

Meeting of:	<b>Environment and Regeneration Scrutiny Committee</b>
Date of Meeting:	<b>Tuesday, 17 October 2023</b>
Relevant Scrutiny Committee:	Environment and Regeneration
Report Title:	1 <sup>st</sup> & 2 <sup>nd</sup> Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24.
Purpose of Report:	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 2023/24.
Report Owner:	Tom Bowring, Director of Corporate Resources.
Responsible Officer:	Gareth Davies, Democratic and Scrutiny Services Officer.
Elected Member and Officer Consultation:	None.
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
<p><b>Executive Summary:</b></p> <p>The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the updated Forward Work Programme Schedule for 2023/24:</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> Quarter Recommendation Tracking Apr to June 2023 (Appendix A);</li> <li>- 2<sup>nd</sup> Quarter Recommendation Tracking July to September 2023 (Appendix B);</li> <li>- Updated Forward Work Programme Schedule for 2023/24 (Appendix C).</li> </ul>	

## **Recommendations**

1. That the status of the actions listed in Appendices A and B to the report be agreed.
2. That the updated Forward Work Programme Schedule for 2023/24 attached at Appendix C be approved and uploaded to the Council's website.

## **Reasons for Recommendations**

1. To maintain effective tracking of the Committee's recommendations.
2. 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 and B, 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 Quarterly Cabinet Forward Work Programme (FWP) July to September 2023 and October to December 2023 as scheduled for consideration by Cabinet on 5<sup>th</sup> October, 2023.
- 2.4 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix C, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances. The schedule includes notes on reports that have been subject to slippage during this period.
- 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 consider its FWP (attached at Appendix C) 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.);
  - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.8** The Scrutiny FWPs 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; and
    - Residents of the Vale of Glamorgan.
- 2.9** 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 5<sup>th</sup> 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 will points will be monitored by the Group going forward.
- 2.10** 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.

- 2.11** 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.
- 2.12** 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 Group is scheduled for Tuesday, 28<sup>th</sup> November, 2023.
- 2.13** 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.
- 2.14** The action outlined in the Scrutiny and Cabinet Protocol agreed by Cabinet in 2021 is 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 FWPs 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 \(valeofglamorgan.gov.uk\)](#).
- 2.15** 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 21<sup>st</sup> May, 2021 and as referred to above in paragraph 2.14.
- 2.16** Scrutiny Members may also wish to take part in further questioning skills training to be arranged.
- 2.17** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairs and Vice-Chairs Group on 3<sup>rd</sup> 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.
- 2.18** Published versions of the FWP can also be found on the Council's website via the following link: [https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx).

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

- 3.1** The Scrutiny Committees have a responsibility to report annually to the Council their future Work Programmes in the form of a 'Scrutiny Annual Report'. The 2022-23 Annual Report was presented to Full Council and subsequently noted at its 25<sup>th</sup> September, 2023 meeting.
- 3.2** Scrutiny Committee FWP's 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 FWP 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**

[23-05-23 Q4 Tracking and Proposed FWP \(valeofglamorgan.gov.uk\)](#)

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

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

[Cabinet Annual Strategic Forward Work Programme](#) May 2023 to April 2024 and Cabinet Quarterly Work Programmes – July to September 2023 and October to December 2023.

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2023-24

SCRUTINY RECOMMENDATION TRACKING FORM ENVIRONMENT AND REGENERATION SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
<b>23 May 2023</b>				
<b>Min. No. 54 – 4<sup>th</sup> Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward Work Programme Schedule 2023/24 (DCR) – Recommended</b>	Environment & Regeneration			
(3) That the Committee’s proposed Annual Forward Work Programme Schedule for 2023/24, attached at Appendix E to the report, be approved and uploaded to the Council’s website.			Approved Annual Forward Work Programme Schedule uploaded to the Council’s website.	Completed
(4) That a Task and Finish Review suggestion entitled “15 Minute Communities” be referred to the Scrutiny Committee Chairs and Vice-Chairs Group for further consideration to ascertain whether the suggestion is progressed.			Scrutiny Committee Chairs and Vice-Chairs Group, at its meeting on 5 <sup>th</sup> September, 2023 discussed proposed Task and Finish work.	Completed
<b>20 June 2023</b>				
<b>Min. No. 143 – Project Zero Update Report (DCR) – Recommended</b>	Environment & Regeneration			
(4) That the report and any comments be referred to Cabinet alongside any comments of the Corporate Performance and Resources Scrutiny Committee.		}	Cabinet, at its meeting on 20 <sup>th</sup> July, 2023, resolved that Environment and Regeneration Scrutiny Committee be thanked for their consideration of the matter and the contents of the reference be noted. (Min. No. C62 refers) Report emailed to all Elected Members, the PSB and TCCs on 2 <sup>nd</sup> August, 2023.	Completed
(5) That it be recommended to Cabinet that the report is distributed to all Elected Members, members of the Public Services Board and all Town and Community Councils for their information.				
<b>Min. No. 144 – Cardiff Capital Region City Deal - Joint Scrutiny Committee Nominated Deputy (DCR) – Recommended</b>	Environment & Regeneration			
That the Scrutiny Committee recommends to Full Council that Councillor I.A.N. Perry be appointed as the nominated Deputy to represent the Council on the Cardiff Capital Region City Deal – Overview and Scrutiny Committee.			Full Council, at its meeting on 24 July, 2023, resolved that Councillor I.A.N. Perry be appointed as the nominated Deputy to represent the Council on the Cardiff Capital Region City Deal – Overview and Scrutiny Committee. (Min. No. 263 refers)	Completed

