

Meeting of:	Homes and Safe Communities Scrutiny Committee
Date of Meeting:	Wednesday, 05 October 2022
Relevant Scrutiny Committee:	Homes and Safe Communities
Report Title:	1 st & 2 nd Quarter Scrutiny Recommendation Tracking 2022/23 and Updated Committee Forward Work Programme Schedule 2022/23.
Purpose of Report:	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage 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> <p>The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the updated Forward Work Programme Schedule for 2022/23:</p> <ul style="list-style-type: none"> - 1st Quarter Recommendation Tracking April to June 2022 (Appendix A); - 1st Quarter Recommendation Tracking April to June 2021 (Appendix B); - 2019-20 Uncompleted Recommendation Tracking (Appendix C); - Updated Forward Work Programme Schedule for 2022/23 (Appendix D). 	

Recommendations

1. That the status of the actions listed in Appendix A to C to the report be agreed.
2. That the updated Forward Work Programme Schedule for 2022/23 attached at Appendix D be approved and uploaded to the Council's website.

Reasons for Recommendations

1. To maintain effective tracking of the Committee's recommendations.
2. For 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 Forward 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 As a result of the Local Government Election held on 5th May 2022 and subsequent Annual Meeting of the Council held on 23rd May 2022, Scrutiny Committee Meetings were established from June'22 for the 2022-23 municipal year.
- 2.2 Therefore, Quarter 1 of the municipal year related to the June Committee Meeting only. This coupled with the August recess meant that there were only three Committee meetings (June, July and September) to report on for both the 1st & 2nd Quarters in the municipal year. It was therefore agreed by Democratic & Scrutiny Officers to take both quarters collectively to the respective Scrutiny Committees when the 2nd Quarter would be considered as standard in October 2022.
- 2.3 Appendices A to C, 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.
- 2.4 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.

- 2.5** The Committee's FWP has been aligned to the Quarterly Cabinet FWP as endorsed by Cabinet on 7th July 2022.
- 2.6** Members are requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix D, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances. Please also note that there were no uncompleted recommendations for tracking for the 2nd Quarter 2022 (July – September).
- 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** 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.
- 2.9** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its forward work programme (attached at Appendix D) by identifying:
- The specific areas of interest for the Committee
 - How to engage Stakeholders (including ward members and general public)
 - The most appropriate forms of scrutiny (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.
- 2.10** 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.
- 2.11** 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.

- 2.12 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

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/Committee%20Reports/Committee%20Information/Public-Speaking-Guides/21-07-26-%E2%80%93-Updated-Guide-for-Speaking-at-Scrutiny-Committees-as-approved-by-Full-Council-26-07-21.pdf>
- 3.4 The Scrutiny FWP provides details of reports and items proposed to be considered by the Committee over the coming municipal year (June 2022 – April 2023).

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

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

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

Uncompleted Recommendations

1st Quarter 2022-23

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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15 June 2022				
Min. No. 67 – 4th Quarter Scrutiny Recommendation Tracking 2021/22 and Proposed Annual Forward Work Programme Schedule 2022/23 (CX) – Recommended	Homes & Safe Communities			
(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, subject to the following amendments being made: <ul style="list-style-type: none"> • The Presentation on Digital Inclusion be moved from June to July 2022 in the Work Programme Schedule. • That the report for Closure of Accounts 2020/21 be renamed to Closure of Accounts 2021/22. 			Amended proposed Annual Forward Work Programme uploaded to the Council's website.	Completed

Uncompleted Recommendations

2021-22

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

14 April 2021				
Min. No. 549 – Update on the DAARC Service (Domestic Abuse Assessment and Referral Co-Ordinator) (DEH) – Recommended				
(3) That the DAARC service have greater engagement with support groups concerning domestic abuse.			<p>At the meeting held on 13th 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> <p>At the meeting held on 15th June 2022, Committee were informed that the recommendation for the Update on the DAARC Service (Domestic Abuse Assessment and Referral Co-ordinator) was ongoing due to the impact of Covid-19, whereby this work was delayed due to the overriding priority of keeping victims safe and the difficulties in meeting with victims. Officers had met with the Chief Executive of Atal y Fro (the 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. (Min. No. 67 refers)</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

