

Meeting of:	<b>Healthy Living and Social Care Scrutiny Committee</b>
Date of Meeting:	<b>Tuesday, 11 May 2021</b>
Relevant Scrutiny Committee:	Healthy Living and Social Care
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2020/21 and Proposed Annual Forward Work Programme Schedule 2021/22.
Purpose of Report:	To report progress on 2020/21 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2021/22.
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 historical recommendations and the proposed Annual Forward Work Programme Schedule for 2021/22: <ul style="list-style-type: none"> <li>- 4th Quarter Recommendation Tracking January to March 2021 (Appendix A);</li> <li>- 4<sup>th</sup> Quarter Forward Work Programme 2020/21 (Appendix B);</li> <li>- Cabinet Annual Forward Work Programme 2021/22 (Appendix C);</li> <li>- Proposed Annual Forward Work Programme Schedule for 2021/22 (Appendix D).</li> </ul> </li> </ul>	

## **Recommendations**

1. That the status of the actions listed in Appendix A to the report be agreed.
2. That the Cabinet Annual Forward Work Programme for 2021/22 attached at Appendix C, in the context of the Healthy Living and Social Care Scrutiny Committee Annual Forward Work Programme 2021/22 content, be noted.
3. That the 4<sup>th</sup> Quarter Forward Work Programme attached at Appendix B be noted.
4. The Committee's proposed Annual Forward Work Programme Schedule for 2021/22 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. To align with section 7.6 of the Cabinet and Scrutiny Roles and Responsibilities Protocol.

**3&4** For information.

## **1. Background**

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

- 2.1 Appendix A attached to this report sets 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 recommendations are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 The Work Programme has been aligned to the Annual Cabinet Forward Work Programme as endorsed by Cabinet on 26th April 2021 and attached at Appendix C.
- 2.4 Members are also requested to confirm approval of the proposed 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. The schedule includes notes on reports that were scheduled to be reported in the previous quarter that have now been slipped to the 2021-22 Municipal year.
- 2.5 The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that

require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.

- 2.6** With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.
- 2.7** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its forward work programme (attached at Appendix D) by identifying:
- The specific areas of interest for the Committee;
  - How to engage stakeholders (including Ward Members and the public);
  - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, joint approaches to scrutiny etc.);
  - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.8** 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.
- 2.9** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairmen and Vice-Chairmen Group on 3rd March, 2021 agreed that Scrutiny Committee Chairmen 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.
- 2.10** 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](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.'

- 3.2** Scrutiny Committee Forward Work Programmes are published by the Council on a quarterly basis which encourages engagement / involvement by the public in the decision-making process.
- 3.3** The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4** The Scrutiny Forward Work Programme provides details of reports and items proposed to be considered by the Committee over the coming Municipal year (May 2021 – April 2022).

## **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**

[Q3 Tracking \(valeofglamorgan.gov.uk\)](https://www.valeofglamorgan.gov.uk).

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

# Uncompleted Recommendations

4<sup>th</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

12 January 2021				
<b>Min. No. 325 – Update on the Cardiff and Vale of Glamorgan Regional Partnership Board (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That the Committee receive further annual updates on the work of the Board.			Added to forward work programme.	Completed
<b>Min. No. 326 – Audit Wales: Review of Out-Sourced Leisure Services (DEH) – Recommended</b>	Healthy Living & Social Care			
(2) That the report be referred to Audit Committee and thereon to Cabinet for endorsement of the proposed actions to address the proposals for improvement.			Referred to Audit Committee meeting on 1 <sup>st</sup> March, 2021. (Min. No. 438 refers) Thereafter referred to Cabinet on 22 <sup>nd</sup> March, 2021 who noted and endorsed the contents of the report. (Min No. C522 refers)	Completed
<b>Min. No. 328 – 3<sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21 (MD) – Recommended</b>	Healthy Living & Social Care			
(3) That the action listed as ongoing in Appendix C to the report be marked as completed.			Action status changed to completed	Completed
(4) That the updated Forward Work Programme Schedule attached at Appendix D to the report be approved and uploaded to the Council's website.			Updated Forward Work Programme Schedule uploaded to the Council's website.	Completed
09 March 2021				
<b>Min. No. 454 – Autistic Spectrum Disorder (ASD): Adult Autism Team (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That the Scrutiny Committee continues to receive annual updates on the work of the Adult Autism Team.			Added to the Committee's work programme schedule.	Completed
<b>Min. No. 455 – Support for Carers in the Vale of Glamorgan (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That the report be referred to the Learning and Culture Scrutiny Committee to note the work in respect of young carers.			Referred to the Learning and Culture Scrutiny Committee meeting on 15 <sup>th</sup> April, 2021, who endorsed the recommendations as per the reference	Completed

# Uncompleted Recommendations

4<sup>th</sup> Quarter 2020-21

Appendix A  
Jan - Mar 2021

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
			from the Committee. (Min No ?? refers)	
(5) That a report on support for Unpaid Carers in the Vale of Glamorgan continues to be received on an annual basis.			Added to the Committee's work programme schedule.	Completed



