

Meeting of:	<b>Homes and Safe Communities Scrutiny Committee</b>
Date of Meeting:	<b>Wednesday, 15 June 2022</b>
Relevant Scrutiny Committee:	Homes and Safe Communities
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2021/22 and Proposed Annual Forward Work Programme Schedule 2022/23.
Purpose of Report:	To report progress on 2021/22 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2022/23.
Report Owner:	Rob Thomas, Chief Executive
Responsible Officer:	Mark Thomas, Democratic and Scrutiny Services Officer, 01446 709 279.
Elected Member and Officer Consultation:	None.
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the proposed Annual Forward Work Programme Schedule for 2022/23: <ul style="list-style-type: none"> <li>- 4<sup>th</sup> Quarter Recommendation Tracking January to March 2022 (Appendix A);</li> <li>- 3<sup>rd</sup> Quarter Recommendation Tracking October to December 2021 (Appendix B);</li> <li>- 1<sup>st</sup> Quarter Recommendation Tracking April – June 2021 (Appendix C);</li> <li>- 2019-20 Uncompleted Recommendation Tracking (Appendix D);</li> <li>- Cabinet Annual Forward Work Programme 2022/23 (Appendix E);</li> <li>- Proposed Annual Forward Work Programme Schedule for 2022/23 (Appendix F).</li> </ul> </li> </ul>	

## **Recommendations**

1. That the status of the actions listed in Appendix A to D to the report be agreed.
2. That the Cabinet Annual Forward Work Programme for 2022/23 attached at Appendix E, in the context of the Homes and Safe Communities Scrutiny Committee Annual Forward Work Programme 2022/23 content, be noted.
3. That the Committee's proposed Annual Forward Work Programme Schedule for 2022/23 attached at Appendix F 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.

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

- 2.1 Appendices A to D, 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 endorsed by Cabinet on 25th April 2022 and attached at Appendix E.
- 2.4 Members are also requested to confirm approval of the proposed Scrutiny Committee Work Programme Schedule attached at Appendix F, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances. The schedule includes notes

on reports that were scheduled to be reported in the previous quarter that have now been slipped to the 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 closely consider its forward work programme (attached at Appendix F) by identifying:
- The specific areas of interest for the Committee.
  - How to engage stakeholders (including Ward Members and the public).
  - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, joint approaches to scrutiny etc.).
  - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.8** Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chair and Vice-Chair Group having regard to resource implications and corporate priorities.
- 2.9** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chair and Vice-Chair Group on 3rd March 2021 agreed that Scrutiny Committee Chairpersons and Cabinet Members were best placed to present the Recommendation Tracking and Forward Work Programme Update Reports at Committee meetings to highlight the fact that both documents were under the Committee's ownership and management.
- 2.10** Published versions of the Forward Work Programme can also be found on the Council's website via the following link:  
[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)

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

- 3.1 The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes in the form of a 'Scrutiny Annual Report.'
- 3.2 Scrutiny Committee Forward Work Programmes are published by the Council on a quarterly basis which encourages engagement / involvement by the public in the decision-making process.
- 3.3 The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4 The Scrutiny Forward Work Programme provides details of reports and items proposed to be considered by the Committee over the coming Municipal year (June 2022 – April 2023).

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

#### **Financial**

- 4.1 None as a direct result of this report.

#### **Employment**

- 4.2 None as a direct result of this report.

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

- 4.3 None as a direct result of this report.

### **5. Background Papers**

[Q3 Tracking \(valeofglamorgan.gov.uk\).](#)

[Scrutiny Committees' Annual Report May 2019 - April 2021](#)

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

# Uncompleted Recommendations

4<sup>th</sup> Quarter 2021-22

SCRUTINY RECOMMENDATION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

12 January 2022				
<b>Min. No. 735 – Draft Local Housing Strategy 2021 – 2026 (REF) – Recommended</b>	Homes & Safe Communities			
That the comments of the Scrutiny Committee on the Draft Local Housing Strategy 2021 – 2026 be considered by Cabinet prior to the final Strategy being referred to Full Council for approval.			Cabinet, at its meeting on 14 <sup>th</sup> February, 2022, endorsed the Strategy and referred same to Full Council for approval. (Min No C809 refers) Council, at its meeting on 7 <sup>th</sup> March, 2022, approved the Strategy. (Min No 900 refers)	Completed
<b>Min. No. 736 – Draft Tenant and Leaseholder Participation Strategy 2021-2026 (REF) – Recommended</b>	Homes & Safe Communities			
That the comments of the Scrutiny Committee, as part of the consultation process for the Strategy and the Equality Impact Assessment, be considered by Cabinet prior to the final Strategy being agreed.			Cabinet, at its meeting on 14 <sup>th</sup> February, 2022, endorsed the Strategy. (Min No C810 refers)	Completed
<b>Min. No. 739 – 3<sup>rd</sup> Quarter Scrutiny Recommendation Tracking 2021/22 and Updated Committee Forward Work Programme Schedule 2021/22 (MD) – Recommended</b>	Homes & Safe Communities			
(2) That the updated Committee Forward Work Programme Schedule attached at Appendix D be approved and uploaded to the Council's website.			Committee's Forward Work Programme uploaded to the Council's website.	Completed
09 March 2022				
<b>Min. No. 948 – Service Plans and Target Setting to Deliver the Annual Delivery Plan 2022/23 (DEH) – Recommended</b>	Homes & Safe Communities			
(1) That the Service Plans (attached at Appendix A to the report) and all planned activities as they relate to the remit of this Committee (as illustrated in Appendix C to the report) be endorsed for Cabinet consideration.			The Committee's comments were incorporated into a report to Cabinet on 11 <sup>th</sup> April, 2022. (Min No C902 refers)	Completed

