

Meeting of:	Learning and Culture Scrutiny Committee
Date of Meeting:	Thursday, 13 May 2021
Relevant Scrutiny Committee:	Learning and Culture
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2020/21 and Proposed Annual Forward Work Programme Schedule 2021/22.
Purpose of Report:	To report progress on 2020/21 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2021/22.
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Catherine Lindsey, Assistant Democratic Services Officer, 01446 709 144
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the proposed Annual Forward Work Programme Schedule for 2021/22: <ul style="list-style-type: none"> - 4th Quarter Recommendation Tracking January to March 2021 (Appendix A); - 2019-20 Uncompleted Recommendation Tracking (Appendix B); - 4th Quarter Forward Work Programme 2020/21 (Appendix C); - Cabinet Annual Forward Work Programme 2021/22 (Appendix D); - Proposed Annual Forward Work Programme Schedule for 2021/22 (Appendix E). 	

Recommendations

1. That the status of the actions listed in Appendices A and B to the report be agreed.
2. That the Cabinet Annual Forward Work Programme for 2021/22 attached at Appendix D, in the context of the Healthy Living and Social Care Scrutiny Committee Annual Forward Work Programme 2021/22 content, be noted.
3. That the 4th Quarter Forward Work Programme attached at Appendix C be noted.
4. The Committee's proposed Annual Forward Work Programme Schedule for 2021/22 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&4 For 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 and B attached to this report set out the recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that Scrutiny Committee recommendations are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 The Work Programme has been aligned to the Annual Cabinet Forward Work Programme as endorsed by Cabinet on 26th April 2021 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. The schedule includes notes

on reports that were scheduled to be reported in the previous quarter that have now been slipped to the 2021-22 Municipal year.

- 2.5** The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.
- 2.6** With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.
- 2.7** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its forward work programme (attached at Appendix 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** Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.
- 2.9** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairmen and Vice-Chairmen Group on 3rd March, 2021 agreed that Scrutiny Committee Chairmen and Cabinet Members were best placed to present the Recommendation Tracking and Forward Work Programme Update Reports at Committee meetings to highlight the fact that both documents were under the Committee's ownership and management.
- 2.10** Published versions of the Forward Work Programme can also be found on the Council's website via the following link:
https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx

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

- 3.1 The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes in the form of a 'Scrutiny Annual Report.'
- 3.2 Scrutiny Committee Forward Work Programmes are published by the Council on a quarterly basis which encourages engagement / involvement by the public in the decision-making process.
- 3.3 The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4 The Scrutiny Forward Work Programme provides details of reports and items proposed to be considered by the Committee over the coming Municipal year (May 2021 – April 2022).

4. Resources and Legal Considerations

Financial

- 4.1 None as a direct result of this report.

Employment

- 4.2 None as a direct result of this report.

Legal (Including Equalities)

- 4.3 None as a direct result of this report.

5. Background Papers

[Q3 Tracking](https://www.valeofglamorgan.gov.uk) (valeofglamorgan.gov.uk).

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

Uncompleted Recommendations

4th Quarter 2020-21

SCRUTINY DECISION TRACKING FORM LEARNING AND CULTURE 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 January 2021				
Min. No. 346 – 3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21 (MD) – Recommended	Learning & Culture			
(2) That, subject to the correction as summarised by the Assistant Democratic Services Officer, the updated Work Programme Schedule attached at Appendix D be approved and uploaded to the Council's website.			Work programme schedule amended and uploaded to the Council's website.	Completed
11 February 2021				
Min. No. 415 – Review of Statues, Monuments, Street Names and Building Names – Review Panel Terms of Reference (REF) – Recommended	Learning & Culture			
(2) That previously sent correspondence regarding the review be re-sent to all Town and Community Councils for their consideration and involvement as described in the report.			Email re-sent to all Town and Community Councils on 22 nd February 2021.	Completed
11 March 2021				
Min. No. 491 – Youth Engagement And Progression Update (DLS) – Recommended	Learning & Culture			
(2) That the Learning and Culture Scrutiny Committee receive a further progress update report in 12 months.			Added to the Committee's work programme schedule.	Completed

Uncompleted Recommendations

2019-20

SCRUTINY DECISION TRACKING FORM LEARNING AND CULTURE 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
19 September 2019				
Min. No. 307 – 1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2019/20 (MD) – Recommended	Learning and Culture			
(3) That a Sub-Group be formed to undertake a review into the affordability of education.			Prior to the Covid-19 pandemic, the Group met on two occasions. At its first meeting the Group agreed its Scope and Plan of Action. The second meeting was a visit to Pencoedtre High School to speak to some pupils and to gather their thoughts and views. The Group has now reconvened and considered the impact of the pandemic on the scope of their review. The Group intends to invite parents to attend their next meeting in order that they can share their experiences of the affordability of education.	Completed
13 February 2020				
Min. No. 684 – Reshaping Services – Review of the Delivery of the Arts Service and Art Central (REF) – Recommended	Learning & Culture			
That the Learning and Culture Scrutiny Committee supports the future use of Art Central and urges for an approach to develop and enhance the facility to deliver a multi-use art space.			The Scrutiny minutes and the recommendation will be captured in a Cabinet report that will advise Cabinet on the outcomes of the Consultation.	Ongoing



