

Meeting of:	Corporate Performance and Resources Scrutiny Committee
Date of Meeting:	Wednesday, 24 May 2023
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward Work Programme Schedule 2023/24
Purpose of Report:	To report progress on 2022/23 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2023/24
Report Owner:	Tom Bowring, Director of Corporate Resources
Responsible Officer:	Mark Thomas, Democratic and Scrutiny Services Office
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
Executive Summary:	<p>The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the proposed Annual Forward Work Programme Schedule for 2023/24:</p> <ul style="list-style-type: none"> - 2021-22 Uncompleted Recommendation Tracking (Appendix A); - 1st Quarter Recommendation Tracking April – June 2023(Appendix B); - 3rd Quarter Recommendation Tracking October – December 2023 (Appendix C); - 4th Quarter Recommendation Tracking January - March 2023 (Appendix D); - Cabinet Annual Forward Work Programme 2023/24 (Appendix E); - Proposed Annual Forward Work Programme Schedule for 2023/24 (Appendix F).

Recommendations

1. That the status of the actions listed in Appendices A through to D to the report be agreed.
2. That the Cabinet Annual Forward Work Programme for 2023/24 attached at Appendix E, in the context of the Corporate Performance and Resources Scrutiny Committee Annual Forward Work Programme 2023/24 content, be noted.
3. That the Committee's proposed Annual Forward Work Programme Schedule for 2023/24 attached at Appendix F 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. For public 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 - D as attached to this report, set out the previous 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 approved by Cabinet on 27th April 2023 and attached at Appendix E.

- 2.4** Members are also requested to confirm approval of the proposed Scrutiny Committee Work Programme Schedule attached at Appendix F, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 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 D) 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** The Scrutiny Forward Work Programmes should provide a clear rationale as to why particular issues have been selected; be outcome focussed; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align Scrutiny Programmes with the Council's performance management, self-evaluation and improvement arrangements as well as having regard to Council resources.
- 2.9** During the year there may be a number of ways in which additional issues can be considered for inclusion in the Scrutiny Work Programme with topics coming from a number of sources such as:
- Individual Councillors
 - Performance or budget monitoring information
 - Inspection reports
 - Referrals from Council (such as Notices of Motion), Cabinet/Audit or other Scrutiny Committees
 - Service users

- Monitoring the implementation of recommendations previously made by the Committee; and
 - residents of the Vale of Glamorgan.
- 2.10** The Scrutiny Work Programme is a rolling programme and the results of the Scrutiny Impact Survey will also be analysed by Democratic Services and findings considered to assist with Work Programme planning.
- 2.11** A re-launch of the [Scrutiny topic suggestion form](#) that exists on the Council's website for residents will also be undertaken to assist with the Work Programme planning of topics for Task and Finish work for consideration by Scrutiny Committees.
- 2.12** All topics for Task and Finish work will be taken to the Chairs and Vice-Chairs Group to be prioritised in line with Corporate Objectives in compliance with Council policy; consideration of the need for changes to policy and/or practice; and in seeking continuous Improvement. To date there has also been good discussion with the Chairs and Vice-Chairs Group on techniques that can be used and experience shared with a view to improving Scrutiny.
- 2.13** Further discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairs and Vice-Chairs Group having regard to resource implications and corporate priorities. The first meeting of the Group, post the May 2022 Local Government Election, was held on Tuesday, 24th January, 2023. The next meeting of the Group is scheduled for Tuesday, 30th May, 2023.
- 2.14** It is also suggested that at Agenda Conferences with Chairs and Vice-Chairs of Scrutiny Committees management of the Committees' Work Programmes will be included as a standing item on the agendas for consideration and discussion.
- 2.15** The action outlined in the Scrutiny and Cabinet Protocol agreed by Cabinet in 2021 to be relaunched i.e. Specific meetings with Cabinet Portfolio Holders to be arranged with Scrutiny Chairs and Vice-Chairs on a regular basis and on a biannual basis the Leader, Deputy Leader, Cabinet Members and Scrutiny Chairs and Vice-Chairs to meet to allow both the Cabinet and Scrutiny Forward Work Programmes to be developed and agreed and for discussions to take place having regard to Council priorities. [21-05-12 - Scrutiny and Cabinet Roles and Responsibilities - Cabinet Approved Version \(valeofglamorgan.gov.uk\)](#).
- 2.16** It is further suggested to assist Members following the Member Induction programme that a workshop be held regarding the tools to support effective Scrutiny roles and the responsibilities as set out in the Council's Constitution (Elected Members and in their Roles as Chairs / Vice-Chairs and Members of Scrutiny Committees). This to also include the re-launch of the Scrutiny and Cabinet Roles and Responsibilities Protocol approved by Cabinet on 21st May, 2021 and as referred to above in paragraph 2.15.
- 2.17** Scrutiny Members may also wish to take part in further questioning skills training to be arranged.

- 2.18** Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chair and Vice-Chair Group having regard to resource implications and corporate priorities. The first meeting of the Group, post the May 2022 Local Government Election, was held on Tuesday 24th January 2023. The next meeting of the Group is scheduled for Tuesday 30th May 2023.
- 2.19** 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 Chairpersons 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.
- 2.20** 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 2021-22 Annual Report was presented to Full Council and subsequently noted at its 24th April 2023 meeting. The 2022-23 Annual Report is scheduled to be presented to Full Council at its September 2023 meeting.
- 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 2023 – April 2024).

