

Meeting of:	Corporate Performance and Resources Scrutiny Committee
Date of Meeting:	Thursday, 15 July 2021
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	1 st Quarter Scrutiny Recommendation Tracking 2021/22 and Updated Committee Forward Work Programme Schedule 2021/22.
Purpose of Report:	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 2021/22.
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Karen Bowen Principal Democratic and Scrutiny Services officer .
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"> • The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the updated Forward Work Programme Schedule for 2021/22 for the Committee's consideration: <ul style="list-style-type: none"> - 1st Quarter Recommendation Tracking April to June 2021 (Appendix A); - Updated Committee Forward Work Programme Schedule for 2021/22 (Appendix B). 	

Recommendations

1. That the status of the actions listed in Appendix A to the report be agreed.
2. That the updated Committee Forward Work Programme Schedule attached at Appendix B be considered for approval and uploaded to the Council's website.

Reasons for Recommendations

1. To maintain effective tracking of the Committee's recommendations.
2. For consideration and information.

1. Background

2. Key Issues for Consideration

- 2.1 Appendix A attached to this report sets 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 Members are also requested to confirm approval of the updated 2021/22 Work Programme Schedule attached at Appendix B, having regard to updated comments in respect of future reports to be presented to the Committee.
- 2.4 The Committee's Work Programme has been aligned to the Draft Quarterly Cabinet Forward Work Programme which was approved by Cabinet at its meeting on 5th July, 2021 and can be found [here](#) if required.
- 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, which will be included as and when available/ required, 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 B) 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 Chairman and Vice-Chairman 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 Chair and Vice-Chair 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

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.' The 2019 – 21 (Covid-19 Extended) Annual Report is scheduled for presentation at the September 2021 Full Council Meeting.
- 3.2** Scrutiny Committee Forward Work Programmes are updated and 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

[Scrutiny Committee Annual Work Programme.](#)

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

Uncompleted Recommendations

1st Quarter 2021-22

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

21 April 2021				
Min. No. 569 – Audit Wales – Scrutiny Fit for the Future Action Plan Update (MD) – Recommended	Corporate Performance & Resources			
(1) That the progress made to date in delivering both the Audit Wales Action Plan (Appendix A to the report) and the Public Engagement Action Plan (Appendix B to the report) be endorsed and recommended to Cabinet for approval.			Cabinet, at its meeting on 12 th May, 2021, resolved [1] That the progress made to date in delivering both the Audit Wales Action Plan (Appendix A to the report) and the Public Engagement Action Plan (Appendix B to the report) be approved. (Min C566 refers)	Completed
(2) That the Revised Cabinet and Scrutiny Roles and Responsibilities Document (Appendix C to the report) be endorsed and referred to Cabinet for approval and uploading to the Council's website.			Cabinet, at its meeting on 12 th May, 2021, resolved [2] That the Revised Cabinet and Scrutiny Roles and Responsibilities Document (Appendix C to the report) be approved and uploaded to the Council's website. (Min C566 refers)	Completed
(3) That the Revised Scrutiny Public Participation Guide (Appendix G to the report) be endorsed and recommended to Cabinet for consideration and to Full Council for approval, and thereafter uploaded to the Council's website and the Council's Constitution amended accordingly.			Cabinet, at its meeting on 12 th May, 2021, resolved [3] That the Revised Scrutiny Public Participation Guide (Appendix G to the report) be approved and recommended by Cabinet to Full Council for approval, and if approved, thereafter uploaded to the Council's website and the Council's Constitution amended accordingly. (Min C566 refers)	Ongoing
19 May 2021				
Min. No. 50 – 4th Quarter Scrutiny Recommendations Tracking 2020/21 and Proposed Annual Forward Work Programme Schedule 2021/22 (MD) – Recommended	Corporate Performance & Resources			
(4) That the Committee's proposed Annual Forward Work Programme schedule attached at Appendix E to the report be approved, subject to the addition of the Welfare update report being presented to the June meeting, and uploaded to the Council's website.			Committee's Annual Forward Work Programme Schedule uploaded to the Council's website.	Completed

Uncompleted Recommendations

1st Quarter 2021-22

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

16 June 2021				
Min. No. 137 – Project Zero – Draft Climate Change Challenge Plan (MD) – Recommended	Corporate Performance & Resources			
(1) That the revised draft Climate Change Challenge Plan attached at Appendix A to the report be noted and that the Committee's comments referred back to Cabinet.				Completed
(5) That the comments considered at the meeting as below, be referred to Cabinet and the information requested be provided to Members as appropriate :- <ul style="list-style-type: none"> - Further consideration to be given to ensuring future inclusivity with regard to public engagement and those that are hard to reach, - Further awareness raising exercises be undertaken regarding the challenges of project zero e.g. wider biodiversity issues, the need for a growth in the bee community, other animals, types of materials that are being used for the making of school uniforms and recycling opportunities, - Detailed information be provided for Members in relation to :- <ul style="list-style-type: none"> - the kilowatts generated for the 100 energy saving projects, ground source heat pumps, and the conversion to LED street lights, - data on usage of docking stations and where situated, - performance rating information for the housing retro fit programme, - vehicle charging sites in schools, where are they positioned and in which schools. 			Information in process of being collated to be sent to Members as soon as possible.	Ongoing