Vale of Glamorgan Council

Healthy Living and Social Care Scrutiny Committee

# Forward Work Programme

January – March 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
January 2021	3 <sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Previous 2 <sup>nd</sup> Quarter Report: October '20.	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2019/20.	To maintain effective tracking of the Committee's recommendations.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Presented to Committee on 12 <sup>th</sup> January 2021 (Min No 328) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-01-12/Q3-Decision-Tracking.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee e%20Reports/Scrutiny-HLSC/2021/21-01-12/Q3-Decision-Tracking.pdf</a>
	<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 cancelled in response to the national pandemic.	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 service and make recommendations for improving technology.	Nick French, Chief Executive, Innovate Trust. Ashley Bale / Digital Inclusion & Innovations Manager 02920 382151 Ext: 247 ashley.bale@innovate-trust.org.uk	Originally scheduled for January '21 on Committee's request 15/09/20. Slipped from January to April '21 meeting on Director's request. Delayed until June '21 due to Telecare service review.
	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	Delayed until June '21 due to Telecare service review.
	Update on the Cardiff and Vale of Glamorgan	<a href="#">Annual Report; last received Jan '20.</a>	To update Members on the work of the Cardiff and Vale of Glamorgan Regional Partnership	To increase awareness of the work of the Cardiff and Vale of Glamorgan Regional Partnership Board. 2. To	Cath Doman, Director of Health and Social Care, Integration at Cardiff and Vale	Presented to Committee on 12 <sup>th</sup> January 2021 (Min No 325)



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
January 2021	Regional Partnership Board.		Board in relation to the integration of health and social care.	ensure Members continue to receive updated information regarding the progress of the Regional Partnership Board.	Integrated Health and Social Care Partnership.	<a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-01-12/Update-on-the-Cardiff-and-Vale-of-Glamorgan-Regional-Partnership-Board.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-01-12/Update-on-the-Cardiff-and-Vale-of-Glamorgan-Regional-Partnership-Board.pdf</a>
	<b>Presentation</b> - Emotional Wellbeing & Mental Health Services Annual Update – Rose Whittle.	<a href="#">Annual Update; last received Jan '20.</a>	To inform Committee of the progress made to deliver the Emotional Wellbeing & Mental Health Services Children, Young People and Families Health Services Cardiff & Vale University Health Board.	The Strategic Vision and Transformation for Emotional & Mental Health Services is monitored to ensure the continued success of the service.	Rose Whittle, Directorate Manager, and Community Child Health.  Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Postponed until 2021-22 Municipal year due to national pandemic.

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
January 2021	Audit Wales: Review of Out-Sourced Leisure Services		To advise Members of the findings of the Auditor General for Wales' examination of the Vale of Glamorgan's outsourced leisure services alongside the Council's response to its findings.			Reported to Committee on 12 <sup>th</sup> January 2021 (Min No 326) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-01-12/Audit-Wales-Review-of-Out-Sourced-Leisure-Services.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee e%20Reports/Scrutiny-HLSC/2021/21-01-12/Audit-Wales-Review-of-Out-Sourced-Leisure-Services.pdf</a>
	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	Moved from February. Reported to Committee on 12 <sup>th</sup> January 2021 (Min No 327) <a href="https://www.valeofglamorgan.gov.uk/Documents/ Committee e%20Reports/Scrutiny-HLSC/2021/21-01-12/Revenue-and-Capital-Monitoring.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee e%20Reports/Scrutiny-HLSC/2021/21-01-12/Revenue-and-Capital-Monitoring.pdf</a>
February 2021	Leisure Management Contract – Year 8	<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	Reported to Committee on 9 <sup>th</sup> February 2021 (Min No 326)

