

Meeting of:	<b>Healthy Living and Social Care Scrutiny Committee</b>
Date of Meeting:	<b>Tuesday, 16 May 2023</b>
Relevant Scrutiny Committee:	Healthy Living and Social Care
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward Work Programme Schedule 2023/24
Purpose of Report:	To report progress on 2022/23 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2023/24
Report Owner:	Tom Bowring, Director of Corporate Resources
Responsible Officer:	Amy Rudman, Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function
<p>Executive Summary:</p> <p>The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the proposed Annual Forward Work Programme Schedule for 2023/24:</p> <ul style="list-style-type: none"> <li>- 3rd Quarter Recommendation Tracking October to December 2022 (Appendix A);</li> <li>- 4<sup>th</sup> Quarter Recommendation Tracking January to March 2023 (Appendix B);</li> <li>- Cabinet Annual Forward Work Programme 2023/24 (Appendix C);</li> <li>- Proposed Annual Forward Work Programme Schedule for 2023/24 (Appendix D).</li> </ul>	

## Recommendations

1. That the status of the actions listed in Appendices A and B to the report be agreed.
2. That the Cabinet Annual Forward Work Programme for 2023/24 attached at Appendix C, in the context of the Healthy Living and Social Care Scrutiny Committee Annual Forward Work Programme 2023/24 content, be noted.
3. That the Committee's proposed Annual Forward Work Programme Schedule for 2023/24 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. For public information

## 1. Background

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.
- 1.3 Key performance statistics of the Healthy Living and Social Care Scrutiny Committee for the 2022-23 Municipal Year in comparison to the previous year are as follows:

	21-22	22-23
Number of Committee Meetings held:	9	<b>9</b>

Number of Items Considered:	43	<b>44</b>
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Number of Presentations Received:	2	<b>1</b>
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Report Breakdown	21-22	22-23
Social Services	14	<b>14</b>
Leisure Services	2	<b>2</b>
Performance	5	<b>6</b>
Finance	8	<b>15</b>
Democratic Services	4	<b>4</b>
External	1	<b>0</b>
<b>Total</b>	<b>34</b>	<b>41</b>

References Breakdown	21-22	22-23
From Cabinet	7	<b>11</b>
From Other Committees	0	<b>0</b>
<b>Total</b>	<b>7</b>	<b>11</b>
From Committee to Cabinet	0	<b>1</b>
From Committee to Other Committees	4	<b>5</b>
<b>Total</b>	<b>4</b>	<b>6</b>

Recommendations Breakdown	21-22	22-23
Noted	42	<b>74</b>
Agreed	8	<b>11</b>
Endorsed	2	<b>2</b>
Approved	3	<b>4</b>
Referred	4	<b>6</b>
<b>Total</b>	<b>69</b>	<b>97</b>

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

- 2.1** Appendices A and B, as attached to this report, set out the previous recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2** It is important that Scrutiny Committee recommendations are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3** The Work Programme has been aligned to the Annual Cabinet Forward Work Programme as approved by Cabinet on 27<sup>th</sup> April, 2023 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 (Q3) that have now been slipped to the 2023-24 Municipal year however, this Committee has no slippage to report from the 2022-23 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 consider its Forward Work Programme (attached at Appendix D) by identifying:
- Specific areas of interest for the Committee;
  - How to engage stakeholders (including Ward Members and the public);
  - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, etc.);
  - The issues where scrutiny can have the most impact and value to be gained from consideration.

- 2.8** The Scrutiny Forward Work Programmes should provide a clear rationale as to why particular issues have been selected; be outcome focussed; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align Scrutiny Programmes with the Council's performance management, self-evaluation and improvement arrangements as well as having regard to Council resources.
- 2.9** During the year there may be a number of ways in which additional issues can be considered for inclusion in the Scrutiny Work Programme with topics coming from a number of sources such as:
- Individual Councillors;
  - Performance or budget monitoring information;
  - Inspection reports;
  - Referrals from Council (such as Notices of Motion), Cabinet/Audit or other Scrutiny Committees;
  - Service users;
  - Monitoring the implementation of recommendations previously made by the Committee; and
  - residents of the Vale of Glamorgan.
- 2.10** The Scrutiny Work Programme is a rolling programme and the results of the Scrutiny Impact Survey will also be analysed by Democratic Services and findings considered to assist with Work Programme planning.
- 2.11** A re- launch of the [Scrutiny topic suggestion form](#) that exists on the Council's website for residents will also be undertaken to assist with the Work Programme planning of topics for Task and Finish work for consideration by Scrutiny Committees.
- 2.12** All topics for Task and Finish work will be taken to the Chairs and Vice-Chairs Group to be prioritised in line with Corporate Objectives in compliance with Council policy; consideration of the need for changes to policy and/or practice; and in seeking continuous Improvement. To date there has also been good discussion with the Chairs and Vice-Chairs Group on techniques that can be used and experience shared with a view to improving Scrutiny.
- 2.13** Further discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairs and Vice-Chairs Group having regard to resource implications and corporate priorities. The first meeting of the Group, post the May 2022 Local Government Election, was held on Tuesday, 24<sup>th</sup> January, 2023. The next meeting of the Group is scheduled for Tuesday, 30<sup>th</sup> May, 2023.
- 2.14** It is also suggested that at Agenda Conferences with Chairs and Vice-Chairs of Scrutiny Committees management of the Committees' Work Programmes will be included as a standing item on the agendas for consideration and discussion.