# Uncompleted Recommendations

4<sup>th</sup> Quarter 2021-22

**SCRUTINY RECOMMENDATION TRACKING FORM HOMES AND SAFE COMMUNITIES 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
(2) That the proposed service improvement targets for 2022/2023 (attached at Appendix B to the report) relating to the remit of this Committee be endorsed for Cabinet consideration.			The Committee's comments were incorporated into a report to Cabinet on 11 <sup>th</sup> April, 2022. (Min No C902 refers)	Completed
<b>Min. No. 949 – Task and Finish Group: Housing and Homelessness Provision Within the Vale of Glamorgan (CX) – Recommended</b>	Homes & Safe Communities			
(2) That the report be referred to Cabinet for its consideration and endorsement.		}	Cabinet, at its meeting on 14 <sup>th</sup> March 2022, resolved [1] That the findings and recommendations on Housing and Homelessness Provision within the Vale of Glamorgan by the Task and Finish Group be endorsed. [2] That an update report on the matter also be provided to Cabinet in 12 months' time. (Min No C867 refers)	Completed
(3) That an update report on this be provided to the Scrutiny Committee in 12 months' time and for the report to be referred onto Cabinet.				

## Uncompleted Recommendations

3<sup>rd</sup> Quarter 2021-22

## SCRUTINY RECOMMENDATION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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16 December 2021

<b>Min. No. 684 – Corporate Safeguarding Mid Term Report (REF) – Recommended</b>	Homes & Safe Communities			
(2) That Cabinet considers the comments made by the Homes and Safe Communities Scrutiny Committee on Disclosure and Barring Service (DBS) checks for Elected Members at the Vale of Glamorgan of Council and seeks clarification as to whether all Elected Members should be required to undertake such checks as part of their role.			Cabinet, at its meeting on 24 <sup>th</sup> January, 2022, Resolved – That the comments of the Homes and Safe Communities Scrutiny Committee be noted and an assurance sought that the Authority adhered to current guidelines and advice concerning Disclosure and Barring Service (DBS) checks for Elected Members, which would be updated following the elections in May 2022 by the Corporate Safeguarding Group. (Min No C795 refers)	Completed

# Uncompleted Recommendations 1<sup>st</sup> Quarter 2021-22

Appendix C  
April – June 2021

**SCRUTINY RECOMMENDATION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE**

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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<b>14 April 2021</b>				
<b>Min. No. 549 – Update on the DAARC Service (Domestic Abuse Assessment and Referral Co-Ordinator) (DEH) – Recommended</b>				
(3) That the DAARC service have greater engagement with support groups concerning domestic abuse.			<p>At the meeting held on 13<sup>th</sup> October 2021, Committee were informed that greater engagement with peer / support groups had been provisionally discussed with the Domestic and Sexual Abuse Co-ordinator and the Principal Community Safety Officer from the Community Safety Team and this was an area that the service would continue to support and develop. (Min. No. 467 refers)</p> <p>Due to the impact of Covid -19 this work was delayed due to the overriding priority of keeping victims safe and the difficulties in meeting with victims. Officers have met with the Chief Executive of Atal y Fro (domestic abuse provider of services in the Vale) to discuss the priority and it has been agreed that the scoping work will take place in the Autumn of 2022.</p>	Ongoing



## Uncompleted Recommendations

2019-20

Apr 2019 – Mar 2020

## SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES SCRUTINY COMMITTEE

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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10 December 2019				
<b>Min. No. 520 – Quarter 2 2019/20 Performance Report: An Inclusive and Safe Vale (DEH) – Recommended</b>	Homes & Safe Communities			
(4) That a report identifying an appropriate housing solution for the Traveller community would be presented to the Committee in the future following its review at Cabinet.			<p>Added to work programme schedule.</p> <p>At the meeting on 15<sup>th</sup> January, 2020 Committee recommended that this recommendation be shown as ongoing. (Min No 591 refers)</p> <p>At the meeting on 9<sup>th</sup> December, 2020 Committee was notified that the Strategic Housing Group met in early December with a draft report concerning this tabled at the meeting and the outcome being a further report drafted on this topic to go to Cabinet in early 2021, with work ongoing in order to resolve this and with further updates or the report to come to the Committee in due course.</p> <p>A report was submitted on this matter to Cabinet on 22<sup>nd</sup> March, 2021. (Min No C533 refers)</p> <p>This was referred to the Committee for their consideration on 14<sup>th</sup> April, 2021. The comments and recommendations made by the Committee will be referred back to Cabinet. (Min No 548 refers)</p> <p>Cabinet, at its meeting on 12<sup>th</sup> May 2021 resolved [1] That the Cabinet report comprehensively addressed the level of search to further investigate other alternatives to the land currently used at the Gypsy and Traveller site at Hayes Road, Sully that had taken place to date.</p>	Ongoing