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	Performance Report.				Living & Performance. 01446 704 817 DPKnevet@valeofglamorgan.gov.uk	<a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-02-09/Leisure-Management-Contract-including-appendices.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-02-09/Leisure-Management-Contract-including-appendices.pdf</a>
February 2021	Presentation – Improving Care for Frail Older people in the Vale of Glamorgan (Sam Davies Ward) – Update, Len Richards, Chief Executive	Last presentation received September 2019	To advise Members of the 20190 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 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>	Presented to Committee on 9 <sup>th</sup> February 2021 (Min No 402) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-02-09/Health-Board-presentation.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-02-09/Health-Board-presentation.pdf</a>
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 Council and to provide assurance and	Committee is aware of recent developments in corporate arrangements for safeguarding and to exercise effective scrutiny of this key area of corporate working.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Six monthly report not received due to Covid-19. Next Annual version scheduled for Sept 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
March 2021		Last Biannual was due March '20 but meeting cancelled due to national pandemic.	understanding around safeguarding activity taking place across the Council.			
	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 Cabinet's consideration in line with the requirements of the Local Government Measure and Wellbeing of Future Generations Act	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 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 Government (Wales)	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee on 9 <sup>th</sup> March 2021 (Min No 458) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-03-09/Service-Plans-and-Target-Setting-Improvement-Plan-Part-1.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee e%20Reports/Scrutiny-HLSC/2021/21-03-09/Service-Plans-and-Target-Setting-Improvement-Plan-Part-1.pdf</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
March 2021				Measure 2009 and in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.		
March 2021	Autistic Spectrum Disorder (ASD): Adult Autism Team.	<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 to March on Director's request. Reported to Committee on 9 <sup>th</sup> March 2021 (Min No 454) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-03-09/Autistic-Spectrum-Disorder-ASD-Adult-Autism-Team.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-03-09/Autistic-Spectrum-Disorder-ASD-Adult-Autism-Team.pdf</a>
March 2021	Annual Update regarding Carers.		To update Scrutiny Committee on support for carers.	To ensure Scrutiny Members are aware of the duties outlined within legislation and the Ministerial Priorities set for carers as well as	Natasha James, Operational Manager, Safeguarding & Service Outcomes. 01446 704781 <a href="mailto:najames@valeofglamorgan.gov.uk">najames@valeofglamorgan.gov.uk</a>	Reported to Committee on 9 <sup>th</sup> March 2021 (Min No 455) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-03-09/Autistic-Spectrum-Disorder-ASD-Adult-Autism-Team.pdf">https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-03-09/Autistic-Spectrum-Disorder-ASD-Adult-Autism-Team.pdf</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
				considering the development of a Regional Strategy for carers.	Nicola Hale, Team Manager, Performance and Information. 01446 704732 <a href="mailto:NJHale@valeofglamorgan.gov.uk">NJHale@valeofglamorgan.gov.uk</a>	<a href="#">ny-HLSC/2021/21-03-09/Support-for-Carers-in-VoG.pdf</a>
March 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	Reported to Committee on 9 <sup>th</sup> March 2021 (Min No 456) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-03-09/Revenue-and-Capital-Monitoring.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee e%20Reports/Scrutiny-HLSC/2021/21-03-09/Revenue-and-Capital-Monitoring.pdf</a>
March 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 with the requirement to secure	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee on 9 <sup>th</sup> March 2021 (Min No 457) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-03-09/ADP-Q3-Performance.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee e%20Reports/Scrutiny-HLSC/2021/21-03-09/ADP-Q3-Performance.pdf</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
				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.		
March 2021	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 Cabinet's consideration in line with the requirements of the Local Government Measure and Wellbeing of Future Generations Act	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 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	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee on 9 <sup>th</sup> March 2021 (Min No 458) <a href="https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Scrutiny-HLSC/2021/21-03-09/Service-Plans-and-Target-Setting-Improvement-Plan-Part-1.pdf">https://www.valeofglamorgan.gov.uk/Documents/ Committee e%20Reports/Scrutiny-HLSC/2021/21-03-09/Service-Plans-and-Target-Setting-Improvement-Plan-Part-1.pdf</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
				Annual Delivery Plan can be monitored and measured in line with requirements of the Local Government (Wales) Measure 2009 and in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.		





VALE of GLAMORGAN COUNCIL CABINET OFFICE

# Cabinet Annual Strategic Forward Work Programme

May 2021 – April 2022



[www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

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## Forward Work Programme: May / June 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
May	Collaboration Compendium.	To provide an update for Cabinet on the Council's strategic collaborative working initiatives.	Leader	No	No
May	Renewal of Welsh Translation Contract.	To obtain approval from Cabinet to go out to tender for this service. The current contract ends at the end of August.	Leader	No	No
May	21 <sup>st</sup> Century Schools – Penarth Nursery Provision.	To seek approval to consult on a school organisation proposal for the Penarth Nursery Provision scheme.	Education and Regeneration	Yes	No
May	Disposal of three Small Parcels of education owned land.	To seek Cabinet approval to dispose of three small parcels of non-operational education land (as identified at Appendix A).	Education and Regeneration	No	No
May	Disposal of Small Parcels of Housing owned land.	To seek Cabinet approval to dispose of two small parcels of non-operational housing land suitable for use incidental to the enjoyment of the adjacent dwelling houses only (as identified at Appendix A).	Housing and Building Services	No	No

<b>Month</b>	<b>Report Title</b>	<b>Purpose of Report (Summary)</b>	<b>Lead Cabinet Member</b>	<b>Scrutiny Consideration Yes / No</b>	<b>Council Yes / No</b>
May	Neighbourhood Services and Transport – Condition Inspection Regime.	To propose changes in footway and carriageway inspection regimes in line with current standards.	Neighbourhood Services and Transport	Yes	No
May	Corporate Safeguarding Annual Report.	To update Cabinet on the work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who require specific Council services and to ensure that these arrangements are effective.	Social Care and Health	Yes – all Scrutiny Committees	No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2020 to 31 March 2021.	Leader	Yes (Corporate Performance and Resources)	No
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2020/21.	Leader	Yes (Learning and Culture)	No

## Forward Work Programme: July 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Closure of Accounts 2020/21.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2020/21 financial year.	Leader	No	No
July	Annual Treasury Management Report 2020/21.	To present to Cabinet the annual review report on Treasury Management 2020/21.	Leader	Yes (Audit Committee)	Yes
July	Revenue Monitoring for the Period 1st April to 31st May, 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
July	Capital Monitoring for the Period 1st April to 31st May, 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
July	Budget Strategy 2022/23.	To submit the Budget Strategy for 2022/23.	Leader	No	No
July	Cabinet Quarterly Work Programme - April to June 2021 and July to September 2021.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2021 and to confirm the Quarterly Work Programme for July to September 2021 in order that the Annual Strategic Work Programme can be amended	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		and uploaded to the website.			
July	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
July	End of Year 2020/21 Corporate Plan Performance Report.	To present end of year performance results for the period 1st April 2020 to 31st March 2021 in relation to our Well-being Outcomes and Corporate Health priorities, including an update of our progress in addressing recommendations and improvement proposals from our external regulators.	Leader	Yes (All Scrutiny Committees)	No
July	Climate Change	To consider the revised Climate Change Challenge Plan post consultation.	Leader	No	Yes
July	Annual Report: Section 106 Agreements 2020/21.	To report on annual S106 income and expenditure.	Legal, Regulatory and Planning Services	No	No
July	Director's Annual Report 2020/21.	To ensure Cabinet agree the future priorities for the service.	Social Care and Health	No	No