- 2.15** The action outlined in the Scrutiny and Cabinet Protocol agreed by Cabinet in 2021 to be relaunched i.e. Specific meetings with Cabinet Portfolio Holders to be arranged with Scrutiny Chairs and Vice-Chairs on a regular basis and on a biannual basis the Leader, Deputy Leader, Cabinet Members and Scrutiny Chairs and Vice-Chairs to meet to allow both the Cabinet and Scrutiny Forward Work Programmes to be developed and agreed and for discussions to take place having regard to Council priorities. [21-05-12 - Scrutiny and Cabinet Roles and Responsibilities - Cabinet Approved Version \(valeofglamorgan.gov.uk\)](https://www.valeofglamorgan.gov.uk/21-05-12-Scrutiny-and-Cabinet-Roles-and-Responsibilities-Cabinet-Approved-Version).
- 2.16** It is further suggested to assist Members following the Member Induction programme that a workshop be held regarding the tools to support effective Scrutiny roles and the responsibilities as set out in the Council's Constitution (Elected Members and in their Roles as Chairs / Vice-Chairs and Members of Scrutiny Committees). This to also include the re-launch of the Scrutiny and Cabinet Roles and Responsibilities Protocol approved by Cabinet on 21<sup>st</sup> May, 2021 and as referred to above in paragraph 2.15.
- 2.17** Scrutiny Members may also wish to take part in further questioning skills training to be arranged.
- 2.18** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairs and Vice-Chairs Group on 3<sup>rd</sup> March, 2021 agreed that Scrutiny Committee Chairs and Cabinet Members were best placed to present the Recommendation Tracking and Forward Work Programme Update Reports at Committee meetings to highlight the fact that both documents were under the Committee's ownership and management.
- 2.19** Published versions of the Forward Work Programme can also be found on the Council's website via the following link:  
[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx).

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

- 3.1** The Scrutiny Committees have a responsibility to report annually to the Council their future Work Programmes in the form of a 'Scrutiny Annual Report'. The 2021-22 Annual Report was presented to Full Council and subsequently noted at its 24<sup>th</sup> April, 2023 meeting. The 2022-23 Annual Report is scheduled to be presented to Full Council at its September 2023 meeting.
- 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 2023 – April 2024).

#### **4. Climate Change and Nature Implications**

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

#### **5. Resources and Legal Considerations**

##### **Financial**

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

##### **Employment**

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

##### **Legal (Including Equalities)**

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

#### **6. Background Papers**

[Q3 Tracking 2022/23.](#)

[Q1&2 Tracking 2022/23.](#)

[Scrutiny Committees' Annual Report May 2021 - April 2022.](#)

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

[Cabinet Annual Strategic Forward Work Programme](#) May 2023 to April 2024 and Cabinet Quarterly Work Programmes – January to March 2023 and April to June 2023.

# Uncompleted Recommendations

3<sup>rd</sup> Quarter 2022-23

SCRUTINY RECOMMENDATION 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>06 December 2022</b>				
<b>Min. No. 527 – Children and Young People Services Annual Placement Review (DSS) – Recommended</b>	Healthy Living & Social Care			
(3) That the report be referred to the Learning and Culture Scrutiny Committee.			Learning and Culture Scrutiny Committee, at its meeting on 9 <sup>th</sup> February, 2023, noted the reference and report. (Min No 705 refers)	Completed

## Uncompleted Recommendations

Quarter 4 2022-23

Jan - Mar 2023

SCRUTINY RECOMMENDATION 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

**10 January 2023**

<b>Min. No. 602 – Leisure Management Contract – Year 10 Performance Report (DEH) – Recommended</b>	Healthy Living & Social Care			
(2) That a Year 11 performance report for the Leisure Management Contract be presented to Committee in late 2023.			Added to the Committee's Forward Work Programme schedule.	Completed
<b>Min. No. 603 – Update on the Cardiff and Vale of Glamorgan Regional Partnership Board (DSS) – Recommended</b>	Healthy Living & Social Care			
(2) That a further annual update on the work of the Board be received by the Committee in January 2024.			Added to the Committee's Forward Work Programme schedule.	Completed

**07 February 2023**

<b>Min. No. 682 – Budget 2023/24 for Consultation and Further MTFP Update (REF) – Recommended</b>	Healthy Living & Social Care			
(2) That the following comments of the Committee be forwarded to the Corporate Performance and Resources Scrutiny Committee: <ul style="list-style-type: none"> <li>- As a result of continued diligence shown by Council Officers, Committee are already well versed in the significant pressures faced by the Social Services sector.</li> <li>- Members of the Committee commend the proposed budget as presented which is a detailed proposal around investing in vital areas of Social Care provision despite the enormous financial pressures that the Council is facing.</li> <li>- The Committee welcomes all proposals for investment as presented within the report.</li> <li>- The pressures that are clearly evidenced within the Social Services sector are increasing and statutory. Therefore, the Council has a statutory obligation to fund said pressures and to ensure that services</li> </ul>		Corporate Performance Resources Scrutiny Committee, at its meeting on 15 <sup>th</sup> February, 2023 endorsed the Scrutiny Committee's comments and referred same to Cabinet. (Min No 733 refers)	Completed	



# Uncompleted Recommendations

Quarter 4 2022-23

**SCRUTINY RECOMMENDATION 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
<p>operate as effectively as possible.</p> <ul style="list-style-type: none"> <li>- The Committee thank Finance Officers for a comprehensible report and useful supporting presentation.</li> </ul>				
<p><b>Min. No. 684 – Draft Capital Programme Proposals 2023/24 to 2027/28 (REF) – Recommended</b></p> <p>(2) That the following comments of the Committee be forwarded to the Corporate Performance and Resources Scrutiny Committee:</p> <ul style="list-style-type: none"> <li>- As a result of continued diligence shown by Council Officers, Committee are well aware of the significant costs incurred as a result of the requirement to place children and young people out of area.</li> <li>- The report is phrased as ‘investment-to-save’ and as such the Committee commends the report as presented which includes details on investing in community-based specialist accommodation provision despite the enormous financial pressures that the Council is facing.</li> <li>- The Committee welcomes the report which demonstrates the Council’s approach of putting the needs of children and vulnerable adults before the requirement to save money.</li> <li>- As a Council and Committee, we look to offer the best protection we can offer to vulnerable individuals within the Vale of Glamorgan considering the financial constrictions placed upon the Council.</li> <li>- The Committee thank Finance Officers for a comprehensible report and useful supporting presentation.</li> </ul>	Healthy Living & Social Care		Corporate Performance Resources Scrutiny Committee, at its meeting on 15 <sup>th</sup> February, 2023 endorsed the Scrutiny Committee’s comments and referred same to Cabinet. (Min No 735 refers)	Completed