Vale of Glamorgan Council

Learning and Culture Scrutiny Committee

Forward Work Programme

January – March 2021

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
14 th January 2021	3 rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Previous report October 2020.	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2019/20.	To maintain effective tracking of the Committee's recommendations.	Gareth Davies, Democratic and Scrutiny Services Officer - 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Reported to Committee on 14 th January 2021 (Min No 346) Quarter 3 Tracking of Recommendations and Updated Work Programme Schedule 2020/21
	Youth Engagement and Progression	Previous report January 2020	To make Members aware of the progress made over the last six months of the Youth Engagement and Progression Framework (YEPF) and the current levels of young people Not in Education, Employment or Training (NEET)	To track performance and ensure Committee has continued oversight of the (YEPF).	Nisha Shukla, Engagement & Progression Coordinator 01446 709457 nshukla@valeofglamorgan.gov.uk	Slipped to March at Officers' request in order to be able to report more complete data to Committee
	School Admission Arrangements 2022-23 (Reference from Cabinet).	Cabinet Forward Work Programme Item.	To seek approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code issued in July 2013 which includes a revision to secondary school catchment areas.	To comply with Para 2.3 (page 6) of the School Admissions Code (Wales) July 2013.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Referred to Committee on 14 th January 2021 (Min No 342) School Admission Arrangements 2022-23

	Corporate Safeguarding Annual Report. (Reference from Cabinet).	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 provide assurance and understanding around safeguarding activity taking place across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Referred to Committee on 14 th January 2021 (Min No 343) Corporate Safeguarding Annual Report
	Revenue and Capital Monitoring for the Period 1 st April to 30 th November 2020	Cabinet Forward Work Programme Item.	To advise Scrutiny Committee of the Progress relating to revenue and capital expenditure for the period 1 st April to 30 th November 2020.	Members are aware of the projected revenue outturn for 2020/21.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Reported to Committee on 14 th January 2021 (Min No 345) Revenue and Capital Monitoring
	Impact of work in the Central South Consortium's business plan on the region and The Vale of Glamorgan Local Authority	Collaborative working	To inform Members of the impact of work in the Central South Consortium's business plan on the region and the Vale of Glamorgan	To allow Members to assess the impact of the work of the Central South Consortium	Carys Pritchard, Senior Challenge Advisor. Central South Consortium.	Brought forward from February 2021. (Min No 344) Impact of work in the Central South Consortium's business plan
	Review of Statues, Monuments, Street Names and Building Names	Reference from Cabinet: 2 nd November, 2020	To seek approval to instigate the next phase of work to review statues, monuments, street names and building names to ensure they are representative of local people's values and those of a modern, inclusive Council.	To update Committee regarding the proposed approach to establishing a review as described in this report, through the establishment of a Panel.	Tom Bowring, Head of Policy and Business Transformation Tbowring@valeofglamorgan.gov.uk 01446 709766	Referred to Committee on 14 th January 2021 (Min No 341) Review of Statues, Monuments, Street Names and Building Names
11 th February 2021	Impact of work in the Central South Consortium's business plan on	Collaborative working	To inform Members of the impact of work in the Central South Consortium's business	To allow Members to assess the impact of the work of the Central South Consortium	Carys Pritchard, Senior Challenge Advisor. Central South Consortium.	Brought forward to January 2021

	the region and The Vale of Glamorgan Local Authority		plan on the region and the Vale of Glamorgan			
	Summary of School Inspections for Autumn Term 2020	Regular report relating to inspections of schools.	To update Members on the outcomes of school inspections for the Autumn Term 2020.	In order that Members are aware of Estyn judgements about local schools.	Carys Pritchard, Senior Challenge Advisor. Central South Consortium.	Not possible to report due to cancellation of ESTYN inspections
	Review of Statues, Monuments, Street Names and Building Names – Review of Panel Terms of References	Reference from Cabinet: 25 th January, 2021	To seek approval for the terms of reference for the review panel to undertake the work to review statues, monuments, street names and building names to ensure they are representative of local people's values and those of a modern, inclusive Council.	To ensure Members can consider the proposed Terms of Reference for the Panel and are updated as matters progress.	Tom Bowring, Head of Policy and Business Transformation Tbowring@valeofglamorgan.gov.uk 01446 709766	Referred to Committee on 11 th February 2021 (Min No 341) Review of Statues, Monuments, Street Names and Building Names – Review of Panel Terms of References
11 th March, 2021	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 2021/22.	Cabinet Forward Work Programme Item.	To seek Members' endorsement of the priority actions as reflected in Service Plans and proposed service improvement targets for the period 2021/2022 that will deliver the Council's Annual Delivery Plan (Improvement Plan Part 1) within the remit of the Committee.	1. To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan (Improvement Plan Part 1), associated Service Plan activities and service improvement targets for 2021/2022. 2. 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	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee on 11 th March 2021 (Min No 489) Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 2021/22.