4. Climate Change and Nature Implications

- 4.1** None as a direct result of this report.

5. Resources and Legal Considerations

Financial

5.1 None as a direct result of this report.

Employment

5.2 None as a direct result of this report.

Legal (Including Equalities)

5.3 None as a direct result of this report.

6. Background Papers

[Q3 Tracking 2022/23](#)

[Q1&2 Tracking 2022/23](#)

[Scrutiny Committees' Annual Report May 2021 - April 2022](#)

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

[Cabinet Annual Strategic Forward Work Programme May 2023 to April 2024 and
Cabinet Quarterly Work Programmes – January to March 2023 and April to June 2023.](#)

Uncompleted Recommendations

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

17 March 2022

Min. No. 989 – Service Plans and Target Setting to Deliver the Annual Delivery Plan 2022/23 (CX) – Recommended	Corporate Performance & Resources			
(3) That for future Service Plans and Target Setting to deliver the Annual Delivery Plan, Cabinet and the Scrutiny Committee Chair and Vice-Chair Group, following the local elections, considers additional, complementary, means of scrutinising these more effectively, such as through a presentation, dedicated workshop or task and finish group prior to their final submission to Scrutiny.			Head of Service to make the necessary arrangements. Members have been involved in a series of sessions to inform the development of the corporate performance framework, including quarterly reports and the presentation of the Annual Self-Assessment Report. A session will be held in January 2023 prior to presenting the service plans and target setting to inform the approach to enabling Members to effectively scrutinise this activity.	Ongoing

Uncompleted Recommendations

1st Quarter 2022-23

Appendix B
Apr - Jun 2022

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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14 April 2022

Min. No. 1046 – Glamorgan Voluntary Services Annual Report 2020/21 (GVS) – Recommended	Corporate Performance & Resources			
(2) That Council Officers ensure GVS' Vista magazine and supplements are circulated to all elected Members by email.			DSSO has liaised with GVS and will forward the Vista Magazine and supplements to all Elected Members via email when they become available".	Ongoing

Uncompleted Recommendations

3rd Quarter 2022-23

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

14 December 2022				
Min. No. 571 – Q2 Sickness Absence Report 2022/2023 (REF) – Recommended	Corporate Performance & Resources			
(2) That for future reporting of sickness absence, the most salient points and issues, as well as the related analysis, are clearly and prominently featured within the Executive Summary and Key Issues for Consideration of the report, with the related tables and charts to be included in a separate appendix or appendices.			Human Resources have taken on board the recommendation and will amend the next report as suggested.	Ongoing
Min. No. 578 – PSB Draft Wellbeing Plan Scrutiny Report (DCR) – Recommended				
(2) That members of the PSB be invited to speak to Elected Members regarding their work and key projects, as well as raising greater awareness of the PSB and the Wellbeing Plan.			This is to be looked into and reported back to Committee as soon as practicable. Colleagues from partner organisations will be invited to Scrutiny to co-present the Annual Report in the summer of 2023 and discussion will be had at the PSB about bringing updates on individual items to Committees periodically.	Ongoing

Uncompleted Recommendations

4th Quarter – 2022/23

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 January 2023				
Min. No. 619 – Audit Wales: Vale of Glamorgan Council Assurance and Risk Assessment (ARA) Review 2021/2 and the Auditor General for Wales National Study Report on Public Sector Carbon Readiness for Net Zero by 2030 (REF) – Recommended	Corporate Performance & Resources			
(1) That the following comment from the Committee, regarding the contents of the Vale of Glamorgan Council Assurance and Risk Assessment Review 2021/22, be referred to Cabinet: <ul style="list-style-type: none"> The need for the Council to monitor and address savings targets, for example, looking to set targets for specific areas of savings in order to help meet savings targets in a more targeted way which achieves the savings requested without impacting on services and other key areas of Council business. 		}	Cabinet, at its meeting on 2 nd February, 2023, noted the Scrutiny Committee's comments. (Min. No. C208 refers)	Completed
(2) That the following comments from the Committee, regarding the contents of Public Sector Readiness for Net Zero Carbon by 2030 National Report and the Council's response, be referred to Cabinet: <ul style="list-style-type: none"> It was important for the Council to consider the wider challenges regarding funding the move to Net Zero, where this funding will come from, and to address decarbonisation around the wider supply chain linked to the Council. The need for leadership at a higher and wider level in order to achieve decarbonisation. 				
Min. No. 620 – Cost of Living Support for Food, Warm Spaces and Other Means of Support (REF) – Recommended	Corporate Performance & Resources			
(2) That any further updates or reports to Cabinet on the Council's response to the Audit Wales Report be referred to the Corporate Performance and Resources			Cabinet, at its meeting on 2 nd February, 2023, noted the Scrutiny Committee's comments. (Min. No. C209 refers)	Completed

