

Meeting of:	Homes and Safe Communities Scrutiny Committee
Date of Meeting:	Wednesday, 17 May 2023
Relevant Scrutiny Committee:	Homes and Safe Communities
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward Work Programme Schedule 2023/24
Purpose of Report:	To report progress on 2022/23 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2023/24
Report Owner:	Tom Bowring, Director of Corporate Resources
Responsible Officer:	Mark Thomas, Democratic and Scrutiny Services Office
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function
<p>Executive Summary:</p> <p>The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the proposed Annual Forward Work Programme Schedule for 2023/24:</p> <ul style="list-style-type: none"> - 2019-20 Uncompleted Recommendation Tracking (Appendix A); - 2021-22 Uncompleted Recommendation Tracking (Appendix B); - 4th Quarter Recommendation Tracking January - March 2023 (Appendix C); - Cabinet Annual Forward Work Programme 2023/24 (Appendix D); - Proposed Annual Forward Work Programme Schedule for 2023/24 (Appendix E). 	

Recommendations

1. That the status of the actions listed in Appendix A and C to the report be agreed.
2. That the Cabinet Annual Forward Work Programme for 2023/24 attached at Appendix D, in the context of the Homes and Safe Communities Scrutiny Committee Annual Forward Work Programme 2023/24 content, be noted.
3. That the Committee's proposed Annual Forward Work Programme Schedule for 2023/24 attached at Appendix E 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 - 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.
- 2.2 It is important that Scrutiny Committee recommendations are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 The Work Programme has been aligned to the Annual Cabinet Forward Work Programme as approved by Cabinet on 27th April 2023 and attached at Appendix D.

- 2.4** Members are also requested to confirm approval of the proposed Scrutiny Committee Work Programme Schedule attached at Appendix E, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.5** The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.
- 2.6** With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.
- 2.7** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its forward work programme (attached at Appendix D) by identifying:
- The specific areas of interest for the Committee.
 - How to engage stakeholders (including Ward Members and the public).
 - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, joint approaches to scrutiny etc.).
 - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.8** The Scrutiny Forward Work Programmes should provide a clear rationale as to why particular issues have been selected; be outcome focussed; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align Scrutiny Programmes with the Council's performance management, self-evaluation and improvement arrangements as well as having regard to Council resources.
- 2.9** During the year there may be a number of ways in which additional issues can be considered for inclusion in the Scrutiny Work Programme with topics coming from a number of sources such as:
- Individual Councillors
 - Performance or budget monitoring information
 - Inspection reports
 - Referrals from Council (such as Notices of Motion), Cabinet/Audit or other Scrutiny Committees
 - Service users

- Monitoring the implementation of recommendations previously made by the Committee; and
 - residents of the Vale of Glamorgan.
- 2.10** The Scrutiny Work Programme is a rolling programme and the results of the Scrutiny Impact Survey will also be analysed by Democratic Services and findings considered to assist with Work Programme planning.
- 2.11** A re-launch of the [Scrutiny topic suggestion form](#) that exists on the Council's website for residents will also be undertaken to assist with the Work Programme planning of topics for Task and Finish work for consideration by Scrutiny Committees.
- 2.12** All topics for Task and Finish work will be taken to the Chairs and Vice-Chairs Group to be prioritised in line with Corporate Objectives in compliance with Council policy; consideration of the need for changes to policy and/or practice; and in seeking continuous Improvement. To date there has also been good discussion with the Chairs and Vice-Chairs Group on techniques that can be used and experience shared with a view to improving Scrutiny.
- 2.13** Further discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairs and Vice-Chairs Group having regard to resource implications and corporate priorities. The first meeting of the Group, post the May 2022 Local Government Election, was held on Tuesday, 24th January, 2023. The next meeting of the Group is scheduled for Tuesday, 30th May, 2023.
- 2.14** It is also suggested that at Agenda Conferences with Chairs and Vice-Chairs of Scrutiny Committees management of the Committees' Work Programmes will be included as a standing item on the agendas for consideration and discussion.
- 2.15** The action outlined in the Scrutiny and Cabinet Protocol agreed by Cabinet in 2021 to be relaunched i.e. Specific meetings with Cabinet Portfolio Holders to be arranged with Scrutiny Chairs and Vice-Chairs on a regular basis and on a biannual basis the Leader, Deputy Leader, Cabinet Members and Scrutiny Chairs and Vice-Chairs to meet to allow both the Cabinet and Scrutiny Forward Work Programmes to be developed and agreed and for discussions to take place having regard to Council priorities. [21-05-12 - Scrutiny and Cabinet Roles and Responsibilities - Cabinet Approved Version \(valeofglamorgan.gov.uk\)](#).
- 2.16** It is further suggested to assist Members following the Member Induction programme that a workshop be held regarding the tools to support effective Scrutiny roles and the responsibilities as set out in the Council's Constitution (Elected Members and in their Roles as Chairs / Vice-Chairs and Members of Scrutiny Committees). This to also include the re-launch of the Scrutiny and Cabinet Roles and Responsibilities Protocol approved by Cabinet on 21st May, 2021 and as referred to above in paragraph 2.15.
- 2.17** Scrutiny Members may also wish to take part in further questioning skills training to be arranged.