## Uncompleted Recommendations

2<sup>nd</sup> Quarter 2023-24

## SCRUTINY RECOMMENDATION TRACKING FORM ENVIRONMENT AND REGENERATION SCRUTINY COMMITTEE

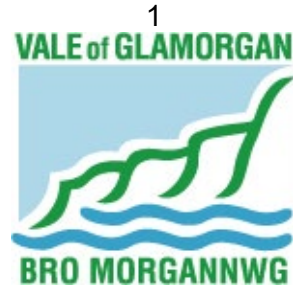
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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**18 July 2023**

<b>Min. No. 230 – Proposed Traffic Regulation Order (TRO) for Exceptions to Wales 20mph Default Speed Limit and Implementation of Ancillary Speed Limits (REF) – Recommended</b>	Environment & Regeneration			
That the comments of the Environment and Regeneration Scrutiny Committee in relation to the proposed Traffic Regulation Order (TRO) for exceptions to Wales 20mph Default Speed Limit and Implementation of Ancillary Speed Limits report be referred to Cabinet.			Cabinet, at its meeting on 7 <sup>th</sup> September, 2023, resolved [1] THAT the recommendations made by Environment and Regeneration Scrutiny on 18 <sup>th</sup> July, 2023, and the officer responses to both those recommendations and the objections received as part of the public consultation be noted. (Min Nos C81 and C96 refer)	Completed

**19 September 2023**

<b>Min. No. – Revised Highway Maintenance Three Year Plan 2022 – 2024 (REF) – Recommended</b>	Environment & Regeneration			
(2) That Cabinet be requested to review the Council's criteria matrix to reflect properly the needs of cyclists and to ensure the suitability of all roads.			To be referred to the Cabinet meeting on 19 <sup>th</sup> October, 2023.	Ongoing



**APPENDIX C**

Vale of Glamorgan Council  
Environment and Regeneration 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
23 <sup>rd</sup> May 2023	4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward Work Programme Schedule 2023/24.	Last report March 2023.	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 to plan its forward work programme for 2023/24.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a>	Presented to Committee.
23 <sup>rd</sup> May 2023	The Vale of Glamorgan Local Development Plan 2011-2026: Supplementary Planning Guidance on Retail and Town Centre Development and Economic Development, Employment Land and Premises – Member Briefing Session Feedback	Cabinet Forward Work Programme Item. Reference from Cabinet – 11 <sup>th</sup> May 2023	To advise Cabinet on the feedback from a Member briefing session in respect of the Supplementary Planning Guidance (SPG) in relation to Retail and Town Centre Development and Economic Development, Employment Land and Premises.	To allow the Scrutiny Committee to consider feedback and to assess new guidance.	Marcus Goldsworthy, Director of Place <a href="mailto:MJGoldsworthy@valeofglamorgan.gov.uk">MJGoldsworthy@valeofglamorgan.gov.uk</a>	Presented to Committee.