## Forward Work Programme: September 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2020/21.	To present the draft Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2020/21, which outlines our progress towards achieving the Council's Well-being (Improvement) Objectives.	Leader	No	Yes
September	Local Air Quality Management Annual Progress Report 2021.	To seek approval for the 2021 Local Air Quality Management Annual Progress Report (APR) on air quality undertaken in 2020 to enable its submission to Welsh Government.	Legal, Regulatory and Planning	No	No
September	Local Development Plan Annual Monitoring Report.	To report to Cabinet the findings of the Council's first Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2021.	Legal, Regulatory and Planning	No	No

## Forward Work Programme: October 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Revenue Monitoring for the period 1st April to 31st August 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
October	Capital Monitoring for the period 1st April to 31st August 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
October	Cabinet Quarterly Work Programmes – July to September 2021 and October to December 2021.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2021 and to confirm the Quarterly Work Programme for October to December 2021 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No
October	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No



## Forward Work Programme: November 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Quarter 1 2021/22 Performance Report.	To present quarter 1 performance results for the period 1st April 2021 to 30th June 2021 for all service areas.	Leader	Yes (All Scrutiny Committees)	No
November	Revenue Monitoring for the period April to September 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
November	Capital Monitoring for the period April to September 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Revenue Budget Proposals 2022/23 and Medium Term Financial Plan 2021/22 to 2024/25.	To gain Cabinet's approval for the amended revenue budget for 2022/23 and to commence consultation on the initial revenue budget proposals for 2021/22.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Capital Programme Proposals 2022/23 to 2026/27.	To gain approval for the Initial Capital Programme Proposals for 2022/23 so that they may be submitted to Scrutiny Committees for consultation and amendments to the current Capital Programme.	Leader	Yes (All Scrutiny Committees)	No

<b>Month</b>	<b>Report Title</b>	<b>Purpose of Report (Summary)</b>	<b>Lead Cabinet Member</b>	<b>Scrutiny Consideration Yes / No</b>	<b>Council Yes / No</b>
November	Initial Housing Revenue Account (HRA) Budget Proposals 2022/23 and Revised Budget 2021/22.	To gain Cabinet's approval for the initial budget proposals for 2022/23 relating to the Housing Revenue Account so that the proposals may be submitted to Scrutiny Committee for consultation and to revise the 2021/22 budget.	Leader	Yes (Homes and Safe Communities)	No
November	Treasury Management Mid-Year Report 2021/22.	To provide a mid-year report on the Authority's treasury management operations for the period 1 <sup>st</sup> April 2021 to 30 <sup>th</sup> September 2022.	Leader	No	Yes
November	Q2 Sickness Absence Report 2021/2022.	To update Cabinet on the sickness absence statistics for the 6-month period from 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> September 2021.	Leader	Yes (Corporate Performance and Resources)	No
November	Draft Annual Delivery Plan – Consultation.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
November	Corporate Safeguarding Mid Term Report.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity taking place across the Council.	Social Care and Health	Yes (Healthy Living and Social Care, Learning and Culture, Home and Safe Communities, Corporate Performance and Resources and Environment and Regeneration Scrutiny Committees)	No

## Forward Work Programme: December 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	School Admission Arrangements 2023-2024.	To seek Cabinet approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code.	Education and Regeneration	Yes (Learning and Culture)	No
December	Housing Support Grant Annual Delivery Plan.	To adopt the draft Housing Support Grant Delivery Plan and seek authorisation for its submission to Welsh Government.	Housing and Building	Yes	No

## Forward Work Programme: January 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
January	Revenue Monitoring for the Period 1st April to 30th November 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
January	Capital Monitoring for the period 1st April to 30th November 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
January	Quarter 2 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q2.	Leader	Yes (Corporate Performance and Resources)	No
January	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
January	Timetable of Meetings: May 2022 to May 2023.	To consider a draft timetable of meetings for the period May 2022 - May 2023.	Leader	No	No
January	Pay Policy 2022/2023.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2022/23 as set out prior to its submission to Council for approval.	Leader	Yes (Corporate Performance and Resources)	Yes
January	Cabinet Quarterly Work Programmes – October to December 2021 and January	To inform Members of the progress to date in respect of	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
	to March 2022.	Cabinet Quarterly Work Programmes for the period October to December 2021 and to confirm the Quarterly Work Programme for January to March 2022 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.			