## Uncompleted Recommendations

2019-20

Apr 2019 – Mar 2020

## SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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>[2] That the proposed feasibility work would undertake the exploration of alternative emergency access at the current Gypsy and Traveller site.</p> <p>[3] That the comments from the Homes and Safe Communities Scrutiny Committee be noted. (Min. No. C564 refers)</p> <p>At the meeting held on 13th October 2021, Committee were informed that Officers within Planning and Property Services continued to try and source alternative land / sites with the related work on options, feasibility or appraisals having been delayed due to housing pressures resulting from the pandemic, but work would be progressing on this in the future. The Council was also required to undertake a new Gypsy / Traveller Assessment for the WG by February 2022, this survey to be undertaken by consultants in conjunction with the relevant internal steering group and stakeholders (such as the Police, Gypsy and Traveller Community and Education services) as well as with Elected Members (to be consulted individually and collectively).</p> <p>To be kept as 'ongoing' until further reporting and resolution of this matter is brought to the Committee's attention.</p>	



VALE of GLAMORGAN COUNCIL CABINET OFFICE

# Cabinet Annual Strategic Forward Work Programme

June 2022 – April 2023



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## Forward Work Programme: June 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2021 to 31 March 2022.	Leader	Yes (Corporate Performance and Resources)	No
June	Project Zero	To report progress in delivering Project Zero.	Leader	Yes (Corporate Performance and Environment and Regeneration)	No
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2021/22.	Leader	Yes (Learning and Culture)	No
June	Appointments to Outside Bodies / Joint Committees	To appoint / nominate representatives to the Outside Bodies / Joint Committees detailed in the report.	Leader	No	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 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Closure of Accounts 2021/22.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2021/22 financial year.	Leader	No	No
July	Annual Treasury Management Report 2021/22.	To present to Cabinet the annual review report on Treasury Management 2021/22.	Leader	Yes (Audit Committee)	Yes
July	Revenue Monitoring for the Period 1st April to 31st May, 2022.	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, 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
July	Budget Strategy 2023/24.	To submit the Budget Strategy for 2023/24.	Leader	No	No
July	Cabinet Quarterly Work Programme - April to June 2022 and July to September 2022.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2022 and to confirm the Quarterly Work Programme for July to September 2022 in order that the Annual Strategic Work Programme can be amended	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		and uploaded to the website.			
July	End of Year 2021/22 Corporate Plan Performance Report.	To present end of year performance results for the period 1st April 2021 to 31st March 2022 in relation to our Well-being Outcomes and Corporate Health priorities, including an update of our progress in addressing recommendations and improvement proposals from our external regulators.	Leader	Yes (All Scrutiny Committees)	No
July	Climate Change	To consider the revised Climate Change Challenge Plan post consultation.	Leader	No	Yes
July	Vale of Glamorgan Replacement LDP (2021-2036) – Draft Sustainability Appraisal Scoping Report	To consider and approve the Draft Sustainability Appraisal Scoping Report for consultation purposes	Legal, Regulatory and Planning Services	No	No
July	Annual Report: Section 106 Agreements 2021/22.	To report on annual S106 income and expenditure.	Legal, Regulatory and Planning Services	No	No

## Forward Work Programme: September 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2021/22.	To present the draft Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2021/22, which outlines our progress towards achieving the Council's Well-being (Improvement) Objectives.	Leader	No	Yes
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	Local Development Plan Annual Monitoring Report.	To report to Cabinet the findings of the Council's Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2022.	Legal, Regulatory and Planning	No	No
September	Director's Annual Report 2021/22.	To ensure Cabinet agree the future priorities for the service.	Social Care and Health	No	No



## Forward Work Programme: October 2022

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 2022.	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 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
October	Project Zero	To report progress in delivering Project Zero.	Leader	Yes (Corporate Performance and Environment and Regeneration)	No
October	Cabinet Quarterly Work Programmes – July to September 2022 and October to December 2022.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2022 and to confirm the Quarterly Work Programme for October to December 2022 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No

## Forward Work Programme: November 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Quarter 1 2022/23 Performance Report.	To present quarter 1 performance results for the period 1st April 2022 to 30th June 2022 for all service areas.	Leader	Yes (All Scrutiny Committees)	No
November	Revenue Monitoring for the period April to September 2022.	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 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Revenue Budget Proposals 2023/24 and Medium Term Financial Plan 2022/23 to 2025/26.	To gain Cabinet's approval for the amended revenue budget for 2023/24 and to commence consultation on the initial revenue budget proposals for 2023/24.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Capital Programme Proposals 2023/24 to 2026/27.	To gain approval for the Initial Capital Programme Proposals for 2023/24 so that they may be submitted to Scrutiny Committees for consultation and amendments to the current Capital Programme.	Leader	Yes (All Scrutiny Committees)	No

<b>Month</b>	<b>Report Title</b>	<b>Purpose of Report (Summary)</b>	<b>Lead Cabinet Member</b>	<b>Scrutiny Consideration Yes / No</b>	<b>Council Yes / No</b>
November	Initial Housing Revenue Account (HRA) Budget Proposals 2023/24	To gain Cabinet's approval for the initial budget proposals for 2023/24 relating to the Housing Revenue Account so that the proposals may be submitted to Scrutiny Committee for consultation.	Leader	Yes (Homes and Safe Communities)	No
November	Treasury Management Mid-Year Report 2022/23.	To provide a mid-year report on the Authority's treasury management operations for the period 1 <sup>st</sup> April 2022 to 30 <sup>th</sup> September 2022.	Leader	No	Yes
November	Q2 Sickness Absence Report 2022/2023.	To update Cabinet on the sickness absence statistics for the 6-month period from 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> September 2022.	Leader	Yes (Corporate Performance and Resources)	No
November	Draft Annual Delivery Plan – Consultation.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
November	STEAM Targets 2022/23 – Annual Report	To report annual results.	Education and Regeneration	Yes Environment and Regeneration)	No
November	Corporate Safeguarding Mid Term Report.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity	Social Care and Health	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		taking place across the Council.			