# Uncompleted Recommendations

Quarter 4 2022-23

**SCRUTINY RECOMMENDATION 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>Min. No. 687 – 3<sup>rd</sup> Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 2022/2023 (CX) – Recommended</b>				
(2) That the updated Forward Work Programme Schedule for 2022/23, attached at Appendix C, be approved, and uploaded to the Council's website subject to the following item being removed from page 27: - Social Services Report – Carers Strategy (Support for Carers in the Vale of Glamorgan).			Updated Forward Work Programme Schedule uploaded to the Council's website.	Completed
<b>07 March 2023</b>				
<b>Min. No. 801 – Support for Unpaid Carers in the Vale of Glamorgan (DSS) – Recommended</b>				
(4) That a further Annual Report on support for Unpaid Carers in the Vale of Glamorgan be received by the Committee in March 2024.	Healthy Living & Social Care		Added to the Scrutiny Committee's Forward Work Programme Schedule.	Completed



VALE of GLAMORGAN COUNCIL CABINET OFFICE

# Cabinet Annual Strategic Forward Work Programme

May 2023 – April 2024



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## Forward Work Programme: May / June 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
May	Appointments to Outside Bodies / Joint Committees.	To appoint / nominate representatives to the Outside Bodies / Joint Committees detailed in the report	Leader	No	No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2022 to 31 March 2023.	Leader	Yes (Corporate Performance and Resources)	No
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2022/23.	Education, Arts and the Welsh Language	Yes (Learning and Culture)	No
June	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

## Forward Work Programme: July 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Closure of Accounts 2022/23.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2022/23 financial year.	Leader	No	No
July	Annual Treasury Management Report 2022/23.	To present to Cabinet the annual review report on Treasury Management 2022/23.	Leader	Yes (All Scrutiny Committees and Governance and Audit Committee)	Yes
July	Revenue Monitoring for the Period 1st April to 31st May, 2023.	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, 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
July	Budget Strategy 2024/25.	To submit the Budget Strategy for 2024/25.	Leader	No	No
July	Cabinet Quarterly Work Programme - April to June 2023 and July to September 2023.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2023 and to confirm the Quarterly Work Programme for July to September 2023.	Leader	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>
July	Annual Report: Section 106 Agreements 2023/24.	To report on annual S106 income and expenditure.	Community Engagement, Equalities and Regulatory Services	No	No

## Forward Work Programme: September 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 (Pre-consultation Draft).	To seek Cabinet endorsement of the Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 for consultation.	Leader	Yes (All Scrutiny Committees & Governance & Audit Committee)	No
September	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
September	Public Services Board (PSB) Annual Report.	To report on the work of the PSB in delivering the PSB Well-being Plan	Leader	Yes (Corporate Performance and Resources)	No
September	Annual Delivery Plan Monitoring Report: Quarter 4/ End of Year Performance 2022/23.	To present the Council's performance against the Annual Delivery Plan for Q4/End of Year.	Leader	Yes (All Scrutiny Committees)	No
September	Shared Prosperity Fund.	Shared Prosperity Fund update	Deputy Leader and Cabinet Member for Sustainable Places	Yes (Environment and Regeneration)	No
September	Local Air Quality Management Annual Progress Report 2022.	To seek approval for the 2022 Local Air Quality Management Annual Progress Report (APR)	Community Engagement, Equalities and	No	No



Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		on air quality undertaken in 2022 to enable its submission to Welsh Government.	Regulatory Services		
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 2023.	Community Engagement, Equalities and Regulatory Services	No	No
September	Director's Annual Report 2022/23 - Final.	To ensure Cabinet agree the future priorities for the service.	Social Care and Health	No	No

## Forward Work Programme: October 2023

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 2023.	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 2023.	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 2023 and October to December 2023.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2023 and to confirm the Quarterly Work Programme for October to December 2023 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No
October	Final Vale of Glamorgan Draft Self-Assessment Report.2022/23 (Post Consultation Draft)	To seek Cabinet endorsement of the Final Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23, incorporating the key findings from engagement with our key stakeholders.	Leader	Yes (All Scrutiny Committees and Governance and Audit Committee)	Yes

<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>
October	Annual Delivery Plan Monitoring Report: Quarter 1 2023/24	To present the Council's performance against the Annual Delivery Plan for Q1.	Leader	Yes (All Scrutiny Committees)	No
October	Vale of Glamorgan Local Development Plan 2011-2026: Annual Monitoring Report 2022/23.	To report to Cabinet the findings of the Council's fifth Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2023.	Cabinet Member for Community Engagement, Equalities and Regulatory Services	Yes (Environment and Regeneration)	No
October	Replacement Local Development Plan Preferred Strategy.	To seek approval to commence a statutory public consultation on the Replacement Local Development Plan Preferred Strategy.	Community Engagement, Equalities and Regulatory Services	Yes (Environment and Regeneration)	Yes

## Forward Work Programme: November 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Revenue Monitoring for the period April to September 2023.	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 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Revenue Budget Proposals 2024/25 and Medium Term Financial Plan 2024/25 to 2026/27.	To gain Cabinet's approval for the amended revenue budget for 2024/25 and to commence consultation on the initial revenue budget proposals for 2024/25.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Capital Programme Proposals 2024/25 to 2026/27.	To gain approval for the Initial Capital Programme Proposals for 2024/25 so that they may be submitted to Scrutiny Committees for consultation and amendments to the current Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Housing Revenue Account (HRA) Budget Proposals 2024/25 and Revised Budget 2023/24.	To gain Cabinet's approval for the initial budget proposals for 2024/25 relating to the Housing Revenue Account so that the proposals may be submitted to	Leader	Yes (Homes and Safe Communities)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		Scrutiny Committee for consultation and to revise the 2023/24 budget.			
November	Treasury Management Mid-Year Report 2023/24.	To provide a mid-year report on the Authority's treasury management operations for the period 1 <sup>st</sup> April 2023 to 30 <sup>th</sup> September 2024.	Leader	No	Yes
November	Q2 Sickness Absence Report 2023/2024.	To update Cabinet on the sickness absence statistics for the 6-month period from 1 <sup>st</sup> April 2023 to 31 <sup>st</sup> September 2024.	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