- 2.18** 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. The first meeting of the Group, post the May 2022 Local Government Election, was held on Tuesday 24th January 2023. The next meeting of the Group is scheduled for Tuesday 30th May 2023.
- 2.19** 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.
- 2.20** 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.' The 2021-22 Annual Report was presented to Full Council and subsequently noted at its 24th April 2023 meeting. The 2022-23 Annual Report is scheduled to be presented to Full Council at its September 2023 meeting.
- 3.2** Scrutiny Committee Forward Work Programmes are published by the Council on a quarterly basis which encourages engagement / involvement by the public in the decision-making process.
- 3.3** The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4** The Scrutiny Forward Work Programme provides details of reports and items proposed to be considered by the Committee over the coming Municipal year (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

[Q3 Tracking 2022/23](#)

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

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

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

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

Uncompleted Recommendations

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.</p> <p>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)</p> <p>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
			<p>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)</p> <p>At its meeting on 5th October 2022, Committee was advised that work on finding alternative sites was still ongoing, with the Gypsy and Traveller Accommodation Assessment to come forward over the next few months. (Min No. 303 refers)</p> <p>Cabinet, at its meeting on 19th January, 2023, resolved [2] That the report and the Gypsy Traveller Accommodation Assessment be referred to the Homes and Safe Communities Scrutiny Committee for consideration and agrees to submit the Gypsy and Traveller Accommodation Assessment, 2022 to Welsh Government. (Min No C199 refers)</p> <p>Subsequently, at its meeting on 8th February, 2023, Committee recommended that the report and the Gypsy Traveller Accommodation Assessment be noted and that the Gypsy and Traveller Accommodation Assessment be submitted to Welsh Government. (Min No. 692 refers)</p>	

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

4th 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

09 January 2023				
Min. No. 596 – Cost of Living Support for Food, Warm Spaces and Other Means of Support (REF) – Recommended	Homes & Safe Communities			
<p>RECOMMENDED – That the following views of the Homes and Safe Communities Scrutiny Committee be referred with the report to the Governance and Audit Committee for consideration, with the views of the Committee to be also referred back to Cabinet as part of their consideration of the Council's actions in response to Audit Wales's work:</p> <ul style="list-style-type: none"> It was important for the Council to look at raising the awareness, as well as expanding the delivery, of warm spaces and related services throughout the Vale of Glamorgan, and to look at deepening such support, i.e. to provide services that deal with isolation, and support vulnerable residents and communities. 			<p>Governance and Audit Committee, at its meeting on 27th February, 2023 resolved</p> <p>[1] That the following views raised by the Homes and Safe Communities Scrutiny Committee on 9th January 2023 be referred with the report to Cabinet as part of their consideration of the Council's actions in response to Audit Wales's work:</p> <ul style="list-style-type: none"> It was important for the Council to look at raising the awareness, as well as expanding the delivery, of warm spaces and related services throughout the Vale of Glamorgan, and to look at deepening such support i.e. to provide services that deal with isolation, and support vulnerable residents and communities. <p>(Min No 750 refers)</p> <p>Cabinet, at its meeting held on 13th April, 2023, Resolved that the views raised by the Homes and Safe Communities Scrutiny Committee on 9th January, 2023 and Governance and Audit Committee on 27th February, 2023 be noted.</p> <p>(Min No C276 refers)</p>	Completed
08 February 2023				
Min. No. 692 – Gypsy Traveller Accommodation Assessment (REF) – Recommended	Homes & Safe Communities			
That the report and the Gypsy Traveller Accommodation Assessment be noted and that the Gypsy and Traveller Accommodation Assessment be submitted to Welsh Government.			The Gypsy Traveller Accommodation Assessment was sent to Welsh Government on 15 th February 2023 following the meetings of Cabinet and this Scrutiny Committee.	Completed