## Forward Work Programme: December 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	School Admission Arrangements 2024-2025.	To seek Cabinet approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code.	Education and Regeneration	Yes (Learning and Culture)	No
December	Housing Support Grant Annual Delivery Plan.	To adopt the draft Housing Support Grant Delivery Plan and seek authorisation for its submission to Welsh Government.	Housing and Building	Yes	No
December	Vale of Glamorgan Replacement LDP (2021-2036) – Sustainability Appraisal Scoping Report	To report the findings of the stakeholder consultation	Legal, Regulatory and Planning	No	No

## Forward Work Programme: January 2023

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 2022.	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 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
January	Quarter 2 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q2.	Leader	Yes (Corporate Performance and Resources)	No
January	Timetable of Meetings: May 2023 to May 2024.	To consider a draft timetable of meetings for the period May 2023 - May 2024.	Leader	No	No
January	Pay Policy 2023/2024.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2023/24 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 2022 and January to March 2023.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period October to December 2022 and to confirm the Quarterly Work	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		<p>Programme for January to March 2023 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.</p>			

## Forward Work Programme: February 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Capital Strategy 2023/24 and Final Capital Proposals 2023/24 to 2027/28.	To gain approval for the Final Capital Programme Proposals for the years 2023/24 to 2027/28.	Leader	No	Yes
February	Final Proposals for the Revenue Budget 2023/24.	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 2023/24.	Leader	No	Yes
February	Final Housing Revenue Account (HRA) Budget Proposals 2023/24.	To set the HRA budget for the financial year 2023/24 and to set the rents and service charges for the forthcoming rent year beginning on 2 <sup>nd</sup> April 2023.	Leader	No	Yes
February	Treasury Management and Investment Strategy 2023/24 and Update 2022/23.	To provide an interim report on the Council's treasury management operations for the period 1 <sup>st</sup> April 2022 to 31 <sup>st</sup> December 2022 and to submit for consideration the proposed 2022/23 Treasury Management and Investment Strategy.	Leader	Yes (Audit Committee)	Yes



February	Project Zero	To report progress in delivering Project Zero.	Leader	Yes (Corporate Performance and Environment and Regeneration)	No
February	Housing Revenue Account Business Plan.	To obtain approval for the Housing Business Plan 2022.	Housing and Building Services	Yes (Homes and Safe)	Yes

## Forward Work Programme: March 2023

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 2022 to 31st January 2023.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
March	Capital Monitoring for the Period 1st April 2022 to 31st January 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
March	Annual Equality Monitoring Report 2021-2022.	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	School Admission Arrangements 2024/2025.	Outcome of consultation and adoption of policy.	Education and Regeneration	No	No
March	Proposed Events Programme 2023-24.	Agreement of annual programme of events and allocation of funds.	Education and Regeneration	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>
March	Vale of Glamorgan Replacement LDP (2021-2036) – Draft Preferred Strategy, Initial Sustainability Appraisal Report / HRA	To consider and approve the Draft Preferred Strategy, Initial Sustainability Appraisal Report and HRA for public consultation purposes	Legal, Regulatory and Planning	Yes	No

## Forward Work Programme: April 2023

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 2023 - April 2024 and Cabinet Quarterly Work Programme – April to June 2023.	To inform Members of the Forward Work Programme of the Cabinet for the 12 month period May 2023 to April 2024, and the Cabinet Quarterly Work Programme from April – June 2023.	Leader	No	No
April	Quarter 3 Corporate Plan Performance Report.	To present the Council’s performance against the Corporate Plan for Q3.	Leader	Yes (All Scrutiny Committees)	No



Vale of Glamorgan Council

Homes and Safe Communities Scrutiny Committee

## Forward Work Programme

**June 2022 (election year) – April 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
June	4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	<a href="#">Last Quarter 3 report received January 2022.</a>	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme for 2022/23.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
June	Introduction to the Homes and Safe Communities Scrutiny Committee		Introduce Members to the remit, scope etc. of the Homes and Safe Communities Scrutiny Committee.	Introduce Members to the remit, etc. of the Homes and Safe Communities Scrutiny Committee.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
July	Presentation on Digital Inclusion.	Last presented on <a href="#">9<sup>th</sup> June 2021</a>	To provide Members with an update and seek views of the Committee on ongoing work to address issues of digital inclusion.	To give Members of the Committee an overview of the work being undertaken to support citizens who are not able to use digital and online services due to lack of access or skills and enable Members of the Committee to consider	Tony Curliss Operational Manager for Customer Relations 01446 729500 TCurliss@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
				and provide feedback on this work.		
June	Shared Regulatory Services Business Plan.	Last report in June 2021: <a href="#">Business Plan report</a> and <a href="#">slides</a>	To provide the opportunity for pre decision scrutiny of the Shared Regulatory Services Business Plan.	That the Scrutiny Committee notes the content of this report and consider the content of the SRS Business Plan for 2021/22.	Helen Picton Shared Regulatory Services hpicton@valeofglamorgan.gov.uk	
July	Revenue and Capital Monitoring 1st April to 31st May 2022.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period 1st April to 31st May 2022.	That Members are aware of the projected revenue outturn for 2022/23.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
July	Closure of Accounts 2020/21.	Last report in <a href="#">July 2021</a>	The accounts are complete and this report is to inform Scrutiny Committee of the provisional financial position for this Committee for the 2020/21 financial year.	Members aware of the provisional financial position and actions that have been taken. To approve the report and the financial measures taken and proposed.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
July	Annual Corporate Safeguarding Report.	<a href="#">Last report in July 2021</a>	To update Cabinet and Scrutiny Committees on the work that has been undertaken in relation to	To ensure that Committee is aware of recent developments in corporate arrangements	Mike Ingram Head of Housing and Building Services 01446 709516	