## Forward Work Programme: December 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	School Admission Arrangements 2025-2026.	To seek Cabinet approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code.	Education, Arts and the Welsh Language	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.	Public Sector Housing and Tenant Engagement	Yes (Homes and Safe Communities)	No

## Forward Work Programme: January 2024

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 2023.	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 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
January	Annual Delivery Plan Monitoring Report: Quarter 2 2023/24.	To present the Council's performance against the Annual Delivery Plan for Q2.	Leader	Yes (All Scrutiny Committees)	No
January	Timetable of Meetings: May 2024 to May 2025.	To consider a draft timetable of meetings for the period May 2024 - May 2025.	Leader	No	No
January	Pay Policy 2024/2025.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2024/25 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 2023 and January to March 2024.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period October to December 2023 and to confirm the Quarterly Work Programme for January to	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		March 2024.			



## Forward Work Programme: February 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Capital Strategy 2024/25 and Final Capital Proposals 2024/25 to 2028/29.	To gain approval for the Final Capital Programme Proposals for the years 2024/25 to 2028/29.	Leader	No	Yes
February	Final Proposals for the Revenue Budget 2024/25.	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 2024/25.	Leader	No	Yes
February	Final Housing Revenue Account (HRA) Budget Proposals 2024/25.	To set the HRA budget for the financial year 2024/25 and to set the rents and service charges for the forthcoming rent year beginning on 2nd April 2024.	Leader	No	Yes
February	Treasury Management and Investment Strategy 2024/25 and Update 2023/24.	To provide an interim report on the Council's treasury management operations for the period 1st April 2023 to 31st December 2023 and to submit for consideration the proposed 2024/25 Treasury Management and Investment Strategy.	Leader	Yes (Corporate Performance and Resources and Governance and Audit Committee)	Yes

February	Housing Business Plan.	To obtain approval for the Housing Business Plan 2024.	Public Sector Housing and Tenant Engagement	Yes (Homes and Safe Communities)	Yes
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## Forward Work Programme: March 2024

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 2023 to 31st January 2024.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
March	Capital Monitoring for the Period 1st April 2023 to 31st January 2024.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
March	Annual Equality Monitoring Report 2022-2023.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Vale of Glamorgan Annual Delivery Plan 2023/24.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
March	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
March	Annual Delivery Plan Monitoring Report: Quarter 3 2023/24.	To present the Council's performance against the Annual Delivery Plan for Q3.2023/24	Leader	Yes (All Scrutiny Committees)	No
March	Service Plans and Target Setting to deliver the Annual Delivery Plan 2024/25.	To present the priority actions as reflected in Service Plans and proposed service performance	Leader	Yes (Environment and Regeneration)	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>
		targets for the period 2024/2025 that will deliver the Council's Annual Delivery Plan 2024/25.			
March	Proposed Events Programme 2024-25.	Agreement of annual programme of events and allocation of funds.	Deputy Leader and Cabinet Member for Sustainable Places	No	No
March	School Admission Arrangements 2025/2026.	Outcome of consultation and adoption of policy.	Education, Arts and the Welsh Language	No	No

## Forward Work Programme: April 2024

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 2024 - April 2024 and Cabinet Quarterly Work Programme – April to June 2024.	To inform Members of the Forward Work Programme of the Cabinet for the 12-month period May 2024 to April 2025, and the Cabinet Quarterly Work Programme from April – June 2024.	Leader	No	No



Healthy Living & Social Care Scrutiny Committee

# Forward Work Programme

May 2023 – April 2024

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
16 <sup>th</sup> May '23	4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	<a href="#">Last Received June '22.</a>  <a href="#">Last Quarter 3 report received February '23.</a>	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme.	To maintain effective tracking of the Committee's recommendations and publication of the update work programme.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	
16 <sup>th</sup> May '23	Presentation - Children, Young People and Family Health Services Update.	<a href="#">Last presented January 2020</a> (annual).			External: Katie Simpson Deputy General Manager, Children, Young People and Family Health Services St David's Children's Centre 02921 836730 <a href="mailto:Katie.Simpson@wales.nhs.uk">Katie.Simpson@wales.nhs.uk</a>	
16 <sup>th</sup> May '23	Presentation – Llais Update				External - Stephen Allen Llais Regional Director 029 20750112 <a href="mailto:stephen.allen@llaiscymru.org">stephen.allen@llaiscymru.org</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
13 <sup>th</sup> June '23	Annual Review of Commissioned Services to Adults with a Care and Support Need.	<a href="#">Last Received June '22.</a>	To outline the activity undertaken regarding commissioned services for adults with care and support needs, and the priority actions.	To provide Members with an opportunity to exercise oversight of the key statutory function and the opportunity to understand the challenges faced by the Council and service providers in commissioning social care services for older people.	Ian McMillan, Head of Resource Management and Safeguarding. <a href="mailto:imcmillan@valeofglamorgan.gov.uk">imcmillan@valeofglamorgan.gov.uk</a>	Agreed at June '22 meeting for annual review to be received each June going forward.
13 <sup>th</sup> June '23	Vale of Glamorgan Council: Annual Performance Calendar	<a href="#">Last received September '22</a>	To present the Vale of Glamorgan Annual Performance Calendar	How the Council will involve Members in shaping the approach, key	Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:icarver@valeofglamorgan.gov.uk">icarver@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
			which outlines the key plans/reports that will be subject to consideration by Members throughout the year.	plans and reports aligned to the performance management framework annual calendar to enable the Council to meet the new performance requirements of the Local Government & Elections (Wales) Act 2021 and contribute to the national goals of the Well-being of Future Generations (Wales) Act 2015.		
13 <sup>th</sup> June '23	Cardiff & Vale Regional Partnership Board	One off Report.	TBC	TBC	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
	(next 5 year) Area Plan.				External: Cath Doman / Meredith Gardiner.	
13 <sup>th</sup> June '23	Family Information Service Annual Report.	<a href="#">Last received June '22.</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.	Ian McMillan, Head of Resource Management and Safeguarding. <a href="mailto:imcmillan@valeofglamorgan.gov.uk">imcmillan@valeofglamorgan.gov.uk</a>  Becky Wickett, Social Care Information Coordinator. 01446 704711 <a href="mailto:RWickett@valeofglamorgan.gov.uk">RWickett@valeofglamorgan.gov.uk</a>	Requested by Director to slip from May to June meeting 02/05/23.  Agreed at June '22 meeting to be received annually in May.
11 <sup>th</sup> July '23	Revenue Outturn [Closure of Accounts].	<a href="#">Last received September '22.</a>	The accounts are complete, and Scrutiny Committee is informed of the provisional financial position	Members aware of the provisional financial position and actions that have been taken.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually received in July each year.