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
20 <sup>th</sup> June 2023	Vale of Glamorgan Council: Annual Performance Calendar 2023/24	Cabinet Forward Work Programme Item.	To present the Vale of Glamorgan Council: Annual Performance Calendar 2023/24	To allow the Scrutiny Committee to comment on the Annual Performance Calendar	Tom Bowring, Director of Corporate Performance and Resources 01446 709766 <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Presented to Committee.
20 <sup>th</sup> June 2023	Becoming a Placemaking Wales Charter signatory and developing Placemaking Plans	Reference from Cabinet – 25 <sup>th</sup> May 2023	To grant delegated authority for the Council to sign up to the Placemaking Wales Charter and to grant delegated authority for the Council to apply for Welsh Government funding to develop Placemaking Plans for each of the four towns in the Vale.	To allow the Scrutiny Committee to assess the Charter and provide feedback to Cabinet.	Marcus Goldsworthy, Director of Place <a href="mailto:MJGoldsworthy@valeofglamorgan.gov.uk">MJGoldsworthy@valeofglamorgan.gov.uk</a>	Presented to Committee.
20 <sup>th</sup> June 2023	Project Zero	Cabinet Forward Work Programme Item.	To consider progress in implementing the Climate Change Challenge Plan.	To seek Members views and provide an update.	Tom Bowring, Director of Corporate Performance and Resources 01446 709766 <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Presented to Committee.

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20 <sup>th</sup> June 2023	Cardiff Capital Region City Deal - Joint Scrutiny Committee Nominated Deputy.	Joint Scrutiny Arrangements	To seek nominations to the position of deputy to the Vale of Glamorgan representative to the Cardiff Capital Region City Deal - Joint Scrutiny Committee	To appoint a deputy member.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a>	Presented to Committee.
18 <sup>th</sup> July 2023	Closure of Accounts 2022/23	Cabinet Forward Work Programme Item.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2022/23 financial year.	To review expenditure for 2022/23	Matthew Sewell, Principal Accountant. 02920 673 140 <a href="mailto:MSewell@valeofglamorgan.gov.uk">MSewell@valeofglamorgan.gov.uk</a>	Presented to Committee.

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18 <sup>th</sup> July 2023	Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2022/23 (End of Year 2022/23 Performance Report)	Cabinet Forward Work Programme Item.	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 Performance and Resources 01446 709766 <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>  Emma Reed, Head of Neighbourhood Services and Transport  Marcus Goldsworthy, Director of Place	Presented to Committee.
18 <sup>th</sup> July 2023	Proposed Traffic Regulation Order (TRO) for Exceptions to Wales 20mph Default Speed Limit and Implementation of Ancillary Speed Limits – Cabinet: 6th July, 2023.	Reference from Cabinet - Late Item added to Agenda – Not listed on Cabinet Forward Work Programme	To allow Scrutiny of proposals.	To ensure that the views of the Scrutiny Committee are considered prior to a future decision being taken by Cabinet on the proposed TRO	Miles Punter Director of Environment and Housing.	Present to Committee.
<b>AUGUST RECESS – NO MEETINGS</b>						
19 <sup>th</sup> September 2023	Financial Strategy 2024/25	Reference from Cabinet - Late Item added to Agenda – Not listed for Scrutiny	To review the financial pressures over the medium term and put in place a	The Council is open to clear and transparent financial reporting and an appropriate	Matthew Sewell, Principal Accountant. 02920 673 140 <a href="mailto:MSewell@valeofglamorgan.gov.uk">MSewell@valeofglamorgan.gov.uk</a>	Presented to Committee.

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		on Cabinet Forward Work Programme	strategy for delivering the 2024/25 budget and sustainable finances over the medium term	level of challenge to the management of its finances. A key element of the challenge process is through the Council's scrutiny function.	Emma Reed, Head of Neighbourhood Services and Transport  Marcus Goldsworthy, Director of Place	
19 <sup>th</sup> September 2023	Draft Capital Strategy 2024/25 and Initial Capital Programme Proposals 2024/25 to 2028/29	Reference from Cabinet - Late Item added to Agenda – Not listed on Cabinet Forward Work Programme	To gain approval for the Initial Capital Programme Proposals for 2024/25 to 2028/29 so that they may be submitted to Scrutiny Committees for consultation and to set out the Draft Capital Strategy for Cabinet Member to consider	In order for Members to be appraised of the initial status of the Capital Programme for 2024/25 to 2028/29	Matthew Sewell, Principal Accountant. 02920 673 140 <a href="mailto:MSewell@valeofglamorgan.gov.uk">MSewell@valeofglamorgan.gov.uk</a>  Emma Reed, Head of Neighbourhood Services and Transport  Marcus Goldsworthy, Director of Place	Presented to Committee.
19 <sup>th</sup> September 2023	Revised Highway Maintenance Three Year Plan 2022 – 2024	Reference from Cabinet - Late Item added to Agenda – Not listed on Cabinet Forward Work Programme	To update Cabinet of the budget pressures impacting on the Three Year Resurfacing Plan and to agree the	To ensure that the relevant Scrutiny Committee can consider the details of the Highway Resurfacing Three Year Plan (2022-	Emma Reed, Head of Neighbourhood Services and Transport	Presented to Committee.