Uncompleted Recommendations

4th 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
Min. No. 698 – 3rd Quarter Scrutiny Recommendation Tracking 2022/23 and Updated Committee Forward Work Programme Schedule 2022/23 (CX) – Recommended	Homes & Safe Communities			
<p>(2) That the Committee's updated Forward Work Programme Schedule for 2022/23 attached at Appendix D to the report be approved and uploaded to the Council's website, subject to the following amendment being made:</p> <ul style="list-style-type: none"> The Housing Revenue Account Business Plan 2023/53 (reference from Cabinet) be moved from March 2023 to February 2023 in the Work Programme Schedule. 			Scrutiny Committee's updated Forward Work Programme uploaded to the Council's website.	Completed
08 March 2023				
Min. No. 814 – Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2022/23 and Progress Against External Regulatory Recommendations and Proposals For Improvement (DEH) – Recommended	Homes & Safe Communities			
<p>(3) That the progress made to date in addressing the recommendations and improvement proposals made by the Council's external regulators be endorsed, and it be recommended to the Governance & Audit Committee and thereafter to Cabinet that the following completed actions from the Insight Tracker, as relevant to the remit of the Committee, be removed:</p> <ul style="list-style-type: none"> Delivering with Less: Environmental Health Services review (9 actions). How Local Government Manages Demand: Homelessness (1 action) and Homelessness Reviewed: An Open Door to Positive Change (11 actions). 			The Scrutiny Committee's comments have been forwarded to IDT for incorporation into their report.	Completed



VALE of GLAMORGAN COUNCIL CABINET OFFICE

Cabinet Annual Strategic Forward Work Programme

May 2023 – April 2024



www.valeofglamorgan.gov.uk

Contents

Forward Work Programme: May / June 2023	1
Forward Work Programme: July 2023	2
Forward Work Programme: September 2023	4
Forward Work Programme: October 2023	6
Forward Work Programme: November 2023	8
Forward Work Programme: December 2023.....	10
Forward Work Programme: January 2024.....	11
Forward Work Programme: February 2024.....	13
Forward Work Programme: March 2024.....	15
Forward Work Programme: April 2024.....	17

Forward Work Programme: May / June 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
May	Appointments to Outside Bodies / Joint Committees.	To appoint / nominate representatives to the Outside Bodies / Joint Committees detailed in the report	Leader	No	No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2022 to 31 March 2023.	Leader	Yes (Corporate Performance and Resources)	No
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2022/23.	Education, Arts and the Welsh Language	Yes (Learning and Culture)	No
June	Corporate Safeguarding Annual Report.	To update Cabinet on the work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who require specific Council services and to ensure that these arrangements are effective.	Social Care and Health	Yes (All Scrutiny Committees)	No

Forward Work Programme: July 2023

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

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Annual Report: Section 106 Agreements 2023/24.	To report on annual S106 income and expenditure.	Community Engagement, Equalities and Regulatory Services	No	No