Uncompleted Recommendations

4th Quarter – 2022/23

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
Committee, in particular, any reporting on the effectiveness of the projects being undertaken as part of the response to the cost of living support for food, warm spaces and other means of support.				
Min. No. 621 – Project Zero Update Report (CX) – Recommended	Corporate Performance & Resources			
(2) That overall progress be reported twice a year, in addition to the progress reported already as part of the quarterly performance monitoring reports and specific topic related reports.			Added to the Scrutiny Committee's Forward Work Programme.	Completed
(5) That the report and the following comments from the Committee be referred to Cabinet for their consideration: <ul style="list-style-type: none"> • The importance of the future Procurement Strategy, linking into the Climate Change Challenge Plan, in order to address the significant carbon emissions identified within procurement and supply chains. • To 'embed' within the Council's culture the importance of assessing whether additional materials, items, etc. need to be purchased, or if existing materials, etc., can be repurposed, reused or recycled instead. • The importance of highlighting key areas of focus for future reporting, as well as the need to identify the key challenges, and the emerging priorities for procurement, going forward. • The need to have greater detail concerning an integrated public transport system as part of Project Zero and sustainable transport, i.e. supporting and expanding the use of bus routes, in rural areas of the Vale of Glamorgan. • To look at the greater use of Photovoltaic (PV) panels for solar power on both Council owned public buildings within the Vale of Glamorgan and other buildings, such as Council owned housing stock, and new build housing, as well as greater reporting on 			Cabinet, at its meeting held on 2 nd February, 2023, noted the comments of the Scrutiny Committee. (Min. No. C207 refers)	Completed

Uncompleted Recommendations

4th Quarter – 2022/23

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
<p>this.</p> <ul style="list-style-type: none"> To report on work undertaken by the Council with suppliers and procurement partners on decarbonisation and sustainability i.e. as part of the Procurement Strategy. 				
(6) That it be recommended to Cabinet that this report be distributed to all elected Members, members of the Public Services Board and all Town and Community Councils for their information.			Cabinet, at its meeting held on 2 nd February, 2023, resolved [2] That the report be distributed to all elected Members, members of the Public Services Board and all Town and Community Councils for their information (Min. No. C207 refers)	Completed
15 February 2023				
Min. No. 731 – Draft Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings (REF) – Recommended	Corporate Performance & Resources			
(2) That greater consideration is made around the Welsh Language and the Draft Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings and the Equality Impact Assessment.			The Scrutiny Committee's comments have been forwarded to the relevant department.	Completed
(3) That the report be referred to the Corporate Parenting Panel for consideration as part of the proposed consultation exercise.			Referred to the Corporate Parenting Panel meeting held on 13 th March, 2023.	Ongoing
Min. No. 732 – Pay Policy 2023/24 (REF) – Recommended	Corporate Performance & Resources			
That the Council's Pay Policy 2023/24 be noted and therefore referred to Full Council for consideration.			Cabinet, on 2 nd February, 2023 resolved [2] That the Council's Pay Policy 2023/24 be referred for consideration by Corporate Performance and Resources Scrutiny Committee on 15 th February, 2023 and for final consideration and approval by Council on 6 th March, 2023. Should Scrutiny Committee make no further comments then Cabinet would consider the Pay Policy as agreed and therefore referred to Full Council for consideration.	Completed

Uncompleted Recommendations

4th Quarter – 2022/23

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
			(Min No C213 refers)	
Min. No. 733 – Budget 2023/ 24 for Consultation and Further MTFP Update (REF) – Recommended (2) That the Committee supported the comments made by the Healthy Living and Social Care Scrutiny Committee and asks Cabinet to consider these, namely: <ul style="list-style-type: none"> As a result of continued diligence shown by Council Officers, Committee are already well versed in the significant pressures faced by the Social Services sector. Members of the Committee commend the proposed budget as presented which is a detailed proposal around investing in vital areas of Social Care provision despite the enormous financial pressures that the Council is facing. The Committee welcomes all proposals for investment as presented within the report. The pressures that are clearly evidenced within the Social Services sector are increasing and statutory. Therefore, the Council has a statutory obligation to fund said pressures and to ensure that services operate as effectively as possible. The Committee thank Finance Officers for a comprehensible report and useful supporting presentation. 	Corporate Performance & Resources		Cabinet, at its meeting on 27 th February, 2023 noted the Scrutiny Committee's comments and referred the report to Full Council for approval on 6 th March, 2023. (Min. No. C238 refers)	Completed
Min. No. 734 – Vale of Glamorgan Council – Proposed Fees and Charges for 2023/2024 (REF) – Recommended That Cabinet be informed of the following comments and recommendations made by the Committee regarding the Vale of Glamorgan Council – Proposed Fees and Charges for 2023/2024, for their consideration: <ul style="list-style-type: none"> That Cabinet considers the potential impact of increased charges on the purchase / service fees of Hygiene Caddies. That Cabinet considers the potential impact of 	Corporate Performance & Resources		Cabinet, at its meeting on 27 th February, 2023 resolved that the reference be considered alongside Agenda Item 6 concerning the Final Budget 2023/24 and MTFP 2023/24 to 2028/29 Report. (Min. Nos. C238 and 247 refer)	Completed

