

Meeting of:	Environment and Regeneration Scrutiny Committee
Date of Meeting:	Tuesday, 16 January 2024
Relevant Scrutiny Committee:	Environment and Regeneration
Report Title:	3rd 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>Executive Summary:</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"> - 2nd Quarter Recommendation Tracking Jul to Sep 2023 (Appendix A); - 3rd Quarter Recommendation Tracking Oct to Dec 2023 (Appendix B); and - Updated Forward Work Programme Schedule for 2023/24 (Appendix C). 	

Recommendations

1. That the status of the actions listed in Appendices A and B 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) October to December 2023 as considered and agreed by Cabinet on 5th 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 were scheduled to be reported in the previous quarters (Q1 and Q2).
- 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 B) 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.

2.8 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, 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 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 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 Scrutiny Committee Chairs and Vice-Chairs Group is scheduled for Tuesday, 30th January, 2024.
- 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 FWP 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 21st 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 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.

- 2.18** 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 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/Committee%20Reports/Committee%20Information/Public-Speaking-Guides/23-12-04-%E2%80%93-Approved-by-Council-Version.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

[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 2023 to April 2024 and Cabinet Quarterly Work Programmes – July to September 2023 and October to December 2023.

Uncompleted Recommendations

2nd Quarter 2023-24

Appendix A
July – Sept 2023

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

19 September 2023				
Min. No. 362 – Revised Highway Maintenance Three Year Plan 2022 – 2024 (REF) – Recommended	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.			Cabinet, at its meeting on 19 th October, 2023 noted the discussion and comments of the Scrutiny Committee. (Min No C122 refers)	Completed

Uncompleted Recommendations

3rd 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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17 October 2023

Min. No. 455 – Shared Prosperity Fund Update Report (REF) – Recommended	Environment & Regeneration			
(2) That further reports are presented to the Environment and Regeneration Scrutiny Committee which set out progress against the allocations as set out in the report.			Added to the Scrutiny Committee’s Forward Work Programme schedule.	Completed
Min. No. 457 – 1st and 2nd Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24 (DCR) – Recommended	Environment & Regeneration			
(2) That the Forward Work Programme schedule for 2023/24 be updated to include future reports regarding residential parking permits and changes to local bus services and once updated for Appendix C to be uploaded to the Council’s website.			Updated Forward Work Programme Schedule uploaded to the Council’s website.	Completed

14 November 2023

Min. No. 514 – Vale of Glamorgan Replacement Local Development Plan 2021-2036 Revised Delivery Agreement and Draft Preferred Strategy (REF) – Recommended	Environment & Regeneration			
That Cabinet be advised of the view of the Environment and Regeneration Scrutiny Committee for the formal consultation period to be increased from 8 weeks to 10 weeks.			Cabinet, at its meeting on 16 th November, noted the Scrutiny Committee’s comments. (Min. C161 refers).	Completed

12 December 2023

Min. No. – Refresh of Medium Term Financial Plan 2023/24 to 2028/29 (REF) – Recommended	Environment & Regeneration			
(1) That the Environment and Regeneration Scrutiny Committee supports the commitment to ensure services			To be referred to Cabinet.	Ongoing

Uncompleted Recommendations

3rd 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
to the most vulnerable residents are maintained and for this to be relayed to Cabinet.				
(2) That Cabinet be also advised of the view of the Environment and Regeneration Scrutiny Committee that as the Council was facing some significant challenges in the terms of the budget position, that it was important that the Council emphasised the need to ensure that public consultation clearly sets out the financial challenges within the reality of the economic pressures that the Council was facing in order to ensure expectations were managed.			To be referred Cabinet.	Ongoing



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 rd May 2023	4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward	Last report March 2023.	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work	To maintain effective tracking of the Committee's recommendations and to plan its forward work	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@valeofglamorgan.gov.uk	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
	Work Programme Schedule 2023/24.		programme for 2023/24.	programme for 2023/24.		
23 rd 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 th 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 MJGoldsworthy@valeofglamorgan.gov.uk	Presented to Committee.
20 th 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 Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	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 th June 2023	Becoming a Placemaking Wales Charter signatory and developing Placemaking Plans	Reference from Cabinet – 25 th 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 MJGoldsworthy@valeofglamorgan.gov.uk	Presented to Committee.
20 th 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 Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	Presented to Committee.
20 th 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	To appoint a deputy member.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@valeofglamorgan.gov.uk	Presented to Committee.