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
			of the Council for the previous financial year.			
11 <sup>th</sup> July '23	Capital Outturn [Closure of Accounts].	<a href="#">Last received September '22.</a>	The accounts are complete, and Scrutiny Committee is informed of the provisional financial position of the Council for the previous financial year.	Members aware of the provisional financial position and actions that have been taken.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually received in July each year.
11 <sup>th</sup> July '23	Corporate Safeguarding Annual Report. <b>(Reference from Cabinet).</b>	<a href="#">Last received July '22.</a>	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny	Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@valeofglamorgan.gov.uk</a>	Usually received in July each year.

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
				of this key area of corporate working and be assured of effective safeguarding taking place.		
11 <sup>th</sup> July '23	Annual Delivery Plan Monitoring Report: End of Year Quarter 4 Performance.	<a href="#">Last received July '22.</a>  <a href="#">Quarter 3 last received March '22.</a>	To present Quarter 4 performance results for the period in delivering the Council's Annual Delivery Plan commitments as aligned to its Corporate Plan Well-being Objectives.	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan aimed at making a positive difference to the lives of Vale of Glamorgan citizens.	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> July '23	1 <sup>st</sup> Quarter Scrutiny Decision Tracking of	Last municipal year 4 <sup>th</sup>	To report progress on Scrutiny	To maintain effective tracking of the	Amy Rudman, Democratic & Scrutiny Services Officer.	

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
	Recommendations and Updated Work Programme Schedule.	Quarter received May '23. [ADD LINK]  <a href="#">Q1 last received Oct '22.</a>	recommendations [Apr,May,June] and to consider the updated Forward Work Programme together with any slippage.	Committee's recommendations and publication of the update work programme.	01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	
11 <sup>th</sup> July '23	Annual Report of the Director of Social Services - Challenge Version.	<a href="#">Last received July '22.</a>	To ensure that Elected Members receive a copy of the Director's Annual Report, contribute to the challenge process and agree the future priorities for the service.	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 considered by Cabinet.	Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@valeofglamorgan.gov.uk</a>	Usually received in July each year.
11 <sup>th</sup> July '23	Annual Treasury Management Report 2022/23.	Ref from Cabinet.	To present to Members the annual review report on		Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@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
			Treasury Management 2022/23.			
12 <sup>th</sup> September '23	Revenue Monitoring – Q1.	<p><a href="#">Same period last reported July '22.</a></p> <p>Cabinet Forward Work Programme Item.</p>	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn for the period. The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	
12 <sup>th</sup> September '23	Capital Monitoring – Q1.	<p><a href="#">Same period last reported July '22.</a></p>	To advise Committee of the progress relating to revenue and capital	That Members are aware of the projected revenue outturn for the period. The Capital	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@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
		Cabinet Forward Work Programme Item.	expenditure for the period.	Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.		
12 <sup>th</sup> September '23	Integrated Family Support Service Annual Update	<a href="#">Last received September '22.</a>	To provide Committee with an opportunity to consider the Annual Report for the Vale of Glamorgan and Cardiff Integrated Family Support Team (IFST) before it is submitted to Welsh Government as required.	To allow members to consider the work of the IFST in relation to Welsh Government guidance.	Amber Condy, Operational Manager for Children and Young People Services. 01446 704862 <a href="mailto:acondy@valeofglamorgan.gov.uk">acondy@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>	Slipped to September '23 on Director's request 02-05-23.  No recommendation for repeat of annual report at 6 <sup>th</sup> sept '22 meeting but usually received each 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
						<p>Slipped by one meeting; July -to September '22 as requested by Director 16/06/22.</p> <p>Agreed at 06/7/21 meeting to be received annually in July.</p>
12 <sup>th</sup> September '23	Cardiff and Vale of Glamorgan Market Stability Report.	<a href="#">Last received September '22</a>	To share the Cardiff and the Vale of Glamorgan Market Stability Report 2022 report with Elected Members of the Scrutiny Committee, to enable their contribution to the final report.	To provide Scrutiny Committee with an opportunity to review the Market Stability Report prior to it being considered by Cabinet and Full Council.	<p>External: Alison Law Cardiff &amp; the Vale UHB - Strategic Planning <a href="mailto:Alison.Law@wales.nhs.uk">Alison.Law@wales.nhs.uk</a></p> <p>Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:icarver@valeofglamorgan.gov.uk">icarver@valeofglamorgan.gov.uk</a></p>	No recommendation for repeat of annual report at 6th sept '22 meeting but historically received in September.