10 December 2019				
Min. No. 520 – Quarter 2 2019/20 Performance Report: An Inclusive and Safe Vale (DEH) – Recommended	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. At the meeting on 15th January, 2020 Committee recommended that this recommendation be shown as ongoing. (Min No 591 refers)</p> <p>At the meeting on 9th 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 22nd March, 2021. (Min No C533 refers) This was referred to the Committee for their consideration on 14th 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 12th 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> <p>At the meeting held on 15th June 2022, the Head of Housing and Building Services updated the Committee on the recommendations concerning the report identifying an appropriate housing solution for the Traveller community. He explained that these were still ongoing, and a new, draft, Gypsy / Traveller Assessment had been commissioned and shared with Welsh Government as well as going through officer consideration. Officers continued to seek</p>	

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
			alternative sites which would now be informed through the review of the Local Development Plan as well. A finalised version of the report / assessment would come back to the Committee to consider in due course. (Min. No. 67 refers)	



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 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Last Quarter 3 report received January 2022.	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	Presented to Committee on 15th June 2022 (Min No. 67)
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	Presented to Committee on 15th June 2022 (Min No. 65)
June	Shared Regulatory Services Business Plan.	Last report in June 2021: Business Plan report and slides	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	Presented to Committee on 15th June 2022 (please also see the related Presentation) (Min No. 66)
July	Presentation on Digital Inclusion.	Last presented on 9th June 2021	To provide Members with an update and seek views of the Committee on	To give Members of the Committee an overview of the work being	Tony Curliss Operational Manager for Customer Relations	Slipped initially to September and then into

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
			ongoing work to address issues of digital inclusion.	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 and provide feedback on this work.	01446 729500 TCurliss@valeofglamorgan.gov.uk	October's meeting of Scrutiny.
July	Revenue Monitoring for the Period 1st April to 31st May 2022	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue 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	Presented to committee on 6th July 2022 (Min No. 118)
July	Capital Monitoring for the Period 1st April to 31st May 2022	Cabinet Forward Work Programme Item.	To advise Committee of the progress on the 2022/23 Capital Programme for the period 1st April to 31st May 2022 and to request changes to the Capital Programme.	That Committee notes the progress made on delivering the 2022/23 Capital Programme for the schemes in the remit of the Committee. That Committee notes the use of Delegated Authority in relation to projects set out at Recommendation (2) of the report.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	Presented to committee on 6th July 2022 (Min No. 119)

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
				That Committee notes the use of Emergency Powers as detailed in Appendix 1 to the report. That Committee notes the changes to the 2022/23 and future years' Capital Programme as set out at Recommendation (4) of the report.		
July	Closure of Accounts 2021/22.	Last report in July 2021	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	Slipped to September's Scrutiny meeting instead.
July	Annual Corporate Safeguarding Report. (Reference from Cabinet)	Last report in July 2021	To update Cabinet and Scrutiny Committees on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Presented to committee on 6th July 2022 (Min No. 117)

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
				key area of corporate working.		
July	Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2020/21 (End of Year 2021/22 Performance Report)	Last report in July 2021	To present end of year (quarter 4) performance results for the period 1 st April 2021 to 31 st 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 maximises its contribution to achieving the well-being goals for Wales.	Julia Archampong Corporate Performance Manager 01446 709318 jarchampong@valeofglamorgan.gov.uk	Presented to committee on 6th July 2022 (Min No. 120)

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 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	This has slipped to October's meeting of Scrutiny, following agreement by Democratic & Scrutiny Officers to take both quarters collectively.
August	R E C E S S					
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 period 1st April 2022 to 30th June 2022 in delivering our 2022/23 Annual Delivery Plan commitments as aligned	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2022/23 aimed at making	Julia Archampong Corporate Performance Manager 01446 709318 jarchampong@valeofglamorgan.gov.uk	Presented to committee on 7th September 2022 (Min No. TBC)