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			the Cardiff Capital Region City Deal - Joint Scrutiny Committee			
18 th 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 MSewell@valeofglamorgan.gov.uk	Presented to Committee.
18 th 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 Resources 01446 709766 TBowring@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport Marcus Goldsworthy, Director of Place	Presented to Committee.

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18 th 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.	Presented to Committee.
AUGUST RECESS – NO MEETINGS						
19 th September 2023	Financial Strategy 2024/25	Reference from Cabinet - Late Item added to Agenda – Not listed for Scrutiny on Cabinet Forward Work Programme	To review the financial pressures over the medium term and put in place a strategy for delivering the 2024/25 budget and sustainable finances over the medium term	The Council is open to clear and transparent financial reporting and an appropriate level of challenge to the management of its finances. A key element of the challenge process is through the Council's scrutiny function.	Matthew Sewell, Principal Accountant. 02920 673 140 MSewell@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport Marcus Goldsworthy, Director of Place	Presented to Committee.
19 th September 2023	Draft Capital Strategy 2024/25 and Initial Capital	Reference from Cabinet - Late Item added to Agenda – Not	To gain approval for the Initial Capital Programme	In order for Members to be appraised of the initial status of the Capital Programme	Matthew Sewell, Principal Accountant. 02920 673 140 MSewell@valeofglamorgan.gov.uk	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
	Programme Proposals 2024/25 to 2028/29	listed on Cabinet Forward Work 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	for 2024/25 to 2028/29	Emma Reed, Head of Neighbourhood Services and Transport Marcus Goldsworthy, Director of Place	
19 th 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 priority locations for resurfacing works for 2023/24.	To ensure that the relevant Scrutiny Committee can consider the details of the Highway Resurfacing Three Year Plan (2022-2024), prior to it being formally agreed.	Emma Reed, Head of Neighbourhood Services and Transport	Presented to Committee.
19 th September 2023	Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23	Reference from Cabinet.	Seeking members views.	To be confirmed.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Presented to Committee.

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	(Pre-consultation Draft).				Emma Reed, Head of Neighbourhood Services and Transport Marcus Goldsworthy, Director of Place	
19 th September 2023	Annual Delivery Plan - Quarter 1 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 1 performance results for the period 1 st April 2023 to 30 th June 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 jarchampong@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport Marcus Goldsworthy, Director of Place	Presented to Committee.
19 th September 2023 17 th October 2023	Shared Prosperity Fund.	Reference from Cabinet	Update report	To assessing funding via the Shared Prosperity Fund.	Marcus Goldsworthy, Director of Place MJGoldsworthy@valeofglamorgan.gov.uk	Deferred to the October meeting
19 th September 2023	Revenue and Capital Monitoring 1 st April 2023 to 31 st May 2023.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period 1 st April to 31 st May 2023.	The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	Matthew Sewell, Principal Accountant. 02920 673 140 MSewell@valeofglamorgan.gov.uk	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
17 th October 2023 17 th January 2024 20 th February 2024	Update on Recycling and Waste Service Changes	Service Changes to Waste and Recycling – 14 th 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. Deferred further to February meeting as report requires Cabinet approval.
17 th 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 MJGoldsworthy@valeofglamorgan.gov.uk	Presented to Committee.

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17 th October 2023 14 th November 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 Development Plan Preferred Strategy	To allow the Scrutiny Committee to assess the LDP Preferred Strategy.	Marcus Goldsworthy, Director of Place MJGoldsworthy@valeofglamorgan.gov.uk	Presented in November.
17 th October 2023	2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Previous update 15 th 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 gjdavies@valeofglamorgan.gov.uk	Presented to Committee.
14 th November 2023 12 th December 2023	Revenue and Capital Monitoring 1 st April to 31 st October 2023.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period 1 st April to 31 st October 2023.	The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	C. James, Accountant. cjames@valeofglamorgan.gov.uk	Deferred to December meeting.
12 th December 2023	Annual Delivery Plan - Quarter 2 2023/24	Cabinet Forward Work Programme Item.	To present quarter 2 performance results for the period 1 st July	To ensure the Council clearly demonstrates the progress being made towards	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Presented to Committee.

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	Performance Report.		2023 to 30 th September 2023 for the Corporate Plan Well-being Outcome.'	achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.	Emma Reed, Head of Neighbourhood Services and Transport Marcus Goldsworthy, Director of Place	
12 th 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. cjames@valeofglamorgan.gov.uk	Presented to Committee.
17 th January 2024 20 th February 2024.	Update on Recycling and Waste Service Changes	Service Changes to Waste and Recycling – 14 th 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	Deferred from October and scheduled for the February meeting.
17 th January 2024	Draft Annual Delivery Plan – 2024/25	Cabinet Forward Work Programme Item.	To advise Cabinet of the progress on the 2023/24 Capital	To ensure the views of all key stakeholders including Scrutiny Committees, inform the	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Brought forward for December meeting.