				<p>Delivery Plan is monitored and measured during 2020/2021.</p> <p>3. 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 during 2020/2021 in line with requirements of the Local Government (Wales) Measure 2009. 4. To ensure that in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.</p>		
Council Annual Self-Assessment	Cabinet Forward Work Programme Item.		To present the Council's Annual Self-Assessment of performance for Cabinet's consideration in line with the requirements of the Local Government Measure and Wellbeing of Future Generations Act	In order to inform Cabinet of the views of the Scrutiny Committee.	<p>Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk</p>	Removed from Work Programme as confirmation was received from Officers that the report's purpose is now fulfilled by the Part 2 Improvement Plan report to be considered by Full Council in due course.
Youth Engagement and Progression Update	Previous report January 2020		To make Members aware of the progress made over the last six months of the Youth Engagement and Progression Framework (YEPF) and the current levels of young people Not	To track performance and ensure Committee has continued oversight of the (YEPF).	<p>Nisha Shukla, Engagement & Progression Coordinator 01446 709457 nshukla@valeofglamorgan.gov.uk</p>	Slipped from January at Officers' request in order to be able to report more complete data to Committee.

			in Education, Employment or Training (NEET).			Reported to Committee on 11 th March 2021 (Min No 491) Youth Engagement and Progression Update
Annual Equality Monitoring Report 2019-20	Referred from Cabinet: 22 nd February, 2021		To seek Committee's approval of the Annual Equality Monitoring Report.	To ensure Committee's consideration of the report and to allow the Council to meet its reporting duty under the specific duties for Wales and continue to make progress towards meeting the public sector equality duty and to ensure its equality work is available for scrutiny by the Equality and Human Rights Commission and others	Tom Bowring, Head of Policy and Business Transformation Tbowring@valeofglamorgan.gov.uk 01446 709766	Referred to Committee on 11 th March 2021 (Min No 488) Annual Equality Monitoring Report 2019-20
Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2020/21.	Cabinet Forward Work Programme Item.		To present Quarter 3 performance results for the period 1st October 2020 to 31st December 2020 for the Corporate Plan Well-being Outcome.'	1. To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens. 2. To ensure the Council is effectively assessing its 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	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee on 11 th March 2021 (Min No 490) Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2020/21

				(Wales) Act 2015 that it maximises its contribution to achieving the wellbeing goals for Wales.		
	Revenue and Capital Monitoring 1 st April 2020 to 31 st January 2021.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period 1 st April to 31 st January 2021.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Brought forward from April 2021 as listed in previous version. Reported to Committee on 11 th March 2021 (Min No 492) Revenue and Capital Monitoring

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

Report/Presentations	Responsible Officer and Contact Details	Commentary
Reports on attendance to be submitted to the Committee on a termly basis.		Reports to be presented biannually – mid-term and end of year (2 per year) To be reported as and when available
Examples of good practice in schools to be presented to Committee when available CYPS Commissioning Strategy and Action Plan six monthly updates.		Also target schools with excellent Estyn judgements and presentations from schools on how the new curriculum is being developed and implemented. The Strategy is currently being reviewed and will be reported on a future agenda when available
Update reports with regard to any future innovations considered for the Library Service in the Vale of Glamorgan (14 Nov 16: Min No 526)		
School Performance Reports (Foundation Phase, KS2-5) (12 Feb 18: Min No 691)		

Additional Learning Needs Regional Implementation Plan update re progression (13 Nov 18: Min No 481)		
Issues in relation to e-FSM and FSM on Key Stage 4 and use of the Pupil Deprivation Grant (11 Dec 18: Min No 579)		
Report on school buildings in the primary sector (12 Feb 19 – Min. No. 739)		
Presentation by Menter Bro Morgannwg		
Welsh Standards Annual Monitoring Report		
*CFWP – Reshaping Services Review		
*CFWP – Catering Reshaping		
Follow up work on the T&F Review into the Provision of Sanitary Products at Secondary Schools (20 Jun 19: Min No 71)		
Report on maintenance and upgrades for all schools across the Vale (20 Jun 19: Min No 71)		
Pastoral care available in schools (20 Jun 19: Min No 71)		
Site visit to be arranged to the new Catering Service and to High Street Primary School (14 Nov 19: Min No 452)		
Presentation from the Sense of Place Board regarding cultural heritage (16 Jan 20: Min No 596)		
Children’s Commissioner for Wales Report: <i>Coronavirus and Me</i>		Requested by the Vice-Chairman during Agenda Conference 3 rd March, 2021
Elective Home Education in the Vale of Glamorgan		Requested by the Vice-Chairman during Agenda Conference 3 rd March, 2021

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Performance Monitoring Reports		
Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 20**/**.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
End of Year 20**/** Performance Report	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in September each year.

