

Meeting of:	Corporate Performance and Resources Scrutiny Committee
Date of Meeting:	Wednesday, 22 May 2024
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2023/24 and Proposed Annual Forward Work Programme Schedule 2024/25.
Purpose of Report:	To report progress on 2023/24 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2024/25.
Report Owner:	Tom Bowring, Director of Corporate Resources.
Responsible Officer:	Mark Thomas, Democratic and Scrutiny Services 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.
Executive Summary:	<p>The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the proposed Forward Work Programme Schedule for 2024/25:</p> <ul style="list-style-type: none"> - 2nd Quarter Recommendation Tracking July – September 2023 (Appendix A); - 3rd Quarter Recommendation Tracking October – December 2023 (Appendix B) - 4th Quarter Recommendation Tracking Jan to March 2024 (Appendix C); - Cabinet Annual Forward Work Programme 2024/25 (Appendix D); - Proposed Annual Forward Work Programme Schedule for 2024/25 (Appendix E).

Recommendations

1. T H A T the status of the actions listed in Appendices A - C to the report be agreed.
2. T H AT THE Cabinet Annual Forward Work Programme for 2024/25 attached at Appendix D, in the context of the Homes and Safe Communities Scrutiny Committee Annual Forward Work Programme 2024/25 content, be noted.
3. T H A T the Committee's proposed Annual Forward Work Programme Schedule for 2024/25, attached at Appendix E, be approved and uploaded to the Council's website.

Reasons for Recommendations

1. To maintain effective tracking of the Committee's recommendations.
2. To align with section 7.6 of the Cabinet and Scrutiny Roles and Responsibilities Protocol.
3. 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/ Municipal year (May 2024 to April 2025).

2. Key Issues for Consideration

- 2.1 Appendices A- C, 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 (FWP) as approved by Cabinet on the 25th April, 2024 (Appendix D).
- 2.4 Members are also requested to confirm approval of the proposed Scrutiny Committee Work Programme Schedule attached at Appendix E, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.

- 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.
- 2.6** 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.
- 2.7** 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.
- 2.8** 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 consider its FWP (attached at Appendix F) by identifying:
- 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, etc.); and
 - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.9** The Scrutiny Forward Work Programmes should provide a clear rationale as to why particular issues have been selected; be outcome focused; 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.

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.
- Task and Finish work.

- residents of the Vale of Glamorgan.

2.10 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 next meeting of the Scrutiny Committee Chairs and Vice-Chairs Group is scheduled for Tuesday, 28th May, 2024.

2.11 The Scrutiny Work Programme is a rolling programme, and the results of the Annual Scrutiny Impact Survey will also be analysed by both Democratic Services and the Scrutiny Committee Chairs and Vice-Chairs Group, and findings considered to assist with Work Programme planning.

On 5th September, 2023, the Scrutiny Committee Chairs and Vice-Chairs Group considered the results of the 2023 Scrutiny Impact Survey and subsequently endorsed 30 action points for implementation. Progress on these points will be presented to the Group at its 28th May meeting alongside the results of the 2024 survey edition published on the 12th April, 2024.

2.12 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.

2.13 All topics for Task and Finish work will be taken to the Scrutiny Committee 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 Scrutiny Committee Chairs and Vice-Chairs Group on techniques that can be used, and experience shared with a view to improving Scrutiny.

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 was 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 FWP to be developed and agreed and for discussions to take place having regard to Council priorities.

2.16 To assist Members following the Member Induction Programme, an Effective Scrutiny Workshop was held in March 2024 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 also included the re-launch of the Scrutiny and Cabinet Roles and Responsibilities Protocol approved by Cabinet on 21st May, 2021 and hyperlinked above in paragraph 2.16. A report on the

outcomes of the Effective Scrutiny Workshop is scheduled to be presented to the Scrutiny Committee Chairs and Vice-Chairs Group on the 28th May.

- 2.17 Scrutiny Members may also wish to take part in further questioning skills training to be arranged.
- 2.18 In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairs and Vice-Chairs Group on 3rd March, 2021 agreed that Scrutiny Committee Chairs 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.
- 2.19 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 2022-23 Annual Report was presented to Full Council and subsequently noted at its 25th September, 2023 meeting.
- 3.2 Scrutiny Committee FWPs 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/Committee%20Reports/Committee%20Information/Public-Speaking-Guides/23-12-04-%E2%80%93-Approved-by-Council-Version.pdf>

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 2023/24](#)

[Q1 & Q2 Tracking 2023/24.](#)

[Scrutiny Committees Annual Report May 2022 – April 2023.](#)

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

[Cabinet Annual Strategic Forward Work Programme May 2024 to April 2025 and Cabinet Quarterly Work Programmes – January to March 2024 and April to June 2024.](#)

Uncompleted Recommendations

2nd Quarter 2023-24

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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19 July 2023				
<p>Min. No. 244 – Vale of Glamorgan Public Services Board Annual Report 2022-23 (CX) – Recommended</p> <p>(2) That for future meetings PSB partners be invited to address the Committee regarding relevant parts of their work.</p>	<p>Corporate Performance & Resources</p>		<p>Opportunities for PSB partner attendance at Committee meetings would be progressed in due course.</p> <p>This was also raised at the meeting of the Committee in December 2023; assurances were made that this would be renewed and refreshed on the Committee's Forward Work Programme.</p> <p>A further comment/recommendation on this was also made at December's meeting (on the agenda item for Quarter 2 performance results and progress towards achieving the Annual Delivery Plan 2023/24), for referral and consideration by Cabinet.</p> <p>Discussions have been undertaken with the Operational Manager - Corporate Strategy and Insight to have representatives from PSB come along to this Committee and others to discuss their work and their contributions to areas / reports such as Project Zero, the PSB Annual Report, etc.</p>	<p>Ongoing</p>
<p>(3) That the Vale of Glamorgan PSB link in with Cardiff Metropolitan University concerning the Circular Economy Community Initiative.</p>			<p>The PSB will make connections with the university in due course.</p> <p>The PSB Climate Emergency and Asset Management Sub Group has agreed to look at circular economy at a future meeting as the decision has been made to make meetings themed. The University will be contacted to attend a meeting later in the year.</p>	<p>Ongoing</p>