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	<b>(Reference from Cabinet)</b>		Corporate arrangements for Safeguarding across the Council.	for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working.	MIngram@valeofglamorgan.gov.uk	
July	Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2020/21 (End of Year 2021/22 Performance Report)	Last report in <a href="#">July 2021</a>	To present end of year (quarter 4) performance results for the period 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> March 2022 in delivering our Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2020/21 aimed at making a positive difference to the lives of Vale of Glamorgan citizens. To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it	Julia Archampong Corporate Performance Manager 01446 709318 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
				maximises its contribution to achieving the well-being goals for Wales. To ensure Members maintain an oversight of the recovery issues impacting on the work of the Council and their respective Scrutiny Committees.		
July	1st Quarter Scrutiny Recommendation Tracking 2022/23 and Updated Committee Forward Work Programme Schedule 2021/22.	Last Quarter 4 report in June 2022.	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 2022/23.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
August	<b>R E C E S S</b>					
September	Annual Delivery Plan Monitoring Report: Quarter 1 Performance 2022/23.	End of previous year (Part 2) (Q4) received July 2022.	To present Quarter 1 performance results for 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	Julia Archampong Corporate Performance Manager 01446 709318 jarchampong@valeofglamorgan.gov.uk	

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				<p>2022/23 aimed at making a positive difference to the lives of Vale of Glamorgan citizens.</p> <p>To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the wellbeing goals for Wales.</p>		
October	Revenue and Capital Monitoring 1 <sup>st</sup> April to 31 <sup>st</sup> August 2022.	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.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	

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October	2 <sup>nd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2022/23.	1 <sup>st</sup> Quarter received June 2022	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2022/23.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
October	Youth Offending Service: 12 Month Performance Report for the period April 2021 – March 2022.	Last report in <a href="#">October 2021</a> .	To inform Scrutiny Committee about the performance of the Youth Offending Service during the period April 2021 – March 2022.	To ensure Scrutiny are able to exercise oversight of the Youth Offending Service performance against UK/devolved/local indicators.	Rachel Evans Head of Service – Social Services 01446 704792 rjevans@valeofglamorgan.gov.uk	
October	Youth Offending Service: Youth Justice Plan.	Last reported in <a href="#">October 2021</a> .	To update Scrutiny Committee about the Vale of Glamorgan Youth Justice Plan and Action Plan.	To meet the statutory requirements of grant terms and conditions provided by the Youth Justice Board (YJB) for England and Wales, to achieve continuing improvements in the performance of the Youth Offending Services (YOS) and to ensure that Members can exercise	Rachel Evans Head of Service – Social Services 01446 704792 rjevans@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
				oversight of this key area of work (and that of the Action Plan) for the Council.		
October	Homelessness Prevention Strategy Monitoring Report.	Last report in <a href="#">April 2022</a> .	Update to Homes and Safe Communities Scrutiny Committee on progress implementing the Homelessness Prevention Strategy and Action Plan.	To ensure that the actions in the Homelessness Prevention Action Plan are progressing and are driving service improvements.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	
November	Update on the Community Safety Strategy Action Plan.	Last report in <a href="#">November 2021</a> .	To note the updates and progress on the Safer Vale Strategy Action plan.	To ensure that the council function of the Safer Vale Partnership is effectively assessing its performance of duties outlined in the Crime and Disorder Act 1998 to work with other statutory partners to formulate and implement strategies to tackle local crime and disorder in the area.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk; and Deborah Gibbs Principal Community Safety Officer 01446 450200 DGibbs@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
November	Housing Trading Account update.	<a href="#">Recommendation from the Working Towards Recovery presentation at the meeting on 16<sup>th</sup> September 2020.</a>	To advise Scrutiny on the status of the Housing Trading Account due to COVID-19, etc and how to 'balance' the Trading Account.	That Members are aware of the status of the Housing Trading Account.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	This update has slipped from 2021/22 to 2022/23 Work Programme, due to an ongoing review.
November	Housing Strategies Update Report.	New report	To note the updates and progress on several of the Council's housing strategies such as Customer Services and Environmental and Neighbourhoods.	To ensure that key actions have been implemented and made a positive impact on tenants' lives.	Nick Jones Housing and Strategic Projects Team Leader 02920673252 njones@valeofglamorgan.gov.uk	
November	Housing & Building Services 2022/23 Housing Improvement Work (was Council Housing Investment Update / Housing Investment Programme 2021	Last reported <a href="#">November 2021</a>	Update Members on Council Housing Investment.	Members have oversight on Council Housing Investment.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@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
	– 2022 (was WHQS)).					
December	Revenue and Capital Monitoring for the Period 1st April to 30th November 2022 and Revised Revenue Budget for 2022/23.	Cabinet Forward Work Programme Item.	To advise Scrutiny Committee of the progress relating to revenue and capital expenditure for the period 1st April to 30th November 2022 and Revised Revenue Budget for 2022/23.	That Members are aware of the projected revenue and capital outturn for 2022/23 and the revised budget for 2022/23.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
December	Initial Revenue Programme Budget Proposals	Last report <a href="#">December 2021</a> .	To submit for consultation the initial revenue budget proposals.	In order that Cabinet be informed of the recommendations of Scrutiny Committees before making a final proposal on the budget.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
December	Initial Capital Programme Proposals 2023/24 to 2026/27.	Last report <a href="#">December 2021</a> .	To submit the Initial Capital Programme Proposals for 2023/24 to 2026/27 to Scrutiny Committee for consultation.	In order to gain the view of Scrutiny Committees.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
December	Initial Housing Revenue Account (HRA)	Last report <a href="#">December 2021</a> .	To submit for consultation the initial Housing Revenue Account budget	To facilitate monitoring of the amended Housing Revenue Account Budget.	Laura Davis Finance Support Manager 01446 704639	