Uncompleted Recommendations

4th Quarter – 2022/23

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
increased fees and charges on Café Style Licences to trade on the highway, with regard to local shops, small businesses, traders and the overall high street economy within the Vale of Glamorgan.				
Min. No. 735 – Draft Capital Programme Proposals 2023/24 to 2027/28 (REF) – Recommended	Corporate Performance & Resources			
(2) That the Committee supported the comments made by the Healthy Living and Social Care Scrutiny Committee and asks Cabinet to consider these, namely: <ul style="list-style-type: none"> As a result of continued diligence shown by Council Officers, Committee are well aware of the significant costs incurred as a result of the requirement to place children and young people out of area. The report is phrased as ‘investment-to-save’ and as such the Committee commends the report as presented which includes details on investing in community-based specialist accommodation provision despite the enormous financial pressures that the Council is facing. The Committee welcomes the report which demonstrates the Council’s approach of putting the needs of children and vulnerable adults before the requirement to save money. As a Council and Committee, we look to offer the best protection we can offer to vulnerable individuals within the Vale of Glamorgan considering the financial constrictions placed upon the Council. The Committee thank Finance Officers for a comprehensible report and useful supporting presentation. 		Cabinet, at its meeting on 27 th February, 2023 noted the Scrutiny Committee’s comments and referred the report to Full Council on 6 th March, 2023 for approval. (Min. No. C236 refers)	Completed	
Min. No. 738 – Chief Officer Appraisal Scheme – Proposed Modifications (DCR) – Recommended	Corporate Performance & Resources			
(2) That the proposals for Chief Officer Appraisals be referred to the Cabinet meeting on 16 th February, 2023 for their endorsement prior to final consideration and approval by Council on 6 th March, 2023 in order to		Cabinet, at its meeting on 16 th February, 2023, resolved [1] That the contents of the reference be noted. [2] That the proposals for Chief Officer Appraisals	Completed	

Uncompleted Recommendations

4th Quarter – 2022/23

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
introduce the new scheme from 1 st April, 2023.			be endorsed and referred for approval by Council on 6 th March, 2023 in order to introduce the new scheme from 1 st April, 2023. (Min No C223 refers)	
15 March 2023				
Min. No. 840 – Procurement Policy and Strategy (REF) – Recommended	Corporate Performance & Resources			
That Cabinet be informed of the following proposed material changes recommended by the Committee regarding the Procurement Policy and Strategy, for their consideration: <ul style="list-style-type: none"> That the Policy and Strategy includes the requirement that businesses, with which the Council engages with in terms of procurement, pay the Real Living Wage. That the Policy and Strategy includes greater clarification on what constitutes excessive working hours. 			Cabinet, at its meeting on 13 th April, 2023, RESOLVED – That the recommendations from the Corporate Performance and Resources Scrutiny Committee of 15 th March, 2023 be endorsed and that the Strategy be amended accordingly. (Min. No. C280 refers)	Completed
Min. No. 843 – Audit Wales: Springing Forward – Vale of Glamorgan Asset Management and Workforce Planning (DCR) – Recommended	Corporate Performance & Resources			
(2) That the report be referred to Governance and Audit Committee and thereafter to Cabinet for their oversight and endorsement of the proposed Council actions (Appendix C to the report) to address the recommendations.			To be referred to the Governance and Audit Committee meeting to be held on 25 th April, 2023.	Ongoing
Min. No. 844 – Service Level Activities and Performance Targets to Deliver the Vale of Glamorgan Council' Annual Delivery Plan 2023/2024 (DCR) – Recommended	Corporate Performance & Resources			
(2) That in terms of the proposed measures and service performance targets for 2023/2024 relating to the remit of the Committee (Appendix B to the report), the following be referred to Cabinet for their consideration:			Cabinet, at its meeting on 13 th April, 2023, noted the Scrutiny Committee's recommendations. (Min. No. C281 refers)	Completed

Uncompleted Recommendations

4th Quarter – 2022/23

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
<ul style="list-style-type: none"> The inclusion of performance indicators regarding C1V contact times and how long it takes for C1V to respond to a query via telephone and social media within working hours. To include both average response times and the percentage of responses that are over the set response times. The inclusion of a performance indicator on the performance of Project Zero. 				
Min. No. 845 – Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2022/23 and Progress Against External Regulatory Recommendations and Proposals For Improvement (DCR) – Recommended	Corporate Performance & Resources			
(3) That the progress made to date in addressing the recommendations and improvement proposals made by the Council's external regulators be endorsed, and it be recommended to the Governance and Audit Committee and thereafter to Cabinet, that the following completed actions from the Insight Tracker, as relevant to the remit of the Committee, be removed: <ul style="list-style-type: none"> The Overview and Scrutiny Fit for Future review (7 actions). 			The Scrutiny Committee's comments have been forwarded to IDT for incorporation into the next report.	Completed
Min. No. 849 – 3rd Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 2022/2023 (DCR) – Recommended	Corporate Performance & Resources			
(2) That the Committee's updated Forward Work Programme Schedule for 2022/23, attached at Appendix D to the report, be approved and uploaded to the Council's website.			Updated Work Programme Schedule uploaded to the Council's website.	Completed



VALE of GLAMORGAN COUNCIL CABINET OFFICE

Cabinet Annual Strategic Forward Work Programme

May 2023 – April 2024



www.valeofglamorgan.gov.uk

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Forward Work Programme: May / June 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
May	Appointments to Outside Bodies / Joint Committees.	To appoint / nominate representatives to the Outside Bodies / Joint Committees detailed in the report	Leader	No	No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2022 to 31 March 2023.	Leader	Yes (Corporate Performance and Resources)	No
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2022/23.	Education, Arts and the Welsh Language	Yes (Learning and Culture)	No
June	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