Uncompleted Recommendations

3rd Quarter 2023-24

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

13 December 2023				
Min. No. 653 – Quarter 2 Revenue Monitoring 2023/24 (DCR) – Recommended	Corporate Performance & Resources			
(3) That the following comments from the Committee be referred to Cabinet for their consideration: <ul style="list-style-type: none"> The ongoing importance of anticipating potential demands on and increased costs in key services provided by the Council, as well as other potential challenges or risks when setting the budget and reserves. The need for an equal focus on Education as well as Social Services, and on concerns that a number of schools within the Vale of Glamorgan were in deficit and therefore faced an impasse as they cannot have their budgets signed off due to structural and legislative constraints. Future reporting should breakdown and ‘split’ information on Additional Learning Needs (ALN) and Welsh Language information and resources with regards to education. The importance of monitoring the Capital Programme and Housing Revenue Account (HRA) effectively, in order to mitigate slippages and over / underspends as much as possible and ensure the ‘synchronisation’ of financial reports (revenue and capital). 	Corporate Performance & Resources		Cabinet, at its meeting on 11 th January, 2024 resolved [1] THAT anticipating potential demands on and increased costs in key services provided by the Council, as well as other potential challenges or risks would be addressed when setting the budget and reserves. [2] THAT Committee’s views concerning the need for an equal focus on Education as well as Social Services be noted. [3] THAT discussions would take place with Officers to see if future reporting could breakdown and ‘split’ information on Additional Learning Needs (ALN) and Welsh Language information and resources with regards to education within the data held. [4] THAT discussions would take place with Officers to see if any additional monitoring could be undertaken regarding monitoring the Capital Programme and Housing Revenue Account (HRA). (Min. No. C193 refers)	Completed
Min. No. 654 – Capital Monitoring for the Period 1st April to 30th September 2023 (REF) – Recommended	Corporate Performance & Resources			
That the Cabinet reference and appended report on Capital Monitoring for the period 1 st April to 30 th September, 2023 be noted, subject to the queries raised by the Committee for this item being addressed.	Corporate Performance & Resources		Comments and queries relayed to the Head of Finance/Section 151 Officer concerning Colcot Sports Centre, Ysgol Sant Curig and its decarbonisation and lighting budgets, Cosmeston Lodge and reprofiling the City Deal. The Head of Finance would look into these and would share the	Completed

Uncompleted Recommendations

3rd Quarter 2023-24

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
			information with the Councillor and the Committee in due course. The information concerned was shared with the Committee.	
<p>Min. No. 655 – Refresh of Medium Term Financial Plan 2024/25 to 2028/29 (REF) – Recommended</p> <p>(2) That the following comments be referred to Cabinet for their consideration:</p> <ul style="list-style-type: none"> The importance of the Vale of Glamorgan Council to adequately fund and resource more sustainable sources of procurement in order meet its obligations under Project Zero. 	Corporate Performance & Resources		Cabinet, at its meeting on 11 th January, 2024 resolved – THAT the comments from both the Environment and Regeneration and Corporate Performance and Resources Scrutiny Committees be noted and Recommendation (2) from the Corporate Performance and Resources Scrutiny Committee be agreed. (Min. No. C192 refers)	Completed
<p>Min. No. 656 – Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2023/24 (DCR) – Recommended</p> <p>(3) That the following comments be referred to Cabinet for their consideration:</p> <ul style="list-style-type: none"> That the Cabinet note the importance of the Vale of Glamorgan Council working with stakeholders, other public and private bodies and partners, including the Public Service Board (PSB) in working towards Project Zero and their collective net zero agreements and that information on the progress of the climate change work undertaken by the PSB should be reported to the relevant Committees. That Cabinet note the further request of the Committee to ensure that specific areas of PSB activity are presented for scrutiny by the relevant scrutiny committees during the year. 	Corporate Performance & Resources		Cabinet, at its meeting on 11 th January, 2024 resolved [1] THAT the comments from Corporate Performance and Resources Scrutiny Committee be noted and the recommendations accepted. [2] THAT the performance results and progress towards achieving the Annual Delivery Plan 2023/24 commitments as aligned to the Council’s Corporate Plan Wellbeing Objectives be endorsed. [3] THAT the views and recommendations of Scrutiny Committees in relation to Q2 performance and approve identified remedial actions as the basis to address areas of underperformance and to tackle the key challenges identified. (Min. Nos. C194 and C197 refer)	Completed
<p>Min. No. 657 – Draft Vale of Glamorgan Council Annual Delivery Plan 2024-25 (REF) – Recommended</p> <p>That following consideration of the Draft Vale of Glamorgan Council Annual Delivery Plan 2024-25 by the Committee, the following comments be shared with the</p>	Corporate Performance & Resources		The Scrutiny Committee’s comments have been shared with the Director of Corporate Resources and will be considered as part of the revisions being	Completed

Uncompleted Recommendations

3rd Quarter 2023-24

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>Director of Corporate Resources to inform revisions to the Annual Delivery Plan, prior to Cabinet considering a final draft in due course:</p> <ul style="list-style-type: none"> • It was important that the Annual Delivery Plan 2024-25 focussed on the Council's outputs including both its successes and areas of improvement, as well as the relevant processes involved. • As part of this, it was important to consider the results of the Let's Talk About Life in the Vale survey and incorporate its findings into the Annual Delivery Plan. This would ensure that the public's opinions of the performance of and services undertaken by the Vale of Glamorgan Council would be duly considered and to help foster public engagement and trust in local government. • It was important to ensure that the consultation and self-assessment process in place for the Annual Delivery Plan was sufficiently robust and effective. • A greater focus on 'smart' targets in the Annual Delivery Plan and measuring their subsequent successes or need for improvement, as one mechanism to assist in developing future Annual Delivery Plans. • It was also still important to clearly outline the successes achieved by the Council, which could not always be easily framed within the context of purely statistical analysis and output. • That consideration be given to including public engagement as a critical challenge within the Annual Delivery Plan. 			<p>made to the Plan, which will be considered again by the Scrutiny Committee prior to Cabinet's consideration and thereafter Council in March.</p> <p>The above were addressed as part of the Draft Vale of Glamorgan Council Annual Delivery Plan 2024-25 that went for consideration at Corporate Performance and Resources Scrutiny Committee on 21st February, 2024 where there was in-depth discussion, but no formal recommendations made to forward to Cabinet for consideration, however Committee had noted the positive changes made following the consultation and mention of the role of Communications. Cabinet on 22nd February 2024 subsequently considered the report and endorsed it, for it to go to Full Council on 6th March 2024 for approval. (Min Nos C248 and 890 refer)</p>	