Financial Reports		
Closure of Accounts 20**/**.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in July each year.
Initial Revenue Programme Budget Proposals.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.
Initial Capital Programme Budget Proposals.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Mid-Year Report.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in January each year. Reference from Cabinet.
Children and Young People Services Annual Placement Review – Six Month Activity Update.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Usually in March each year.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually May each year. Reporting on Jan, Feb and Mar.
1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually July each year. Reporting on Apr, May and Jun.
2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.
3 rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.

Quarter 1 2020/21 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 2020/21 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 2020/21 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.
- Revenue and Capital Monitoring Reports.
- Requests for Consideration.
- Cabinet Call-in.
- Updates from the Leisure Management Contract Members Working Group.

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

Suggested Task and Finish Review Exercises

Group	Scope / Focus	Chair / Responsible Officer	Commentary
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<p>Cost of Schooling</p>	<p>An examination of how affordable it is for parents to send children to school. To include the social/wellbeing impact of School Proms and consideration of the costs of school uniforms and extra school activities.</p>	<p>Chair: Cllr. G. Kemp</p> <p>Responsible Officers: Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk</p> <p>Catherine Lindsey, Assistant Democratic Services Officer. 01446 709144 celindsey@valeofglamorgan.gov.uk</p>	<p>Prior to the Covid-19 pandemic, the Group met on two occasions. At its first meeting the Group agreed its scope and plan of action. The second meeting was a visit to Pencoedtre High School to speak to some pupils and to gather their thoughts and views. The Group has now reconvened and considered the impact of the pandemic on the scope of their review. The Group intends to invite parents to attend their next meeting in order that they can share their experiences of the affordability of education.</p>
<p>Museum Provision in the Vale of Glamorgan</p>	<p><i>TBC</i></p>	<p>Chair: <i>TBC</i></p> <p>Responsible Officers: Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk</p> <p>Catherine Lindsey, Assistant Democratic Services Officer. 01446 709144 celindsey@valeofglamorgan.gov.uk</p>	



VALE of GLAMORGAN COUNCIL CABINET OFFICE

Cabinet Annual Strategic Forward Work Programme

May 2021 – April 2022



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Forward Work Programme: May / June 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
May	Collaboration Compendium.	To provide an update for Cabinet on the Council's strategic collaborative working initiatives.	Leader	No	No
May	Renewal of Welsh Translation Contract.	To obtain approval from Cabinet to go out to tender for this service. The current contract ends at the end of August.	Leader	No	No
May	21 st Century Schools – Penarth Nursery Provision.	To seek approval to consult on a school organisation proposal for the Penarth Nursery Provision scheme.	Education and Regeneration	Yes	No
May	Disposal of three Small Parcels of education owned land.	To seek Cabinet approval to dispose of three small parcels of non-operational education land (as identified at Appendix A).	Education and Regeneration	No	No
May	Disposal of Small Parcels of Housing owned land.	To seek Cabinet approval to dispose of two small parcels of non-operational housing land suitable for use incidental to the enjoyment of the adjacent dwelling houses only (as identified at Appendix A).	Housing and Building Services	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
May	Neighbourhood Services and Transport – Condition Inspection Regime.	To propose changes in footway and carriageway inspection regimes in line with current standards.	Neighbourhood Services and Transport	Yes	No
May	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
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2020 to 31 March 2021.	Leader	Yes (Corporate Performance and Resources)	No
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2020/21.	Leader	Yes (Learning and Culture)	No