## Forward Work Programme: February 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Capital Strategy 2022/23 and Final Capital Proposals 2022/23 to 2026/27.	To gain approval for the Final Capital Programme Proposals for the years 2022/23 to 2026/27.	Leader	No	Yes
February	Final Proposals for the Revenue Budget 2022/23.	The purpose of this report is to set out final proposals for Cabinet Members to consider, before making their recommendations to Council, in respect of the final revenue budget for the financial year 2022/23.	Leader	No	Yes
February	Final Housing Revenue Account (HRA) Budget Proposals 2022/23.	To set the HRA budget for the financial year 2021/22 and to set the rents and service charges for the forthcoming rent year beginning on 2 <sup>nd</sup> April 2022.	Leader	No	Yes
February	Treasury Management and Investment Strategy 2022/23 and Update 2021/22.	To provide an interim report on the Council's treasury management operations for the period 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> December 2021 and to submit for consideration the proposed 2021/22 Treasury Management and Investment Strategy.	Leader	Yes (Audit Committee)	Yes

February	Housing Business Plan.	To obtain approval for the Housing Business Plan 2021.	Housing and Building Services	Yes (Homes and Safe)	Yes
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## Forward Work Programme: March 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
March	Revenue Monitoring for the Period 1st April 2021 to 31st January 2022.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
March	Capital Monitoring for the Period 1st April 2021 to 31st January 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
March	Annual Equality Monitoring Report 2020-2021.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Vale of Glamorgan Annual Delivery Plan 2022/23.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
March	School Admission Arrangements 2023/2024.	Outcome of consultation and adoption of policy.	Education and Regeneration	No	No
March	Proposed Events Programme 2022-23.	Agreement of annual programme of events and allocation of funds.	Education and Regeneration	No	No



## Forward Work Programme: April 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
April	Cabinet Annual Strategic Forward Work Programme May 2022 - April 2023 and Cabinet Quarterly Work Programme – April to June 2022.	To inform Members of the Forward Work Programme of the Cabinet for the 12 month period May 2022 to April 2023, and the Cabinet Quarterly Work Programme from April – June 2022.	Leader	No	No
April	Quarter 3 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q3.	Leader	Yes (All Scrutiny Committees)	No
April	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No



Vale of Glamorgan Council

Healthy Living and Social Care Scrutiny Committee

# Forward Work Programme

May 2021 – April 2022

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
11 <sup>th</sup> May	4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	<a href="#">Last Quarter 3 report received Jan '20.</a>	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] 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 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	
11 <sup>th</sup> May	Family Information Service Annual Report 20**/**.	<a href="#">Last received July '19.</a>	To update Scrutiny Committee on the work of the Vale Family Information Service (FIS)	To ensure effective oversight of this important area of social services activity and that Scrutiny Committee continues to be updated with regard to the Family Information Service.	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 <a href="mailto:amphillips@valeofglamorgan.gov.uk">amphillips@valeofglamorgan.gov.uk</a>	Not received in 2020 due to national pandemic. Usually received annually in July.

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
8 <sup>th</sup> June	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 <a href="mailto:acole@valeofglamorgan.gov.uk">acole@valeofglamorgan.gov.uk</a>	To be received at same meeting as IPA presentation. Delayed until June '21 due to Telecare service review.
8 <sup>th</sup> June	<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 cancelled in response to the national pandemic.	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 service and make recommendations for improving technology.	Nick French, Chief Executive, Innovate Trust. Ashley Bale / Digital Inclusion & Innovations Manager 02920 382151 Ext: 247 <a href="mailto:ashley.bale@innovate-trust.org.uk">ashley.bale@innovate-trust.org.uk</a>	Originally scheduled for January '21 on Committee's request 15/09/20. Slipped from January to April '21 meeting on Director's request. Delayed until June '21 due

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
						to Telecare service review.
8 <sup>th</sup> June	Sports & Play: Update	<a href="#">Annual Report; last received February '20.</a>	To advise on the current activities and operations of the Council's Sport & Play section.	To note the current good work being undertaken by the Council's Sport and Play Development Team.	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 <a href="mailto:DPKnevett@valeofglamorgan.gov.uk">DPKnevett@valeofglamorgan.gov.uk</a>	This was not received in May '20 due to Leisure specific agenda held earlier in Feb. Slipped from May '21 on D.Knevett request 22/04/21.
6 <sup>th</sup> July	Annual Report of the Director of Social Services 20** -20** Challenge Version.	<a href="#">Last received September '20.</a>	To ensure that Elected Members received a copy of the Director's Annual Report, contribute to the challenge process and agree the future	The challenge version of the Director's report allows members and stakeholders an opportunity to comment and inform a future final draft which will be	Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@valeofglamorgan.gov.uk</a>	Slipped by 4 months in '20 due to national pandemic. Slipped from June '21 to July '21 on Director

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
			priorities for the service.	considered by Cabinet.		request 27/04/21.
6 <sup>th</sup> July	Closure of Accounts 20 <sup>**</sup> / <sup>**</sup> .	<a href="#">Last received July '19.</a>	The accounts are complete and this report is to inform Scrutiny Committee of the provisional financial position of the Council for the 20 <sup>**</sup> / <sup>**</sup> financial year.	Members aware of the provisional financial position and actions that have been taken.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 <a href="mailto:CMichael@valeofglamorgan.gov.uk">CMichael@valeofglamorgan.gov.uk</a>	Not received in 2020 due to national pandemic.
6 <sup>th</sup> July	Corporate Safeguarding Annual Report. <b>(Reference from Cabinet).</b>	<a href="#">Last received December '20.</a>	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working.	Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@valeofglamorgan.gov.uk</a>	Slipped from Jun to Jul '21 due to delay being presented to Cabinet (JW 22/04/21).

