

Meeting of:	<b>Healthy Living and Social Care Scrutiny Committee</b>
Date of Meeting:	<b>Tuesday, 12 January 2021</b>
Relevant Scrutiny Committee:	Healthy Living and Social Care
Report Title:	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.
Purpose of Report:	To report progress on the Scrutiny recommendations and to confirm the updated Committee's Work Programme for 2020/21.
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Amy Rudman, Democratic and Scrutiny Services Officer, 01446 709 855.
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• The report advises Members of progress in relation to the Scrutiny Committee's recommendations and the updated Work Programme Schedule for 2020/21: <ul style="list-style-type: none"> <li>- 3rd Quarter October to December 2020 (Appendix A);</li> <li>- 2nd Quarter July to September 2020 (Appendix B);</li> <li>- Municipal Year 2019-20 (Appendix C);</li> <li>- Updated Work Programme Schedule for 2020/21 (Appendix D).</li> </ul> </li> </ul>	

## **Recommendations**

1. That the views of the Committee on the status of the actions listed in Appendices A, B and C to the report be sought.
2. That the suggested Work Programme Schedule attached at Appendix D be approved and uploaded to the Council's website.

## **Reasons for Recommendations**

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

## **1. Background**

### **2. Key Issues for Consideration**

- 2.1 Appendices A to C attached to this report set out the recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed
- 2.2 It is important that Scrutiny Committee decisions 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 Due to the Covid-19 National Pandemic, Scrutiny Committee meetings were cancelled between March and July 2020. Following the August Recess, meetings resumed in September 2020. Therefore, there are no recommendations of the Committee for Quarter 1 of the 2020/21 Municipal year and only the September meeting recommendations for Quarter 2.
- 2.4 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix D, 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 Work Programme has been aligned to the Cabinet Forward Work Programme. 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.

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.

- 2.6** In response to the recent Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its forward work programme (attached at Appendix D) by identifying:
- The specific areas of interest for the Committee;
  - How to engage stakeholders (including Ward Members and the public);
  - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, joint approaches to scrutiny etc.);
  - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.7** Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.
- 2.8** The Work Programme can also be found on the Council's website at 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.
- 3.2** Scrutiny Committee forward work programmes are published by the Council 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 work programme provides details of reports and items proposed to be considered by the Committee over the coming year.

### **4. Resources and Legal Considerations**

#### **Financial**

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

## **Employment**

**4.2** None as a direct result of this report.

## **Legal (Including Equalities)**

**4.3** None as a direct result of this report.

## **5. Background Papers**

Q4 Tracking ([valeofglamorgan.gov.uk](http://valeofglamorgan.gov.uk)) .

Uncompleted Recommendations

3<sup>rd</sup> Quarter 2021/21

SCRUTINY DECISION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE 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>10 November 2020</b>				
<b>Min. No. 171 – Annual Social Services Representations and Complaints Report 2019/20 (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That the Scrutiny Committee continues to receive an annual report in relation to complaints and compliments received by the Social Services Directorate.			Added to work programme schedule.	Completed
<b>8 December 2020</b>				
<b>Min. No. 244 - Vale, Valleys and Cardiff Regional Adoption Collaborative Annual Report 2019/20 (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) T H A T Committee continues to receive annual reports in line with the requirements of the Legal Agreement that underpins the Collaborative.			Added to work programme schedule.	Completed

# Uncompleted Recommendations

2<sup>nd</sup> Quarter 2020/21

**SCRUTINY DECISION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE 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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<b>15 September 2020</b>				
<b>Min. No. 21 – 4<sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21 (MD) – Recommended</b>	Healthy Living & Social Care			
<p>(3) That the suggested Work Programme Schedule attached at Appendix D be approved and uploaded to the Council's website subject to the following amendments:</p> <ul style="list-style-type: none"> <li>(i) The presentation originally scheduled for April 2020 from Innovate Trust be scheduled for the January 2021 Committee meeting to coincide with the next update report presented to the Committee on Telecare Services;</li> <li>(ii) The Annual Social Services Representations and Complaints Report 2019/20 be slipped from the October 2020 meeting to the November 2020 meeting as per the Director's request.</li> </ul>			Work Programme Schedule amended and uploaded to the Council's website.	Completed