Forward Work Programme: July 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Closure of Accounts 2020/21.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2020/21 financial year.	Leader	No	No
July	Annual Treasury Management Report 2020/21.	To present to Cabinet the annual review report on Treasury Management 2020/21.	Leader	Yes (Audit Committee)	Yes
July	Revenue Monitoring for the Period 1st April to 31st May, 2021.	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, 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
July	Budget Strategy 2022/23.	To submit the Budget Strategy for 2022/23.	Leader	No	No
July	Cabinet Quarterly Work Programme - April to June 2021 and July to September 2021.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2021 and to confirm the Quarterly Work Programme for July to September 2021 in order that the Annual Strategic Work Programme can be amended	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		and uploaded to the website.			
July	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
July	End of Year 2020/21 Corporate Plan Performance Report.	To present end of year performance results for the period 1st April 2020 to 31st March 2021 in relation to our Well-being Outcomes and Corporate Health priorities, including an update of our progress in addressing recommendations and improvement proposals from our external regulators.	Leader	Yes (All Scrutiny Committees)	No
July	Climate Change	To consider the revised Climate Change Challenge Plan post consultation.	Leader	No	Yes
July	Annual Report: Section 106 Agreements 2020/21.	To report on annual S106 income and expenditure.	Legal, Regulatory and Planning Services	No	No
July	Director's Annual Report 2020/21.	To ensure Cabinet agree the future priorities for the service.	Social Care and Health	No	No

Forward Work Programme: September 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2020/21.	To present the draft Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2020/21, which outlines our progress towards achieving the Council's Well-being (Improvement) Objectives.	Leader	No	Yes
September	Local Air Quality Management Annual Progress Report 2021.	To seek approval for the 2021 Local Air Quality Management Annual Progress Report (APR) on air quality undertaken in 2020 to enable its submission to Welsh Government.	Legal, Regulatory and Planning	No	No
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 2021.	Legal, Regulatory and Planning	No	No

Forward Work Programme: October 2021

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 2021.	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 2021.	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 2021 and October to December 2021.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2021 and to confirm the Quarterly Work Programme for October to December 2021 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No
October	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

Forward Work Programme: November 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Quarter 1 2021/22 Performance Report.	To present quarter 1 performance results for the period 1st April 2021 to 30th June 2021 for all service areas.	Leader	Yes (All Scrutiny Committees)	No
November	Revenue Monitoring for the period April to September 2021.	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 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Revenue Budget Proposals 2022/23 and Medium Term Financial Plan 2021/22 to 2024/25.	To gain Cabinet's approval for the amended revenue budget for 2022/23 and to commence consultation on the initial revenue budget proposals for 2021/22.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Capital Programme Proposals 2022/23 to 2026/27.	To gain approval for the Initial Capital Programme Proposals for 2022/23 so that they may be submitted to Scrutiny Committees for consultation and amendments to the current Capital Programme.	Leader	Yes (All Scrutiny Committees)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Initial Housing Revenue Account (HRA) Budget Proposals 2022/23 and Revised Budget 2021/22.	To gain Cabinet's approval for the initial budget proposals for 2022/23 relating to the Housing Revenue Account so that the proposals may be submitted to Scrutiny Committee for consultation and to revise the 2021/22 budget.	Leader	Yes (Homes and Safe Communities)	No
November	Treasury Management Mid-Year Report 2021/22.	To provide a mid-year report on the Authority's treasury management operations for the period 1 st April 2021 to 30 th September 2022.	Leader	No	Yes
November	Q2 Sickness Absence Report 2021/2022.	To update Cabinet on the sickness absence statistics for the 6-month period from 1 st April 2021 to 31 st September 2021.	Leader	Yes (Corporate Performance and Resources)	No
November	Draft Annual Delivery Plan – Consultation.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
November	Corporate Safeguarding Mid Term Report.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity taking place across the Council.	Social Care and Health	Yes (Healthy Living and Social Care, Learning and Culture, Home and Safe Communities, Corporate Performance and Resources and Environment and Regeneration Scrutiny Committees)	No

Forward Work Programme: December 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	School Admission Arrangements 2023-2024.	To seek Cabinet approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code.	Education and Regeneration	Yes (Learning and Culture)	No
December	Housing Support Grant Annual Delivery Plan.	To adopt the draft Housing Support Grant Delivery Plan and seek authorisation for its submission to Welsh Government.	Housing and Building	Yes	No

Forward Work Programme: January 2022

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 2021.	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 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
January	Quarter 2 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q2.	Leader	Yes (Corporate Performance and Resources)	No
January	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
January	Timetable of Meetings: May 2022 to May 2023.	To consider a draft timetable of meetings for the period May 2022 - May 2023.	Leader	No	No
January	Pay Policy 2022/2023.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2022/23 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 2021 and January	To inform Members of the progress to date in respect of	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
	to March 2022.	Cabinet Quarterly Work Programmes for the period October to December 2021 and to confirm the Quarterly Work Programme for January to March 2022 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.			

