

Meeting of:	Healthy Living and Social Care Scrutiny Committee
Date of Meeting:	Tuesday, 08 October 2024
Relevant Scrutiny Committee:	Healthy Living and Social Care
Report Title:	1 st & 2 nd Quarter Scrutiny Recommendation Tracking 2024/25 and Updated Committee Forward Work Programme Schedule 2024/25.
Purpose of Report:	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 2023/24.
Report Owner:	Tom Bowring, Director of Corporate Resources.
Responsible Officer:	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 updated Forward Work Programme Schedule for 2024/25:</p> <ul style="list-style-type: none"> - 1st Quarter Recommendation Tracking April to June 2024 (Appendix A); - 2nd Quarter Recommendation Tracking July to September 2024 (Appendix B); - Updated Forward Work Programme Schedule for 2024/25 (Appendix C). 	

Recommendations

1. That the status of the actions listed in Appendices A and B to the report be agreed.
2. That the updated Forward Work Programme Schedule for 2024/25 attached at Appendix C be approved and uploaded to the Council's website.

Reasons for Recommendations

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

1. Background

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months/municipal year (May 2024 to April 2025).

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 Cabinet Quarterly Work Programmes – April to June 2024 and July to September 2024, as endorsed by Cabinet at its 11th July, 2024 meeting.
- 2.4 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix C, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.5 The schedule includes notes on reports that were scheduled to be reported in the previous quarter (Q4) that have now been slipped to the 2024-25 Municipal year however, this Committee has no slippage to report from the 2023-24 Municipal year.

- 2.6** At the June 2024 Committee meeting, the Committee agreed to reduce the frequency of the Family Information Service Report to a biennial basis with any information from Welsh Government received in the meantime being emailed to all Members of the Committee for their information to ensure the Scrutiny Committee continues to be updated with regard to the Family Information Service outside of the formal committee process. Therefore, this report has been labelled accordingly on the Committee FWP.
- 2.7** 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.
- 2.8** 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.
- 2.9** 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.
- 2.10** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to consider its FWP (attached at Appendix C) by identifying:
- Specific areas of interest for the Committee;
 - How to engage stakeholders (including Ward Members and the public);
The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, etc.); and
 - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.11** The Scrutiny Forward Work Programmes should provide a clear rationale as to why particular issues have been selected; be outcome focused; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align Scrutiny Programmes with the Council’s performance management, self-evaluation and improvement arrangements as well as having regard to Council resources.

During the year there may be a number of ways in which additional issues can be considered for inclusion in the Scrutiny Work Programme with topics coming from a number of sources such as:

- Individual Councillors.

- Performance or budget monitoring information.
- Inspection reports.
- Referrals from Council (such as Notices of Motion), Cabinet/Audit or other Scrutiny Committees.
- Service users.
- Monitoring the implementation of recommendations previously made by the Committee,
- residents of the Vale of Glamorgan,
- Updates from the Committee's Budget Working Group as and when group meetings are arranged; and
- Updates from the Committee's Leisure Centre Working Group as and when centre visits are arranged.

2.12 Further discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairs and Vice-Chairs Group having regard to resource implications and corporate priorities. The next meeting of the Scrutiny Committee Chairs and Vice-Chairs Group is scheduled for Tuesday, 15th October, 2024.

2.13 The Scrutiny Work Programme is a rolling programme, and the results of the Annual Scrutiny Impact Survey will also be analysed by both Democratic Services and the Scrutiny Committee Chairs and Vice-Chairs Group, and findings considered to assist with Work Programme planning.

On 28th May 2024, the Scrutiny Committee Chairs and Vice-Chairs Group considered the results of the 2024 Scrutiny Impact Survey and subsequently endorsed 4 new action points for implementation as well as refer a progress report to the Democratic Services Committee on 1st July, 2024. Progress on these will points will be monitored by the Group going forward.

2.14 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.

2.15 All topics for Task and Finish work will be taken to the Scrutiny Committee Chairs and Vice-Chairs Group to be prioritised in line with Corporate Objectives in compliance with Council policy; consideration of the need for changes to policy and/or practice; and in seeking continuous Improvement. To date there has also been good discussion with the Scrutiny Committee Chairs and Vice-Chairs Group on techniques that can be used, and experience shared with a view to improving Scrutiny.