Uncompleted Recommendations

4th Quarter 2023-24

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 January 2024				
Min. No. 706 – Draft Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings (REF) – Recommended				
<p>(2) That the following comments be referred to Cabinet together with the Report, appendices and reference from Learning and Culture Scrutiny Committee , for their consideration:</p> <ul style="list-style-type: none"> • That a list or table outlining the changes between the previous and new toolkits (appendices A and B of the original report) be included with the latest version. • That consideration be given to Members of the Committee having confidential and secure access to the comments made as part of the consultation on the Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings by consultees. • The need to place greater emphasis on the toolkit as being a guide rather than a teaching or pupil resource. • Consideration to be given for future consultations on the toolkit for various religious groups to be engaged with this process and to encourage further responses from both adults and children. 			<p>Cabinet, at its meeting on 25th January, 2024, resolved</p> <p>[1] THAT the revised Vale of Glamorgan Council's Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings, including the proposed amendments within Recommendation (2) from Corporate Performance and Resources Scrutiny Committee be endorsed, namely:</p> <ul style="list-style-type: none"> • That a list or table outlining the changes between the previous and new toolkits (appendices A and B of the original report) be included with the latest version. • The need to place greater emphasis on the toolkit as being a guide rather than a teaching or pupil resource. • Consideration to be given for future consultations on the toolkit for various religious groups to be engaged with this process and to encourage further responses from both adults and children. <p>(Min No C214 refers)</p>	Completed
Min. No. 707 – Project Zero Update Report (CX) – Recommended				
<p>(5) That the Committee refer this report and any comments to Cabinet to be considered alongside the comments of the Environment and Regeneration Scrutiny Committee who considered this report on the 16th January 2024. The Committee have referred the following comments to the Cabinet for their consideration:</p>			<p>Cabinet, at its meeting on 22nd February, 2024, resolved</p> <p>[1] THAT the discussions that took place at the Environment and Regeneration Scrutiny Committee on 16th January, 2024 and Corporate Performance and Resources Scrutiny Committee on 17th January, 2024 be noted.</p>	Completed

Uncompleted Recommendations

4th Quarter 2023-24

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 importance of making the RAG rating for the progress made under Project Zero as effective and robust as possible. To ensure that biodiversity is included in the progress made under Project Zero as well as other impacts, i.e. the removal of Victorian lampposts. The importance of providing updates and reporting on Project Zero in as timely a manner as possible. The importance of working with partners, i.e. Town and Community Councils, local Nature Partnerships, etc in regard to Project Zero. To look at the environmental impact of the Replacement Local Development Plan. 			(Min. No. C245 refers)	
(6) That the Committee recommend to Cabinet that this report is distributed to all elected Members, members of the Public Services Board and all Town and Community Councils for their information.			Cabinet, at its meeting on 22 nd February, 2024, 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. C245 refers)	Completed
(7) That future reporting on Project Zero provides reassurance and details concerning how the steps as part of the Project Zero were achieving and contributing to the reduction of carbon emissions.			The Committee's comments have been forwarded to the relevant officers for action.	Ongoing
(8) That the Committee write to the Senedd Committee on Climate Change and Infrastructure raising concerns about the change in the target date from 2030 to 2034 for public sector homes to reach net zero and be retrofitted if needed to accommodate this.			An email was drafted and sent to the Senedd in early 2024 raising the concerns mentioned to the Climate Change, Environment, and Infrastructure Committee and the relevant Chair. The Chair of the Climate Change, Environment, and Infrastructure Committee has responded as follows: "Thank you for your correspondence regarding the impact of the WHQS23 on local authorities' ability to reach net zero by 2030. The Committee noted your correspondence at its meeting on 24 April 2024 and	Ongoing

Uncompleted Recommendations

4th Quarter 2023-24

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
			agreed to write to the Cabinet Secretary for Climate Change and Rural Affairs, Huw Irranca- Davies MS, and the Cabinet Secretary for Local Government and Housing, Julie James MS, to seek clarification on the matters you raise.” Therefore, a further response is currently being awaited.	
Min. No. 708 – Review of the Vale of Glamorgan’s Procurement Policy and Strategy (DCR) – Recommended				
(2) That the first meeting of the Group be undertaken as soon as practicable following its establishment.			The first meeting of the Group was held on the 30 th January 2024, followed by subsequent meetings on 29 th February, 26 th March and 30 th April. An update on the progress being made by the Group will be provided to the Committee in due course.	Ongoing
(4) That reports of the Task and Finish Group be referred to the Corporate Performance and Resources Scrutiny Committee for consideration.			Added to the Scrutiny Committee’s Forward Work Programme.	Completed
Min. No. 709 – 3rd Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24 (DCR) – Recommended				
(2) That the updated Forward Work Programme Schedule for 2023/24 attached at Appendix F be approved and uploaded to the Council's website.			Updated Forward Work Programme Schedule uploaded to the Council's website.	Completed
15 February 2024				
Min. No. 815 – Initial Budget 2024/25 and Medium Term Financial Plan 2024/25 to 2028/29 Proposals for Consultation (REF) – Recommended	Corporate Performance & Resources			
That the comments of the Environment and Regeneration and Learning and Culture Scrutiny Committees together with the comments of this Committee be forwarded to Cabinet for consideration at			Cabinet, at its meeting on 29 th February, 2024 resolved that the content of the discussions at the Scrutiny Committees be noted and be considered alongside the Quarter 3 Revenue Monitoring 2023/24	Completed

Uncompleted Recommendations

4th Quarter 2023-24

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
its meeting on 29 th February, 2024, and that Cabinet be requested to review the proposals for charges for coastal public toilets.			report listed as Item 6 on the meeting agenda. (Min No C256 refers)	
Min. No. 816 – Draft Capital Programme Proposals 2024/25 to 2028/29 (REF) – Recommended	Corporate Performance & Resources			
That the Capital reference received from the Learning and Culture Scrutiny Committee and the views / comments of this Committee be forwarded to Cabinet for their consideration.			Cabinet, at its meeting on 29 th February, 2024, noted the content of the discussions at both Scrutiny Committees. (Min No C257 refers)	Completed