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> September '23	Sports & Play: Update	<a href="#">Annual Report; last received September '22.</a>	To update committee on the current activities and operations of the Council's Sport and Play Section.	To note the current good work being undertaken by the Council's Sport and Play Development Team.	<p>Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living &amp; Performance. 01446 704 817 <a href="mailto:DPKnevett@valeofglamorgan.gov.uk">DPKnevett@valeofglamorgan.gov.uk</a></p> <p>Karen Davies, Principal Healthy Living Officer. 01446 704793 <a href="mailto:KJDavies@valeofglamorgan.gov.uk">KJDavies@valeofglamorgan.gov.uk</a></p>	Agreed at 06/09/22 meeting to be received annually in September.
12 <sup>th</sup> September '23	Consultation draft of Council Annual Self-assessment.	Ref from Cabinet.	To seek endorsement of the Draft Vale of Glamorgan Annual Self-Assessment Report for consultation.	Ensure all Scrutiny Committees as per the Local Government & Elections (Wales) Act 2021) have oversight of the Draft Vale of Glamorgan Annual Self-Assessment report and their	<p>Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a></p>	

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
				views inform the Council's approach to meeting the new performance requirements.		
12 <sup>th</sup> September '23	Annual Delivery Plan Monitoring Report: Quarter 1 Performance.	<p><a href="#">Last Q1 version received September '22.</a></p> <p>End of previous year (Part 2) (Q4) received July '23. [ADD LINK]</p>	To present Quarter 1 performance results for the Quarter 1 period aligned to the Corporate Plan Well-being Outcomes.	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan aimed at making a positive difference to the lives of Vale of Glamorgan citizens. 2. To ensure the Council is effectively assessing its	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	Usually received Sept.

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
				<p>performance in line with the requirement to meet its performance requirements as outlined in the Local Government &amp; Elections (Wales) Act 2021 and reflecting the requirement of the Wellbeing of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-being goals for Wales. 3. To ensure members maintain an oversight of the recovery issues</p>		

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
				impacting on the work of the Council and their respective Scrutiny Committees.		
10 <sup>th</sup> October '23	2 <sup>nd</sup> Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule.	<a href="#">Last received Oct '22.</a>  Qtr 1 received July '23 [ADD LINK]	To report progress on the Scrutiny recommendations [Jul,Sept] and to confirm the Committee's work programme.	To maintain effective tracking of the Committee's recommendations and publication of the update work programme.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	Combined with Q1 for 2022 Municipal Year.
10 <sup>th</sup> October '23	Children and Young People Services Annual Placements Review.	<a href="#">Last received December '22.</a>	To outline the actions taken within Children and Young People Services with regards to placement provision for	To provide Members with an opportunity to exercise oversight of this key statutory function.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a>  Karen Conway, Operational Manager Placements and Permanency Team.	Agreed at 06/12/22 meeting to be received in October '23.

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
			Children Looked After (CLA) and the priority actions for going forward.		01446 704204 <a href="mailto:KConway@valeofglamorgan.gov.uk">KConway@valeofglamorgan.gov.uk</a>	
10th October '23	Liberty Protection Safeguards (LPS).  <i>(Previously known as: Deprivation of Liberty Safeguards (DoLS)).</i>	<a href="#">Last received October '22.</a>	To provide overview and summary of the activity within the LPS (Prev.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.	Ian McMillan, Head of Resource Management and Safeguarding. <a href="mailto:imcmillan@valeofglamorgan.gov.uk">imcmillan@valeofglamorgan.gov.uk</a>	No agreement made at Oct'22 meeting to receive report again and/or annually but, if required, report to be received Oct '23.
7th November '23	Revenue Monitoring – Q2.	<a href="#">Last received Oct '22.</a>	To advise Committee of the progress relating to revenue and capital	That Members are aware of the projected revenue outturn. The Capital	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@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
		Cabinet Forward Work Programme Item.	expenditure for the period.	Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.		
7 <sup>th</sup> November '23	Capital Monitoring – Q2.	<a href="#">Last received Nov '22.</a>  Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	

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7 <sup>th</sup> November '23	Vale, Valleys and Cardiff Regional Adoption Collaborative Annual Report.	<a href="#">Last received November '22.</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.	<p>Angela Harris, Regional Adoption Manager. 01446 706152 <a href="mailto:apharris@valeofglamorgan.gov.uk">apharris@valeofglamorgan.gov.uk</a></p> <p>Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a></p>	Agreed at 08/11/22 meeting to be received annually in Nov.
7 <sup>th</sup> November '23	Telecare Services Update.	<a href="#">Annual Report: last received Nov '22.</a>	To update Members on the work of the Telecare Service over the last 12 months and advise Members on the progress of the Telecare Service Management Review.	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>	Agreed at November '22 meeting to receive annually.

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7 <sup>th</sup> November '23	Revenue Refresh MTFP [Initial Revenue Programme Budget <b>Pre-settlement</b> Proposals].	<a href="#">Last received November '22.</a> Reference from Cabinet.	To submit for consultation the initial revenue budget proposals.	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Confirmation from GJ received 16.11.22 that report now expected each November.  Equivalent MTFP and budget strategy update received from Cabinet as a reference rather than stand-alone report for '22.
7 <sup>th</sup> November '23	Capital Strategy [Initial Capital Programme Budget <b>Pre-settlement</b> Proposals].	<a href="#">Last received November '22.</a> Reference from Cabinet.	To submit the Initial Capital Programme Proposals for the period for Scrutiny Committee consultation.	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Confirmation from GJ received 16.11.22 that report now expected each November.  Received as reference from



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 in Nov '22.
5 <sup>th</sup> December '23	Corporate Safeguarding Mid-Year Report. <b>(Reference from Cabinet).</b>	Annual version last received July '23 [ADD LINK]  Mid-year version last received <a href="#">December '22.</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 understanding around safeguarding activity taking place across the Council.	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>	
5 <sup>th</sup> December '23	Annual Delivery Plan Consultation	<a href="#">Last received</a>	Member Consultation.	To ensure that all Scrutiny Committees have	Helen Moses, Strategy and Partnership Manager. 01446 709366 <a href="mailto:HMoses@valeofglamorgan.gov.uk">HMoses@valeofglamorgan.gov.uk</a>	

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	Draft. <b>(Reference from Cabinet).</b>	<a href="#">December '21.</a>		the opportunity to consider the draft Annual Delivery Plan and provide feedback as part of the programme of consultation.		
5 <sup>th</sup> December '23	Leisure Management Contract – Year 11 Performance Report.	<a href="#">Year 10 report received January '23.</a>	To provide an update on the performance of the Leisure Management Contract.	To note the performance of the contractor during this period and to ensure that the Service responds to the findings of the Audit Wales report and in particular to ensure that the work underway on the Leisure Management Contract strengthens the application of the	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 <a href="mailto:DPKnevett@valeofglamorgan.gov.uk">DPKnevett@valeofglamorgan.gov.uk</a>	Agreed at 10/01/23 meeting that Year 11 be presented to Committee in late 2023.