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			to our Corporate Plan Well-being Objectives.	<p>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 & 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>		
September	Revenue Closure of Accounts 2021/22	Last report in July 2021	The accounts are complete, and this report is to inform Committee of the provisional financial position of the Council for	That Scrutiny Committee are aware of the financial measures taken and proposed and the amended budget for 2021/22 which	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	Presented to committee on 7th September 2022 (Min No. TBC)

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			the 2021/22 financial year.	reflects an increase in Revenue Support Grant awarded by Welsh Government during 2021/22.		
September	Capital Closure of Accounts 2021/22	Last report in July 2021	The accounts are complete, and this report is to inform Committee of the provisional financial position of the Council's Capital Programme for the 2021/22 financial year.	To inform Committee of the year end capital position for financial year 2021/22.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	Presented to committee on 7th September 2022 (Min No. TBC)
September	Vale of Glamorgan Council: Annual Performance Calendar 2022/23	Reference from Cabinet: 7th July, 2022.	To present the Vale of Glamorgan Annual Performance Calendar for 2022/23, which outlines the key plans/reports that will be subject to consideration by Members throughout the year. The report also outlines how the Council will involve Members in shaping the approach, key plans and reports	To ensure all Scrutiny Committees and the Governance and Audit Committee (Section 114 of the Local Government & Elections (Wales) Act 2021) had oversight of the Annual Performance Calendar and their views inform the Council's approach	Julia Archampong Corporate Performance Manager 01446 709318 jarchampong@valeofglamorgan.gov.uk	Presented to Committee on 7th September 2022 (Min No. TBC)

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			aligned to the performance management framework annual calendar to enable the Council to meet the new performance requirements (Part 6 section 89-93) of the Local Government & Elections (Wales) Act 2021 (LG&E) and contribute to the national goals of the Well-being of Future Generations (Wales) Act 2015 (WBFG).	to meeting the new performance requirements.		
October	Revenue Monitoring 1 st April to 31 st August 2022.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue expenditure for the period.	That Members are aware of the projected revenue outturn.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	Added to October Agenda.
October	Capital Monitoring 1 st April to 31 st August 2022.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to 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	Added to October Agenda.

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October	1 st & 2nd Quarter Scrutiny Recommendation Tracking 2022/23 and Updated Committee Forward Work Programme Schedule 2022/23.	4 th Quarter reported in June 2022 .	To report progress on the Scrutiny recommendations 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	Added to October Agenda.
October	Youth Offending Service: 12 Month Performance Report for the period April 2021 – March 2022.	Last report in October 2021 .	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	Slipped to November's Scrutiny meeting instead.
October	Youth Offending Service: Youth Justice Plan.	Last reported in October 2021 .	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	Rachel Evans Head of Service – Social Services 01446 704792 rjevans@valeofglamorgan.gov.uk	Slipped to November's Scrutiny meeting instead.

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				Members can exercise 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 April 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	To be slipped to November's Scrutiny Committee.
October	Digital Projects Update (was previously named as Presentation on Digital Inclusion).	Last presented on 9th June 2021	To provide Members with an update and to seek the views of the Committee regarding the ongoing work to address digital issues.	To give Members of the Committee an overview of the work being undertaken in this area and enable Members of the Committee to consider and provide feedback on this work.	Tony Curliss Operational Manager for Customer Relations 01446 729500 TCurliss@valeofglamorgan.gov.uk	Slipped initially to the Scrutiny meeting in September and then on to October's meeting. Added to October Agenda.

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October	Draft Vale of Glamorgan Council Annual Self-Assessment 2021/22.	Reference from Cabinet: 8th September, 2022.	For Committee to consider as part of the consultation process.	To ensure all Scrutiny Committees and the Governance and Audit Committee (as per section 114 of the Local Government & Elections (Wales) Act 2021) have oversight of the Draft Vale of Glamorgan Annual Self-Assessment report 2021/22 and their views inform the Council's approach to meeting the new performance requirements.	Julia Archampong Corporate Performance Manager 01446 709318 jarchampong@valeofglamorgan.gov.uk	Added to October Agenda.
November	Update on the Community Safety Strategy Action Plan.	Last report in November 2021 .	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	

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					DGibbs@valeofglamorgan.gov.uk	
November	Housing Trading Account update.	Recommendation from the Working Towards Recovery presentation at the meeting on 16th September 2020.	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	Last reported November 2021	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	

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	Programme 2021 – 2022 (was WHQS)).					
November	Youth Offending Service: 12 Month Performance Report for the period April 2021 – March 2022.	Last report in October 2021 .	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	Slipped to November's Scrutiny meeting instead.
November	Youth Offending Service: Youth Justice Plan.	Last reported in October 2021 .	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 oversight of this key area of work (and that of the Action Plan) for the Council.	Rachel Evans Head of Service – Social Services 01446 704792 rjevans@valeofglamorgan.gov.uk	Slipped to November's Scrutiny meeting instead.