## Uncompleted Recommendations

2019-20

Apr 2019 – Mar 2020

SCRUTINY DECISION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

**18 June 2019**

<b>Min. No. 48 – Reshaping Services – Adult Day Services Meal Provision (DSS) – Recommended</b>	Healthy Living & Social Care			
That the report be accepted and the comments of the Committee be included in a final report to Cabinet.			Pending report being received by Cabinet. Confirmed with Cabinet Officer that report scheduled for March 2021 on CFWP.	Ongoing

**17 September 2019**

<b>Min. No. 283 – Presentation: Frail Older Persons Pathway and Future of the Sam Davies Ward at Barry Hospital, Cardiff and Vale Health Board – Recommended</b>	Healthy Living and Social Care			
That both the comments collated as part of the public engagement exercise on frail older persons' pathway care as well as the University Health Board's responses to the collated comments be presented to Committee by the University Health Board following the end of the public consultation exercise.			<p>Consultation exercise to conclude on 6<sup>th</sup> November, 2019.</p> <p>Update received from the UHB on 5<sup>th</sup> March, 2020 via email. Update forwarded to Committee Members on 5<sup>th</sup> March, 2020 at 16:28.</p> <p>Response to presentation request expected week commencing 9<sup>th</sup> March, 2020 following joint Executive meeting between UHB and the Council.</p> <p>Confirmation that UHB willing to provide an update presentation received on 9<sup>th</sup> March, 2020 at 08:40. Future Committee meeting dates (prior to the August 2020 recess) provided to UHB on 9<sup>th</sup> March, 2020 at 10:02.</p> <p>Presentation was scheduled for the 21<sup>st</sup> April 2020 Committee Meeting but meeting cancelled due to national pandemic.</p> <p>UHB contacted 14/12/20 to reschedule presentation for February 2021. Confirmation received 21/12/20. Added to Forward Work Programme.</p>	Completed

## Uncompleted Recommendations

2019-20

SCRUTINY DECISION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE 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

11 February 2020				
<b>Min. No. 667 – Sports And Play: Update (DEH) – Recommended</b>	Healthy Living & Social Care			
(3) That pages 3 through to 23 of the Vale Sport and Physical Activity Snapshot report (Appendix A) be referred to the Learning and Culture Scrutiny Committee.			Reference noted by the Learning and Culture Scrutiny Committee at its meeting on 12th November 2020 (minute number 667). [Was referred to the Learning and Culture Scrutiny Committee meeting on 19 <sup>th</sup> March, 2020 but meeting cancelled due to the national pandemic.]	Completed





Healthy Living & Social Care Scrutiny Committee

# Forward Work Programme

January 2021 – April 2021

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
12 <sup>th</sup> January 2021	3 <sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	<a href="#">Previous 4<sup>th</sup> Quarter Reported: September '20.</a>	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2020/21.	To maintain effective tracking of the Committee's recommendations.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	1 <sup>st</sup> & 2 <sup>nd</sup> Quarter Reports missed due to Covid-19. Uploaded to Agenda.
	Update on the Cardiff and Vale of Glamorgan Regional Partnership Board.	<a href="#">Annual Report; last received Jan '20.</a>	To update Members on the work of the Cardiff and Vale of Glamorgan Regional Partnership Board in relation to the integration of health and social care.	To increase awareness of the work of the Cardiff and Vale of Glamorgan Regional Partnership Board. 2. To ensure Members continue to receive updated information regarding the progress of the Regional Partnership Board.	Cath Doman, Director of Health and Social Care, Integration at Cardiff and Vale Integrated Health and Social Care Partnership. <a href="mailto:Cath.Doman@wales.nhs.uk">Cath.Doman@wales.nhs.uk</a>	Uploaded to Agenda.
	Audit Wales Review of Out-sourced Leisure Services – Vale of	External Partner	To advise Members of the findings of the Auditor General	Undertake scrutiny and review of the findings of Audit Wales' review of	External Facilitator: Samantha Clements Audit Lead	Uploaded to Agenda.