Forward Work Programme: September 2023

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

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		on air quality undertaken in 2022 to enable its submission to Welsh Government.	Regulatory Services		
September	Local Development Plan Annual Monitoring Report.	To report to Cabinet the findings of the Council's first Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2023.	Community Engagement, Equalities and Regulatory Services	No	No
September	Director's Annual Report 2022/23 - Final.	To ensure Cabinet agree the future priorities for the service.	Social Care and Health	No	No

Forward Work Programme: October 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Revenue Monitoring for the period 1st April to 31st August 2023.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
October	Capital Monitoring for the period 1st April to 31st August 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
October	Cabinet Quarterly Work Programmes – July to September 2023 and October to December 2023.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2023 and to confirm the Quarterly Work Programme for October to December 2023 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No
October	Final Vale of Glamorgan Draft Self-Assessment Report.2022/23 (Post Consultation Draft)	To seek Cabinet endorsement of the Final Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23, incorporating the key findings from engagement with our key stakeholders.	Leader	Yes (All Scrutiny Committees and Governance and Audit Committee)	Yes

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

Forward Work Programme: November 2023

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

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		Scrutiny Committee for consultation and to revise the 2023/24 budget.			
November	Treasury Management Mid-Year Report 2023/24.	To provide a mid-year report on the Authority's treasury management operations for the period 1 st April 2023 to 30 th September 2024.	Leader	No	Yes
November	Q2 Sickness Absence Report 2023/2024.	To update Cabinet on the sickness absence statistics for the 6-month period from 1 st April 2023 to 31 st September 2024.	Leader	Yes (Corporate Performance and Resources)	No
November	Draft Annual Delivery Plan – Consultation.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No

Forward Work Programme: December 2023

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

Forward Work Programme: January 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
January	Revenue Monitoring for the Period 1st April to 30th November 2023.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
January	Capital Monitoring for the period 1st April to 30th November 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
January	Annual Delivery Plan Monitoring Report: Quarter 2 2023/24.	To present the Council's performance against the Annual Delivery Plan for Q2.	Leader	Yes (All Scrutiny Committees)	No
January	Timetable of Meetings: May 2024 to May 2025.	To consider a draft timetable of meetings for the period May 2024 - May 2025.	Leader	No	No
January	Pay Policy 2024/2025.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2024/25 as set out prior to its submission to Council for approval.	Leader	Yes (Corporate Performance and Resources)	Yes
January	Cabinet Quarterly Work Programmes – October to December 2023 and January to March 2024.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period October to December 2023 and to confirm the Quarterly Work Programme for January to	Leader	No	No

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

Forward Work Programme: February 2024

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

February	Housing Business Plan.	To obtain approval for the Housing Business Plan 2024.	Public Sector Housing and Tenant Engagement	Yes (Homes and Safe Communities)	Yes
----------	------------------------	--	---	-------------------------------------	-----

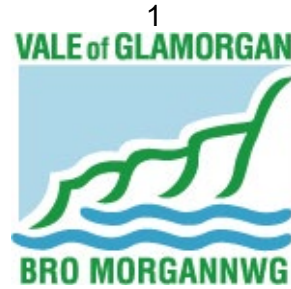
Forward Work Programme: March 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
March	Revenue Monitoring for the Period 1st April 2023 to 31st January 2024.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
March	Capital Monitoring for the Period 1st April 2023 to 31st January 2024.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
March	Annual Equality Monitoring Report 2022-2023.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Vale of Glamorgan Annual Delivery Plan 2023/24.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
March	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
March	Annual Delivery Plan Monitoring Report: Quarter 3 2023/24.	To present the Council's performance against the Annual Delivery Plan for Q3.2023/24	Leader	Yes (All Scrutiny Committees)	No
March	Service Plans and Target Setting to deliver the Annual Delivery Plan 2024/25.	To present the priority actions as reflected in Service Plans and proposed service performance	Leader	Yes (Environment and Regeneration)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		targets for the period 2024/2025 that will deliver the Council's Annual Delivery Plan 2024/25.			
March	Proposed Events Programme 2024-25.	Agreement of annual programme of events and allocation of funds.	Deputy Leader and Cabinet Member for Sustainable Places	No	No
March	School Admission Arrangements 2025/2026.	Outcome of consultation and adoption of policy.	Education, Arts and the Welsh Language	No	No

