

Meeting of:	Learning and Culture Scrutiny Committee
Date of Meeting:	Thursday, 18 May 2023
Relevant Scrutiny Committee:	Learning and Culture
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:	Liz Whitaker, Assistant Democratic Services Officer
Elected Member and Officer Consultation:	None.
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
<p>Executive Summary:</p> <ul style="list-style-type: none"> - The report advises Members of progress in relation to the Learning and Culture Scrutiny Committee's historical recommendations and the proposed Annual Forward Work Programme Schedule for 2023/24: <ul style="list-style-type: none"> - 3rd Quarter Recommendation Tracking October to December 2022 (Appendix A); - 4th Quarter Recommendation Tracking January to March 2023 (Appendix B); - Cabinet Annual Forward Work Programme 2023/24 (Appendix C); - Proposed Annual Forward Work Programme Schedule for 2023/24 (Appendix D). 	

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 2023/24 attached at Appendix C, in the context of the Learning and Culture 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 D 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 and B, as attached to this report, set out the previous recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that Scrutiny Committee recommendations are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 The Work Programme has been aligned to the Annual Cabinet Forward Work Programme as approved by Cabinet on 27th April, 2023 and attached at Appendix C.
- 2.4 Members are also requested to confirm approval of the proposed Scrutiny Committee Work Programme Schedule attached at Appendix D, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances. The schedule includes notes on reports that were scheduled to be reported in the previous quarter (Q3) that have now been slipped to the 2023-24 Municipal year however, this Committee has no slippage to report from the 2022-23 Municipal year.

- 2.5** The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states *“It is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny”*. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail “Requests for Consideration” that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.
- 2.6** With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.
- 2.7** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to consider its Forward Work Programme (attached at Appendix D) by identifying:
- Specific areas of interest for the Committee;
 - How to engage stakeholders (including Ward Members and the public);
 - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, etc.);
 - 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** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairs and Vice-Chairs Group on 3rd March, 2021 agreed that Scrutiny Committee Chairs and Cabinet Members were best placed to present the Recommendation Tracking and Forward Work Programme Update Reports at Committee meetings to highlight the fact that both documents were under the Committee's ownership and management.
- 2.19** 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 (May 2023 – April 2024).

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

3rd Quarter 2022-23

SCRUTINY RECOMMENDATION 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

08 December 2022				
Min. No. 548 – Audit Wales National Study: Equality Impact Assessments (EIAS): More Than a Tick Box Exercise? (DCR) – Recommended	Learning & Culture			
<p>(2) That the following comment be referred to the Governance and Audit Committee and thereafter on to Cabinet for its consideration and endorsement of the Council's proposed actions to address the Audit Wales recommendation (R4):</p> <ul style="list-style-type: none"> Committee consider that mental health inequality is under-reported and this issue has a significant impact on the population and workforce. Therefore, a focus on mental health-related disability is importantly needed in Equality Impact Assessments. This is particularly important in light of the post-pandemic world and the difficulty in re-engaging some young people and adults back into school or work. 			<p>Governance and Audit Committee, at its meeting held on 27th February, 2023, resolved</p> <p>[2] That the following comments made by the Learning and Culture Scrutiny Committee on 8th December 2022 be endorsed and referred to Cabinet for its consideration and endorsement of the Council's proposed actions to address the Audit Wales recommendation (R4):</p> <ul style="list-style-type: none"> Committee consider that mental health inequality is under-reported and this issue has a significant impact on the population and workforce. Therefore, a focus on mental health-related disability is importantly needed in Equality Impact Assessments. This is particularly important in light of the post pandemic world and the difficulty in re-engaging some young people and adults back into school or work. <p>(Min. No. 751 refers)</p> <p>Cabinet, at its meeting on 13th April, 2023 resolved That Cabinet endorsed the recommendations from both Learning and Culture Scrutiny Committee on 8th December, 2022 and Governance and Audit Committee on 27th February, 2023 and would seek to include those views in work going forward.</p> <p>(Min. No. C277 refers)</p>	Completed

Uncompleted Recommendations

4th Quarter 2022/23

SCRUTINY RECOMMENDATION 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

09 February 2023				
Min. No. 712 – 3rd Quarter Scrutiny Recommendation Tracking 2022/23 and Updated Committee Forward Work Programme Schedule 2022/3 (CX) – Recommended	Learning & Culture			
(2) That the updated Forward Work Programme Schedule for 2022/23, attached at Appendix B, be approved and uploaded to the Council's website.			Updated Work Programme Schedule uploaded to the Council's website.	Completed
09 March 2023				
Min. No. 824 – Summary of Estyn Inspection Outcomes for the Autumn Term 2022 (DLS) – Recommended				
(3) That letters be sent from Committee to congratulate the three schools inspected during the autumn term that required 'No Follow-Up' from Estyn.			Letters sent to the schools on 30 th March, 2023.	Completed