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			priority locations for resurfacing works for 2023/24.	2024), prior to it being formally agreed.		
19 <sup>th</sup> September 2023	Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 (Pre-consultation Draft).	Reference from Cabinet.	Seeking members views.	To be confirmed.	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>  Emma Reed, Head of Neighbourhood Services and Transport  Marcus Goldsworthy, Director of Place	Presented to Committee.
19 <sup>th</sup> 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 <sup>st</sup> April 2023 to 30 <sup>th</sup> June 2024 for the Corporate Plan.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>  Emma Reed, Head of Neighbourhood Services and Transport  Marcus Goldsworthy, Director of Place	Presented to Committee.
19 <sup>th</sup> September 2023	Shared Prosperity Fund.	Reference from Cabinet	Update report	To assessing funding via the Shared Prosperity Fund.	Marcus Goldsworthy, Director of Place <a href="mailto:MJGoldsworthy@valeofglamorgan.gov.uk">MJGoldsworthy@valeofglamorgan.gov.uk</a>	Deferred to the October meeting
19 <sup>th</sup> September 2023	Revenue and Capital Monitoring 1 <sup>st</sup> April 2023 to 31 <sup>st</sup> May 2023.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and	The Capital Economic Regeneration Reserve is managed effectively, and budgets are	Matthew Sewell, Principal Accountant. 02920 673 140 <a href="mailto:MSewell@valeofglamorgan.gov.uk">MSewell@valeofglamorgan.gov.uk</a>	Presented to Committee.

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			capital expenditure for the period 1 <sup>st</sup> April to 31 <sup>st</sup> May 2023.	matched to operational responsibilities.		
17 <sup>th</sup> October 2023	Update on Recycling and Waste Service Changes	Service Changes to Waste and Recycling – 14 <sup>th</sup> February 2023	To report the update position on the service changes.	To allow the Scrutiny Committee to assess progress.	Emma Reed, Head of Neighbourhood Services and Transport Colin Smith, Operational Manager	To be deferred to December meeting.
17 <sup>th</sup> October 2023	Local Development Plan Annual Monitoring Report.	Cabinet Forward Work Programme Item. Reference from Cabinet	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.	To provide Cabinet with the views of the Scrutiny Committee.	Marcus Goldsworthy, Director of Place <a href="mailto:MJGoldsworthy@valeofglamorgan.gov.uk">MJGoldsworthy@valeofglamorgan.gov.uk</a>	Item on Agenda for 17 <sup>th</sup> October
17 <sup>th</sup> October 2023	Replacement Local Development Plan Preferred Strategy.	Cabinet Forward Work Programme Item.	To seek approval to commence a statutory public consultation on the Replacement Local	To allow the Scrutiny Committee to assess the LDP Preferred Strategy.	Marcus Goldsworthy, Director of Place <a href="mailto:MJGoldsworthy@valeofglamorgan.gov.uk">MJGoldsworthy@valeofglamorgan.gov.uk</a>	To be presented in November.

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			Development Plan Preferred Strategy			
17 <sup>th</sup> October 2023	2 <sup>nd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Previous update 15 <sup>th</sup> May 2023	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2022/23.	To maintain effective tracking of the Committee's recommendations.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a>	Item on the Agenda for 17 <sup>th</sup> October.
14 <sup>th</sup> November 2023	Revenue and Capital Monitoring 1 <sup>st</sup> April to 31 <sup>st</sup> October 2023.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period 1 <sup>st</sup> April to 31 <sup>st</sup> October 2023.	The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	C. James, Accountant. <a href="mailto:cjames@valeofglamorgan.gov.uk">cjames@valeofglamorgan.gov.uk</a>	
12 <sup>th</sup> December 2023	Annual Delivery Plan - Quarter 2 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 2 performance results for the period 1 <sup>st</sup> July 2023 to 30 <sup>th</sup> September 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 aimed at making a positive difference to the lives of Vale of Glamorgan citizens.	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>  Emma Reed, Head of Neighbourhood Services and Transport  Marcus Goldsworthy, Director of Place	