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	Glamorgan Council		for Wales' examination of the Vale of Glamorgan's outsourced leisure services alongside the Council's response to its findings	the Council's out-sourced Leisure Services as well as the Council's response and the Council responds appropriately and implements areas of improvement as identified by Audit Wales.	Samantha.Clements@audit.wales> 02920320500 / 07837825175  Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevett@valeofglamorgan	
	Revenue and Capital Monitoring for the Period 1st April to 30 <sup>th</sup> November, 2020.	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Committee of the progress relating to revenue and capital expenditure for the period 1st April to 30 <sup>th</sup> November 2020.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 CMichael@valeofglamorgan.gov.uk	Uploaded to agenda.

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
9 <sup>th</sup> February 2021	Leisure Management Contract – Year 8 Performance Report.	<a href="#">Annual Report; Year 7 report received February '20.</a>	To provide an update on the performance of the Leisure Management Contract.	To note the performance of the contractor during this period.	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevett@valeofglamorgan.gov.uk	
	<b>Presentation</b> – Improving Care for Frail Older People in the Vale of Glamorgan (Sam Davies Ward) - Update, Len Richards Chief Executive.	Last presentation received September '19.	To advise Members of the 2019 public engagement exercise on proposals to improve care for frail older people in the Vale of Glamorgan.	Members to further consider the results of the public consultation following the end of the exercise as per the Committee's recommendation (Min. No. 283).	External Facilitators: Len Richards (UHB Chief Executive) and Lisa Dunsford (Director of Operations for the Primary, Intermediate and Community Care)  Anne Wei, Cardiff and Vale UHB - Strategic + Service. 029 2183 6063 <a href="mailto:Anne.Wei@wales.nhs.uk">Anne.Wei@wales.nhs.uk</a>	Confirmation of attendance received 21/12/20.
9 <sup>th</sup> March 2021	Children and Young People Services Annual Placement Review – Six Month Activity Update.	Annual and Biannual Report:  <a href="#">Last report received was Annual; September '19.</a>	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the	Committee is aware of recent developments in corporate arrangements for safeguarding and to exercise effective scrutiny of	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	

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		Last Biannual was due March '20 but meeting cancelled due to national pandemic.	Council and to provide assurance and understanding around safeguarding activity taking place across the Council.	this key area of corporate working.		
	Autistic Spectrum Disorder (ASD): Adult Autism Team. <b>With supporting presentation as per request raised at Jan '20 meeting.</b>	<a href="#">Annual Report; last received Jan '20.</a>	To provide Members with an update on the Adult Autism Team and to outline future actions to be undertaken	To keep Members apprised of the work of the Adult Autism Team and its achievements to date.	Keith Ingram, Autistic Spectrum Disorder Project Lead Officer. 02921 824 240 keingram@valeofglamorgan.gov.uk	Slipped from January meeting on Director's request.
	<b>Presentation</b> - Intelligent Personal Assistants.	<a href="#">Requested at January 2020 meeting.</a>  Was due March 2020 but delayed due to the meeting being	To provide members with information regarding the use of Mainstream Technology to Enhance Independent Living	Members are able to make informed decisions on the challenges, opportunities and strategic direction of the Vale of Glamorgan Council's Telecare	Nick French, Chief Executive, Innovate Trust. Ashley Bale / Digital Inclusion & Innovations Manager 02920 382151 Ext: 247 ashley.bale@innovate-trust.org.uk	Scheduled for January on Committee's request 15/09/20. Slipped from January meeting on