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
			understanding around safeguarding activity taking place across the Council.			
6 <sup>th</sup> July	Families First 20** -20** Annual Report.	<a href="#">Last received July 2019.</a>	To appraise Scrutiny Committee of progress and activity within the Welsh government grant allocated to support the delivery of the Families First Plan 20** - 20** in the Vale of Glamorgan.	That Members are kept informed about positive progress made around the development of Families First.	Mark Davies, Prevention & Partnership Manager. 01446 709 269 <a href="mailto:MDDavies@valeofglamorgan.gov.uk">MDDavies@valeofglamorgan.gov.uk</a>  Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a>	Not received in 2020 due to national pandemic. Was originally scheduled for May '21 but requested for July by JW 16/03.
6 <sup>th</sup> July	1 <sup>st</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated	Last municipal year 4 <sup>th</sup> Quarter	To report progress on the Scrutiny recommendations [Apr,May,June]	To maintain effective tracking of the Committee's recommendations.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@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
	Work Programme Schedule 20**/**.	received May '21.	and to confirm the Committee's work programme for 20**/**.			
6 <sup>th</sup> July	End of Year 20**/20** Performance Report (Part 2).	<a href="#">Last received July '19.</a>  <a href="#">Part 1 last received March '21.</a>	To present end of year performance results for the period 1st April 20** to 31st March 20** for the Corporate Plan Well-being Outcome *****, including an update of our progress in addressing recommendations and improvement proposals from our external regulators.	To ensure the Council is effectively assessing its performance in line 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 well-	Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@valeofglamorgan.gov.uk</a>	Not received in 2020 due to national pandemic.



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
				being goals for Wales. To ensure the Council implements its regulatory recommendations and improvement proposals and responds appropriately to the recommendations and proposals for improvement identified through the Wales Audit Office's programme of local and national Local Government Studies.		
6 <sup>th</sup> July	Integrated Family Support Service Annual Update	<a href="#">Last received November '19.</a>	To provide Committee with an opportunity to consider the 2018/19 Annual	To allow members to consider the work of the IFST in relation to Welsh	Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a>	Not received in 2020 due to national pandemic. Usually

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
			Report for the Vale of Glamorgan and Cardiff Integrated Family Support Team (IFST) before it is submitted to Welsh Government as required.	Government guidance.		received in December each year but requested early for '22 on Director's request 29/04/21.
6 <sup>th</sup> July	Revenue and Capital Monitoring 1 <sup>st</sup> April to *** 20**.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period ****.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 <a href="mailto:CMichael@valeofglamorgan.gov.uk">CMichael@valeofglamorgan.gov.uk</a>	
14 <sup>th</sup> September	Children and Young People Services Annual	<a href="#">Last received September '19.</a>	To outline the actions taken within Children	To provide Members with an opportunity to	Rachel Evans, Head of Children and Young People Services.	Not received in 2020 due

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
	Placement Review – Annual Update.		and Young People Services during 20**/20** and the first quarter of 20**/21** with regard to placement provision for Children Looked After (CLA) and the priority actions for 20**/21**.	exercise oversight of this key statutory function. 2. To ensure Members are kept up to date with the relevant issues associated with children’s placements. 3. To ensure Members have a regular opportunity to review the utilisation of placements for children. 4. To ensure that Members can consider these issues in association with children’s educational needs.	01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a>	to national pandemic.

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
14th September	Presentation - Foster Wales	One-off Request.	To engage Committee Members in the developments relating to Foster Wales.	Committee Members are apprised on a national approach intended to promote the recruitment of foster carers with an emphasis on local carers for local children.	Karen Conway, Operational Manager Placements and Permanency Team 01446 704204 <a href="mailto:KConway@valeofglamorgan.gov.uk">KConway@valeofglamorgan.gov.uk</a>  Amy McArdle, Marketing and Recruitment Coordinator 01446 704195 <a href="mailto:amcardle@valeofglamorgan.gov.uk">amcardle@valeofglamorgan.gov.uk</a>	Requested by Director 28/04/21.
12 <sup>th</sup> October	Annual Social Services Representations and Complaints Report 20**/**.	<a href="#">Last received November '20.</a>	To ensure that Scrutiny Committee are provided with an overview of the activity, performance and achievements within this area of work.	To ensure effective scrutiny of performance in Social Services and to provide evidence about the effect upon the lives of individual service users and their families/carers. 2. To ensure Scrutiny Committee have oversight of the	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 <a href="mailto:amphillips@valeofglamorgan.gov.uk">amphillips@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
				activity in relation to Complaints and Compliments in the Social Services Directorate.		
12 <sup>th</sup> October	2 <sup>nd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 20 <sup>**</sup> / <sup>**</sup> .	1 <sup>st</sup> Quarter received July '21.	To report progress on the Scrutiny recommendations [Jul,Sept] and to confirm the Committee's work programme for 20 <sup>**</sup> /20 <sup>**</sup> .	To maintain effective tracking of the Committee's recommendations.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	
12 <sup>th</sup> October	Quarter 1 20 <sup>**</sup> / <sup>**</sup> Performance Report.	End of previous year (Part 2) received Sept '21.	To present quarter 1 performance results for the period **** 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	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@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
				to the lives of Vale of Glamorgan citizens. 2. To ensure the Council is effectively assessing its performance in line 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.		