2.16 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.

- 2.17** The action outlined in the Scrutiny and Cabinet Protocol agreed by Cabinet in 2021 is to be relaunched i.e. Specific meetings with Cabinet Portfolio Holders to be arranged with Scrutiny Committee Chairs and Vice-Chairs on a regular basis and on a biannual basis the Leader, Deputy Leader, Cabinet Members and Scrutiny Committee Chairs and Vice-Chairs to meet to allow both the Cabinet and Scrutiny FWP to be developed and agreed and for discussions to take place having regard to Council priorities. [21-05-12 - Scrutiny and Cabinet Roles and Responsibilities - Cabinet Approved Version \(valeofglamorgan.gov.uk\)](https://www.valeofglamorgan.gov.uk/21-05-12-Scrutiny-and-Cabinet-Roles-and-Responsibilities-Cabinet-Approved-Version).
- 2.18** To assist Members following the Member Induction Programme, an Effective Scrutiny Workshop was held in March 2024 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 also included the re-launch of the Scrutiny and Cabinet Roles and Responsibilities Protocol approved by Cabinet on 21st May, 2021 and hyperlinked above in paragraph 2.18. A report on the outcomes of the Effective Scrutiny Workshop was presented to the Scrutiny Committee Chairs and Vice-Chairs Group on 28th May which subsequently referred the report to the Democratic Services Committee on 1st July.
- 2.19** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairs and Vice-Chairs Group on 3rd March, 2021 agreed that Scrutiny Committee Chairs and Cabinet Members were best placed to present the Recommendation Tracking and Forward Work Programme Update Reports at Committee meetings to highlight the fact that both documents were under the Committee's ownership and management.
- 2.20** Published versions of the FWP can also be found on the Council's website via the following link: https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx.

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 2023-24 Annual Report is expected to be presented to Full Council on 30th September.
- 3.2** Scrutiny Committee FWPs 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>

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

[Q4 Tracking 2023/24.](#)

[Scrutiny Committees Annual Report May 2023 – April 2024.](#)

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

[Cabinet Quarterly Work Programmes – April to June 2024 and July to September 2024.](#)

Uncompleted Recommendations

1st Quarter 2024-25

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

14 May 2024				
Min. No. 23 – Performance Evaluation Inspection of Vale of Glamorgan Social Services Update (DSS) – Recommended	Healthy Living and Social Care			
(2) That a further update on the Council's response to the CIW recommendations within the Performance Evaluation Report be provided to the Committee in 12 months' time.			Added to the Scrutiny Committee's Forward Work Programme.	Completed
Min. No. 24 – 4th Quarter Scrutiny Recommendation Tracking 2023/24 and Proposed Annual Forward Work Programme Schedule 2024/25 (DCR) – Recommended	Healthy Living and Social Care			
(3) That the Committee's proposed Annual Forward Work Programme Schedule for 2024/25, attached at Appendix D, be approved and uploaded to the Council's website subject to the following amendments being made prior to publication: - Both the Annual and Mid-year Corporate Safeguarding Reports being slipped to subsequent months in line with the related references from Cabinet being received. - The "Cardiff & Vale Regional Partnership Board (next 5 years) Joint Area Plan" (June) be consolidated with the "Cardiff and Vale of Glamorgan Regional Partnership Board Update" report, to be received in January 2025.			Annual Forward Work Programme updated and uploaded to the Council's website.	Completed
11 June 2024				
Min. No. 107 – Food Vale, the Vale of Glamorgan's Sustainable Food Partnership (DCR) – Recommended	Healthy Living & Social Care			
(2) That further updates on the work of Food Vale during the year be presented to this Committee as appropriate and in addition to the progress reported as			Added to the Scrutiny Committee's Forward Work Programme.	Completed

Uncompleted Recommendations

1st Quarter 2024-25

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
part of the PSB Annual Report, reported to Corporate Performance and Resources Scrutiny Committee.				
Min. No. 108 – Annual Review of Commissioned Services to Adults with a Care and Support Need (DSS) – Recommended	Healthy Living & Social Care			
(5) That the Committee continues to receive an Annual Review of Commissioned Services for Adults with a Care and Support Need report.			Added to the Scrutiny Committee’s Forward Work Programme.	Completed
Min. No. 109 – Family Information Service Annual Report 2024 (DSS) – Recommended	Healthy Living & Social Care			
(2) That the Scrutiny Committee receives updates on the Family Information Service every two years with any information from Welsh Government received in the meantime being emailed to all Members of the Committee for their information.			Added to the Scrutiny Committee’s Forward Work Programme.	Completed