VALE of GLAMORGAN COUNCIL CABINET OFFICE

Cabinet Annual Strategic Forward Work Programme

May 2023 – April 2024



www.valeofglamorgan.gov.uk

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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
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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
Learning and Culture 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
May 2023	4 th Quarter Scrutiny Decision Tracking of Recommendations and Proposed Annual Forward Work Programme Schedule 2023/24.	Q3 reported in Feb 2023	To report progress on the Scrutiny recommendations and to agree the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations.	Liz Whitaker, Assistant Democratic Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	Usually received each May.
June 2023	Annual Performance Calendar 2023/24	Cabinet Reference				Scheduled to be presented to Cabinet on 25 th May 2023
June 2023	Annual Welsh Monitoring Report.	Cabinet Reference	To consider the Annual Welsh Monitoring Report for 2022/23.			
June 2023	Summary of Estyn Inspection Outcomes – Spring Term 2023				Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	TBC with CSC – Either June or July Meeting.
June 2023	Community Focussed Schools Report				Morwen Hudson Head of Standards and Provision 01446 709745 mhudson@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	Revenue Closure of Accounts 2022/23	Last reported July 2022	To inform Scrutiny Committee of the provisional financial position of the Council for the 2022/23 financial year	Members are aware of the provisional financial position and actions that have been taken	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	
July 2023	Capital Closure of Accounts 2022/23	Last reported July 2022	To inform Scrutiny Committee of the provisional financial position of the Council for the 2022/23 financial year.	Members aware of the provisional financial position and actions that have been taken.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	
July 2023	Annual Delivery Plan Monitoring Report: Quarter 4 (End of Year) Performance 2022/23	Cabinet Forward Work Programme Item	To present end of year performance results for the period 1st April 2022 to 31 st March 2023 in relation to our Well-being Objectives and Corporate Health priorities, including an update of our progress in addressing recommendations and	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually received in July

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
			improvement proposals from our external regulators.			
July 2023 Cabinet Reference:	Annual Treasury Management Report 2022/23.	Cabinet Forward Work Programme Item	To present to Cabinet the annual review report on Treasury Management 2022/23.			
July 2023	Annual Corporate Safeguarding Report: 2022/23	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.	Jason Redrup, Safeguarding Officer - 01446 709867, jdrdrup@valeofglamorgan.gov.uk	Usually received in July
July 2023	Review of Post-16 Provision Report				Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscies.org.uk	

July 2023	Presentation Curriculum for Wales: Journey to 2022 – Summer Term 2023 Update	Following recommendation made by Committee during the meeting of 8 th July, 2021 (Min No 202).	Purpose: To update members on the implementation of the Curriculum for Wales	Impact: Members are well informed about curriculum reform and aware of the approaches being developed by schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	
July 2023	1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24	Previous report in May 2023 (Q4)	To report progress on the Scrutiny recommendations [Apr, May, June] and to confirm the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations.	Liz Whitaker, Assistant Democratic Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	

September 2023	Elective Home Education Update	Recommendation made in September 2021 (Min No. 353) that Committee receive an update in 12 months.	To make members aware of the changes occurring in Elective Home Education (EHE) at both Local and National level.	<p>1) Members scrutinise the Council's legal obligations under the relevant Education legislation.</p> <p>2) Members are updated as to the progress made in relation to the ongoing delivery, and further awareness raising of the use and impact of the EHE grants for the support of EHE learners.</p> <p>3) Members have oversight and awareness of ongoing changes to the expectations and obligations placed on the LA.</p>	Keeva McDermott, Inclusion Manager - 01446 709113, kmcdermott@valeofglamorgan.gov.uk	
September 2023	Revenue Monitoring for the Period 1st April to 31st May, 2023.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	
September 2023	Capital Monitoring for the Period 1st April to 31st May, 2023.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	

September 2023 Reference from Cabinet:	Draft VoG Annual Self-Assessment 2023/24 (Pre-consultation Draft).	Cabinet Reference	To advise Committee of the Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 for consultation.		Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Scheduled to be presented to Cabinet on 7 th September, 2023 and then be referred to all Scrutiny Committees.
September 2023	Annual Delivery Plan Monitoring Report - Q1 Performance 2023/24	Cabinet Forward Work Programme Item	To present performance results for the period 1st April 2023 to 30th June 2023 in relation to the Corporate Plan Well-being Objectives.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
September 2023	Education Update on the children from Services families.		To make Members aware of the education support for children from Services families at a local level.	Members are aware of the needs of children from Services families in the last 12 months.	Martine Coles, Vulnerable Groups Manager - 01446 709735 MNColes@valeofglamorgan.gov.uk	
October 2023	2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Q1 reported in July 2023	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2022/2023.	To maintain effective tracking of the Committee's recommendations.	Liz Whitaker, Assistant Democratic Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	
October 2023	Governor Training Report for the 2022/23 Academic Year	Previous Report October 2022	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	