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
	Budget Proposals 2023/24.		proposals for 2023/24 and to inform Scrutiny Committee of the amended original budget.	In order that Cabinet be informed of the comments of Scrutiny Committee before making a final proposal on the budget.	LLDavis@valeofglamorgan.gov.uk	
December	Corporate Safeguarding Mid Term Report. <b>(Reference from Cabinet).</b>	Annual version last received July 2022.	To provide a summary on the activity that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance around safeguarding activity taking place across the Council.	To ensure that there is a wide-reaching level of Member of oversight regarding this important area.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	
December	Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2022/23.	Quarter 1 received September 2022.	To present quarter 2 performance results for the period 1st April 2022 to 30th September 2023 in delivering our Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2022/23 aimed at making a positive difference to the lives of Vale of Glamorgan citizens.	Julia Archampong Corporate Performance Manager 01446 709318 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>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 &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.</p> <p>To ensure members maintain an oversight of the recovery issues impacting on the work of the Council and their respective Scrutiny Committees.</p>		
December	Update on the DAARC Service (Domestic Abuse	Last report in <a href="#">January 2022</a> .	To note the updates and progress on the DAARC service.	To provide Scrutiny with the information needed to exercise oversight of the	Mike Ingram Head of Housing and Building Services	



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
	Assessment and Referral Co-ordinator).			DAARC service within Community Safety.  To ensure Members are aware of recent developments in the DAARC service.	01446 709516 MIngram@valeofglamorgan.gov.uk; and Deborah Gibbs Principal Community Safety Officer 01446 450200 DGibbs@valeofglamorgan.gov.uk	
December	Presentation: Civil Protection Unit (CPU) Update	Last presentation in <a href="#">December 2021</a>	To update the Homes and Safe Communities Scrutiny Committee on the operational work plan for the Civil Protection Unit and other key areas its covers.	To ensure that Members of the Homes and Safe Communities Scrutiny Committee are aware of this work.	Debbie Spargo Principal Civil Protection Officer 029 20673044 DASpargo@valeofglamorgan.gov.uk	
January	Tenant & Leaseholder Participation Strategy 2021 – 2026.	Last report in <a href="#">January 2022</a> .	To consider the Tenant & Leaseholder Participation Strategy 2021 - 2026.	To ensure appropriate scrutiny of this strategy.	Farida Aslam Senior Neighbourhood Manager 02920673095 faslam@valeofglamorgan.gov.uk	
January	Housing Support Grant Annual Delivery Plan.	Cabinet Forward Work Programme Item.	To adopt the draft Housing Support Grant Delivery Plan and seek authorisation for its	To ensure that the Council complies with the requirements of the Housing Support Grant	Mike Ingram Head of Housing and Building Services 01446 709516	

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			submission to Welsh Government.	(HSG) Guidance (Wales) July 2018.	MIngram@valeofglamorgan.gov.uk	
January	3 <sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2022/23.	Quarter 2 received October 2022.	To report progress on the Scrutiny recommendations [Oct, Nov, Dec] and to confirm the Committee's work programme for 2022/23.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
January	Revenue and Capital Monitoring 1st April to 30th November 2022.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period 1st April to 30th November 2022.	That Members are aware of the projected revenue and capital outturn for 2022/23.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
January	Community Investment Strategy.	Last presentation / report in <a href="#">November 2021</a>	New C.I. Strategy	Update Members on new strategy	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	
January	Presentation on Wales Illegal Money Lending Unit.	Presentation last provided in <a href="#">January 2022</a>	To inform members of the work undertaken by this unit which forms part of Shared Regulatory Services (SRS).	To raise awareness of the work undertaken by the unit.	Elizabeth Emmons Client Liaison Officer Wales Illegal Money Lending Unit 02920871090	

