

Meeting of:	Learning and Culture Scrutiny Committee
Date of Meeting:	Thursday, 11 January 2024
Relevant Scrutiny Committee:	Learning and Culture
Report Title:	3rd Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24.
Purpose of Report:	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 2023/24.
Report Owner:	Tom Bowring, Director of Corporate Resources.
Responsible Officer:	Liz Whitaker, Assistant Democratic and Scrutiny 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> <p>The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the updated Forward Work Programme Schedule for 2023/24:</p> <ul style="list-style-type: none"> - 1st Quarter Recommendation Tracking April to June 2023 (Appendix A); - 3rd Quarter Recommendation Tracking October to December 2023 (Appendix B); - Updated Forward Work Programme Schedule for 2023/24 (Appendix C). 	

Recommendations

1. That the status of the actions listed in Appendices A and B be agreed.
2. That the updated Forward Work Programme Schedule for 2023/24 attached at Appendix C be approved and uploaded to the Council's website.

Reasons for Recommendations

1. To maintain effective tracking of the Committee's recommendations.
2. For public information.

1. Background

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The 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 Quarterly Cabinet Forward Work Programme (FWP) October to December 2023 as considered and agreed by Cabinet on 5th October, 2023.
- 2.4 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix C, 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 quarters (Q1 and Q2).
- 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 FWP (attached at Appendix B) 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.); and
- 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 focused; 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.

- 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.

2.9 The Scrutiny Work Programme is a rolling programme, and the results of the Annual Scrutiny Impact Survey will also be analysed by both Democratic Services and the Scrutiny Committee Chairs and Vice-Chairs Group, and findings considered to assist with Work Programme planning.

On 5th September, 2023, the Scrutiny Committee Chairs and Vice-Chairs Group considered the results of the 2023 Scrutiny Impact Survey and subsequently

endorsed 30 action points for implementation. Progress on these will points will be monitored by the Group going forward.

- 2.10** 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.
- 2.11** All topics for Task and Finish work will be taken to the Scrutiny Committee 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 Scrutiny Committee Chairs and Vice-Chairs Group on techniques that can be used, and experience shared with a view to improving Scrutiny.
- 2.12** 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 next meeting of the Scrutiny Committee Chairs and Vice-Chairs Group is scheduled for Tuesday, 30th January, 2024.
- 2.13** 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.
- 2.14** The action outlined in the Scrutiny and Cabinet Protocol agreed by Cabinet in 2021 is to be relaunched i.e. Specific meetings with Cabinet Portfolio Holders to be arranged with Scrutiny Committee Chairs and Vice-Chairs on a regular basis and on a biannual basis the Leader, Deputy Leader, Cabinet Members and Scrutiny Committee Chairs and Vice-Chairs to meet to allow both the Cabinet and Scrutiny FWP 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 \(valeofglamorgan.gov.uk\)](#).
- 2.15** 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 2.14.
- 2.16** Scrutiny Members may also wish to take part in further questioning skills training to be arranged.
- 2.17** 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.

- 2.18** 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 2022-23 Annual Report was presented to Full Council and subsequently noted at its 25th September, 2023 meeting.
- 3.2** Scrutiny Committee FWPs are published by the Council on a quarterly basis which encourages engagement / involvement by the public in the decision-making process.
- 3.3** The Scrutiny Public Participation Guide can be found at
<https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Committee%20Information/Public-Speaking-Guides/23-12-04-%E2%80%93-Approved-by-Council-Version.pdf>
- 3.4** The Scrutiny FWP 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

[Q1 & Q2 Tracking 2023/24.](#)

[Q4 Tracking 2022/23.](#)

[Scrutiny Committees Annual Report May 2022 – April 2023.](#)

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

[Cabinet Annual Strategic Forward Work Programme](#) May 2023 to April 2024 and Cabinet Quarterly Work Programmes – July to September 2023 and October to December 2023.