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	Homelessness Prevention Strategy Monitoring Report.	Last report in April 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	To be slipped to November's Scrutiny Committee.
November	Tenant & Leaseholder Participation Strategy 2021 – 2026.	Last report in January 2022 .	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	Originally scheduled for January 2023 but has been brought forward following discussions with the Committee Chair and Vice Chair.
November	Update on Timebanking / volunteering.	Discussed at Agenda Conference.	To update Members on Timebanking / volunteering schemes in the Vale of Glamorgan.	To ensure appropriate scrutiny.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Update added to the work programme schedule following discussions with the Committee

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
						Chair and Vice Chair.
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 December 2021 .	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 December 2021 .	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 December 2021 .	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. (Reference from Cabinet).	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	

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				<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 & 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 January 2022 .	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	

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	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 December 2021	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 January 2022 .	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	This may be removed from this meeting date should it be rescheduled for Scrutiny for November 2022.

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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 submission to Welsh Government.	To ensure that the Council complies with the requirements of the Housing Support Grant (HSG) Guidance (Wales) July 2018.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	
January	3 rd 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 November 2021	New C.I. Strategy	Update Members on new strategy	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	

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January	Presentation on Wales Illegal Money Lending Unit.	Presentation last provided in January 2022	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 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 March 2022 .	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.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

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				<p>To ensure 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.</p>		
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</p>	<p>Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk</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>our performance requirements as outlined in the Local Government & Elections (Wales) Act 2021 and reflecting the requirement of the Wellbeing of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-being goals for Wales.</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 st April 2022 to 31 st 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	Last report in October 2022.	Update to Homes and Safe Communities	To ensure that the actions in the Homelessness	Mike Ingram	

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	Strategy Monitoring Report.		Scrutiny Committee on progress implementing the Homelessness Prevention Strategy and Action Plan.	Prevention Action Plan are progressing and are driving service improvements.	Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	
March	Youth Offending Service: Mid-year Performance Report	Last reported in March 2021 .	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	

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April	Universal Credit and Covid-19 – rents impacts	Last report in April 2022 .	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 which are in place to help to mitigate any adverse impact on Council housing tenants and the Council.	Nick Jones, Housing and Strategic Projects Team Leader 02920673252 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 March 2022).	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 MIIngram@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

Report	Responsible Officer and Contact Details	Commentary
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	Raised at the H&SC meeting 16 th September 2020.

	scott.tandy@newydd.co.uk	
The Capital Programme pilot and it use of alternative sources of heating.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Recommended at the H&SC meeting 14th October 2020.
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 th 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 th 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. j-griffin@southwales-fire.gov.uk	Last presented in December 2019.
Update / report on potential active sites for temporary housing development	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Suggestion made by MI at the H&SC meeting on 6th July 2022.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Scrutiny Committees' Draft Annual Report	Cath Lindsey Assistant Democratic Services Officer 01446 709144 celindsey@valeofglamorgan.gov.uk	This went to Full Council instead on 6 th December 2021.
Youth Justice Plan	Paula Barnett YOS Manager 01446 745820 PBarnett@valeofglamorgan.gov.uk	Usually in October each year.
Youth Offending Service: End of Year Performance Report.	Paula Barnett YOS Manager	Usually in October each year.

	01446 745820 PBarnett@valeofglamorgan.gov.uk	
Closure of Accounts	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	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	Usually in December each year.

	Principal Community Safety Officer 01446 450200 DGibbs@valeofglamorgan.gov.uk	
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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	Usually in April and November each year..

	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	
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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 MIngram@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.