Forward Work Programme: February 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Capital Strategy 2022/23 and Final Capital Proposals 2022/23 to 2026/27.	To gain approval for the Final Capital Programme Proposals for the years 2022/23 to 2026/27.	Leader	No	Yes
February	Final Proposals for the Revenue Budget 2022/23.	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 2022/23.	Leader	No	Yes
February	Final Housing Revenue Account (HRA) Budget Proposals 2022/23.	To set the HRA budget for the financial year 2021/22 and to set the rents and service charges for the forthcoming rent year beginning on 2 nd April 2022.	Leader	No	Yes
February	Treasury Management and Investment Strategy 2022/23 and Update 2021/22.	To provide an interim report on the Council's treasury management operations for the period 1 st April 2021 to 31 st December 2021 and to submit for consideration the proposed 2021/22 Treasury Management and Investment Strategy.	Leader	Yes (Audit Committee)	Yes

February	Housing Business Plan.	To obtain approval for the Housing Business Plan 2021.	Housing and Building Services	Yes (Homes and Safe)	Yes
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Forward Work Programme: March 2022

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 2021 to 31st January 2022.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
March	Capital Monitoring for the Period 1st April 2021 to 31st January 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
March	Annual Equality Monitoring Report 2020-2021.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Vale of Glamorgan Annual Delivery Plan 2022/23.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
March	School Admission Arrangements 2023/2024.	Outcome of consultation and adoption of policy.	Education and Regeneration	No	No
March	Proposed Events Programme 2022-23.	Agreement of annual programme of events and allocation of funds.	Education and Regeneration	No	No

Forward Work Programme: April 2022

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 2022 - April 2023 and Cabinet Quarterly Work Programme – April to June 2022.	To inform Members of the Forward Work Programme of the Cabinet for the 12 month period May 2022 to April 2023, and the Cabinet Quarterly Work Programme from April – June 2022.	Leader	No	No
April	Quarter 3 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q3.	Leader	Yes (All Scrutiny Committees)	No
April	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



Vale of Glamorgan Council
Learning and Culture Scrutiny Committee

Forward Work Programme

May 2021 – April 2022

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
May 2021	4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Q3 report January 2021	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme for 2021/22.	To maintain effective tracking of the Committee's recommendations.	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144 celindsey@valeofglamorgan.gov.uk	
June 2021	Annual Welsh Monitoring Report.	Cabinet Forward Work Programme Item	To consider the Annual Welsh Monitoring Report for 2020/21.	To seek Members' views.	Tom Bowring, Head of Policy and Business Transformation - 01446 709766, TBowring@valeofglamorgan.gov.uk	
July 2021	Closure of Accounts 2020/21	Last received July 2019	The accounts are complete and this report is to inform Scrutiny Committee of the provisional financial position of the Council for the	Members aware of the provisional financial position and actions that have been taken.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			2020/21 financial year.			
	Revenue and Capital Monitoring for the Period 1st April to 31st May, 2021.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure and the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
	Annual Delivery Plan Monitoring Report: Quarter 4 (End of Year) Performance 2020/21	Cabinet Forward Work Programme Item	To present end of year performance results for the period 1st April 2020 to 31 st March 2021 in relation to our Well-being Outcomes and Corporate Health priorities, including an update of our progress in addressing recommendations and improvement proposals from our external regulators.	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 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
	Corporate Safeguarding Annual Report.	Cabinet Forward Work Programme Item	To update Committee 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.	To allow Committee to exercise effective oversight of this key area of corporate working and be assured of effective safeguarding taking place.	(Presented in January 2021 by) Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@valeofglamorgan.gov.uk	
	1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22	Previous report May 2021	To report progress on the Scrutiny recommendations [Apr,May,June] and to confirm the Committee's work programme for 2021/22.	To maintain effective tracking of the Committee's recommendations.	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144 celindsey@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
September 2021						
October 2021	2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Q1 report July 2021	To report progress on the Scrutiny recommendations [Jul,Sept] and to confirm the Committee's work programme for 2021/2022.	To maintain effective tracking of the Committee's recommendations.	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144 celindsey@valeofglamorgan.gov.uk	
	Governor Training Report for the 2020/21 Academic Year	Previous Report October 2020	To report on governor training for the 2019/20 Academic Year	To ensure Committee are aware of any developments in Governor training during the previous Academic Year.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	
	21st Century Schools – Penarth Nursery Provision.	Cabinet Forward Work Programme Item	To seek approval to consult on a school organisation proposal for the Penarth Nursery Provision scheme.	To seek Members' views.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@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
	Annual Delivery Plan Monitoring Report: Quarter 1 Performance 2021/22	Cabinet Forward Work Programme Item	To present Quarter 1 performance results for the period 1st April 2021 to 30th June 2021 for the Corporate Plan Well-being Outcome.'	<p>1. To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.</p> <p>2. To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the wellbeing goals for Wales.</p>	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
November 2021	Corporate Safeguarding Mid Term Report.	Cabinet Forward Work Programme Item	To update Committee 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.	To allow Committee to exercise effective oversight of this key area of corporate working and be assured of effective safeguarding taking place.	(Presented in January 2021 by) Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@valeofglamorgan.gov.uk	
	Youth Service Update	Previous report November 2020	To make members aware of the progress made in the Youth Service in the past 6 months during Covid.	To ensure that Members of the Scrutiny Committee (Learning and Culture) continue to have oversight of the Youth Service.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@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
	Support for Young Carers in the Vale of Glamorgan	Previous Report November 2020	To update Scrutiny Committee on support for young carers	The Directorate continues to develop its response to the Social Services and Wellbeing Act and manage its statutory responsibilities and local needs within its resources, making the most of collaborative arrangements and funding streams where appropriate	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	
	Revenue and Capital Monitoring for the period 1st April to 31st August 2021.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure and the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
	Initial Revenue Programme Budget Proposals	Cabinet Forward Work Programme Item	To inform Scrutiny Committee of the amended revenue budget for 2020/21 and to submit for consultation the initial revenue	To ensure Committee is consulted before making a final proposal on the budget.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			budget proposals for 2022/23.			
	Initial Capital Programme Budget Proposals	Cabinet Forward Work Programme Item	To submit the Initial Capital Programme Proposals for 2021/22 to 202*/2*	To ensure Committee is consulted before making a final proposal on the budget.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
December 2021	Draft Vale of Glamorgan Council Annual Delivery Plan 2022-23	Previous report December 2020	To seek Committee's views regarding the draft Annual Delivery Plan (Improvement Plan Part 1) 2022-23 as part of the programme of consultation.	To ensure that Committee has the opportunity to consider the draft Annual Delivery Plan and provide feedback as part of the programme of consultation.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
	Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2021/22	Q1 received October 2021	To present Quarter 2 performance results for the period 1st July 2021 to 30th September 2021 for	1. To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a	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
			the Corporate Plan Well-being Outcome.'	positive difference to the lives of Vale of Glamorgan citizens. 2. To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the wellbeing goals for Wales.		
January 2022	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work	Q2 report October 2021	To report progress on the Scrutiny recommendations [Oct,Nov,Dec] and to confirm the	To maintain effective tracking of the Committee's recommendations.	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	Programme Schedule 2020/21.		Committee's work programme for 2021/22.		celindsey@valeofglamorgan.gov.uk	
	School Admission Arrangements 2023-2024.	Cabinet Forward Work Programme Item	To seek approval to consult on the Local Authority's school admission arrangements as required by the Welsh Government's School Admission Code issued in July 2013.	To comply with Para 2.3 (page 6) of the School Admissions Code (Wales) July 2013.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	
	Impact of work in the Central South Consortium's business plan on the region and The Vale of Glamorgan Local Authority	Last reported January 2020	To inform Members of the impact of work in the Central South Consortium's business plan on the region and the Vale of Glamorgan	Members are aware of the impact of Central South Consortium's work on schools in the Vale of Glamorgan.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	
	Revenue and Capital Monitoring for the	Cabinet Forward Work	To advise Committee of the progress relating to revenue	The Capital Economic Regeneration Reserve is managed effectively.	Gemma Jones, Principal Accountant. 01446 709 152	