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> October	Revenue and Capital Monitoring 1 <sup>st</sup> April to *** 20**.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period ****.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 <a href="mailto:CMichael@valeofglamorgan.gov.uk">CMichael@valeofglamorgan.gov.uk</a>	
12 <sup>th</sup> October	Service User & Carer Consultation / Citizen Engagement Annual Report	<a href="#">Last received October '19.</a>	To bring to the attention of the Committee the outcomes and recommendations of the annual consultation programme for Social Services.	To increase awareness of the Social Services Annual Consultation Programme and the ways in which Social Services engages with citizens and their families in line with our Wellbeing Objectives.	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 <a href="mailto:amphillips@valeofglamorgan.gov.uk">amphillips@valeofglamorgan.gov.uk</a>	Not received in '20 due to national pandemic.

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> November	Vale, Valleys and Cardiff Regional Adoption Collaborative Annual Report 20**/**.	<a href="#">Last received December '20.</a>	To provide Scrutiny Committee with the Annual Report and review of the Collaborative.	To ensure that Committee maintain close scrutiny of this regional service on a regular basis.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a>	Slipped by one month during '20 due to national pandemic.
9 <sup>th</sup> November	Deprivation of Liberty Safeguards (DoLS) Annual Update.	<a href="#">Last received October '19.</a>	To provide overview and summary of the activity within the DoLS team and to highlight the resource and capacity issues that has resulted in this area of work being included on the corporate risk register.	To ensure members are aware of future changes to legislation and their anticipated impact.	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 <a href="mailto:amphillips@valeofglamorgan.gov.uk">amphillips@valeofglamorgan.gov.uk</a>	Not received in '20 due to national pandemic.



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
7 <sup>th</sup> December	Initial Revenue Programme Budget Proposals.	<a href="#">Last received December '20.</a>	To inform Scrutiny Committee of the amended revenue budget for 20**/** and to submit for consultation the initial revenue budget proposals for 20**/**.	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 <a href="mailto:CMichael@valeofglamorgan.gov.uk">CMichael@valeofglamorgan.gov.uk</a>	
7 <sup>th</sup> December	Initial Capital Programme Budget Proposals.	<a href="#">Last received December '20.</a>	To submit the Initial Capital Programme Proposals for 20**/** to 20**/**.	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 <a href="mailto:CMichael@valeofglamorgan.gov.uk">CMichael@valeofglamorgan.gov.uk</a>	
7 <sup>th</sup> December	Corporate Safeguarding Mid-Year Report.	Annual version last received June '21.	To update Cabinet on the work that has been undertaken	To ensure that Committee is aware of recent developments in	Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@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
	<b>(Reference from Cabinet).</b>		in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity taking place across the Council.	corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working.		
7 <sup>th</sup> December	Quarter 2 20**/** Performance Report.	Quarter 1 received October '21.	To present quarter 2 performance results for the period ***** 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	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	

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				to the lives of Vale of Glamorgan citizens. 2. To ensure the Council is effectively assessing its performance in line 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.		

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
11 <sup>th</sup> January	Update on the Cardiff and Vale of Glamorgan Regional Partnership Board.	<a href="#">Last received January '21.</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.  Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@valeofglamorgan.gov.uk</a>	
11 <sup>th</sup> January	3 <sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 20**/**.	Quarter 2 received October '21.	To report progress on the Scrutiny recommendations [Oct,Nov,Dec] and to confirm the Committee's work programme for 20**/**.	To maintain effective tracking of the Committee's recommendations.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	

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11 <sup>th</sup> January	Revenue and Capital Monitoring 1 <sup>st</sup> April to *** 20**.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period ****.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 <a href="mailto:CMichael@valeofglamorgan.gov.uk">CMichael@valeofglamorgan.gov.uk</a>	
8 <sup>th</sup> February	Autistic Spectrum Disorder (ASD): Adult Autism Team.	<a href="#">Last received March '21.</a>	To provide Members with an update on the Adult Autism Team and to outline future actions to be undertaken.	To keep Members appraised of the work of the Adult Autism Team and its achievements to date.	Keith Ingram, Autistic Spectrum Disorder Project Lead Officer. 02921 824 240 <a href="mailto:keingram@valeofglamorgan.gov.uk">keingram@valeofglamorgan.gov.uk</a>	Usually received January each year. Received late in '21 due to national pandemic. Requested in Feb for '22 on Director request.

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
8 <sup>th</sup> February	Leisure Management Contract – Year 9 Performance Report.	<a href="#">Year 8 report received February '21.</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 <a href="mailto:DPKnevett@valeofglamorgan.gov.uk">DPKnevett@valeofglamorgan.gov.uk</a>	
8 <sup>th</sup> March	Vale of Glamorgan Wellbeing Objectives and Improvement Plan Part 1/Annual Delivery Plan.	<a href="#">Last received March '21.</a>	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 Cabinet's consideration in line with the requirements of the Local Government	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 Plans aligned to this Committee's remit are accurate, up to date and relevant	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	

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			Measure and Wellbeing of Future Generations Act	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 Government		

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				(Wales) Measure 2009 and in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.		
8 <sup>th</sup> March	Quarter 3 Performance Reporting 20**/**.	Quarter 2 Reported: December '21.	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	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	



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				<p>assessing its performance in line 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.</p>		
8 <sup>th</sup> March	Children and Young People Services Annual Placement Review	Annual version of report received	To update Cabinet on the work that has been undertaken in relation to	To ensure that Committee is aware of recent developments in corporate	Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a>	Not reported in '20 due to national pandemic.