Forward Work Programme: April 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
April	Cabinet Annual Strategic Forward Work Programme May 2024 - April 2024 and Cabinet Quarterly Work Programme – April to June 2024.	To inform Members of the Forward Work Programme of the Cabinet for the 12-month period May 2024 to April 2025, and the Cabinet Quarterly Work Programme from April – June 2024.	Leader	No	No



Vale of Glamorgan Council
Homes and Safe Communities Scrutiny Committee

Forward Work Programme

May 2023 – April 2024

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
17 th May 2023	4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed	Last report February 2023.	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's	To maintain effective tracking of the Committee's recommendations	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Item on Agenda for 17 th May 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
	Annual Forward Work Programme Schedule 2023/24.		work programme for 2023/24.	and Work Programme.		
May 2023	Vale of Glamorgan Rapid Rehousing Plan.	Cabinet Forward Work Programme Item.	The report seeks approval of the Vale of Glamorgan Rapid Rehousing Plan.	To allow the Scrutiny Committee to consider the Plan.	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk	Item on Agenda for 17 th May 2023
May 2023	Presentation – Her Voice Wales.	New presentation; following a recent presentation on this subject elsewhere.	To raise awareness around the work undertaken by the Her Voice Wales group around gender inequality and greater empowerment.	For Members' consideration and comment.	Alexandra Thomas Senior Youth Engagement Worker in Participation alexthomas@valeofglamorgan.gov.uk	Item on Agenda for 17 th May 2023
June 2023	Shared Regulatory Services Business Plan.	Last report in June 2022	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.	Helen Picton Shared Regulatory Services hpicton@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
June 2023	Annual Performance Calendar 2023/24	Last report in September 2022	To present the Vale of Glamorgan Annual Performance Calendar for 2023/24, which outlines the key plans/reports that will be subject to consideration by members throughout the year.	To ensure all Scrutiny Committees and the Governance and Audit Committee (Section 114 of the Local Government & Elections (Wales) Act 2021) have 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	
July 2023	Revenue Outturn [Closure of Accounts].	Last report in September 2022	The accounts are complete, and this report is to inform Scrutiny of the provisional financial position of the Council for the previous financial year.	Members aware of the provisional financial position and actions that have been taken.	Laura Davis Finance Support Manager 01446 704639 LLDavis@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
July 2023	Capital Outturn [Closure of Accounts].	Last report in September 2022	The accounts are complete, and this report is to inform Scrutiny of the provisional financial position of the Council for the previous financial year.	Members aware of the provisional financial position and actions that have been taken.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
July 2023	Corporate Safeguarding Annual Report	Cabinet Forward Work Programme Item.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working and be assured of effective safeguarding taking place.	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@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
July 2023	Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2022/23 (End of Year 2022/23 Performance Report)	Last report in July 2022	To present end of year (quarter 4) performance results for the period 1st April 2022 to 31st March 2023 in delivering our Annual Delivery Plan commitments as aligned to our Corporate Plan	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2022/23	Julia Archampong Corporate Performance Manager 01446 709318 jarchampong@valeofglamorgan.gov.uk	
July 2023	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4 th Quarter received May 2023.	To report progress on Scrutiny recommendations [Apr,May,June] and to consider the updated Forward Work Programme together with any slippage.	To maintain effective tracking of the Committee's recommendations and publication of the update work programme.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
AUGUST RECESS – NO MEETINGS						