October 2023 Cabinet Reference:	Annual Delivery Plan Monitoring Report: Quarter 1 2023/24		To present the Council's performance against the Annual Delivery Plan for Q1.			
October 2023	Elective Home Education Update	Taken to Committee on 6/10/22 and recommended that a further progress update report is brought to committee in 12 months' time	To make members aware of the changes occurring in Elective Home Education (EHE) at both Local and National level.	1) Members scrutinise the Council's legal obligations under the relevant Education legislation. 2) Members are updated as to the progress made in relation to the ongoing delivery, and further awareness raising of the use and impact of the EHE grants for the support of EHE learners. 3) Members have oversight and awareness of ongoing changes to the expectations and obligations placed on the LA.	Keeva McDermott, Inclusion Manager - 01446 709113, kmcdermott@valeofglamorgan.gov.uk	
October 2023	Education Update on the Syrian Resettlement Programme (Plus information on other pupils with refugee status)	Recommendation made in October 2022 that Committee receive an update in 12 months, to also include information on	To make Members aware of the Syrian Resettlement Programme from an education perspective at a local level, as well as information on other pupils with refugee status.	Members are aware of the progress made in the education remit of SRP (and other pupils with refugee status) in the last 12 months.	Martine Coles, Vulnerable Groups Manager - 01446 709735 MNColes@valeofglamorgan.gov.uk	

		other pupils with refugee status				
November 2023	Summary of Estyn Inspection Outcomes for Summer Term 2023	Previous report in July 2023	To update Members on Estyn inspection outcomes of schools during the summer term 2023		Carys Pritchard, Principal Improvement Partner, Central South Consortium Carys.pritchard@cscies.org.uk	
November 2023	Youth Engagement and Progression Update	Reported to Committee annually.	To make members aware of the progress made over the last 12 months of the Youth Engagement and Progression Framework and the current levels of young people Not in Education, Employment or Training (NEET)	1.) The Council has a strategic responsibility for implementing the Youth Engagement and Progression Framework (YEPPF) to reduce the number of young people Not in Education, Employment or Training. 2.) That the Learning and Culture Scrutiny Committee has continued oversight of the YEPPF.	Morwen Hudson Head of Standards and Provision 01446 709745 mhudson@valeofglamorgan.gov.uk Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	
November 2023	Revenue Monitoring Report Quarter 2	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkloyd@valeofglamorgan.gov.uk	
November 2023	Capital Monitoring Report Quarter 2	Cabinet Forward Work Programme Item	To advise Committee of the progress relating	The Capital Economic Regeneration Reserve is managed effectively.	Victoria Lloyd Finance Support Manager / Accountant	

			to the Capital Programme.	and budgets are matched to operational responsibilities.	01446 709251 vkllloyd@valeofglamorgan.gov.uk	
November 2023 Reference From Cabinet:	Initial Budget Proposals (Revenue Refresh Medium Term Financial Plan)	Cabinet Reference			Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	Pre-Settlement
November 2023 Reference From Cabinet:	Initial Budget Proposals (Capital Strategy)	Cabinet Reference			Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	Pre-Settlement
December 2023 Reference from Cabinet:	Draft Vale of Glamorgan Council Annual Delivery Plan (ADP) 2024/25	Cabinet Reference	To seek Committee's views regarding the draft ADP 2024/25 as part of the programme of consultation.	Ensures that Committee has the opportunity to consider the draft ADP and provide feedback as part of the programme of consultation.	Helen Moses, Strategy & Partnership Manager HMoses@valeofglamorgan.gov.uk	TBC with HM.
December 2023	Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2023/24.	Q1 received September 2022	To present Quarter 2 performance results for the period 1st July 2023 to 30th September 2023 in relation to the Corporate Plan Well-being Objectives.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

January 2024	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2022/23.	Q2 reported in October 2022	To report progress on the Scrutiny recommendations [Oct, Nov, Dec] and to confirm the Committee's work programme for 2022/23.	To maintain effective tracking of the Committee's recommendations.	Liz Whitaker, Assistant Democratic Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	
December 2023	Presentation Curriculum for Wales: Journey to 2022 – Autumn Term 2023 Update.	Following recommendation made by Committee during the meeting of 8 th July, 2021.	Purpose: To update members on the implementation of the Curriculum for Wales	Impact: Members are well informed about curriculum reform and are aware of the approaches being developed by schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	
January 2024 Reference from Cabinet:	Corporate Safeguarding Mid-Year Report					
January 2024	School Admission Arrangements 2023-2024.	Last reported to Committee in January 2021 following a referral from Cabinet.	To seek approval to consult on the Local Authority's school admission arrangements.	Council is compliant 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	Brought to Committee if there are changes to the arrangements requiring Scrutiny involvement.
January 2024 Reference from Cabinet:	Annual Delivery Plan Monitoring Report: Quarter 2 2023/24.	Cabinet Forward Work Programme Item	To present the Council's performance against the Annual Delivery Plan for Q2			