Uncompleted Recommendations

4th Quarter 2023-24

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

20 March 2024				
Min. No. 958 – Digital Strategy Review - Vale of Glamorgan Council (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 B) to address the recommendations, with the following comments from Scrutiny: <ul style="list-style-type: none"> The report should include further emphasis on the use of Artificial Intelligence (A.I.) and the opportunities this could bring to the Council, including the use of external sources to help and advise on exploiting these. To build on the Audit Wales recommendation concerning the importance of developing Horizon Scanning to inform its strategic approach to digital. That the typographical error on page 2 of the report, concerning the organisational response and the completion date for ensuring the Head of Digital was a member of the Strategic Leadership Team be amended (it was currently showing as January 2023). 			Governance and Audit Committee, at its meeting on 22 nd April, 2024, resolved [1] THAT the findings arising from the review of the Council's Digital Strategy (Appendix A to the report), the response of the review findings and Audit Wales' recommendations (Appendix B to the report) be noted. [2] THAT the Governance and Audit Committee receive an update report in six months' time as part of the revised monitoring schedule and for any issues and areas of slippage to be highlighted within the report. (Min. No. refers)	Completed
Min. No. 962 – Oracle Implementation Update (DCR – Recommended	Corporate Performance & Resources			
(1) That the report be deferred to a special meeting of the Corporate Performance and Resources Scrutiny Committee.		}	Added to the Scrutiny Committee's forward work programme.	Completed
(2) That a presentation be provided to the Committee, to accompany the report, and to include the chronology of, and background to, the implementation of the new Oracle system and relevant contract.				
Min. No. 963 – Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2023/24 (DCR) – Recommended	Corporate Performance & Resources			

Uncompleted Recommendations

4th Quarter 2023-24

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>(2) That, following the consideration of the remedial actions to be taken to address areas of underperformance and to tackle the key challenges identified within the remit of the Committee, the following comments from the Committee be referred to Cabinet for their consideration:</p> <ul style="list-style-type: none"> • Committee raised concerns around the Vale of Glamorgan Council's increasing reliance on external funding for core aims and critical challenges, including non-statutory areas and services (i.e. Project Zero). • Committee suggested tying in with the work currently being undertaken by the Committee's Task and Finish around the Procurement Strategy, in relation to scope 3 carbon emissions, etc. • The Committee welcomed the imminent re-introduction of the RAG rating for performance of the Annual Delivery Plan. • The Committee asked for a report to be provided concerning recruitment and retention of staff at the Council, including staff in local schools. 			Cabinet, at its meeting on 11 th April, 2024 resolved [2] THAT having considered the views and recommendations of Scrutiny Committees in relation to Q3 performance, the identified remedial actions as the basis to address areas of underperformance and to tackle the key challenges identified be approved. (Min No C307 refers)	Completed
<p>Min. No. 964 – Service Plans and Performance Targets to Deliver the Vale of Glamorgan Council's Annual Delivery Plan 2024/2025 (DCR) – Recommended</p>	Corporate Performance & Resources			
<p>(3) That the following comments be considered by the Director of Corporate Resources regarding Service Plans and Performance Targets:</p> <ul style="list-style-type: none"> • Consideration be given to ensure that the performance indicators around corporate complaints remained sufficiently robust, including an indicator detailing satisfaction on how complaints were handled. • To include performance indicators in relation to how many residents were actively engaging with the Council's Communications Team. 			Cabinet, at its meeting on 11 th April, 2024 resolved [3] THAT the discussion and comments of the Environment and Regeneration, Learning and Culture and Corporate Performance and Resources Scrutiny Committees be noted and endorsed, with the relevant aspects referred to the relevant Committees or Officers. (Min No C308 refers)	Completed

Uncompleted Recommendations

4th Quarter 2023-24

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"> • To also look at strengthening and greater quantifying of performance indicators / actions around promoting equality and diversity within the Vale of Glamorgan, as well as ensuring that those indicators concerning decarbonisation were robust and tied in with the Council’s Carbon Management Plan. • To ensure that wider diversity and protected characteristics, i.e. disability were considered and duly represented as part of future performance indicators. • The importance of having both qualitative and quantitative performance indicators in order to properly analyse the success of the relevant Council measures and services. • It was essential to minimise the use of jargon in terms of the Service Plans and Performance Targets and to fully explain the meaning of the acronyms that were used. • To ensure that wider environmental targets and indicators were considered, as well as those concerning decarbonisation. 				



VALE of GLAMORGAN COUNCIL CABINET OFFICE

Cabinet Annual Strategic Forward Work Programme

May 2024 – April 2025



www.valeofglamorgan.gov.uk

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Forward Work Programme: May / June 2024

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
May	Vale of Glamorgan Council: Annual Performance Calendar 2024/25.	To present the Vale of Glamorgan Annual Performance Calendar for 2024/25, which outlines the key plans/reports that will be subject to consideration by Members throughout the year.	Leader	No	No
May	Report Back on Levelling Up Fund Round 3 Negotiation	Reporting back on Levelling Up Fund Round 3 negotiation with ABP in respect of securing the marina development.	Leader	Yes (Environment and Regeneration)	No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2023 to 31 March 2024.	Leader	Yes (Corporate Performance and Resources)	No
June	Corporate Safeguarding Annual Report.	To update Cabinet on the work that has been undertaken in relation to corporate arrangements for safeguarding across the Council.	Social Care and Health	Yes – Committees listed on Cabinet Report	No

Forward Work Programme: July 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Cabinet Quarterly Work Programme - April to June 2024 and July to September 2024.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2024 and to confirm the Quarterly Work Programme for July to September 2024.	Leader	No	No
July	Closure of Accounts 2023/24.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2023/24 financial year.	Leader	Yes (Corporate Performance and Resources)	No
July	Capital Closure of Accounts 2023/24.	The accounts are complete, and this report is to inform Cabinet of the provisional financial position of the Council's Capital Programme for the 2023/24 financial year.	Leader	Yes (Corporate Performance and Resources)	No
July	Annual Treasury Management Report 2023/24.	To present to Cabinet the annual review report on Treasury Management 2023/24.	Leader	Yes (Corporate Performance and Resources)	Yes
July	Long Term Plan for Towns Progress.	Report on the long term plan for Towns progress following appointment of a Town Board and prior to the adoption of a long term plan.	Deputy Leader and Cabinet Member for Sustainable Places	Yes (Environment and Regeneration)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Welsh Language Standards Annual Monitoring Report 2023-24.	To consider the Annual Welsh Monitoring Report for 2023/24.	Education, Arts and the Welsh Language	Yes (Corporate Performance and Resources and Learning and Culture)	No
July	Work to Tackle Poverty and the Current Cost of Living Crisis.	To update Cabinet on work undertaken to tackle poverty and the current cost of living crisis.	Leader	Yes (Homes and Safe Communities)	No
July	Project Zero Progress Report.	To update on progress in delivering our response to the Climate Emergency.	Leader	Yes (Corporate Performance and Resources and Environment and Regeneration)	No