Uncompleted Recommendations

2nd Quarter 2024/25

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

09 July 2024				
Min. No. 190 – Age Friendly Vale Update (CX) – Recommended	Healthy Living & Social Care			
(2) That the following comments of the Committee be shared with the Public Services Board via the Director of Corporate Resources: - Consideration be given to alternative methods of outreach in areas of the Vale of Glamorgan that do not have a local library facility or public transport links, - Consideration be given around non digital methods of contact to reach those residents who are less able to access information online, and - Consideration be given to the dissemination of information such as an A-Z Services Directory amongst Elected Members and Town and Community Council Clerks to support with responding to ward queries.			Comments provided formally to Director via cleared minutes.	Completed
(3) That the Committee receives a further report on the work of Age Friendly Vale, following the current Age Friendly promotion / consultation exercise, that includes: a) the number of enquiries received via the Council's Contact Centre, following the leaflet distribution exercise, in comparison to contact made using the included QR Code; and b) the methods of outreach taking place across all ward areas of the Vale of Glamorgan.			Added to the Committee's Forward Work Programme schedule for November 2024.	Completed
Min. No. 191 – Annual Report of the Director of Social Services – Challenge Version (DSS) – Recommended	Healthy Living & Social Care			
(2) That the following proposals for change be considered by the Director for inclusion in the final report:			Committee comments incorporated into final report as presented to Cabinet 19 th September 2024.	Completed

Uncompleted Recommendations

2nd Quarter 2024/25

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
<ul style="list-style-type: none"> - Further clarity on how identified challenges for the future will be addressed. For example, concerns around communication in the Children and Young People Service. - Adding some comparative data for the Vale of Glamorgan in comparison to other Local Authorities, where available, which is difficult for members to find independently. For example, specifics in relation to the remaining number of adults waiting on domiciliary care and the reasons why. - More consistency in the way that data is provided throughout the report which fluctuates between raw data and percentages. For example, the 192 complaints received by the Directorate may appear high but, in comparison to the number of interventions over the entire year, would be a very small percentage. 				
10th September 2024				
Min. No. - Annual Corporate Safeguarding Report: 2023/2024 (REF) – Recommended	Healthy Living & Social Care			
(2) That a report be added to the Committee’s Forward Work Programme on the outcomes of the review currently being undertaken to understand in more detail why the largest category of abuse reported to the Council was the neglect of persons aged 85 and over.			Added to the Committee’s Forward Work Programme schedule.	Completed



Healthy Living & Social Care Scrutiny Committee

Forward Work Programme

May 2024 – April 2025

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
14 th May '24	4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last Received May '23. Last Quarter 3 report received January '24.	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 arudman@valeofglamorgan.gov.uk	Received by Committee. Min No: 24.
14 th May '24	Performance Evaluation Inspection of Vale of Glamorgan Social Services.	Last received May '23. Originally received on Vice-Chair's Request.	To update Scrutiny Committee on the outcome of the recent inspection.	To ensure that Members are informed of Care Inspectorate Wales's assessment of the Vale of Glamorgan County Council's performance in exercising its social services	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Received by Committee. Min No: 23. Agreed at May '24 meeting to receive update in 12 months' time.

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				duties and functions in line with legislation.		
11 th June '24	Annual Review of Commissioned Services to Adults with a Care and Support Need.	Last Received June '23.	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. imcmillan@valeofglamorgan.gov.uk	Received by Committee. Min No: 108. Agreed at June '23 meeting for annual review to be received each June.