Forward Work Programme: July 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Closure of Accounts 2022/23.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2022/23 financial year.	Leader	No	No
July	Annual Treasury Management Report 2022/23.	To present to Cabinet the annual review report on Treasury Management 2022/23.	Leader	Yes (All Scrutiny Committees and Governance and Audit Committee)	Yes
July	Revenue Monitoring for the Period 1st April to 31st May, 2023.	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, 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
July	Budget Strategy 2024/25.	To submit the Budget Strategy for 2024/25.	Leader	No	No
July	Cabinet Quarterly Work Programme - April to June 2023 and July to September 2023.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2023 and to confirm the Quarterly Work Programme for July to September 2023.	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Annual Report: Section 106 Agreements 2023/24.	To report on annual S106 income and expenditure.	Community Engagement, Equalities and Regulatory Services	No	No

Forward Work Programme: September 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 (Pre-consultation Draft).	To seek Cabinet endorsement of the Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 for consultation.	Leader	Yes (All Scrutiny Committees & Governance & Audit Committee)	No
September	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
September	Public Services Board (PSB) Annual Report.	To report on the work of the PSB in delivering the PSB Well-being Plan	Leader	Yes (Corporate Performance and Resources)	No
September	Annual Delivery Plan Monitoring Report: Quarter 4/ End of Year Performance 2022/23.	To present the Council's performance against the Annual Delivery Plan for Q4/End of Year.	Leader	Yes (All Scrutiny Committees)	No
September	Shared Prosperity Fund.	Shared Prosperity Fund update	Deputy Leader and Cabinet Member for Sustainable Places	Yes (Environment and Regeneration)	No
September	Local Air Quality Management Annual Progress Report 2022.	To seek approval for the 2022 Local Air Quality Management Annual Progress Report (APR)	Community Engagement, Equalities and	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		on air quality undertaken in 2022 to enable its submission to Welsh Government.	Regulatory Services		
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 2023.	Community Engagement, Equalities and Regulatory Services	No	No
September	Director's Annual Report 2022/23 - Final.	To ensure Cabinet agree the future priorities for the service.	Social Care and Health	No	No

Forward Work Programme: October 2023

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 2023.	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 2023.	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 2023 and October to December 2023.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2023 and to confirm the Quarterly Work Programme for October to December 2023 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No
October	Final Vale of Glamorgan Draft Self-Assessment Report.2022/23 (Post Consultation Draft)	To seek Cabinet endorsement of the Final Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23, incorporating the key findings from engagement with our key stakeholders.	Leader	Yes (All Scrutiny Committees and Governance and Audit Committee)	Yes

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Annual Delivery Plan Monitoring Report: Quarter 1 2023/24	To present the Council's performance against the Annual Delivery Plan for Q1.	Leader	Yes (All Scrutiny Committees)	No
October	Vale of Glamorgan Local Development Plan 2011-2026: Annual Monitoring Report 2022/23.	To report to Cabinet the findings of the Council's fifth Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2023.	Cabinet Member for Community Engagement, Equalities and Regulatory Services	Yes (Environment and Regeneration)	No
October	Replacement Local Development Plan Preferred Strategy.	To seek approval to commence a statutory public consultation on the Replacement Local Development Plan Preferred Strategy.	Community Engagement, Equalities and Regulatory Services	Yes (Environment and Regeneration)	Yes

Forward Work Programme: November 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Revenue Monitoring for the period April to September 2023.	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 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Revenue Budget Proposals 2024/25 and Medium Term Financial Plan 2024/25 to 2026/27.	To gain Cabinet's approval for the amended revenue budget for 2024/25 and to commence consultation on the initial revenue budget proposals for 2024/25.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Capital Programme Proposals 2024/25 to 2026/27.	To gain approval for the Initial Capital Programme Proposals for 2024/25 so that they may be submitted to Scrutiny Committees for consultation and amendments to the current Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Housing Revenue Account (HRA) Budget Proposals 2024/25 and Revised Budget 2023/24.	To gain Cabinet's approval for the initial budget proposals for 2024/25 relating to the Housing Revenue Account so that the proposals may be submitted to	Leader	Yes (Homes and Safe Communities)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		Scrutiny Committee for consultation and to revise the 2023/24 budget.			
November	Treasury Management Mid-Year Report 2023/24.	To provide a mid-year report on the Authority's treasury management operations for the period 1 st April 2023 to 30 th September 2024.	Leader	No	Yes
November	Q2 Sickness Absence Report 2023/2024.	To update Cabinet on the sickness absence statistics for the 6-month period from 1 st April 2023 to 31 st September 2024.	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

Forward Work Programme: December 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	School Admission Arrangements 2025-2026.	To seek Cabinet approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code.	Education, Arts and the Welsh Language	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.	Public Sector Housing and Tenant Engagement	Yes (Homes and Safe Communities)	No

Forward Work Programme: January 2024

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 2023.	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 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
January	Annual Delivery Plan Monitoring Report: Quarter 2 2023/24.	To present the Council's performance against the Annual Delivery Plan for Q2.	Leader	Yes (All Scrutiny Committees)	No
January	Timetable of Meetings: May 2024 to May 2025.	To consider a draft timetable of meetings for the period May 2024 - May 2025.	Leader	No	No
January	Pay Policy 2024/2025.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2024/25 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 2023 and January to March 2024.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period October to December 2023 and to confirm the Quarterly Work Programme for January to	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		March 2024.			