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12 <sup>th</sup> December 2023.	Review Financial Strategy and Medium Term Financial Plan Refresh	Cabinet Forward Work Programme Item	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	C. James, Accountant. <a href="mailto:cjames@valeofglamorgan.gov.uk">cjames@valeofglamorgan.gov.uk</a>	
17 <sup>th</sup> January 2024	Draft Annual Delivery Plan – 2024/25	Cabinet Forward Work Programme Item.	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 ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan (Improvement Plan Part 1)	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>  Emma Reed, Head of Neighbourhood Services and Transport  Marcus Goldsworthy, Director of Place	
20 <sup>th</sup> February 2024	Updated Revenue Budget and Medium Term Financial Pan Report – 2024/25	Cabinet Forward Work Programme Item.	To inform Scrutiny Committee of the amended revenue budget for 2023/24 and to submit for consideration the revenue budget	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	C. James, Accountant. <a href="mailto:cjames@valeofglamorgan.gov.uk">cjames@valeofglamorgan.gov.uk</a>	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			proposals for 2024/25.			
20 <sup>th</sup> February 2024	Updated Capital Budget Report – 2024/25 to 2028/29.	Cabinet Forward Work Programme Item.	To submit the Initial Capital Programme Proposals for 2024/25 to 2028/29.	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	C. James, Accountant. <a href="mailto:cjames@valeofglamorgan.gov.uk">cjames@valeofglamorgan.gov.uk</a>	
20 <sup>th</sup> February 2024	Revenue and Capital Monitoring 1 <sup>st</sup> April 2023 to 30 <sup>th</sup> November 2023.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period 1 <sup>st</sup> April to 30 <sup>th</sup> November 2023.	The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	C. James, Accountant. <a href="mailto:cjames@valeofglamorgan.gov.uk">cjames@valeofglamorgan.gov.uk</a>	
20 <sup>th</sup> February 2024	Vale of Glamorgan Council – Proposed Fees and Charges	Cabinet Forward Work Programme Item.	To propose service changes.	To allow scrutiny of proposals.	C. James, Accountant. <a href="mailto:cjames@valeofglamorgan.gov.uk">cjames@valeofglamorgan.gov.uk</a>	
12 <sup>th</sup> March 2024	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan 2024/25.	Cabinet Forward Work Programme Item.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan (Improvement Plan Part 1)	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>  Emma Reed, Head of Neighbourhood Services and Transport  Marcus Goldsworthy, Director of Place	

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
12 <sup>th</sup> 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 <sup>st</sup> October 2023 to 31 <sup>st</sup> 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.	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>  Emma Reed, Head of Neighbourhood Services and Transport  Marcus Goldsworthy, Director of Place	
16 <sup>th</sup> April 2024						

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

Report/Presentations	Responsible Officer and Contact Details	Commentary
<ol style="list-style-type: none"> <li>1. Tree Strategy to be considered November or Deceber</li> <li>2. Update on the Coastal Erosion and Flooding</li> </ol>	Emma Reed, Head of Neighbourhood Services and Transport	

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**Site Visit** – Barry Docks Interchange visit to be arranged following meeting held on 19<sup>th</sup> September.

**Possible Task and Finish Group Suggestions:**

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

**Annual Reports**

<b>Report</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
<b>Performance Monitoring Reports</b>		
Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 20**/**.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
End of Year 20**/** Performance Report	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in September each year.

### Financial Reports

Closure of Accounts 20**/**.	C. James, Accountant. <a href="mailto:cjames@valeofglamorgan.gov.uk">cjames@valeofglamorgan.gov.uk</a>	Usually in July each year.
Initial Revenue Programme Budget Proposals.	C. James, Accountant. <a href="mailto:cjames@valeofglamorgan.gov.uk">cjames@valeofglamorgan.gov.uk</a>	Usually in December each year.
Initial Capital Programme Budget Proposals.	C. James, Accountant. <a href="mailto:cjames@valeofglamorgan.gov.uk">cjames@valeofglamorgan.gov.uk</a>	Usually in December each year.

### Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
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### Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a>	Usually May each year. Reporting on Jan, Feb and Mar.

1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually July each year. Reporting on Apr, May and Jun.
2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.
3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.
Quarter 1 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually October each year. Reporting on April, May and June.
Quarter 2 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually December each year. Reporting on July and September.
Quarter 3 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year. Reporting on October, November and December.

### **Infrequent**

- Cabinet References.
- Revenue and Capital Monitoring Reports.
- 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.**