February 2023	Revenue Monitoring Report Quarter 3	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	
February 2023	Capital Monitoring Report Quarter 3	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	
February 2023	Fees and Charges Report	Cabinet Reference				Post-Settlement
February 2023	Initial Budget Proposals (Revenue Refresh Medium Term Financial Plan)	Cabinet Reference				Post-Settlement
February 2023	Initial Budget Proposals (Capital Strategy)	Cabinet Reference				Post Settlement
February 2024	Central South Consortium Annual Scrutiny Report 2022 - 2023.	Last reported in March 2023	To inform Members of the impact of work in the Central South Consortium's business	Members are aware of the impact of Central South Consortium's work on schools in the Vale of Glamorgan.	Carys Pritchard, Principal Improvement Partner (CSC)	

			plan on the region and the Vale of Glamorgan			
March 2024	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (ADP) 2024/25	Previous report March 2022	To seek Members' endorsement of the draft ADP 2023/2024 prior to consideration by Council.	<ol style="list-style-type: none"> 1. Ensures the views of all key stakeholders including Scrutiny Committees, inform the Council's draft ADP, associated Service Plan activities and service improvement targets for 2023/2024. 2. Ensures that the Service Plans aligned to Committee's remit are accurate, up to date, relevant and become the main document through which performance against the Corporate Plan's ADP is monitored and measured during 2023/2024. 3. Ensures the Council's Corporate Plan Performance Measurement Framework identifies a relevant set of performance measures and targets against which the ADP can be 	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

				monitored and measured during 2023/2024 in line with requirements of the Local Government (Wales) Measure 2009. 4. To ensure that in delivering the ADP the Council takes into account the diverse needs of the local community.		
March 2024	Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2023/24	Q2 reported in December 2023	To present Quarter 3 performance results for the period 1st October 2023 to 31st December 2024 in relation to the Corporate Plan Well-being Objectives.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
March 2024	Presentation Curriculum for Wales: Journey to 2022 – Spring 2023 Update	Following recommendation made by Committee during the meeting of 8 th July, 2021.	Purpose: To update members on the implementation of the Curriculum for Wales school developing practice.	Impact: Members are well informed about curriculum reform and aware of approaches being developed by schools	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	
March 2024	Summary of Estyn Inspection Outcomes Autumn Term 2023		To update Members on Estyn inspection outcomes of schools during the Autumn term 2023		Carys Pritchard, Principal Improvement Partner, Central South Consortium Carys.pritchard@cscjes.org.uk	

April 2024	Annual Equality Monitoring Report 2021-2022.	Cabinet Forwards Work Programme Item	To seek approval of the Annual Equality Monitoring Report.	Allows 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 ensure its equality work is available for scrutiny by the Equality and Human Rights Commission and others.	Tom Bowring, Director of Resources 01446 709766, TBowring@valeofglamorgan.gov.uk	
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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)		
Report on school buildings in the primary sector (12 Feb 19 – Min. No. 739)		
Presentation by Menter Bro Morgannwg		
*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)		
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.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Directorate Reports		
Governor Training Report for the Academic Year.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Usually October each year.
School Admission Arrangements (For the <u>following</u> academic year)	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Usually* January each year following Cabinet referral in December. Does not always require Scrutiny involvement.
Performance Monitoring Reports		
Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (ADP)	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
Annual Delivery Plan Monitoring Report: Quarter 4 (End of Year) Performance	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in July each year.
Financial Reports		
Closure of Accounts 2022/23.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vklloyd@valeofglamorgan.gov.uk	Usually in July each year.
Initial Revenue Programme Budget Proposals.	Victoria Lloyd Finance Support Manager / Accountant	Usually in December each year.

	01446 709251 vkllloyd@valeofglamorgan.gov.uk	
Initial Capital Programme Budget Proposals.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	Usually in December each year.

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Annual/Mid-Year Report.	Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@valeofglamorgan.gov.uk	Usually in January each year. Reference from Cabinet.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2022/23.	Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@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 2023/24.	Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@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 2023/24.	Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@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 2023/24.	Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@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.
- 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
Museum Provision in the Vale of Glamorgan	<i>TBC</i>	Chair: <i>TBC</i> Responsible Officers: Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	