Forward Work Programme: February 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Capital Strategy 2024/25 and Final Capital Proposals 2024/25 to 2028/29.	To gain approval for the Final Capital Programme Proposals for the years 2024/25 to 2028/29.	Leader	No	Yes
February	Final Proposals for the Revenue Budget 2024/25.	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 2024/25.	Leader	No	Yes
February	Final Housing Revenue Account (HRA) Budget Proposals 2024/25.	To set the HRA budget for the financial year 2024/25 and to set the rents and service charges for the forthcoming rent year beginning on 2nd April 2024.	Leader	No	Yes
February	Treasury Management and Investment Strategy 2024/25 and Update 2023/24.	To provide an interim report on the Council's treasury management operations for the period 1st April 2023 to 31st December 2023 and to submit for consideration the proposed 2024/25 Treasury Management and Investment Strategy.	Leader	Yes (Corporate Performance and Resources and Governance and Audit Committee)	Yes

February	Housing Business Plan.	To obtain approval for the Housing Business Plan 2024.	Public Sector Housing and Tenant Engagement	Yes (Homes and Safe Communities)	Yes
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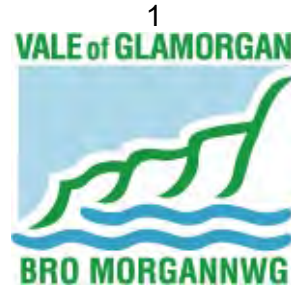
Forward Work Programme: March 2024

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 2023 to 31st January 2024.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
March	Capital Monitoring for the Period 1st April 2023 to 31st January 2024.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
March	Annual Equality Monitoring Report 2022-2023.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Vale of Glamorgan Annual Delivery Plan 2023/24.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
March	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
March	Annual Delivery Plan Monitoring Report: Quarter 3 2023/24.	To present the Council's performance against the Annual Delivery Plan for Q3.2023/24	Leader	Yes (All Scrutiny Committees)	No
March	Service Plans and Target Setting to deliver the Annual Delivery Plan 2024/25.	To present the priority actions as reflected in Service Plans and proposed service performance	Leader	Yes (Environment and Regeneration)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		targets for the period 2024/2025 that will deliver the Council's Annual Delivery Plan 2024/25.			
March	Proposed Events Programme 2024-25.	Agreement of annual programme of events and allocation of funds.	Deputy Leader and Cabinet Member for Sustainable Places	No	No
March	School Admission Arrangements 2025/2026.	Outcome of consultation and adoption of policy.	Education, Arts and the Welsh Language	No	No

Forward Work Programme: April 2024

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 2024 - April 2024 and Cabinet Quarterly Work Programme – April to June 2024.	To inform Members of the Forward Work Programme of the Cabinet for the 12-month period May 2024 to April 2025, and the Cabinet Quarterly Work Programme from April – June 2024.	Leader	No	No



Vale of Glamorgan Council

Corporate Performance and Resources Scrutiny Committee

Forward Work Programme

May 2023 – April 2024

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
17 th May 2023	4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward	Last report March in 2023 (Q3).	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations and Work Programme.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Item on Agenda for 24 th May 2023

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
	Work Programme Schedule 2023/24.					
May 2023	Welfare Reform Update report		Ongoing update on Welfare Reform (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	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Item on Agenda for 24 th May 2023
May 2023	Leisure Services Financial Update	Raised at the meeting of the Committee in October 2022.	Concerning the Leisure Services budget, contract, etc..	For Member's consideration and scrutiny.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Slipped from 2022/23 to 2023/24 due to the demands around the work undertaken on the Council's budget, etc. Item on Agenda for 24 th May 2023

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 2023	Vale of Glamorgan Council – The Application of the Sustainable Development Principle in Service Areas		To present the findings of Audit Wales’s review of the Council’s arrangements for ensuring service areas are applying the sustainable development principle	To provide for scrutiny of the findings of Audit Wales’s review of the Council’s Application of the Sustainable Development Principle in Service Areas.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
June 2023	Sickness Absence Report.	Cabinet Forward Work Programme Item.	Update on the sickness absence statistics for the 12- month period from 1 April 2022 to 31 March 2023.	The report be referred to Corporate Performance and Resources Scrutiny Committee for consideration, with any comments referred back to Cabinet for further consideration.	Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	
June 2023	Project Zero	Presented to Committee in January 2023 .	To advise Members of progress across the Council in responding to the climate emergency and delivering our commitments as part of Project Zero.	To enable the Corporate Performance and Resources Scrutiny Committee to	Tom Bowring Director of Corporate Resources 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
				consider how Project Zero is being taken forward.		
July 2023	Revenue Outturn [Closure of Accounts].	Last report in September 2022	The accounts are complete, and this report is to inform Scrutiny of the provisional financial position of the Council for the previous financial year.	Members aware of the provisional financial position and actions that have been taken.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
July 2023	Capital Outturn [Closure of Accounts].	Last report in September 2022	The accounts are complete, and this report is to inform Scrutiny of the provisional financial position of the Council for the previous financial year.	Members aware of the provisional financial position and actions that have been taken.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
July 2023	Annual Treasury Management Report 2022/23.	Cabinet Forward Work Programme Item.	To present the annual review report on Treasury Management 2022/23.	To present the report to the Corporate Performance and Resources Scrutiny Committee in accordance with the remit of the Committee.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
July 2023	Corporate Safeguarding Annual Report	Cabinet Forward Work	To update Cabinet on the work that has been undertaken in relation to	To ensure that Committee is aware of recent	Tracy Dickinson, Head of Human Resources and Organisational Development	