Forward Work Programme: September 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Annual Delivery Plan Monitoring Report: Quarter 4/ End of Year Performance 2023/24.	To present the Council's performance against the Annual Delivery Plan for Q4/End of Year.	Leader	Yes (All Scrutiny Committees)	No
September	Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24.	To seek Cabinet endorsement of the Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24 for consultation.	Leader	Yes (All Scrutiny Committees & Governance & Audit Committee)	No
September	Capital Monitoring for the Period 1st April to 30th June, 2024.	To advise Cabinet of the progress on the 2024/25 Capital Programme for the period 1st April, 2024 to 30th June, 2024 and to request changes to the Capital Programme.	Leader	Each Scrutiny Committee will receive a monitoring report on their respective areas, which will consider the relevant information relating to the respective Scrutiny Committee	No
September	Quarter 1 Revenue Monitoring 2024/25.	To advise Cabinet of the Quarter 1 Revenue Monitoring position for 2023/24	Leader	No	No
September	Quarter 1 Treasury Management Monitoring 2023/24.	To present to Cabinet the Quarter 1 Treasury Management 2024/25 Monitoring Report	Leader	Yes (Governance and Audit and final referral to Full Council)	Yes
September	Non Treasury Investment Strategy.	To provide an update on the development of the	Leader	Yes (Progress to be monitored by	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		implementation plan to deliver the Council's Non Treasury Investment Strategy.		Corporate Performance and Resources)	
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	Draft Corporate Plan 2025-2030.	To approve the draft Corporate Plan for consultation.	Leader	Yes (All Scrutiny Committees)	No
September	Annual Report of the Director of Social Services 2023-2024.	To ensure that Cabinet agree the future priorities for the Directorate of Social Services.	Social Care and Health	No	No

Forward Work Programme: October 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Cabinet Quarterly Work Programmes – July to September 2024 and October to December 2024.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2024 and to confirm the Quarterly Work Programme for October to December 2024 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.2023/24 (Post Consultation Draft).	To seek Cabinet endorsement of the Final Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24, incorporating the key findings from engagement with our key stakeholders.	Leader	Yes (All Scrutiny Committees and Governance and Audit Committee)	Yes
October	Annual Delivery Plan Monitoring Report: Quarter 1 2024/25.	To present quarter 1 performance results for the period 1st April, 2024 to 30th June, 2024 in delivering our 2024/25 Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (All Scrutiny Committees)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Q2 Sickness Absence Report 2024/2025.	To update Cabinet on the sickness absence statistics for the 6-month period from 1st April, 2024 to 31st September, 2024.	Leader	Yes (Corporate Performance and Resources)	No
October	Refresh of Medium Term Financial Plan 2025/26 to 2029/30.	To refresh spend and funding assumptions and update Cabinet on the next steps for approving the Medium Term Financial Plan and setting the 2025/26 Budget in March 2025.	Leader	Yes (All Scrutiny Committees)	Final decision will be taken by Full Council
October	Vale of Glamorgan Local Development Plan 2011-2026: Annual Monitoring Report 2023/24.	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 31st October 2024.	Community Engagement, Equalities and Regulatory Services	Yes (Environment and Regeneration)	No
October	Future Management Proposals for Community Centres.	To seek approval to implement alternative delivery models for the management of community Centres.	Leisure, Sport and Wellbeing	Yes	No

Forward Work Programme: November 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Quarter 2 Revenue Monitoring 2024/25.	To advise Cabinet of the Quarter 2 Revenue Monitoring position for 2024/25.	Leader	No	No
November	Capital Monitoring for the period 1st April to 30th September, 2024.	To advise Cabinet of the progress on the 2024/25 Capital Programme for the period 1st April, 2024 to 30th September, 2025 and to request changes to the Capital Programme.	Leader	Yes (Corporate Performance and Resources Scrutiny Committee)	No
November	Treasury Management Mid-Year Report 2024/25.	To provide a mid-year report on the Authority's Treasury Management operations for the period 1st April, 2024 to 30th September, 2024.	Leader	No	Yes
November	Initial Housing Revenue Account (HRA) Budget Proposals 2025/26 and Revised Budget 2024/25.	To gain Cabinet's approval for the initial budget proposals for 2025/26 relating to the Housing Revenue Account so that the proposals may be submitted to Scrutiny Committee for consultation and to revise the 2024/25 budget.	Leader	Yes (Homes and Safe Communities)	No
November	Council Tax Reduction Scheme.	To confirm the re-adoption of the Council Tax Reduction National Scheme for 2025/2026	Leader	No	Final decision by Full Council

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		based on regulations and to reconfirm the Council's discretions.			
November	Shared Prosperity Fund.	Shared Prosperity Fund update.	Deputy Leader and Cabinet Member for Sustainable Places	Yes (Environment and Regeneration)	No
November	School Admission Arrangements 2026-2027.	To seek Cabinet approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code issued in July 2013.	Education, Arts and the Welsh Language	Yes (Learning and Culture)	No
November	Local Air Quality Management Annual Progress Report 2024.	To seek approval for the 2024 Local Air Quality Management Annual Progress Report (APR) on air quality undertaken in 2024 to enable its submission to Welsh Government.	Community Engagement, Equalities and Regulatory Services	No	No
November	Final Vale of Glamorgan Draft Self-Assessment Report.2023/24 (Post Governance & Audit)	To seek Cabinet endorsement of the Final Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24, incorporating the key recommendations from Governance & Audit Committee.	Leader	Yes (Governance and Audit Committee and Full Council)	Yes
November	Performance Panel Assessment.	To report the outcomes of the Performance Panel Assessment undertaken in October.	Leader	Yes (Corporate Performance and Resources)	

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Corporate Safeguarding Mid Term Report.	To update Cabinet on the work that has been undertaken in relation to corporate arrangements for safeguarding across the Council.	Social Care & Health	Yes (Social Care and Health)	No

Forward Work Programme: December 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	Council Tax Base 2025-26.	To seek approval for the Council Tax Base for 2025-26.	Leader	No	No
December	Precept Payment Dates 2025-26.	To seek approval for the payment of precepts for 2025-26.	Leader	No	No
December	Council Tax Premiums on Long Term Empty Properties and Second Homes.	To seek approval for the policy to be adopted for Council Tax Long Term Empty Properties and Second Homes for 2025-26.	Leader	No	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
December	Replacement Local Development Plan 2021-2036 Deposit Plan.	To obtain Member approval for the Replacement Local Development Plan Deposit Plan, Integrated Sustainability Appraisal and Habitats Regulations Assessment to be subject to a public consultation exercise.	Community Engagement, Equalities and Regulatory Services	Yes (Environment and Regeneration)	Yes