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
September 2023	STAR Survey	Last presented at January 2021 meeting.	To update Members on the results of the STAR survey.	For Members consideration and comment.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	
September 2023	Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 (Pre-consultation Draft).	Reference from Cabinet.	Seeking members views.	To be confirmed.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
September 2023	Annual Delivery Plan - Quarter 1 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 1 performance results for the period 1 st April 2023 to 30 th June 2023 for the Corporate Plan.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
September 2023	Revenue Monitoring – Q1.	Last report in July 2022.	To advise Committee of the progress relating to revenue and capital expenditure for the Q1 period	The Capital Economic Regeneration Reserve is managed	Laura Davis Finance Support Manager 01446 704639 LLDavis@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
				effectively, and budgets are matched to operational responsibilities.		
September 2023	Capital Monitoring – Q1.	Last report in July 2022	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn for the period.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
October 2023	Annual Update - Tenant & Leaseholder Participation Strategy	New report; previously report related to the Tenant & Leaseholder Participation Strategy 2021 – 2026 in January 2022.	To consider the update on the Tenant & Leaseholder Participation Strategy 2021 - 2026.	To ensure appropriate scrutiny of this strategy.	Farida Aslam Senior Neighbourhood Manager 02920673095 faslam@valeofglamorgan.gov.uk	
October 2023	Youth Offending Service: 12 Month Performance	Last report in November 2022.	To inform Scrutiny Committee about the performance of the Youth	To ensure Scrutiny are able to exercise	Kirsty Davies Youth Offending Service Manager kidavies@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
	Report for the period April 2022 – March 2023.		Offending Service during the period outlined.	oversight of the Youth Offending Service performance against UK/devolved/local indicators.		
October 2023	2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Previous update in May 2023	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
November 2023	Revenue Monitoring – Q2.	Last report in October 2022	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	
November 2023	Capital Monitoring – Q2.	Last report in October 2022	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	

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 2023	Financial Strategy 2022/23 and Medium Term Financial Plan Refresh.	Reference from Cabinet	To review the financial pressures over the medium term and put in place a strategy for delivering the 2023/24 budget and sustainable finances over the medium term	To allow scrutiny of the Financial Strategy.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
November 2023	Draft Capital Strategy 2024/25 and Initial Capital Programme Proposals 2024/25 to 2026/27.	Reference from Cabinet	To advise Cabinet of the progress on the 2023/24 Capital Programme for the period 1st April to 31st August, 2023 and to request changes to the Capital Programme	To allow scrutiny of the Draft Capital strategy.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
November 2023	Initial Housing Revenue Account (HRA) Budget Proposals 2024/25 and Revised Budget 2023/24.	Reference from Cabinet	For Committee consultation of the initial budget proposals for 2024/25 relating to the Housing Revenue Account.	To allow scrutiny of the HRA.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
December 2023	Annual Delivery Plan - Quarter 2 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 2 performance results for the period 1 st July 2023 to 30 th September 2023 for the Corporate Plan Well-being Outcome.'	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				making a positive difference to the lives of Vale of Glamorgan citizens.		
December 2023	Corporate Safeguarding Mid-Year Report.	Reference from Cabinet.	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 oversight regarding this important area and scrutiny of developments relevant to committee portfolios.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	
December 2023	Draft Annual Delivery Plan – 2024/25	Reference from Cabinet.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
January 2024	3rd Quarter Scrutiny Decision	Previous update in	To report progress on the Scrutiny	To maintain effective tracking	Mark Thomas	

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
	Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	October 2023	recommendations [Oct, Nov & Dec]] and to confirm the Committee's work programme for 2023/24.	of the Committee's recommendations.	Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
February 2024	Revenue Refresh MTFP [Initial Revenue Programme Budget Post-settlement Proposals].	Reference from Cabinet.	To submit for consultation the initial revenue budget proposals.	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
February 2024	Capital Strategy [Initial Capital Programme Budget Post-settlement Proposals].	Reference from Cabinet.	To submit the Initial Capital Programme Proposals for the period for Scrutiny Committee consultation.	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a	Laura Davis Finance Support Manager 01446 704639 LLDavis@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
				final proposal on the budget.		
February 2024	Revenue Monitoring – Q3.	Last report in March 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. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
February 2024	Capital Monitoring – Q3.	Last report in March 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. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				operational responsibilities.		
February 2024	Vale of Glamorgan Council – Proposed Fees and Charges	Cabinet Forward Work Programme Item.	To propose service changes.	To allow scrutiny of proposals.	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	
March 2024	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan 2024/25.	Cabinet Forward Work Programme Item.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
March 2024	Annual Delivery Plan - Quarter 3 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 3 performance results for the period 1 st October 2023 to 31 st December 2023 for the Corporate Plan Well-being Outcome.'	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
March 2024	Housing Business Plan.	Cabinet Forward Work	To obtain approval for the Housing Business Plan 2024.	For Member comment and scrutiny.	Mike Ingram Head of Housing and Building Services 01446 709516	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
		Programme Item.			MIngram@valeofglamorgan.gov.uk	
April 2024	Update/report on digital self-service for housing and repairs (part of Digital Strategy)	Previous presentation at meeting held in April 2022.	To update Members on the progress made in relation to the Council's digital self-service system.	For Member's awareness, comment and scrutiny.	Tony Curliss Operational Manager for Customer Relations 01446 729500 TCurliss@valeofglamorgan.gov.uk Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	
April 2024	Rent Setting Policy	New report	For Members to consider the Council's rent setting policy.	For Member's awareness, comment and scrutiny.	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	