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
	period 1 st April to 30 th November.	Programme Item	expenditure and the Capital Programme.	and budgets are matched to operational responsibilities.	GHjones@valeofglamorgan.gov.uk	
February 2022						
March 2022	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan 2022/23	Previous report March 2021	To seek Members' endorsement of the draft Annual Delivery Plan (Improvement Plan Part 1) 2022/2023 prior to consideration by Council.	<p>1. To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan (Improvement Plan Part 1), associated Service Plan activities and service improvement targets for 2022/2023.</p> <p>2. 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</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>Delivery Plan is monitored and measured during 2022/2023.</p> <p>3. 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 during 2022/2023 in line with requirements of the Local Government (Wales) Measure 2009.</p> <p>4. To ensure that in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.</p>		

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	Annual Equality Monitoring Report 2020-2021.	Cabinet Forward Work Programme Item	To seek approval of the Annual Equality Monitoring Report	To ensure Scrutiny Committee consideration of the report and to allow the Council to meet its reporting duty under the specific duties for Wales and continue to make progress towards meeting the public sector equality duty and to ensure our equality work is available for scrutiny by the Equality and Human Rights Commission and others.	Tom Bowring, Head of Policy and Business Transformation - 01446 709766, TBowring@valeofglamorgan.gov.uk	
	Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2021/22	Cabinet Forward Work Programme Item	To present Quarter 3 performance results for the period 1st October 2021 to 31 st December 2021 for the Corporate Plan Well-being Outcome.'	1. To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.	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
				2. To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the wellbeing goals for Wales.		
	Youth Engagement and Progression	Previous report March 2021	To make Members aware of the progress made over the last six months of the Youth Engagement and Progression Framework and the current levels of	To track performance.	Nisha Shukla, Engagement & Progression Coordinator 01446 709457 nshukla@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
			young people Not in Education, Employment or Training (NEET)			
	Revenue and Capital Monitoring for the period 1 st April to 31 st January 2022.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure and the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
April 2022						