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11 th June '24	Family Information Service Biennial Report.	Last received June '23.	To update Scrutiny Committee on the work of the Vale Family Information Service (FIS).	To ensure effective oversight of the work undertaken to support parents/carers and providers in the Vale of Glamorgan.	<p>Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk</p> <p>Becky Wickett, Social Care Information Coordinator. 01446 704711 RWickett@valeofglamorgan.gov.uk</p>	<p>Received by Committee. Min No: 109.</p> <p>Agreed at June '24 meeting to be received biennially.</p> <p>Agreed at June '23 meeting to be received annually.</p> <p>Historically received in May but slipped to June for '23.</p>
9 th July '24	<p>Vale of Glamorgan Council: Annual Performance Calendar</p> <p>Reference from Cabinet</p>	Last received June '23.	To present the Vale of Glamorgan Annual Performance Calendar which outlines the key plans/reports	How the Council will involve Members in shaping the approach, key plans and reports aligned to	<p>Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk</p>	<p>Received by Committee. Min No 189.</p> <p>Slipped from June to July due to reference</p>

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			that will be subject to consideration by Members throughout the year.	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.		timelines from Cabinet.
9 th July '24	Annual Report of the Director of Social Services - Challenge Version.	Last received July '23.	To ensure that Elected Members receive a copy of the Director's Annual Report, contribute to the	The challenge version of the Director's report allows members and stakeholders an opportunity to	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Received by Committee. Min No. 191. Usually received in July each year.

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			challenge process and agree the future priorities for the service.	comment and inform a future final draft which will be considered by Cabinet.		
9 th July '24	Annual Delivery Plan Monitoring Report: End of Year Quarter 4 Performance.	Last received July '23. Quarter 3 received March '23.	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 lcarver@valeofglamorgan.gov.uk	Received by Committee. Min No. 192.
10 th Sept '24	Capital Outturn [Closure of Accounts].	Last received July '23.	The accounts are complete, and Scrutiny Committee is	Members aware of the provisional financial position	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Received by Committee. Min No. TBC.

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
			informed of the provisional financial position of the Council for the previous financial year.	and actions that have been taken.		Slipped from July to September due to impact of General Election on meeting scheduling. Usually received in July each year.
10 th Sept '24	Revenue Outturn [Closure of Accounts].	Last received July '23.	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 GHJones@valeofglamorgan.gov.uk	Received by Committee. Min No. TBC. Slipped from July to September due to impact of General Election on Meeting Scheduling. Usually received in July each year.
10 th September '24	Corporate Safeguarding Annual Report.	Last received	To update Cabinet on the work that has	To ensure that Committee is aware of recent	Lance Carver, Director of Social Services.	Received by Committee. Min No. TBC.

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	(Reference from Cabinet).	September '23.	been undertaken in relation to Corporate arrangements for Safeguarding across the Council.	developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working and be assured of effective safeguarding taking place.	01446 704 678 icarver@valeofglamorgan.gov.uk	Received later by Cabinet so slipped to September '24 as confirmed by JW 01/05/24. Usually in July each year.
10 th September '24	Revenue Monitoring – Q1.	Cabinet Forward Work Programme Item.	To advise Committee of the Quarter 1 Revenue Monitoring position for 2024/25.	That Members are aware of the projected revenue outturn for the period and the original budget for 2024/25 for virement requests.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Received by Committee. Min No. TBC.

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10 th September '24	Capital Monitoring – Q1.	Cabinet Forward Work Programme Item.	To advise Committee of the progress on the 2024/25 Capital Programme for the period 1st April to 30th June within their remit.	That Members are aware of the progress on the Capital Programme, the use of Delegated Authority, the use of Emergency Powers and changes to the Capital Programme.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Received by Committee. Min No. TBC.
10 th September '24	Update on the Healthy Living and Social Care Scrutiny Committee Budget Working Group.	Last received February '24.	To provide further and more regular opportunity for select members of the Healthy Living and Social Care Scrutiny Committee to receive additional insight and understanding of	Any issues / recommendations be referred back to the Committee for consideration.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Received by Committee. Min No. TBC. Group established in January 2024.

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			the significant and increased spending for the Social Services Directorate, identified savings, as well as future transformational opportunities for Members to better scrutinise future spending.			
10 th September '24	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-	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Received by Committee. Min No. TBC.

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				Assessment report and their views inform the Council's approach to meeting the new performance requirements.		
10 th September '24	Annual Delivery Plan Monitoring Report: Quarter 1 Performance.	Last Q1 version received September '23. End of previous year (Part 2) (Q4) received July '24.	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	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Received by Committee. Min No. TBC. Usually received Sept.