Other reports / presentations / visits to be added into schedule as and when available

Report	Responsible Officer and Contact Details	Commentary
Visit to the new CCTV Control Room	Deborah Gibbs Principal Community Safety Officer 01446 450200 DGibbs@valeofglamorgan.gov.uk	Following the meeting of the Scrutiny Committee in April 2023, arrangements and invites to Committee and other Elected Members to visit the new CCTV Control Room are currently in progress (as of May 2023).
Corporate Landlord Update	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk	To update the Committee on this policy.
Damp and Condensation Policy and Procedure	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk	Details to be confirmed.
Regional Domestic Abuse Strategy/Serious Violence Strategy	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk	Details to be confirmed. Possible reference from Cabinet in 2023/24 municipal year.
Housing Compliance Policy and Procedures	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk	Details to be confirmed.
Housing Development Strategy/update (inc. possibly regional partnership).	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk	Possibly a Cabinet referral or standalone update to Scrutiny, including RSLs, etc.
Community Investment Strategy	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk	This update is currently being drafted and collated.
Local Housing Market Assessment (LHMA)	Mike Ingram Head of Housing and Building Services	For Committee consideration of the latest iteration of the LHMA.

	01446 709516 MIIngram@valeofglamorgan.gov.uk	
Housing & Building Services 2022/23 Housing Improvement Work (was Council Housing Investment Update / Housing Investment Programme 2021 – 2022 (was WHQS)).	Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk	Update on housing investment and WHQS 23 (investment, zero carbon for housing stock).

Possible Task and Finish Group Suggestions:

Subject	Responsible Officer and Contact Details	Commentary
To be decided	To be decided	To be decided

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Youth Justice Plan	Kirsty Davies Youth Offending Service Manager kidavies@valeofglamorgan.gov.uk	Usually in October each year.
Youth Offending Service: End of Year Performance Report.	Kirsty Davies Youth Offending Service Manager kidavies@valeofglamorgan.gov.uk	Usually in October each year.
Closure of Accounts	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	Usually in July each year.
Initial Housing Revenue Account	Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk	Usually in November/December each year.

The Civil Protection Unit – Responsibilities and Work Plan [Presentation]	Debbie Spargo Principal Civil Protection Officer 029 20673044 DASpargo@valeofglamorgan.gov.uk	
Corporate Safeguarding Annual Report	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@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.

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Youth Offending Service: Mid-year Performance Report	Kirsty Davies Youth Offending Service Manager kidavies@valeofglamorgan.gov.uk	Usually in March each year (Annual version in October).
Corporate Safeguarding Mid Term Report	Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk	Usually in December each year (Annual version in July).

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2022/23.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Usually May each year. Reporting on Jan, Feb and Mar.
1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Usually July each year. Reporting on Apr, May and Jun.
2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.
3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.
Quarter 1 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually October each year. Reporting on April, May and June.
Quarter 2 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually December each year. Reporting on July and September.
Quarter 3 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year. Reporting on October, November and December.

Infrequent

- Cabinet References.
- 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.