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					ememmons@valeofglamorgan.gov.uk	
March	Housing Revenue Account Business Plan.	Cabinet Forward Work Programme Item.	To obtain approval for the Housing Revenue Account Business Plan 2022.	To obtain approval for the Housing Revenue Business Plan	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	
March	Service Plans & Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1).	Last received <a href="#">March 2022</a> .	To seek Members' endorsement of the priority actions as reflected in Service Plans and proposed service improvement targets for the period 2023/2024 that will deliver the Council's Annual Delivery Plan (Improvement Plan Part 1) within the remit of the Committee.	To ensure that the 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.  To ensure the Council's Corporate Plan Performance Measurement Framework identifies a relevant set of performance measures	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
				and targets against which the Annual Delivery Plan can be monitored and measured.		
March	Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2022/23.	Quarter 2 received December 2022.	To present Quarter 3 performance results in delivering the Council's Annual Delivery Plan commitments as aligned to the Corporate Plan Well-being Objectives.	<p>To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2021/22 aimed at making a positive difference to the lives of Vale of Glamorgan citizens.</p> <p>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 &amp; Elections (Wales) Act 2021 and reflecting the requirement of the</p>	<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
				<p>Wellbeing of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-being goals for Wales.</p> <p>To ensure members maintain an oversight of the recovery issues impacting on the work of the Council and their respective Scrutiny Committees.</p>		
March	Revenue and Capital Monitoring 1 <sup>st</sup> April 2022 to 31 <sup>st</sup> January 2023.	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.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
March	Homelessness Prevention Strategy Monitoring Report.	Last report in October 2022.	Update to Homes and Safe Communities Scrutiny Committee on progress implementing the Homelessness Prevention Strategy and Action Plan.	To ensure that the actions in the Homelessness Prevention Action Plan are progressing and are driving service improvements.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	

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March	Youth Offending Service: Mid-year Performance Report	Last reported in <a href="#">March 2021</a> .	To inform Scrutiny Committee about the performance of the Youth Offending Service during the period April 2022 to September 2022.	To ensure that elected Members are able to exercise oversight of the Youth Offending Service performance against designed indicators (UK, devolved and local).	Rachel Evans Head of Service – Social Services 01446 704792 rjevans@valeofglamorgan.gov.uk	
April	Update on the Community Safety Strategy Action Plan.	Last report in November 2022.	To note the updates and progress on the Safer Vale Strategy Action plan.	To ensure that the council function of the Safer Vale Partnership is effectively assessing its performance of duties outlined in the Crime and Disorder Act 1998 to work with other statutory partners to formulate and implement strategies to tackle local crime and disorder in the area.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk; and Deborah Gibbs Principal Community Safety Officer 01446 450200 DGibbs@valeofglamorgan.gov.uk	
April	Universal Credit and Covid-19 – rents impacts	Last report in <a href="#">April 2022</a> .	To note the impacts of Covid-19 and the continued roll out of Universal Credit.	To ensure that the local impact of COVID-19 and Universal Credit is understood, and to detail the range of responses	Nick Jones, Housing and Strategic Projects Team Leader 02920673252	

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				which are in place to help to mitigate any adverse impact on Council housing tenants and the Council.	njones@valeofglamorgan.gov.uk	
April	Update on Housing and Homelessness Provision within the Vale of Glamorgan.	New report / update (following the Task and Finish Group report in <a href="#">March 2022</a> ).	To update the Committee on progress made on the recommendations of the Task and Finish Group in this area.	For Committee's consideration and to monitor progress made in this area over the last 12 months.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Agreed at Meeting in March 2022 that an update / follow up report be provided in 12 months' time.

**Other reports / presentations / visits requested by Committee to be added into schedule as and when available**

<b>Report</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
Report on Digital Inclusion <i>in addition to the regular progress update.</i>	Tony Curliss Operational Manager for Customer Relations 01446 729500 TCurliss@valeofglamorgan.gov.uk	Presentation given to the Committee in June 2021 around this area. Following this, the Scrutiny Committee recommended that it receive a further update on Digital Inclusion at a later date.
CCTV Update	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Recommendation from the Working Towards Recovery presentation at the meeting on the 16th September 2020. ** Has slipped to the new Municipal Year (2021-2022). Awaiting final review and agreement on CCTV.**
Housing Development Programme	TBC	TBC
Demonstration of the digital Homes4U bidding portal	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	A live demonstration of this service be provided to Scrutiny once operational.
Homes 4U update (reference from Cabinet)	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	TBC
Prevention of Terrorism Action Plan Update	Mike Ingram/Stacey Evans (Community Safety Manager)	Presentation – last presented in March 2019. It has been confirmed that there has been no progress during COVID-19 (2020/21).
CFWP Vale Community Alarm System Update Report	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Last reported under 'Telecare Services Update' a reference from HLSC in February 2020.



Site visit to one of the new housing developments in the Vale of Glamorgan (15 Jan 20: Min No)	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	TBC.
STAR Survey	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Last presented at January 2021 meeting.
Update on progress of the recent changes to the Council Tax Policy in the Vale of Glamorgan Council and how similar Authorities deal with Empty Homes (July 2019)	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	TBC
*CFWP – Review of services to leaseholders including the potential for introducing a new Leaseholder Sinking Fund.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	TBC – still under review.
Marcross Package Treatment Work	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Report potentially coming to Scrutiny (TBC).
Tablet Loan Scheme	Tony Curliss Operational Manager for Customer Relations 01446 729500 TCurliss@valeofglamorgan.gov.uk  Scott Tandy Cymdeithas Tai Newydd Housing Association 02920 005479 scott.tandy@newydd.co.uk	Raised at the H&SC meeting 16 <sup>th</sup> September 2020.
The Capital Programme pilot and its use of alternative sources of heating.	Mike Ingram Head of Housing and Building Services 01446 709516	Recommended at the H&SC meeting 14 <sup>th</sup> October 2020.