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				effectively assessing its performance in line with the requirement to meet its 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. 3. To ensure members maintain an		

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				oversight of the recovery issues impacting on the work of the Council and their respective Scrutiny Committees.		
8 th October '24	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Q1 last received Oct '23. Last municipal year 4th Quarter received May '24.	To report progress on Scrutiny recommendations [Apr,May,June] and to consider the updated Forward Work Programme together with any slippage.	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 arudman@valeofglamorgan.gov.uk	Slipped from July to October based on short amount of time from Q4 report. Merged with Q2. Combined with Q1 for 2024 Municipal Year as per 2023.
8 th October '24	2 nd Quarter Scrutiny Decision Tracking of	Last received Oct '23.	To report progress on the Scrutiny	To maintain effective tracking of the	Amy Rudman, Democratic & Scrutiny Services Officer.	Combined with Q1 for 2024

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	Recommendations and Updated Work Programme Schedule		recommendations [Jul,Sept] and to confirm the Committee's work programme.	Committee's recommendations and publication of the update work programme.	01446 709 855 arudman@valeofglamorgan.gov.uk	Municipal Year as per 2023.
8 th October '24	Liberty Protection Safeguards (LPS). <i>(Previously known as: Deprivation of Liberty Safeguards (DoLS)).</i>	Last received October '23.	To provide overview and summary of the activity within 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.	Scrutiny Committee takes account of the future planning for the Liberty Protection Safeguards and changes this will bring in our responsibilities for individuals who are deprived of their liberty through their care and support needs.	Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	No agreement made at Oct'23 meeting to receive report again and/or annually but, if required, report to be received Oct '24.
5 th November '24	Age Friendly Vale Update	Last received in July '24.	To present an overview of the work to become a	The Committee receives a further report on the work of Age	Sian Clemett- Davies Age Friendly Vale Officer snclmnett-davies@valeofglamorgan.gov.uk	Slipped from October to November.

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			more Age Friendly Vale across the Vale of Glamorgan as part of the rolling programme of providing Committees with insights into the work of the Public Services Board.	Friendly Vale, following the current Age Friendly promotion / consultation exercise as requested at the July '24 meeting.		See July '24 minute for scope of returning report.
5 th November '24	Annual Reports for Sports Development, 60+ Active Leisure Scheme and National Exercise Referral Scheme <i>(Previously known as: Sports & Play: Update)</i>	Annual Report; last received October '23.	To advise 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.	Dave Knevet, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevet@valeofglamorgan.gov.uk Karen Davies, Principal Healthy Living Officer. 01446 704793 KJDavies@valeofglamorgan.gov.uk	Agreed at 09/10/23 meeting to be received annually in October.

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 th November '24	Vale, Valleys and Cardiff Regional Adoption Collaborative Annual Report.	Last received November '23.	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.	Angela Harris, Regional Adoption Manager. 01446 706152 apharris@valeofglamorgan.gov.uk Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Agreed at 07/11/23 meeting to be received annually in Nov.
5 th November '24	Telecare Services Update.	Annual Report: last received Nov '23.	To update Members on the work of the Telecare Service over the last 12 months and advise Members on the progress following 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 acole@valeofglamorgan.gov.uk	Agreed at November '23 meeting to receive annually.
3 rd December '24	Children and Young People Services Annual	Last received December '23.	To outline the actions taken within Children and Young	To provide Members with an opportunity to exercise	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Slipped from Oct '24 to December due to Staff absence.

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
	Placements Review.		People Services with regards to placement provision for Children Looked After (CLA) and the priority actions for going forward.	oversight of this key statutory function.	Karen Conway, Operational Manager Placements and Permanency Team. 01446 704204 KConway@valeofglamorgan.gov.uk	Agreed at 05/12/23 meeting to be received in October '24.
3 rd December '24	Cardiff and Vale of Glamorgan Market Stability Report.	Last received December '23	To provide an update on progress on the Cardiff and the Vale of Glamorgan Market Stability Report 2022 and share the key findings of the Local Annual Delivery plan with Elected Members of the Scrutiny Committee.	Committee is updated with respect to changes in demand and service availability since the Market Stability Report was published in 2022 and to enable the committee to inform the future development of	External: Alison Law Cardiff & the Vale UHB - Strategic Planning Alison.Law@wales.nhs.uk Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	No recommendation for repeat of annual report at 9th Dec '23 meeting but historically received in September or December.