Uncompleted Recommendations

1st Quarter 2021-22

Appendix A
21 April 2021

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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Min. No. 138 – Welfare Reform – Progress Report (MD) – Recommended	Corporate Performance & Resources			
That the report be noted and that a further update be provided to the Committee at the end of the calendar year.			Added to the Committee’s forward work programme	Completed



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 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Last Quarter 3 report received Jan '20.	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. kbowen@valeofglamorgan.gov.uk	Presented to Committee on 19 th May 2021 (Min No 50) https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-05-19/Q4-Tracking-and-FWP.pdf
May	Consideration of Senior Management Structure within the Council		This report recommends and assessment of the current arrangements relating to senior management in the context of the Local Government and Elections (Wales) Act 2021 as well as key learning arising from the covid-19 pandemic.		Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	Referred to Committee on 19 th May, 2021 (Min No 49) https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-05-19/Ref-from-Cab-Consideration-of-Senior-Management-Structure-Within-

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-Council.pdf and https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-05-19/Ref-from-Cab-Consideration-of-Senior-Management-Structure.pdf
June	Reference from Audit Committee – Vale of Glamorgan Annual Audit Summary 2020 and Progress Against External Regulatory Recommendations and Proposals for Improvement		To present the Vale of Glamorgan Annual Audit Summary 2020 (Appendix A) and the progress to date in addressing existing recommendations and improvement proposals from our external regulators as outlined in Appendix B.		Julia Archampong, Corporate Performance Manager. jarchampong@valeofglamorgan.gov.uk	Referred to Committee on 16 th June 2021 (Min No) https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-06-16/Ref-from-Governance-and-Audit-Annual-Audit-Summary.pdf

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
June	Public Services Board Update Report	Last reported Nov 2020			Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	Slipped, however on agenda for 15 th July 2021
June	Corporate Safeguarding Annual Report CFWP		To update Committee on the work undertaken to improve corporate arrangements and to ensure their effectiveness		Lance Carver, Director of Social Services, lcarver@valeofglamorgan.gov.uk	Referred to Committee on 16 th June 2021 (Min No) https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-06-16/Ref-from-Cab-Annual-Corporate-Safeguarding-Report-2020-21.pdf
June	Covid-19 Update Report		To update Committee on current position and intentions going forward		Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	Slipped, however on agenda for 15 th July 2021.
June	Sickness Absence Report - CFWP		To include quarter by quarter comparisons and details of the wellbeing		Laithe Bonni, Operational Manager Employee Services	Referred to Committee on 16 th June 2021

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			work being undertaken to date as requested by the Committee		Isbonni@valeofglamorgan.gov.uk	(Min No) https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-06-16/Ref-from-Cab-Q4-Sickness-Absence-Report.pdf
June	Project Zero - Draft Climate Change Challenge Plan		To enable the Committee to comment on the draft Climate Change Challenge Plan following consultation and prior to consideration by Cabinet			Presented to Committee on 16 th June 2021 (Min No) https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-CRP/2021/21-06-16/Project-Zero.pdf
June	Welfare Reform – Progress Report		To update Members on the work undertaken by the Council in the implementation of the UK Government’s Welfare Reform agenda		Carys Lord, Head of Finance CLLord@valeofglamorgan.gov.uk	Presented to Committee on 16 th June 2021 (Min No) https://www.valeofglamorgan.gov.uk/Documents/

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
						Committee%20Reports/Scrutiny-CRP/2021/21-06-16/Welfare-Reform-Progress-Report.pdf
July	Closure of Accounts 2020/21	Last received July 2019.	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, CLLord@valeofglamorgan.gov.uk	On agenda for 15 th July 2021
July	Renewing Reshaping – steps for transformation to include quarter by quarter comparisons and reporting metrics (21 Mar 21 Min No 521)		To monitor and compare progress		Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
July	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Last municipal year 4 th Quarter received May '21.	To report progress on the Scrutiny recommendations [Apr, May, June] and to confirm the Committee's work programme for 20**/**.	To maintain effective tracking of the Committee's recommendations.	Karen Bowen, Principal Rudman, Democratic & Scrutiny Services Officer. kbowen@valeofglamorgan.gov.uk	On agenda for 15 th July 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
July	End of Year 2020/21 Corporate Plan Performance Report	Part 1 last received March 2021.	To present end of year performance results for the period 1 st April 2020 to 31 st 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-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	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	On agenda for 15 th July 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
				programme of local and national Local Government Studies.		
July	Revenue and Capital Monitoring 1 st April to 31 st 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, CLLord@valeofglamorgan.gov.uk	On agenda for 15 th July 2021
July	Update report Corporate Safeguarding		To apprise Members of the relevant risk assessments and lessons learned and consideration of earlier data analysis.		Laithe Bonni, Operational Manager Employee Services lsbbonni@valeofglamorgan.gov.uk	Presented to Committee on 16 th June 2021
July	Public Services Board Update Report - Annual Report	Last reported Nov 2020			Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	Following discussions with the Chairman to be added to the September agenda in view of the number of agenda items listed for July
July	Covid-19 Update Report		To update Committee on current position and intentions going forward		Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	On agenda for 15 th July 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
September	Public Services Board Annual Report 2020-21		To present an overview of the third year of progress in delivering the Well-being Objectives and actions set by the Vale PSB in its Well-being Plan.		Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
October	2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule	1 st 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. kbowen@valeofglamorgan.gov.uk	
October	Revenue and Capital Monitoring for the period 1 st April to 31 st 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, 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. jarchampong@valeofglamorgan.gov.uk	