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
	– Six Month Activity Update.	September '21.	Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity taking place across the Council.	arrangements for safeguarding. 2. To allow Committee to exercise effective scrutiny of this key area of corporate working.		
8 <sup>th</sup> March	Annual Update regarding Unpaid Carers.	<a href="#">Last received March '21.</a>	To update Scrutiny Committee on support for carers.	To ensure Scrutiny Members are aware of the duties outlined within legislation and the Ministerial Priorities set for carers as well as considering the development of a Regional Strategy for carers.	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 <a href="mailto:amphillips@valeofglamorgan.gov.uk">amphillips@valeofglamorgan.gov.uk</a> Natasha James, Operational Manager, Safeguarding & Service Outcomes. 01446 704781 <a href="mailto:najames@valeofglamorgan.gov.uk">najames@valeofglamorgan.gov.uk</a>  Nicola Hale, Team Manager, Performance and Information. 01446 704732	

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
					<a href="mailto:NJHale@valeofglamorgan.gov.uk">NJHale@valeofglamorgan.gov.uk</a>	

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

Report/References/Presentations	Responsible Officer and Contact Details	Commentary
Social Services Report - Carers Strategy (Support for Carers in the Vale of Glamorgan).	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 <a href="mailto:amphillips@valeofglamorgan.gov.uk">amphillips@valeofglamorgan.gov.uk</a>	New report as requested by the Director. Pending completion of regional strategy in partnership with Cardiff Council.
Presentation – Cogan Wellbeing Hub Annual Update, Mr Geoff Walsh UHB.	External Presenter – Mr Walsh. VoG Contact: Amy Rudman 01446 709 855 <a href="mailto:arudman@valeofglmaorgan.gov.uk">arudman@valeofglmaorgan.gov.uk</a>	Was due January 2020 but delayed due to on-going discussions between UHB and VoG. Presentation last received January 2019.
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 <a href="mailto:suzanne.wood@wales.nhs.uk">suzanne.wood@wales.nhs.uk</a>	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 <a href="mailto:suzanne.wood@wales.nhs.uk">suzanne.wood@wales.nhs.uk</a>	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.	Rose Whittle Directorate Manager, and Community Child Health Cardiff and Vale UHB <a href="mailto:Rose.Whittle@wales.nhs.uk">Rose.Whittle@wales.nhs.uk</a>	Last presented January 2020 (annual). Request sent 15/01/21 for presentation to February 2021 Committee Meeting. Postponement requested by Ms Whittle 18/01/21 @ 09:17 due to national pandemic

	Katie Simpson <a href="mailto:Katie.Simpson@wales.nhs.uk">Katie.Simpson@wales.nhs.uk</a>	pressures. Chairman agreed to postpone until new municipal year (May 2021).
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## 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 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	Usually March each year.
End of Year 20**/** Performance Report (Part 2).	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	Usually in September each year.
<b>Financial Reports</b>		
Closure of Accounts 20**/**.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 <a href="mailto:CMichael@valeofglamorgan.gov.uk">CMichael@valeofglamorgan.gov.uk</a>	Usually in July each year.
Initial Revenue Programme Budget Proposals.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 <a href="mailto:CMichael@valeofglamorgan.gov.uk">CMichael@valeofglamorgan.gov.uk</a>	Usually in December each year.
Initial Capital Programme Budget Proposals.	Carolyn Michael, Operational Manager Accountancy. 01446 709 778 <a href="mailto:CMichael@valeofglamorgan.gov.uk">CMichael@valeofglamorgan.gov.uk</a>	Usually in December each year.

<b>Leisure Reports</b>		
Leisure Management Contract – Year * of 10 Performance Report.	Dave Knevet, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevet@valeofglamorgan.gov.uk	Usually in February each year.
Sports & Play: Update	Dave Knevet, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevet@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 June each year (as of 21/22). (Previously January prior to pandemic).
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 (Regional Carer's Strategy).	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 amphillips@valeofglamorgan.gov.uk	Usually in June each year.

Annual Update regarding Unpaid Carers.	Natasha James, Operational Manager, Safeguarding & Service Outcomes. 01446 704781 najames@valeofglamorgan.gov.uk Nicola Hale, Team Manager, Performance and Information. 01446 704732 NJKHale@valeofglamorgan.gov.uk	Usually in March 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.
Deprivation of Liberty Safeguards (DoLS) Annual Update.	Amanda Phillips, Head of Resource Management and Safeguarding.	Usually in November each year.

	01446 704 683 amphillips@valeofglamorgan.gov.uk	
Integrated Family Support Service Annual Update	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Usually in December each year.
Service User & Carer Consultation / Citizen Engagement Annual Report	Amanda Phillips, Head of Resource Management and Safeguarding. 01446 704 683 amphillips@valeofglamorgan.gov.uk	Usually in October 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 RJEvans@valeofglamorgan.gov.uk Integrated Family Support Team Manager – Karen Worman	Usually in March each year.



## Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
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 [3 reports per year; historically July, Oct and Jan].
- 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.**