Forward Work Programme: January 2025

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
January	Cabinet Quarterly Work Programmes – October to December 2024 and January to March 2025.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period October to December 2024 and to confirm the Quarterly Work Programme for January to March 2025.	Leader	No	No
January	Budget 2024/25 for Consultation and Further MTFP Update.	To present initial draft budget proposals for consultation in order to come forward with a balanced budget for approval in February.	Leader	Yes (Corporate Performance and Resources Scrutiny Committee)	No
January	Vale of Glamorgan Council – Proposed Fees and Charges for 2025/2026.	To propose changes in service charges for functions managed by the Council in the following directorates for the financial year 2023/24: - Environment and Housing - Corporate Resources - Learning and Skills - Place - Social Services.	Leader	Yes (All Scrutiny Committees)	No
January	Draft Capital Programme Proposals 2024/25 to 2028/29.	The purpose of this report is to set out the draft proposals for	Leader	Yes (All Scrutiny Committees)	Final decision to

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		Cabinet Members to consider, prior to consultation, in respect of the final capital budget for the financial year 2024/25 to 2028/29.			be taken by Full Council.
January	Annual Delivery Plan Monitoring Report: Quarter 2 2024/25.	To present quarter 2 performance results for the period 1st April 2024 to 30th September 2024 in delivering our 2024/25 Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (All Scrutiny Committees)	No
January	Timetable of Meetings: May 2025 to May 2026.	To consider a draft timetable of meetings for the period May 2025 - May 2026.	Leader	No	No
January	Final Housing Revenue Account (HRA) Budget Proposals 2054/26 and Rent Setting 2025/2026.	To set the HRA budget for the financial year 2023/24 and to set the rents and service charges for the forthcoming rent year beginning on 1st April, 2023.	Leader	No	Final decision to be taken by Full Council.
January	Work to Tackle Poverty and the Current Cost of Living Crisis.	To update Cabinet on work undertaken to tackle poverty and the current cost of living crisis.		Yes (Homes and Safe Communities)	No
January	Project Zero Progress Report.	To update on progress in delivering our response to the Climate Emergency.	Leader	Yes (Corporate Performance and Resources and Environment and Regeneration)	No

Forward Work Programme: February 2025

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Revenue Monitoring for the Period 1st April 2024 to 31st December 2024.	To advise Cabinet of the progress relating to revenue expenditure for the period 1st April 2024 to 31st December 2024.	Leader	Yes (Corporate Performance and Resources)	No
February	Capital Monitoring for the Period 1st April 2024 to 31st December 2024.	To advise Cabinet of the progress on the Capital Programme for the period 1st April 2024 to 31st December 2024 and to request changes to the Capital Programme.	Leader	No	No
February	Final Proposals for the Revenue Budget 2025/26.	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 2025/26.	Leader	No	Yes
February	Capital Strategy 2025/26 and Final Capital Proposals 2025/26 to 2029/30.	To gain approval for the Final Capital Programme Proposals for the years 2025/26 to 2029/30.	Leader	No	Yes

February	Treasury Management and Investment Strategy 2025/26 and Update 2024/25.	To provide an interim report on the Council's treasury management operations for the period 1st April, 2024 to 31st December, 2024 and to submit for consideration the proposed 2025/26 Treasury Management and Investment Strategy.	Leader	Yes (Corporate Performance and Resources Scrutiny and Governance and Audit Committee)	Yes
February	Draft Vale of Glamorgan Council Corporate Plan 2025-30.	To enable Cabinet to consider the draft Corporate Plan 2025-2030.	Leader	Yes (Corporate Performance and Resources Scrutiny Committee)	
February	Pay Policy 2025/2026.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2025/26 as set out prior to its submission to Council for approval.	Leader	Yes (Corporate Performance and Resources)	Yes
February	Levelling Up Fund Round 3 Update.	To update Cabinet on progress with regard to Levelling Up Fund Round 3 projects.	Leader	Yes (Environment and Regeneration)	No.
February	Housing Revenue Account Business Plan.	To present the Housing Revenue Account Business Plan 2023 for approval.	Public Sector Housing and Tenant Engagement	Yes (Homes and Safe Communities)	Final decision to be taken by Full Council.

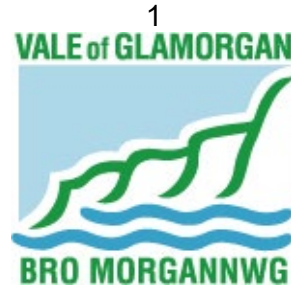
Forward Work Programme: March 2025

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, 2024 to 31st January, 2025.	To advise Cabinet of the progress relating to revenue expenditure for the period 1st April to 31st January, 2025.	Leader	Yes (Each Scrutiny Committee will receive a monitoring report on their respective areas)	No
March	Capital Monitoring for the Period 1st April, 2024 to 31st January, 2025.	To advise Cabinet of the progress on the 2022/23 Capital Programme for the period 1st April, 2024 to 31st January, 2025 and to request changes to the Capital Programme.	Leader	Yes (Each Scrutiny Committee will receive a monitoring report on their respective areas)	No
March	Annual Equality Monitoring Report 2025 - 2026.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Service Level Activities and Performance Targets to Deliver the Vale of Glamorgan Council's Annual Delivery Plan 2025/2026.	To seek Cabinet's approval of the priority actions as reflected in Service Plans and proposed service performance targets for the period 2025/2026 that will deliver the Council's Annual Delivery Plan (ADP).	Leader	No	No
March	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		involved in and what is being achieved.			
March	Proposed Events Programme 2025-26.	To update Cabinet on the 2024/25 Events Programme and to seek approval for the proposed 2025/26 Events Programme and associated funding arrangements.	Deputy Leader and Cabinet Member for Sustainable Places	No	No
March	School Admission Arrangements 2026/2027.	To advise Cabinet of the outcome of the consultation exercise undertaken on school admission arrangements for Community Schools in accordance with the Education (Determination of Admission Arrangements) (Wales) Regulations 2006.	Education, Arts and the Welsh Language	No	No

Forward Work Programme: April 2025

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 2025 to April 2026 and Cabinet Quarterly Work Programmes – January to March 2025 and April to June 2025.	To inform Members of the Annual Strategic Forward Work Programme of the Cabinet / Council for the 12-month period May 2025 to April 2026, to inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period January to March 2025 and to confirm the Quarterly Work Programme for April to June 2025.	Leader	No	No
April	Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2024/25.	To present quarter 3 performance results for the period 1st April, 2024 to 31st December, 2025 in delivering our 2022/23 Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (All Scrutiny Committees)	No