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
				regulated services, so they are sufficient to meet the population's future care and support needs.		
3 rd December '24	Leisure Management Contract – Year 12 Performance Report.	Year 11 report received February '24.	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 DPKnevett@valeofglamorgan.gov.uk	Agreed at 06/02/24 meeting that Year 12 be presented to Committee in late 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
				Sustainable Development Principle.		
3 rd December '24	Capital Monitoring – Q2.	Last received Dec '23. 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 GHJones@valeofglamorgan.gov.uk	
3 rd December '24	Revenue Monitoring – Q2.	Last received Dec '23. 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 GHJones@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
		Programme Item.		Reserve is managed effectively, and budgets are matched to operational responsibilities.		
3 rd December '24	Revenue Refresh MTFP [Initial Revenue Programme Budget Pre-settlement Proposals].	<p>Last received December '23.</p> <p>Reference from Cabinet.</p>	To refresh spend and funding assumptions and update Cabinet on the next steps for approving the Medium Term Financial Plan and setting the next Budget in March.	To ensure an open and transparent approach to financial management in line with the approved Financial Strategy.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Was expected for Nov '23 but actually received Dec '23 due to finance reporting changes confirmed via timetable.
3 rd December '24	Annual Delivery Plan Monitoring Report: Quarter 2 Performance.	<p>Last received December '23.</p>	To present Quarter 2 performance results for the period in	To ensure the Council clearly demonstrates the progress being made towards	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
		Quarter 1 received September '24.	<p>delivering the Council's Annual Delivery Plan commitments as aligned to its Corporate Plan Well-being Objectives.</p>	<p>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 performance in line with the requirement to meet our performance requirements as outlined in the Local Government & Elections (Wales) Act 2021 and reflecting the</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
				requirement of the Wellbeing of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-being goals for Wales.		
7 th January '25	Corporate Safeguarding Mid-Year Report. (Reference from Cabinet).	Mid-year version last received December '23. Annual version last received September '24.	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	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 lcarver@valeofglamorgan.gov.uk	Usually received each December. Slipped to January as requested by JW 01/05/24 due to timetable for Cabinet consideration.

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 taking place across the Council.			
7 th January '25	Annual Delivery Plan Consultation Draft. (Reference from Cabinet).	Last received January '24.	Member Consultation.	To ensure that all Scrutiny Committees have the opportunity to consider the draft Annual Delivery Plan and provide feedback as part of the programme of consultation.	Helen Moses, Strategy and Partnership Manager. 01446 709366 HMoses@valeofglamorgan.gov.uk	
7 th January '25	Vale of Glamorgan Council – Proposed Fees and Charges.	Last received Feb '23. Reference from Cabinet.	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	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Marked as all Scrutiny Committees on Annual Cabinet FWP. Not reported in 2024 as consolidated within Revenue Refresh MTFP

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 Cabinet for consideration as part of the final fees and charges setting.		[Initial Revenue Programme Budget Post-settlement Proposals] report.
7 th January '25	Update on the Cardiff and Vale of Glamorgan Regional Partnership Board.	Last received January '24.	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 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	External: Cath Doman, Director of Health and Social Care, Integration at Cardiff and Vale Integrated Health and Social Care Partnership. Cath.Doman@wales.nhs.uk Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Agreed at 09/01/24 meeting for report to be received Jan '25.