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		cancelled in response to the national pandemic.		service and make recommendations for improving technology.		Director's request.
	Telecare Services Update.	<a href="#">Annual Report: last received Jan '20.</a>	To update Members regarding the service developments made over the past 12 months by the Vale of Glamorgan Telecare Service	To appraise Members on the challenges, opportunities and strategic direction of the Vale of Glamorgan Council's Telecare service.	Andrew Cole, Operational Manager Locality Services. 07775 634 180 acole@valeofglamorgan.gov.uk	To be received at same meeting as IPA presentation.
	Vale of Glamorgan Wellbeing Objectives and Improvement Plan Part 1/Annual Delivery Plan.		To present the Council's Wellbeing Objectives and Improvement Plan Part 1, the associated priority actions as reflected in Service Plans and proposed improvement targets for	The views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan (Improvement Plan Part 1), associated Service Plan activities and service improvement targets and Service	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			Cabinet's consideration in line with the requirements of the Local Government Measure and Wellbeing of Future Generations Act	Plans aligned to this Committee's remit are accurate, up to date and relevant and become the main document through which performance against the Corporate Plan's Annual Delivery Plan is monitored and measured. The Council's Corporate Plan Performance Measurement Framework identifies a relevant set of performance measures and targets against which the Annual Delivery Plan can be monitored and measured in line with requirements of the Local		

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				Government (Wales) Measure 2009 and in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.		
13 <sup>th</sup> April 2021	Revenue and Capital Monitoring 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> January 2021.	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Committee of the progress relating to revenue and capital expenditure for the period 1st April to 31st January 2021.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 CMichael@valeofglamorgan.gov.uk	
13 <sup>th</sup> April 2021	Carers Strategy	<a href="#">Annual Report: Last received June 2019.</a>	To update Scrutiny Committee on support for carers	Members are apprised on the Regional Work Stream for Carers, and the plans for a Regional Strategy	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 amphillips@valeofglamorgan.gov.uk	Added to April 2021 as per request from Director 27/11/20.



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 Carers as well as an up to date overview of the current services and support available to carers in the Vale of Glamorgan.		
May 2021	Quarter 3 Performance Reporting 2020/21.	Quarter 2 Reported: December '20.	To present Quarter 3 performance results in delivering the Council's Annual Delivery Plan commitments as aligned to the Corporate Plan Well-being Objectives.	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 and to ensure the Council is effectively assessing its performance in line	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

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				with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the wellbeing goals for Wales.		
May 2021	4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Last Quarter 3 report received Jan '20.	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2021/22.	To maintain effective tracking of the Committee's recommendations.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	
	Sports & Play: Update	<a href="#">Annual Report; last</a>	To advise on the current activities	To note the current good work being	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy	

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		<a href="#">received February '20.</a>	and operations of the Council's Sport & Play section.	undertaken by the Council's Sport and Play Development Team.	Living & Performance. 01446 704 817 DPKnevelt@valeofglamorgan.gov.uk	

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

Report/References/Presentations	Responsible Officer and Contact Details	Commentary
Presentation – Cogan Wellbeing Hub Annual Update, Mr Geoff Walsh UHB.	External Presenter – Mr Walsh. VoG Contact: Amy Rudman 01446 709 855 arudman@valeofglmaorgan.gov.uk	Was due January 2020 but delayed due to on-going discussions between UHB and VoG. Presentation last received January 2019.
Presentation – Autistic Spectrum Disorder.	VoG Contact: Amy Rudman 01446 709 855 arudman@valeofglmaorgan.gov.uk	Confirmation of presenter pending. Report raised during Committee discussion at January 2020 meeting Min No. 582. Due to the national pandemic delays, presentation to be received alongside annual report scheduled for January 2021.
Reshaping Services – Adult Day Services Meal Provision	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Reference from Cabinet Was scheduled for March '20 Cabinet agenda but disrupted by national pandemic. Pending Report going to future Cabinet meeting post Pandemic.

