Universal Credit – interim report re the commencement of UC to be included in Welfare Reform Report	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	Was to be provided with the Welfare Reform report in May 2020. **Impacted by Covid-19**
Report in relation to the Contact Centre and the Triage system to be brought to the Scrutiny Committee before April 2020 (02 Oct 19: Min No 348 and 20 Jan 21 Min No 375)	Tom Bowring, Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	**Impacted by Covid-19**
Update report on progress of Welfare Reform (27 Nov 19: Min No 486)	Carys Lord,	Originally planned for May 2020 **Impacted by Covid-19**

	Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	Report to be scheduled as appropriate
Report with more clarity regarding how performance-based assessments are carried out for members of staff eligible for non-consolidated increments within their pay ranges (05 Feb 20: Min No 661)	Laithe Bonni, Operational Manager Employee Services 01446 709214 lsbonni@valeofglamorgan.gov.uk	
Report on further benchmarking in relation to Chief Officer and Senior Officer salaries (05 Feb 20: Min No 661)	Laithe Bonni, Operational Manager Employee Services 01446 709214 lsbonni@valeofglamorgan.gov.uk	
Report on how the Council should continue to reduce the gender pay gap with the aim for all scale levels to have equal representation (05 Feb 20: Min No 661)	Laithe Bonni, Operational Manager Employee Services 01446 709214 lsbonni@valeofglamorgan.gov.uk	
Report on further analysis and consideration of Local Authority reserves (05 Feb 20: Min No 661)	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	
Progress report on the Digital Strategy – Customer and Employee (03 Mar 20: Min No 724)	Tony Curliss, Operational Manager for Customer Relations 01446 729500 <a href="mailto:tcurliss@valeofglamorgan.gov.uk">tcurliss@valeofglamorgan.gov.uk</a> Laithe Bonni, Operational Manager Employee Services 01446 709214 lsbonni@valeofglamorgan.gov.uk	
Report in respect of income levels, utilisation and the rationale for all fees and charges (21 Feb 21 Min No 423)	Tom Bowring,	

	Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	
Report on comparison of income derived from football over recent years and number of teams (03 Mar 20: Min No 726)	Tom Bowring Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	
Update report on Recover Strategy Covid-19	Tom Bowring Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	

### Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Welfare Reform Annual Progress Report	Carys Lord, Head of Finance / Section 151 Officer, 01446 709254 CLLord@valeofglamorgan.gov.uk	**Impacted by Covid-19**
Scrutiny Committees' Draft Annual Report	Cath Lindsey Assistant Democratic Services Officer 01446 709144 celindsey@valeofglamorgan.gov.uk	To be submitted to Full Council in September 2021. **Impacted by Covid-19**

**Quarterly Reports**

<b>Report</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
Quarterly Decision Tracking and Forward Work Programme	Karen Bowen Principal Democratic and Scrutiny Services Officer 01446 709856 KBowen@valeofglamorgan.gov.uk	Each quarter
Quarterly Performance Reports: Corporate Health	Tom Bowring Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk	Each quarter

**Infrequent**

- Cabinet References.
- Revenue and Capital Monitoring Reports.
- Requests for Consideration.
- Cabinet Call-in.

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