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
				Partnership Board.		
7 th January '25	3 rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	<p>Last received Jan '24.</p> <p>Last 2nd Quarter received October '24</p>	To report progress on the Scrutiny recommendations [Oct,Nov,Dec] and to confirm the Committee's work programme.	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	
4 th February '25	Revenue Monitoring – Q3.	<p>Last received March '24.</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. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				operational responsibilities.		
4 th February '25	Capital Monitoring – Q3.	<p>Last received Mar '24.</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. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	
4 th February '25	Revenue Refresh MTFP [Initial Revenue Programme Budget Post-settlement Proposals].	<p>Last received February '24.</p> <p>Reference from Cabinet.</p>	To put forward the Council's budget proposals for consultation with residents, other stakeholders and the Council's	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			Scrutiny Committees.	final proposal on the budget.		
4 th February '25	Capital Strategy [Initial Capital Programme Budget Post-settlement Proposals].	Last received February '24. Reference from Cabinet.	To gain approval for the Draft Capital Programme Proposals for 2024/25 to 2028/29 so that they may be submitted to Scrutiny Committees for consultation, prior to the final Capital Proposals being presented to Members in February 2024.	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 GHJones@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
4 th February '25	Update on the Healthy Living and Social Care Scrutiny Committee Budget Working Group.	Last received September '24.	To provide further and more regular opportunity for select members of the Healthy Living and Social Care Scrutiny Committee to receive additional insight and understanding of the significant and increased spending for the Social Services Directorate, identified savings, as well as future transformational opportunities for Members to better scrutinise future spending.	Any issues / recommendations be referred back to the Committee for consideration.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Group established in January 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
4 th March '25	Service Plans and Target Setting to deliver the Annual Delivery Plan.	Last received March '24.	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	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

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				<p>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) Measure 2009 and in delivering the Annual Delivery</p>		

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				Plan the Council takes into account the diverse needs of the local community.		
4 th March '25	Annual Delivery Plan Monitoring Report: Quarter 3 Performance.	Last received March '24. Quarter 2 Received December '24.	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 jarchampong@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				<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>		

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
4 th March '25	<p>Annual Update regarding Unpaid Carers and Regional Carers Strategy.</p> <p><i>Also known as Support for Unpaid Carers in the Vale of Glamorgan.</i></p>	<p>Last received March '24.</p>	<p>To update Scrutiny Committee on support for carers.</p>	<p>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.</p>	<p>Natasha James, Operational Manager, Safeguarding & Service Outcomes. 01446 704781 najames@valeofglamorgan.gov.uk</p> <p>Nicola Hale, Team Manager, Performance and Information. 01446 704732 NJHale@valeofglamorgan.gov.uk</p>	<p>Agreed at 05/03/24 meeting that next annual report received in March '25.</p>
1 st April '25	No reports currently scheduled.					

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

Report/References/Presentations/Requests	Responsible Officer and Contact Details	Commentary
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 jbennett@valeofglamorgan.gov.uk	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.
Food Vale, the Vale of Glamorgan's Sustainable Food Partnership.	Helen Moses Operational Manager - Corporate Strategy and Insight HMoses@valeofglamorgan.gov.uk	Agreed at June '24 meeting that further updates on the work of Food Vale during the year be presented to this Committee as appropriate and in addition to the progress reported as part of the PSB Annual Report, reported to Corporate Performance and Resources Scrutiny Committee.
Report on outcomes of the review currently being undertaken to understand in more detail why the largest category of abuse reported to the Council was the neglect of persons aged 85 and over.	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Agreed at September '24 meeting. Format and timing of report to be discussed with Chair.
Min. No. 788 – Minutes of the Budget Working Party Meeting presented 6th of February 2024. T H A T an informative booklet or leaflet outlining what the Council and others offered in terms of help and support be produced by the Council.	To be assigned based on resources available. Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	
Min. No. 788 – Minutes of the Budget Working Party Meeting presented 6th of February 2024.	To be assigned based on resources available.	

T H A T an Innovation Day be arranged and hosted by the Vale of Glamorgan Council.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	
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Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Performance Monitoring Reports		
Service Plans and Target Setting to deliver the Annual Delivery Plan 20**/**.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
Annual Delivery Plan Monitoring Report: End of Year Quarter 4 Performance 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in July each year.
Consultation Draft - Council Annual Self-Assessment Report 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in September each year via a reference from cabinet.
Vale of Glamorgan Council: Annual Performance Calendar 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in June each year.
Annual Delivery Plan 2023-24 Consultation Draft. (Reference from Cabinet).	Helen Moses, Strategy and Partnership Manager.	Usually in December each year.

	01446 709366 HMoses@valeofglamorgan.gov.uk	
Financial Reports		
Revenue Outturn Closure of Accounts 20**/**.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in July each year.
Capital Outturn Closure of Accounts 20**/**.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in July each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Pre-settlement.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in November each year (as of 16.11.22 confirmed by GJ). ----December for 2023----
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Post-settlement.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in February each year.
Capital Strategy - Initial Capital Programme Budget Proposals. Post-settlement.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in February each year.