APPENDIX E

Vale of Glamorgan Council
Corporate Performance and Resources Scrutiny Committee

Forward Work Programme

May 2024 – April 2025

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 2024	4th Quarter Scrutiny Recommendation Tracking and Proposed Annual Forward Work Programme Schedule.	Last report in January 2024 (Q3) .	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme.	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 Karen Bowen Principal Democratic and Scrutiny Services Officer KBowen@valeofglamorgan.gov.uk	
May 2024	Use of Performance Information: Service User Perspective and Outcomes - Vale of Glamorgan Council	Audit Wales.	To advise Members of the findings of Audit Wales' review of the Council's Use of Performance Information – Service User Perspective and Outcomes.	To provide for scrutiny and review of the findings of Audit Wales' review the Council's Use of Performance Information: Service User Perspective and Outcomes and the Council's response to its findings.	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
May 2024	Let's Talk About Life in the Vale – Survey Report and Further Engagement	Reference from Cabinet: 11 th April, 2024.	To report on the outcome of the Let's Talk About Life in the Vale survey exercise and plans for further engagement.	To enable the Scrutiny Committee to consider the findings of the survey and feedback their views to Cabinet.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
June 2024	People Strategy	Last report in April 2023 (reference from cabinet).	To provide an update on the progress made since the People Strategy was adopted in April 2023.	To enable Corporate Performance and Resources Scrutiny Committee to consider the report.	Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	
June 2024	Sickness Absence Report	Cabinet Forward Work Programme Item. Last reported in July 2023 .	Update on the sickness absence statistics for the relevant period.	The report be referred to Corporate Performance and Resources Scrutiny Committee for consideration, with any comments referred back to Cabinet for	Laithe Bonni, Operational Manager Employee Services lsbonni@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
				further consideration.		
June / July 2024	Project Zero Update Report	Last presented to Committee in January 2024 .	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 consider how Project Zero is being taken forward.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	To include detail of the PSB work on climate change
June 2024	Vale of Glamorgan Council: Annual Performance Calendar	Reference from Cabinet. Last reported in June 2023 .	To present the Vale of Glamorgan Annual Performance Calendar for 2023/24, which outlines the key plans/reports that will be subject to consideration by Members throughout the year.	To ensure the Council fully discharges its duties under both the Well-being of Future Generations (Wales) Act 2015 and the Local Government & Elections (Wales) Act 2021 to publish annual Well-being Objectives, keep	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 under review and consult and report on our performance through an annual self-assessment relating to the previous financial year.		
June 2024	Carbon Management Plan	New report	To present to Committee the draft Carbon Management Plan which will be an important component of the Council's work to decarbonise operations.	To enable the Corporate Performance and Resources Scrutiny Committee to consider how this plan will contribute to the work of Project Zero.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Slipped from April to June's meeting due to additional information required.
July 2024	Revenue Outturn [Closure of Accounts].	Last report in July 2023 .	The accounts are complete, and this report is to inform Scrutiny of the provisional financial position of the Council	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	

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
			for the previous financial year.			
July 2024	Capital Outturn [Closure of Accounts].	Last report in July 2023 .	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 2024	Annual Treasury Management Report 2023/24.	Cabinet Forward Work Programme Item. Last reported in July 2023 .	To present the annual review report on Treasury Management 2023/24.	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 2024	Corporate Safeguarding Annual Report	Cabinet Forward Work Programme Item. Last reported in September 2023 .	To update Committee on the work that had been undertaken in relation to Corporate arrangements for Safeguarding across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise	Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@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
				effective scrutiny of this key area of corporate working and be assured of effective safeguarding taking place.		
July 2024	Annual Delivery Plan Monitoring Report: Quarter 4 Performance (End of Year Performance Report).	Last Q4 report in July 2023	To present the Council's performance against the Annual Delivery Plan for Q4/End of Year.	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan and meet its performance requirements as outlined in the Local Government & Elections (Wales) Act 2021 and reflecting the requirement of the Wellbeing of Future	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
				Generations (Wales) Act 2015.		
July 2024	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4 th Quarter received May 2024.	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.	Karen Bowen Principal Democratic and Scrutiny Services Officer KBowen@valeofglamorgan.gov.uk	Moved to September's meeting instead.

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 2024	Welsh Language Standards Annual Monitoring Report. Last reported in July 2023 .	Cabinet Forward Work Programme Item. Last reported in July 2023 .	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	
July 2024	Annual Corporate Safeguarding Report.	Cabinet Forward Work Programme Item. Last report in September 2023 .	Update on the work that has been undertaken in relation to corporate arrangements for safeguarding across the Council.	To allow Scrutiny to exercise effective oversight of the key area of corporate working and be assured of effective safeguarding taking place.	Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	
AUGUST RECESS – NO MEETINGS						
September 2024	Vale of Glamorgan Public Services	Last report in July 2023 .	To present an overview of the progress made in	To enable Members to consider the	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Will be looking to invite a PSB partner.

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	Board Annual Report.		delivering the Wellbeing Objectives and actions set by the Vale PSB in its Well-being Plan.	content of the Annual Report and progress made in the delivery of the Well-being Plan.		
September 2024	Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24 (Pre-consultation Draft).	Reference from Cabinet. Last reported in September 2023 .	Seeking members views.	To ensure all Scrutiny Committees and the Governance and Audit Committee (as per section 114 of the Local Government & Elections (Wales) Act 2021) had oversight of the Draft Vale of Glamorgan Annual Self-Assessment report 2022/23 and their views informed the Council's approach to meeting the new	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	

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				performance requirements.		
September 2024	Annual Delivery Plan - Quarter 1 2024/25 Performance Report.	Cabinet Forward Work Programme Item. Last Q1 report in September 2023 .	To present quarter 1 performance results for the period 1 st April 2024 to 30 th June 2024 for the Corporate Plan.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
September 2024	Quarter 1 Revenue Monitoring 2024/25.	Last report in September 2023 .	To advise Committee of the progress relating to the Q1 Revenue Monitoring position for 2024/25.	That Members are aware of the projected revenue outturn for the period.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
September 2024	Capital Monitoring – Q1.	Last report in September 2023 .	To advise Committee of the progress relating to capital expenditure for the Q1 period.	That Members are aware of the progress on the Capital Programme.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
October 2024	2nd Quarter Scrutiny Decision Tracking of	Previous update in July 2024.	To report progress on the Scrutiny recommendations	To maintain effective tracking of the	Karen Bowen Principal Democratic and Scrutiny Services Officer	