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
				Sustainable Development Principle.		
5 <sup>th</sup> December '23	Annual Delivery Plan Monitoring Report: Quarter 2 Performance.	<p><a href="#">Last received December '22.</a></p> <p>Quarter 1 received September '23. [ADD LINK]</p>	To present Quarter 2 performance results for the period in delivering the Council's Annual Delivery Plan commitments as aligned to its 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. 2. To ensure the Council is effectively assessing its	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
				performance in line with the requirement to meet our performance requirements as outlined in the Local Government & Elections (Wales) Act 2021 and reflecting the requirement of the Wellbeing of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-being goals for Wales.		
9 <sup>th</sup> January '24	Update on the Cardiff and Vale of Glamorgan	<a href="#">Last received January '23.</a>	To update Members on the work of the	To increase awareness of the work of the	External: Cath Doman, Director of Health and Social Care, Integration at Cardiff and Vale Integrated Health and	Agreed at 10/01/23 meeting

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
	Regional Partnership Board.		Cardiff and Vale of Glamorgan Regional Partnership Board in relation to the integration of health and social care.	Cardiff and Vale of Glamorgan Regional Partnership Board and to ensure links to the wider Vale of Glamorgan Local Authority agenda and key priorities are considered and ensured and to keep Members appraised on and engaged with the work of the Regional Partnership Board.	Social Care Partnership. <a href="mailto:Cath.Doman@wales.nhs.uk">Cath.Doman@wales.nhs.uk</a>  Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@valeofglamorgan.gov.uk</a>	for report to be received Jan '24.
9 <sup>th</sup> January '24	3 <sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work	<a href="#">Last received Feb '23.</a>  Last 2nd Quarter	To report progress on the Scrutiny recommendations [Oct,Nov,Dec] and to confirm	To report progress on Scrutiny recommendations and to consider the updated	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
	Programme Schedule.	received Oct '23. [ADD LINK]	the Committee's work programme.	Forward Work Programme together with any slippage.		
6 <sup>th</sup> February '24	Revenue Monitoring – Q3.	<a href="#">Last received Mar '23.</a>  Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	
6 <sup>th</sup> February '24	Capital Monitoring – Q3.	<a href="#">Last received Mar '23.</a> Cabinet Forward Work	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn. The Capital Economic Regeneration	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@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
		Programme Item.		Reserve is managed effectively, and budgets are matched to operational responsibilities.		
6 <sup>th</sup> February '24	Revenue Refresh MTFP [Initial Revenue Programme Budget <b>Post-settlement</b> Proposals].	<a href="#">Last received February '23.</a>  Reference from Cabinet.	To submit for consultation the initial revenue budget proposals.	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Confirmation from GJ received 02.05.23 that report now expected each February.
6 <sup>th</sup> February '24	Capital Strategy [Initial Capital Programme Budget <b>Post-settlement</b> Proposals].	<a href="#">Last received February '23.</a>	To submit the Initial Capital Programme Proposals for the period for Scrutiny	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Confirmation from GJ received 02.05.23 that report now expected each February.

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
		Reference from Cabinet.	Committee consultation.	before making a final proposal on the budget.		
6 <sup>th</sup> February '24	Vale of Glamorgan Council – Proposed Fees and Charges.	<p><a href="#">Last received Feb '23.</a></p> <p>Reference from Cabinet.</p>	To propose changes in service charges for functions managed by the Council over five directorates for the financial year ahead.	Comments of Scrutiny Committee are referred to Corporate Performance and Resources as the lead Scrutiny Committee and thereon to Cabinet for consideration as part of the final fees and charges setting.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	
5 <sup>th</sup> March '24	Service Plans and Target Setting to deliver the Annual Delivery Plan.	<a href="#">Last received March '23.</a>	To present the Council's Wellbeing Objectives and Improvement Plan Part 1, the	The views of all key stakeholders including Scrutiny Committees, inform the Council's draft	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
			<p>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.</p>	<p>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</p>		

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
				<p>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) Measure 2009 and in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.</p>		

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
5 <sup>th</sup> March '24	Annual Delivery Plan Monitoring Report: Quarter 3 Performance.	<a href="#">Last received March '23.</a> Quarter 2 Received December '23 [ADD LINK]	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 continuous	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
				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.		
5 <sup>th</sup> March '24	Annual Update regarding Unpaid Carers and Regional Carers Strategy.	<a href="#">Last received March '23.</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	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	Agreed at 07/03/23 meeting that next annual report received in March '24.

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.	<a href="mailto:NJHale@valeofglamorgan.gov.uk">NJHale@valeofglamorgan.gov.uk</a>	
9 <sup>th</sup> April '23	No reports currently scheduled.					

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

Report/References/Presentations	Responsible Officer and Contact Details	Commentary
Leisure Centre Working Group re-establishment report.	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 <a href="mailto:DPKnevett@valeofglamorgan.gov.uk">DPKnevett@valeofglamorgan.gov.uk</a>	Confirmed as pending at January '23 meeting but item postponed pending officer availability.
Development of the Vale Alliance – an integrated model for the delivery of health and social care to adult citizens in the Vale of Glamorgan Report.	Jason Bennett Head of Adult Services and Vale Alliance <a href="mailto:jbennett@valeofglamorgan.gov.uk">jbennett@valeofglamorgan.gov.uk</a>	Stage One report received by Committee 08/03/22. (3) T H A T a further report following the first stage of the process be received by the Committee having regard to the fact that any future partnership agreement would be considered by Scrutiny Committee and would require approval by Cabinet.