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12 th December 2023			Programme for the period 1st April to 31st August, 2023 and to request changes to the Capital Programme	Council's draft Annual Delivery Plan (Improvement Plan Part 1)	Emma Reed, Head of Neighbourhood Services and Transport Marcus Goldsworthy, Director of Place	Presented to Committee.
17 th January 2023	Project Zero – Climate Change Challenge Plan	Cabinet Forward Work Programme Item.	To consider the progress to achieve the Climate Change Challenge Plan.	To seek Members' views.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	Additional item added to FWP.
17 th January 2023	Vale of Glamorgan Tree Strategy	Cabinet Forward Work Programme Item.	To consider the first draft of the Vale of Glamorgan Council Tree Strategy 2024/39 and to agree arrangements for public consultation.	To seek Members' views.	Emma Reed, Head of Neighbourhood Services and Transport	Item on the Agenda for January meeting.
17 th January 2023	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work	Previous update in October 2023.	To report progress on the Scrutiny recommendations [Oct, Nov & Dec] and to confirm the Committee's work	To maintain effective tracking of the Committee's recommendations.	Mr Gareth Davies Democratic Services	Item on the Agenda for January meeting.

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	Programme Schedule 2023/24.		programme for 2023/24.			
20 th February 2024	Audit Wales Recommendations regarding Governance and the Planning Service	Additional report. To be referred from Planning Committee 25 th January.	To present the findings of Audit Wales' review of the Planning Service's governance arrangements, and to present the proposed response to those recommendations.	To allow the Scrutiny Committee to assess the outcome of a review undertaken by Audit Wales.	Marcus Goldsworthy, Director of Place	New FWP item. To be referred from Planning Committee.
20 th February 2024	Update on Recycling and Waste Service Changes	Service Changes to Waste and Recycling – 14 th February 2023. To be referred from Cabinet in January.	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	Deferred from October. Requires prior approval from Cabinet.
20 th February 2024	Updated Revenue Budget and Medium Term Financial Plan 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. cjames@valeofglamorgan.gov.uk	

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			proposals for 2024/25.			
20 th 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. cjames@valeofglamorgan.gov.uk	
20 th February 2024	Revenue and Capital Monitoring 1 st April 2023 to 30 th November 2023.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period 1 st April to 30 th November 2023.	The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	C. James, Accountant. cjames@valeofglamorgan.gov.uk	
20 th 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. cjames@valeofglamorgan.gov.uk	
12 th 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	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport	

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
				(Improvement Plan Part 1)	Marcus Goldsworthy, Director of Place	
12 th March 2024	Annual Delivery Plan - Quarter 3 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 3 performance results for the period 1 st October 2023 to 31 st December 2023 for the Corporate Plan Well-being Outcome.'	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport Marcus Goldsworthy, Director of Place	
16 th April 2024						

Corporate Safeguarding Reports – sent out as “For Information Reports”

- Annual Report 2022/23 sent 5th October 2023
- Mid Year Update 2023/24 sent 22nd November 2023

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"> 1. Update on the Coastal Erosion and Flooding 2. Residential Parking Permits 3. Local Bus Services – requests from Councillors Ewan Goodjohn, Mark Hooper and Samantha Campbell. 4. Cardiff Region City Deal 5. Shared Prosperity Fund Update – to be reported July 2024. 	<p>Emma Reed, Head of Neighbourhood Services and Transport</p> <p>Marcus Goldsworthy, Director of Place.</p>	

Site Visit – Barry Docks Interchange visit to be arranged following meeting held on 19th September.

Possible Task and Finish Group Suggestions:

<u>Subject</u>	<u>Responsible Officer</u>	<u>Commentary</u>
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15 Minutes Community		To be considered post completion of CPR review into procurement.
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Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Performance Monitoring Reports		
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. cjames@valeofglamorgan.gov.uk	Usually in July each year.
Initial Revenue Programme Budget Proposals.	C. James, Accountant. cjames@valeofglamorgan.gov.uk	Usually in December each year.
Initial Capital Programme Budget Proposals.	C. James, Accountant. cjames@valeofglamorgan.gov.uk	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 th 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 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.	Usually January each year. Reporting on October, November and December.

	01446 709 249 gjdavies@valeofglamorgan.gov.uk	
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.