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	Recommendations and Updated Work Programme Schedule.		[Jul, Sept] and to confirm the Committee's work programme.	Committee's recommendations.	KBowen@valeofglamorgan.gov.uk	
November 2024	Draft Corporate Plan 2025-2030.	Cabinet Forward Work Programme Item.	To review the draft Corporate Plan as part of its consultation.	To consult on the Plan.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
November 2024	Customer Relations Service/C1V – update.	Previous presentation in November 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	
November 2024	Refresh of Medium Term Financial Plan 2025/26 to 2029/23. Last report in December 2023 .	Cabinet Forward Work Programme Item.	To refresh spend and funding assumptions and update Cabinet on the next steps for approving the Medium Term Financial Plan and setting the 2025/26 Budget in March 2025	To allow scrutiny of the Financial Strategy.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	

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November 2024	Quarter 2 Revenue Monitoring 2024/25.	Last report in December 2024 .	To advise Committee of the Quarter 2 Revenue Monitoring position for 2024/25.	That Members are aware of the projected revenue outturn for the period and the original budget for 2024/25 for virement requests.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
December 2024	Capital Monitoring 1 st April 2024/ to 30 th September 2024.	Last report in December 2023 .	To advise Committee of the progress relating to capital expenditure for the period 1 st April to 30 th September 2024.	To advise Committee of the progress on the Capital Programme and for Committee to refer any comments to Cabinet.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
December 2024	Sickness Absence Report. Last report in December 2023 .	Cabinet Forward Work Programme Item.	To update on the sickness absence statistics for relevant period.	To enable the Scrutiny Committee to maintain a continued focus on the management of sickness absence throughout all services of the Council and to make	Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	

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				recommendations to Cabinet, as appropriate.		
December 2024	Annual Delivery Plan - Quarter 2 2024/25 Performance Report.	Previous report in December 2023 .	To present quarter 2 performance results for the Corporate Plan Well-being Outcomes.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
December 2024	Corporate Safeguarding Summary Report (mid-year update).	Reference from Cabinet. Previous report in December 2023 .	To provide a summary on the activity that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide	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	

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			assurance around safeguarding activity taking place across the Council.			
December 2024	Draft Annual Delivery Plan – 2025/26	Reference from Cabinet. Last report in December 2023 .	To provide the Committee with details concerning the proposed draft as part of the consultation process.	To ensure that all Scrutiny Committees have the opportunity to consider the draft Annual Delivery Plan and provide feedback as part of the programme of consultation.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
January 2025	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Previous update in October 2024.	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.	Karen Bowen Principal Democratic and Scrutiny Services Officer KBowen@valeofglamorgan.gov.uk	
January 2025	Project Zero Update Report.	Previous report in June / July 2024.	To advise Members of progress across the Council in responding to the climate emergency and delivering our	To enable the Scrutiny Committee to consider how Project Zero is	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	

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			commitments as part of Project Zero.	being taken forward.		
January 2025	Draft Annual Delivery Plan – 2025/26	Cabinet Forward Work Programme Item.	Member Consultation.	To seek Members' views.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
February 2025	Pay Policy 2025/2026.	Cabinet Forward Work Programme Item. Last reported in February 2024 (regular meeting on the 21st February 2024).	To consider the Pay Policy for 2025/26 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 2025	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 final proposal on the budget.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	

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February 2025	Revenue Monitoring – Q3.	Last report in . 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 2025	Capital 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 2025	Vale of Glamorgan Council –	Cabinet Forward Work	To propose service changes.	To allow scrutiny of the proposals.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	

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	Proposed Fees and Charges	Programme Item.				
February 2025	Treasury Management and Investment Strategy 2025/26 and Update 2024/25.	Cabinet Forward Work Programme Item.	To provide an interim report on the Council's treasury management operations for the period 1st April, 2024 to 31st December, 2024 and to submit for consideration the proposed 2025/26 Treasury Management and Investment Strategy.	To allow scrutiny of the progress made.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
February 2025	Corporate Plan 2025-2030 (post-consultation)	Cabinet Forward Work Programme Item.	To review the draft Corporate Plan post consultation.	For the Committee to review and comment on the Plan following consultation.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
March 2025	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan 2025/26.	Cabinet Forward Work Programme Item.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	

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		Last report in March 2024 .		Council's draft Annual Delivery Plan.		
March / April 2025	Annual Delivery Plan - Quarter 3 2024/25 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 3 performance results for the period 1 st October 2024 to 31 st December 2024 for the Corporate Plan Well-being Outcome.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
April 2025	Glamorgan Voluntary Services Annual report.	Last report in April 2024 (Extraordinary meeting on the 24 th April 2024).	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 2025	Annual Equality Monitoring Report 2025 - 2026.	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 publication to meet statutory duties.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	

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

Report	Responsible Officer and Contact Details	Commentary
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.
PSB partners be invited to address and report to the committee regarding relevant parts of their work.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Raised by Committee in July and December 2023. Opportunities for PSB partner attendance at Committee meetings will be progressed in due course.

Possible Task and Finish Group Suggestions:

Subject	Responsible Officer and Contact Details	Commentary
At its meeting on 17 th January 2024, the Committee agreed on a review of the Council's Procurement Policy and Strategy (Min No 708 refers).	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Agreed at the meeting of Scrutiny Chairs and Vice Chairs Group in September that the review of the new Procurement Policy and Strategy would be chosen and would be the first to be undertaken by the relevant Task and Finish Group.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Annual Welsh Monitoring Report.	Tom Bowring Director of Corporate Resources	Usually in July each year.

	TBowring@valeofglamorgan.gov.uk	
Annual Equality Monitoring Report	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	TBC
Corporate Safeguarding Annual Report	Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	Usually in July 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	Karen Bowen Principal Democratic and Scrutiny Services Officer KBowen@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

Financial Reports

Report	Responsible Officer and Contact Details	Commentary
Revenue Outturn Closure of Accounts 20**/**.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in July each year.
Capital Outturn Closure of Accounts 20**/**.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in July each year.

Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Pre-settlement.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in November each year.
Capital Strategy - Initial Capital Programme Budget Proposals. Pre-settlement.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in November each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Post-settlement.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in February each year.
Capital Strategy - Initial Capital Programme Budget Proposals. Post-settlement.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Usually in February 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.

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.