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 Item.	Corporate arrangements for Safeguarding across the Council.	developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working and be assured of effective safeguarding taking place.	tdickinson@valeofglamorgan.gov.uk	
July 2023	Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2022/23 (End of Year 2022/23 Performance Report)	Last Q4 report in July 2022	To present end of year (quarter 4) performance results for the period 1st April 2022 to 31st March 2023 in delivering our Annual Delivery Plan commitments as aligned to our Corporate Plan	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2022/23	Tom Bowring Director of Corporate Resources 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
July 2023	Annual Equality Monitoring Report	Last report in April 2023	To seek approval of the Annual Equality Monitoring Report.	To enable the Scrutiny Committees to consider the report and to enable publication.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	This may need to slip to September's meeting if required.
July 2023	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4 th Quarter received May 2023.	To report progress on Scrutiny recommendations [Apr,May,June] and to consider the updated Forward Work Programme together with any slippage.	To maintain effective tracking of the Committee's recommendations and publication of the update work programme.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@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
July 2023	Annual Welsh Monitoring Report.	Cabinet Forward Work Programme Item.	To seek approval for the Council's Annual Welsh Monitoring Report and update on 5-year Promotion Strategy.	To enable Scrutiny Committee (Learning & Culture and Corporate Performance & Resources) to consider the report (and appendices) prior to publication.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
AUGUST RECESS – NO MEETINGS						
September 2023	Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 (Pre-consultation Draft).	Reference from Cabinet.	Seeking members views.	To be confirmed.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
September 2023	Annual Delivery Plan - Quarter 1 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 1 performance results for the period 1 st April 2023 to 30 th June 2023 for the Corporate Plan.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Tom Bowring Director of Corporate Resources 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
September 2023	Revenue Monitoring – Q1.	Last report in July 2022 .	To advise Committee of the progress relating to revenue and capital expenditure for the Q1 period	The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
September 2023	Capital Monitoring – Q1.	Last report in July 2022	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn for the period.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
October 2023	Public Services Board (PSB) Annual Report.	Last report in October 2022 .	To report on the work of the PSB in delivering the PSB Wellbeing Plan.	To enable Members to consider the content of the Annual Report and progress being made in the delivery of the current Well-being Plan. To enable Members to make recommendations	Tom Bowring Director of Corporate Resources 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
				to the PSB. To advise Members of the plans for the new Well-being Plan to be published in 2023		
October 2023	2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Previous update in July 2023	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
October 2023	Customer Relations Service – update.	Previous presentation in April 2023 .	To report on the progress made on developing this service at C1V.	For Committee to consider and comment on the progress being made regarding customer relations and support at C1V.	Tony Curliss Operational Manager for Customer Relations 01446 729500 TCurliss@valeofglamorgan.gov.uk	Six monthly update recommended by Committee in April 2023.
November 2023	Revenue Monitoring – Q2.	Last report in October 2022	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
November 2023	Capital Monitoring – Q2.	Last report in November 2022	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@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
November 2023	Financial Strategy 2022/23 and Medium Term Financial Plan Refresh.	Reference from Cabinet	To review the financial pressures over the medium term and put in place a strategy for delivering the 2023/24 budget and sustainable finances over the medium term	To allow scrutiny of the Financial Strategy.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
November 2023	Draft Capital Strategy 2024/25 and Initial Capital Programme Proposals 2024/25 to 2026/27.	Reference from Cabinet	To advise Cabinet of the progress on the 2023/24 Capital Programme for the period 1st April to 31st August, 2023 and to request changes to the Capital Programme	To allow scrutiny of the Draft Capital strategy.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
November 2023	Treasury Management Mid-Year Report 2023/24.	Cabinet Forward Work Programme Item.	To provide a mid-year report on the Authority's treasury management operations for the period 1st April 2023 to 30th September 2024.	To allow scrutiny of Treasury Management Mid-Year Report.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
November 2023	Q2 Sickness Absence Report 2023/2024.	Cabinet Forward Work Programme Item.	To update on the sickness absence statistics for the 6-month period from 1st April 2023 to 31st September 2024.	To allow scrutiny of Q2 Sickness Absence	Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	
December 2023	Annual Delivery Plan - Quarter 2 2023/24	Cabinet Forward Work	To present quarter 2 performance results for the period 1 st July 2023 to 30 th September 2023 for	To ensure the Council clearly demonstrates the progress being	Tom Bowring Director of Corporate Resources 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
	Performance Report.	Programme Item.	the Corporate Plan Well-being Outcome.'	made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.		
December 2023	Corporate Safeguarding Mid-Year Report.	Reference from Cabinet.	To provide a summary on the activity that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance around safeguarding activity taking place across the Council.	To ensure that there is a wide-reaching level of Member oversight regarding this important area and scrutiny of developments relevant to committee portfolios.	Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	
December 2023	Draft Annual Delivery Plan – 2024/25	Reference from Cabinet.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft	Tom Bowring Director of Corporate Resources 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
				Annual Delivery Plan.		
January 2024	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Previous update in October 2023	To report progress on the Scrutiny recommendations [Oct, Nov & Dec]] and to confirm the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
January 2024	Pay Policy 2024/2025.	Cabinet Forward Work Programme Item.	To consider the Pay Policy for 2024/25 prior to its submission to Council for approval.	To respond to the legal requirement under the Localism Act 2011 and to provide openness and accountability in relation to how the Council rewards its staff.	Tracy Dickinson Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	
February 2024	Revenue Refresh MTFP [Initial Revenue Programme Budget Post-settlement Proposals].	Reference from Cabinet.	To submit for consultation the initial revenue budget proposals.	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@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
				final proposal on the budget.		
February 2024	Capital Strategy [Initial Capital Programme Budget Post-settlement Proposals].	Reference from Cabinet.	To submit the Initial Capital Programme Proposals for the period for Scrutiny Committee consultation.	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
February 2024	Revenue Monitoring – Q3.	Last report in March 2023 . Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
February 2024	Capital Monitoring – Q3.	Last report in March 2023 .	To advise Committee of the progress relating to	That Members are aware of the projected revenue	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@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
		Cabinet Forward Work Programme Item.	revenue and capital expenditure for the period.	outturn. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.		
February 2024	Vale of Glamorgan Council – Proposed Fees and Charges	Cabinet Forward Work Programme Item.	To propose service changes.	To allow scrutiny of the proposals.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
February 2024	Treasury Management and Investment Strategy 2024/25 and Update 2023/24.	Cabinet Forward Work Programme Item.	To provide an interim report on the Council's treasury management operations for the period 1st April 2023 to 31st December 2023 and to submit for consideration the proposed 2024/25 Treasury Management and Investment Strategy.	To allow scrutiny of the progress made.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
March 2024	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual	Cabinet Forward Work Programme Item.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform	Tom Bowring Director of Corporate Resources 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
	Delivery Plan 2024/25.			the Council's draft Annual Delivery Plan.		
March 2024	Vale of Glamorgan Annual Delivery Plan 2023/24	Cabinet Forward Work Programme Item.	To deliver Annual Delivery Plan commitments as aligned to the Council's Corporate Plan Well-being Objectives.	For the Committee's scrutiny.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
March 2024	Annual Delivery Plan - Quarter 3 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 3 performance results for the period 1 st October 2023 to 31 st December 2023 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.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
April 2024	Glamorgan Voluntary Services Annual report.	Last report in April 2023 .	The Glamorgan Voluntary Services Annual report be reported on an Annual basis to this Scrutiny Committee.	For Member's awareness, comment and scrutiny.	Rachel Connor Glamorgan Voluntary Services (GVS)	
April 2024	Annual Equality Monitoring Report 2022- 2023.	Cabinet Forward Work Programme Item.	To seek approval of the Annual Equality Monitoring Report.	To enable the Scrutiny Committee to consider the report and to enable	Tom Bowring Director of Corporate Resources 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
				publication to meet statutory duties.		