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

Report	Responsible Officer and Contact Details	Commentary
Reports on attendance to be submitted to the Committee on a termly basis.		Reports to be presented biannually – mid-term and end of year (2 per year) To be reported as and when available
Examples of good practice in schools to be presented to Committee when available CYPS Commissioning Strategy and Action Plan six monthly updates.		Also target schools with excellent Estyn judgements and presentations from schools on how the new curriculum is being developed and implemented. The Strategy is currently being reviewed and will be reported on a future agenda when available
Update reports with regard to any future innovations considered for the Library Service in the Vale of Glamorgan (14 Nov 16: Min No 526)		
School Performance Reports (Foundation Phase, KS2-5) (12 Feb 18: Min No 691)		
Additional Learning Needs Regional Implementation Plan update re progression (13 Nov 18: Min No 481)		
Issues in relation to e-FSM and FSM on Key Stage 4 and use of the Pupil Deprivation Grant (11 Dec 18: Min No 579)		
Report on school buildings in the primary sector (12 Feb 19 – Min. No. 739)		
Presentation by Menter Bro Morgannwg		
Welsh Standards Annual Monitoring Report		
*CFWP – Reshaping Services Review		
*CFWP – Catering Reshaping		
Follow up work on the T&F Review into the Provision of Sanitary Products at Secondary Schools (20 Jun 19: Min No 71)		
Report on maintenance and upgrades for all schools across the Vale (20 Jun 19: Min No 71)		
Pastoral care available in schools (20 Jun 19: Min No 71)		
Site visit to be arranged to the new Catering Service and to High Street Primary School (14 Nov 19: Min No 452)		

Presentation from the Sense of Place Board regarding cultural heritage (16 Jan 20: Min No 596)		
Children's Commissioner for Wales Report: <i>Coronavirus and Me</i>	David Davies and Morwen Hudson	Requested by the Vice-Chairman during Agenda Conference 3 rd March, 2021
Elective Home Education in the Vale of Glamorgan	Martin Dacey	Requested by the Vice-Chairman during Agenda Conference 3 rd March, 2021
Presentation: Tackling Digital Exclusion in Schools	Trevor Baker / Sean Granville	Presented to the Cost of Schooling Task and Finish Group meeting on 28 th April, 2021, to be brought to Committee at Group Members' request. Will be brought to Committee once Officer availability is confirmed.
Summary of work carried out to deliver the Welsh Government's Period Dignity Grants in Light of COVID-19.	Mark Davies	Presented to the Cost of Schooling Task and Finish Group meeting on 28 th April, 2021, to be brought to Committee at Group Members' request. Will be brought to Committee once Officer availability is confirmed.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Performance Monitoring Reports		
Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 20 ^{**} / ^{**} .	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
End of Year 20 ^{**} / ^{**} Performance Report	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in September each year.
Financial Reports		
Closure of Accounts 20 ^{**} / ^{**} .	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in July each year.

Initial Revenue Programme Budget Proposals.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.
Initial Capital Programme Budget Proposals.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Mid-Year Report.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in January each year. Reference from Cabinet.
Children and Young People Services Annual Placement Review – Six Month Activity Update.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Usually in March each year.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144 celindsey@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 2020/21.	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144 celindsey@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 2020/21.	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144 celindsey@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.

3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144 celindsey@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.
Quarter 1 2020/21 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 2020/21 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 2020/21 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.
- Revenue and Capital Monitoring Reports.
- 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.

Suggested Task and Finish Review Exercises

Group	Scope / Focus	Chair / Responsible Officer	Commentary
Cost of Schooling	An examination of how affordable it is for parents to send children to school. To include the social/wellbeing impact of School Proms and consideration of the costs of school uniforms and extra school activities.	Chair: Cllr. G. Kemp Responsible Officers: Catherine Lindsey, Assistant Democratic Services Officer. 01446 709144 celindsey@valeofglamorgan.gov.uk Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Prior to the Covid-19 pandemic, the Group met on two occasions. At its first meeting the Group agreed its scope and plan of action. The second meeting was a visit to Pencoedre High School to speak to some pupils and to gather their thoughts and views. The Group has now reconvened and considered the impact of the pandemic on the scope of their review. The Group intends to invite parents to attend their next meeting in order that they can share their experiences of the affordability of education.
Museum Provision in the Vale of Glamorgan	<i>TBC</i>	Chair: <i>TBC</i> Catherine Lindsey, Assistant Democratic Services Officer. 01446 709144 celindsey@valeofglamorgan.gov.uk Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	