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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 lsbonni@valeofglamorgan.gov.uk	
December	Draft Annual Delivery Plan – Consultation.		To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.		Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
December	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.		Lance Carver, Director of Social Services, lcarver@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
December	Welfare Reform Update report		Update as per Scrutiny Committee's decision on 16 th June, 2021.	To update Members on the work undertaken by the Council in the implementation of the UK Government's Welfare Reform agenda	Carys Lord, Head of Finance CLLord@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, CLLord@valeofglamorgan.gov.uk	
December	Initial Capital Programme Budget Proposals.	Last received December 2020.	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, 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 Corporate Plan Well-being Outcomes .To ensure the Council is	Julia Archampong, Corporate Performance Manager. jarchampong@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
				effectively assessing its performance in line with the requirement to secure continuous improvement.		
January	3 rd 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. kbowen@valeofglamorgan.gov.uk	
January	Revenue and Capital Monitoring 1 st April – 30 th November 2021	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, CLLord@valeofglamorgan.gov.uk	
January	Public Services update report		To report on progress and include quarter by quarter comparisons		Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
January	Quarter 2 Corporate Plan Performance Report		To present the Council's performance against the Corporate Plan for Q2		Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
February	Pay Policy 2022/23		To consider the Pay Policy		Tracy Dickinson, Head of Human Resources and	

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
					Organisational Development tdickinson@valeofglamorgan.gov.uk	
March	Vale of Glamorgan Annual Delivery Plan 2022/23	Last received March 2021.	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. jarchampong@valeofglamorgan.gov.uk	
March	Revenue and Capital monitoring for the period 1 st April 2021 to 31 st January 2022		To advise on progress to date	To monitor progress	Carys Lord, Head of Finance / Section 151 Officer, CLLord@valeofglamorgan.gov.uk	
March	Service Plans and Target Setting				Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
April	Quarter 3 Corporate Plan Performance Report		To provide Committee with the details of performance	To monitor and consider		

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, CLLord@valeofglamorgan.gov.uk	Was to be provided with the Welfare Reform report in May 2020. **Impacted by Covid-19** (included within the Welfare Report presented to Committee on 16 th June 2021.
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 TBowring@valeofglamorgan.gov.uk	**Impacted by Covid-19** To be brought to Committee following the summer recess
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 Isbonni@valeofglamorgan.gov.uk	To be considered during the process of addressing Pay Policy 2022/23 which is to be reported to this Committee February 2022.
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 Isbonni@valeofglamorgan.gov.uk	The Senior Management review is currently ongoing and will be reported to Committee in due course.
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 Isbonni@valeofglamorgan.gov.uk	To be considered during the Council's Workforce Planning review.
Report on further analysis and consideration of Local Authority reserves (05 Feb 20: Min No 661)	Carys Lord, Head of Finance / Section 151 Officer, CLLord@valeofglamorgan.gov.uk	Details relating to Council's reserves have been included within the Closure of Accounts report on the agenda for 15 th July 2021
Progress report on the Digital Strategy – Customer and Employee (03 Mar 20: Min No 724)	Tony Curliss, Operational Manager for Customer Relations tcurliss@valeofglamorgan.gov.uk Laithe Bonni,	The Digital Strategy review is currently being undertaken – to be reported when completed.

	Operational Manager Employee Services Isbonni@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 TBowring@valeofglamorgan.gov.uk	To be reported as part of the budget setting process as part of the fees and charges approval process.
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 TBowring@valeofglamorgan.gov.uk	Impacted by Covid. Due to the exceptional year in which much organised activity was not possible, undertaking this exercise for the 2020/21 year was not feasible. However, this could be progressed retrospectively should Members deem it useful.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Welfare Reform Annual Progress Report	Carys Lord, Head of Finance / Section 151 Officer, CLLord@valeofglamorgan.gov.uk	Last reported 16 th June 2021 (Min No) Update report to be presented in December 2021.
Scrutiny Committees' Draft Annual Report	Cath Lindsey Assistant Democratic Services Officer celindsey@valeofglamorgan.gov.uk	To be submitted to Full Council in September 2021. **Impacted by Covid-19**

Quarterly Reports

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