**Annual Reports**

Report	Responsible Officer and Contact Details	Commentary
<b>Performance Monitoring Reports</b>		
Service Plans and Target Setting to deliver the Annual Delivery Plan 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.
Annual Delivery Plan Monitoring Report: End of Year Quarter 4 Performance 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	Usually in July each year.
Consultation Draft - Council Annual Self-Assessment Report 20**/**	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. For 21/22: will be via a ref from cabinet given the limited time. In future years, this may change following review and refinement of approach.
Vale of Glamorgan Council: Annual Performance Calendar 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	Usually in June each year.
Annual Delivery Plan 2023-24 Consultation Draft. <b>(Reference from Cabinet).</b>	Helen Moses, Strategy and Partnership Manager. 01446 709366 <a href="mailto:HMoses@valeofglamorgan.gov.uk">HMoses@valeofglamorgan.gov.uk</a>	Usually in December each year.

Financial Reports		
Revenue Outturn Closure of Accounts 20**/**.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in July each year.
Capital Outturn Closure of Accounts 20**/**.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in July each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. <b>Pre-settlement.</b>	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in November each year (as of 16.11.22 confirmed by GJ).
Capital Strategy - Initial Capital Programme Budget Proposals. <b>Pre-settlement.</b>	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in November each year (as of 16.11.22 confirmed by GJ).
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. <b>Post-settlement.</b>	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in February each year.
Capital Strategy - Initial Capital Programme Budget Proposals. <b>Post-settlement.</b>	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in February each year.
Fees & Charges.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in February each year.



<b>Leisure Reports</b>		
Leisure Management Contract – Year ** Performance Report.	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 <a href="mailto:DPKnevett@valeofglamorgan.gov.uk">DPKnevett@valeofglamorgan.gov.uk</a>	Usually in February each year. Year 11 report requested for late '23 at 10/01/23 meeting.
Sports & Play: Update	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 <a href="mailto:DPKnevett@valeofglamorgan.gov.uk">DPKnevett@valeofglamorgan.gov.uk</a>	Agreed at 06/09/22 meeting to be received annually in September. Previously in June each year (as of 08/06/21). 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. <a href="mailto:Cath.Doman@wales.nhs.uk">Cath.Doman@wales.nhs.uk</a>	Usually in January each year.
Telecare Services Update.	Andrew Cole, Operational Manager Locality Services. 07775 634 180 <a href="mailto:acole@valeofglamorgan.gov.uk">acole@valeofglamorgan.gov.uk</a>	Usually in November each year (as of 08/11/22).
Annual Report of the Director of Social Services 20**-20** – Challenge Version.	Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@valeofglamorgan.gov.uk</a>	Usually in July each year. Includes Representations and Complaints.

Annual Update regarding Unpaid Carers and Regional Carer's Strategy.	<p>Natasha James, Operational Manager, Safeguarding &amp; Service Outcomes. 01446 704781 <a href="mailto:najames@valeofglamorgan.gov.uk">najames@valeofglamorgan.gov.uk</a></p> <p>Nicola Hale, Team Manager, Performance and Information. 01446 704732 <a href="mailto:NJHale@valeofglamorgan.gov.uk">NJHale@valeofglamorgan.gov.uk</a></p>	Usually in March each year.
Corporate Safeguarding Annual Report.	<p>Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarter@valeofglamorgan.gov.uk">lcarter@valeofglamorgan.gov.uk</a></p>	Usually in July each year. Reference from Cabinet.
Family Information Service Annual Report 20**/**.	<p>Ian McMillan, Head of Resource Management and Safeguarding. <a href="mailto:imcmillan@valeofglamorgan.gov.uk">imcmillan@valeofglamorgan.gov.uk</a></p>	Usually in May each year (as of 11/5/21). Previously July each year.
Children and Young People Services Annual Placement Review – Annual Update.	<p>Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a></p>	Usually in October each year (as of 09/10/21). Previously September each year.
Vale, Valleys and Cardiff Regional Adoption Collaborative Annual Report 20**/**.	<p>Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a></p>	Usually in November each year.
<p>Liberty Protection Safeguards (LPS)</p> <p><i>Previously known as: Deprivation of Liberty Safeguards (DoLS).</i></p>	<p>Ian McMillan, Head of Resource Management and Safeguarding. <a href="mailto:imcmillan@valeofglamorgan.gov.uk">imcmillan@valeofglamorgan.gov.uk</a></p>	Usually received Annually. Next report due in or before October '23.
Integrated Family Support Service Annual Update	<p>Rachel Evans, Head of Children and Young People Services.</p>	Usually in July each year (as of July '21 meeting).

	01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a>	
Annual Review of Commissioned Services to Adults with a Care and Support Need.	Ian McMillan, Head of Resource Management and Safeguarding. <a href="mailto:imcmillan@valeofglamorgan.gov.uk">imcmillan@valeofglamorgan.gov.uk</a>	Usually in June each year (as of June '22 meeting).

### Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Mid-Year Report.	Lance Carver, Director of Social Services. 01446 704 678 <a href="mailto:lcarver@valeofglamorgan.gov.uk">lcarver@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>	Usually in December/January each year. Reference from Cabinet.

### Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 <sup>th</sup> Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 20**/**.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	Usually May each year. Reporting on Jan, Feb and Mar.

1st Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 20**/**.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	Usually July each year. Reporting on Apr, May and Jun.
2nd Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 20**/**.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	Usually October each year. Reporting on July and September.
3rd Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 20**/**.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 <a href="mailto:arudman@valeofglamorgan.gov.uk">arudman@valeofglamorgan.gov.uk</a>	Usually January each year. Reporting on October, November and December.
Annual Delivery Plan Monitoring Report: Quarter 1 Performance 20**/**.	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	Usually September each year. Reporting on April, May and June.
Annual Delivery Plan Monitoring Report: Quarter 2 Performance 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	Usually December each year. Reporting on July and September.
Annual Delivery Plan Monitoring Report: Quarter 3 Performance 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. Reporting on October, November and December.
Revenue Monitoring Q1.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in September each year.

Capital Monitoring Q1.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in September each year.
Revenue Monitoring Q2.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in November each year.
Capital Monitoring Q2.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in November each year.
Revenue Monitoring Q3.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in February each year.
Capital Monitoring Q3.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 <a href="mailto:GHJones@valeofglamorgan.gov.uk">GHJones@valeofglamorgan.gov.uk</a>	Usually in February each year.

### **Infrequent**

- Cabinet References.
- 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.**