Other reports / presentations / visits to be added into schedule as and when available

Report	Responsible Officer and Contact Details	Commentary
On the Oracle implementation project, contract and budget, including information on how the original budget was reached and the factors behind the current overspend.	TBC	Raised at October 2022's meeting of the Committee.
Unacceptable Actions Report	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Agreed at the Committee meeting in April 2022 to be received periodically.

Possible Task and Finish Group Suggestions:

Subject	Responsible Officer and Contact Details	Commentary
To be decided	To be decided	To be decided

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Annual Welsh Monitoring Report.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Usually in July each year.
Annual Treasury Management Report 2022/23.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in July each year.
Annual Equality Monitoring Report	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in July each year.
Closure of Accounts	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in July each year.
Corporate Safeguarding Annual Report	Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	Usually in July each year.
Initial Capital Programme Budget Proposals	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in November/December each year.

Initial Revenue Programme Budget Proposals	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in November/December each year.
Vale of Glamorgan Council – Proposed Fees and Charges	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in February each year.
Public Services Board (PSB) Annual Report	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Usually in October each year.
Glamorgan Voluntary Services Annual report	Rachel Connor Glamorgan Voluntary Services (GVS)	Usually in April each year.

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Mid Term Report	Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	Usually in December each year (Annual version in July).
Project Zero Update	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Following the meeting of the Committee in January 2023, it was recommended to have a biannual update of the progress of Project Zero.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
Quarterly Decision Tracking and Forward Work Programme	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Each quarter
Quarterly Performance Reports: Corporate Health	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Each quarter
Quarterly Capital and Revenue Monitoring reports	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Each quarter

Infrequent

- Cabinet References.
- Requests for Consideration.
- Cabinet Call-in.

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