Presentation - Cardiff and Vale Suicide and Self-Harm Prevention Strategy 2017-2020: 12 Monthly Update – Suzanne Wood.	Dr Suzanne Wood Consultant in Public Health Medicine 02921 836503 suzanne.wood@wales.nhs.uk	Last presented March 2019 (annual). Dr Wood confirmed in Feb '20 that the strategy was undergoing a refresh process and therefore would be available to present in July 2020. July 2020 meeting cancelled in response to the national pandemic. Dr Wood requested postponement on 08/10/20 due to Covid-19.
Presentation - The Cardiff and Vale Dementia Strategy 2017-2027 Annual Update– Suzanne Wood.	Dr Suzanne Wood Consultant in Public Health Medicine 02921 836503 suzanne.wood@wales.nhs.uk	Last presented July 2019 (received when applicable). Was due July 2020 but delayed due to the meeting being cancelled in response to the national pandemic. Dr Wood requested postponement on 08/10/20 due to Covid-19 until 2021.
Presentation - Emotional Wellbeing & Mental Health Services Annual Update – Rose Whittle.	Dr Suzanne Wood Consultant in Public Health Medicine 02921 836503 suzanne.wood@wales.nhs.uk	Last presented January 2020 (annual). Dr Wood requested postponement on 08/10/20 due to Covid-19 until 2021.

## Annual Reports

Report	Responsible Officer and Contact Details	Commentary
<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 (Part 2).	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in September each year.
<b>Financial Reports</b>		
Closure of Accounts 20**/**.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 CMichael@valeofglamorgan.gov.uk	Usually in July each year.
Initial Revenue Programme Budget Proposals.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 CMichael@valeofglamorgan.gov.uk	Usually in December each year.
Initial Capital Programme Budget Proposals.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 CMichael@valeofglamorgan.gov.uk	Usually in December each year.
<b>Leisure Reports</b>		
Leisure Management Contract – Year * of 10 Performance Report.	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevett@valeofglamorgan.gov.uk	Usually in February each year.
Sports & Play: Update	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevett@valeofglamorgan.gov.uk	Usually in May each year. Received early in Feb 2020.
<b>Social Services Reports</b>		

Update on the Cardiff and Vale of Glamorgan Regional Partnership Board.	Cath Doman, Director of Health and Social Care, Integration at Cardiff and Vale Integrated Health and Social Care Partnership.	Usually in January each year.
Autistic Spectrum Disorder (ASD): Adult Autism Team.	Keith Ingram, Autistic Spectrum Disorder Project Lead Officer. 02921 824 240 keingram@valeofglamorgan.gov.uk	Usually in January each year.
Telecare Services Update.	Andrew Cole, Operational Manager Locality Services. 07775 634 180 acole@valeofglamorgan.gov.uk	Usually in January each year.
Annual Report of the Director of Social Services 20** - 20** – Challenge Version.	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Usually in June each year.
Support for Carers in the Vale of Glamorgan (Carer's Strategy).	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 amphillips@valeofglamorgan.gov.uk	Usually in June each year.
Corporate Safeguarding Annual Report.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Usually in July each year. Reference from Cabinet.
Families First 20**-** Annual Report.	Mark Davies, Prevention & Partnership Manager. 01446 709 269 MDDavies@valeofglamorgan.gov.uk	Usually in July each year.
Family Information Service Annual Report 20**/**.	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 amphillips@valeofglamorgan.gov.uk	Usually in July each year.
Children and Young People Services Annual Placement Review – Annual Update.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Usually in September each year.

Annual Social Services Representations and Complaints Report 20**/**.	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 amphillips@valeofglamorgan.gov.uk	Usually in October each year.
Vale, Valleys and Cardiff Regional Adoption Collaborative Annual Report 20**/**.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Usually in November each year.

### **Biannual Reports**

<b>Report</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
Corporate Safeguarding Mid-Year Report.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Usually in January each year. Reference from Cabinet.
Children and Young People Services Annual Placement Review – Six Month Activity Update.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a> Integrated Family Support Team Manager – Karen Worman	Usually in March each year.

### **Quarterly Reports**

<b>Report</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@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 2020/21.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@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 2020/21.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.
3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.
Quarter 1 2020/21 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 2020/21 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 2020/21 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.
- Updates from the Leisure Management Contract Members Working Group.



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