Leisure Reports

Leisure Management Contract – Year ** Performance Report.	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevett@valeofglamorgan.gov.uk	Agreed at last meeting to be received prior to end of 2024. Usually in February each year. Year 12 report requested for late '24 at 06/02/24 meeting.
Annual Reports for Sports Development, 60+ Active Leisure Scheme and National Exercise Referral Scheme <i>(Previously known as: Sports & Play: Update)</i>	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevett@valeofglamorgan.gov.uk	<u><i>Sports & Play: Update</i></u> <i>Agreed at 09/10/23 meeting to be received annually in October.</i> <i>Agreed at 06/09/22 meeting to be received annually in September.</i> <i>Previously in June each year (as of 08/06/21).</i> <i>Received early in Feb 2020.</i>

Social Services Reports

Cardiff and Vale of Glamorgan Market Stability Report.	Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	Received last in December.
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. Cath.Doman@wales.nhs.uk	Usually in January each year.
Telecare Services Update.	Andrew Cole, Operational Manager Locality Services.	Usually in November each year (as of 08/11/22).

	07775 634 180 acole@valeofglamorgan.gov.uk	
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 July each year. Includes Representations and Complaints.
Annual Update regarding Unpaid Carers and Regional Carer's Strategy.	Natasha James, Operational Manager, Safeguarding & Service Outcomes. 01446 704781 najames@valeofglamorgan.gov.uk Nicola Hale, Team Manager, Performance and Information. 01446 704732 NJHale@valeofglamorgan.gov.uk	Usually in March each year.
Corporate Safeguarding Annual Report.	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Usually in July each year. Reference from Cabinet.
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 October each year (as of 09/10/21). Previously September each year. ---agreed last time for October---
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.
Liberty Protection Safeguards (LPS)	Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	Usually received Annually. Next report due in or before October '24.

<i>Previously known as: Deprivation of Liberty Safeguards (DoLS).</i>		
Annual Review of Commissioned Services to Adults with a Care and Support Need.	Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	Usually in June each year (as of June '22 meeting).
Proposed Corporate Strategy for Children who need Care and Support 2024-28.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Usually in February each year (as of Feb '24 meeting).

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Mid-Year Report.	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk Natasha James, Operational Manager, Safeguarding & Service Outcomes. 01446 704781 najames@valeofglamorgan.gov.uk	Usually in December/January each year. Reference from Cabinet.
Healthy Living and Social Care Scrutiny Committee Budget Working Group Six-Monthly Update	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Usually in February each year with the Group meeting each January.
Healthy Living and Social Care Scrutiny Committee Budget Working Group Six-Monthly Update	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Usually in September each year with the Group meeting each July.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 20 ^{**} / ^{**} .	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 Recommendation Tracking and Updated Work Programme Schedule 20 ^{**} / ^{**} .	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 Recommendation Tracking and Updated Work Programme Schedule 20 ^{**} / ^{**} .	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 Recommendation Tracking and Updated Work Programme Schedule 20 ^{**} / ^{**} .	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	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 jarchampong@valeofglamorgan.gov.uk	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 jarchampong@valeofglamorgan.gov.uk	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 jarchampong@valeofglamorgan.gov.uk	Usually March each year. Reporting on October, November and December.
Revenue Monitoring Q1.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in September each year.
Capital Monitoring Q1.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in September each year.
Revenue Monitoring Q2.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in November each year. --December for 2023--
Capital Monitoring Q2.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in November each year. --December for 2023--
Revenue Monitoring Q3.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in February each year.
Capital Monitoring Q3.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in February each year.

Biennial Reports

Report	Responsible Officer and Contact Details	Commentary
Family Information Service Biennial Report.	Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk Becky Wickett, Social Care Information Coordinator. 01446 704711 RWickett@valeofglamorgan.gov.uk	Agreed at June '24 meeting to be received biennially. Next report due June '26.

Infrequent

- Cabinet References.
- Requests for Consideration.
- Cabinet Call-in.
- Updates from the Leisure Management Contract Members Working Group.
- Updates from the Budget Working Group.

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