	MIngram@valeofglamorgan.gov.uk	
The Housing Investment Programme.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Recommended at the H&SC meeting 14th October 2020.
The work undertaken by the Community Development Team and what it will be doing going forward for younger people and other members of the community.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Recommended at the H&SC meeting 14th October 2020.
Early intervention and support services and how they can safely restart or put in place new service models (such as the 'Hub' on Holton Road).	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Recommended at the H&SC meeting 14th October 2020.
Social Enterprise and its impact going forward.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Recommended at the H&SC meeting 14th October 2020.
Presentation - 'Foundational Economy' and the work undertaken around the 21st Century schools project.	Marcus Goldsworthy Head of Regeneration and Planning 01446 704630 MJGoldsworthy@valeofglamorgan.gov.uk	Recommended at the H&SC meeting 14th October 2020.
Visit to the pilot 'Smart House'.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Recommended at the H&SC meeting 14th October 2020.
Possible report on new building housing guidance.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Suggestion from MI at catch up (19 <sup>th</sup> August 2021).
Possible update / report on homelessness position.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Suggestion from MI at catch up (19 <sup>th</sup> August 2021).

Update from the Chairman of the South Wales Fire and Rescue Authority on Performance [presentation].	Mr. Chris Barton, Treasurer of the South Wales Fire and Rescue Authority and Mr. Huw Jakeway, Chief Fire Officer, South Wales Fire and Rescue Authority. <a href="mailto:j-griffin@southwales-fire.gov.uk">j-griffin@southwales-fire.gov.uk</a>	Last presented in December 2019.
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## Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Scrutiny Committees' Draft Annual Report	Cath Lindsey Assistant Democratic Services Officer 01446 709144 <a href="mailto:celindsey@valeofglamorgan.gov.uk">celindsey@valeofglamorgan.gov.uk</a>	This went to Full Council instead on 6 <sup>th</sup> December 2021.
Youth Justice Plan	Paula Barnett YOS Manager 01446 745820 <a href="mailto:PBarnett@valeofglamorgan.gov.uk">PBarnett@valeofglamorgan.gov.uk</a>	Usually in October each year.
Youth Offending Service: End of Year Performance Report.	Paula Barnett YOS Manager 01446 745820 <a href="mailto:PBarnett@valeofglamorgan.gov.uk">PBarnett@valeofglamorgan.gov.uk</a>	Usually in October each year.
Closure of Accounts	Laura Davis Finance Support Manager 01446 704639 <a href="mailto:LLDavis@valeofglamorgan.gov.uk">LLDavis@valeofglamorgan.gov.uk</a>	Usually in July each year.

Initial Capital Programme Budget Proposals	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	Usually in December each year.
Initial Revenue Programme Budget Proposals	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	Usually in December each year.
Initial Housing Revenue Account	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	Usually in December each year.
The Civil Protection Unit – Responsibilities and Work Plan [Presentation]	Debbie Spargo Principal Civil Protection Officer 029 20673044 DASpargo@valeofglamorgan.gov.uk	Usually in December each year.
Corporate Safeguarding Annual Report	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Usually in July each year.
Update on the DAARC Service (Domestic Abuse Assessment and Referral Co-ordinator)	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk; and Deborah Gibbs Principal Community Safety Officer 01446 450200 DGibbs@valeofglamorgan.gov.uk	Usually in December each year.

## Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1).	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in March each year.
End of Year Performance Report (Part 2).	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in July / September each year.
Youth Offending Service: Mid-year Performance Report	Paula Barnett YOS Manager 01446 745820 PBarnett@valeofglamorgan.gov.uk	Usually in March and October each year.
Housing Strategies Update Report	Nick Jones Housing and Strategic Projects Team Leader 02920673252 njones@valeofglamorgan.gov.uk	Usually in June and December each year.
Corporate Safeguarding Mid Term Report	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Usually in December each year.
Safer Vale Partnership Strategy Action Plan.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk; and Deborah Gibbs Principal Community Safety Officer 01446 450200 DGibbs@valeofglamorgan.gov.uk	Usually in April and November each year..

## Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan.	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk	Usually March, June, October each year.
1st Quarter [Apr, May & June] Decision Tracking of Recommendations and Forward Work Programme.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Usually July each year.
2nd Quarter [July & Sept] Decision Tracking of Recommendations and Forward Work Programme.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Usually October each year.
3rd Quarter [Oct, Nov & Dec] Decision Tracking of Recommendations and Forward Work Programme.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Usually January each year.
4th Quarter [Jan, Feb & Mar] Decision Tracking of Recommendations and Forward Work Programme.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Usually May / June each year.

Annual Delivery Plan Monitoring Report: Quarter 1 Performance [Apr, May & June] Report.	Julia Archampong Corporate Performance Manager 01446 709318 jarchampong@valeofglamorgan.gov.uk	Usually September / October each year.
Annual Delivery Plan Monitoring Report: Quarter 2 Performance [July & Sept] Report.	Julia Archampong Corporate Performance Manager 01446 709318 jarchampong@valeofglamorgan.gov.uk	Usually December each year.
Annual Delivery Plan Monitoring Report: Quarter 3 Performance [Oct, Nov & Dec] Report.	Julia Archampong Corporate Performance Manager 01446 709318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.

### **Infrequent**

- Cabinet References.
- Revenue and Capital Monitoring Reports [4 reports per year; historically July, October, January and March].
- Requests for Consideration.
- Cabinet Call-in.

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