Uncompleted Recommendations

1st Quarter 2023-24

Appendix A
Apr - Jun 2023

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

15 June 2023				
Min. No. 126 – School Funding – Recommended	Learning & Culture			
(2) That the MS and MP for the Vale of Glamorgan be invited to address the Committee regarding the issues raised regarding school finances and funding.			MP attended October 2023 meeting. MS provided written response, which was forwarded to Committee Members on 21/12/2023.	Complete

Uncompleted Recommendations

3rd Quarter 2023-24

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
12 October 2023				
Min. No. 435 – Primary and Secondary School Attendance Update DLS) – Recommended	Learning & Culture			
(2) That a further progress update report be received by the Committee in 6 months (April 2024).			Added to the Scrutiny Committee's Forward Work Programme.	Completed
Min. No. 438 – 1st and 2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24 (DCR) – Recommended	Learning & Culture			
(2) That the updated Forward Work Programme Schedule for 2023/24, as attached at Appendix C of the report, be approved and uploaded to the Council's website.			Updated Forward Work Programme uploaded to the Council's website.	Completed
09 November 2023				
Min. No. 505 – Summary of Estyn Inspection Outcomes for Summer Term 2023 and Update on Schools in Statutory Follow Up (DLS) – Recommended	Learning & Culture			
(1) That the inspection outcomes of the three schools inspected during the summer term be noted, and that Committee write to congratulate the schools where there was no Estyn follow-up activity.			Letters sent to schools on 10 th November 2023.	Completed
Min. No. 506 – Elective Home Education (EHE) Update (DLS) – Recommended	Learning & Culture			
(2) That a further progress update report in relation to the ongoing delivery, and further measures to raise awareness of the use and impact of EHE grants for the support of EHE learners be received in 12 months' time.			Added to the Scrutiny Committee's Forward Work Programme.	Completed
(3) That in receiving the report referred to in Recommendation (2) above, the Learning and Culture Scrutiny Committee be updated on the further progress as to the likely impact of any implementation of the proposed amended statutory guidance on Home			To be actioned – see above.	Ongoing

Uncompleted Recommendations

3rd Quarter 2023-24

Appendix B
Oct - Dec 2023

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
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Education and the proposed draft regulations which incorporate the requirement for Local Authorities to maintain a Children Missing Education (CME) database.				
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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	Reported to Committee at 18 th May Meeting. Minute number 43
June 2023 Cabinet Reference:	Annual Performance Calendar 2023/24	Cabinet Reference			Tom Bowring Director of Corporate Resources tbowring@valeofglamorgan.gov.uk	Reported to Committee at 15 th June Meeting. Minute number TBC
June 2023	Summary of Estyn Inspection Outcomes – Spring Term 2023	Termly Report	To update Members on Estyn inspection outcomes of schools during the spring term 2023	In order that Members are aware of Estyn findings about local schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	Reported to Committee at 15 th June Meeting. Minute Number TBC
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 vkloyd@valeofglamorgan.gov.uk	Reported to Committee at 13 th July Meeting. Minute Number TBC
July 2023	Capital Closure of Accounts 2022/23	Last reported July 2022	To inform Scrutiny Committee of the provisional financial	Members aware of the provisional financial	Victoria Lloyd Finance Support Manager / Accountant	Reported to Committee at 13 th 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
			position of the Council for the 2022/23 financial year.	position and actions that have been taken.	01446 709251 vkllloyd@valeofglamorgan.gov.uk	Meeting. Minute Number TBC
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 improvement proposals from our external regulators.	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	Reported to Committee at 13 th July Meeting. Minute Number TBC
July 2023	Presentation Curriculum for Wales: Journey to 2022 – Summer Term 2023 Update	Following recommendation by Committee at 8 th July, 2021 meeting (Min. No. 202).	To update members on the implementation of the Curriculum for Wales	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	Presented to Committee at 13 th July Meeting. Minute Number TBC.

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	Presented to Committee at 14 th September meeting. Minute number TBC.
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	Presented to Committee at 14 th September meeting. Minute number TBC.
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	Presented to Committee at 14 th September meeting. Minute number TBC.
September 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, jredrup@valeofglamorgan.gov.uk	Presented to Committee at 14 th September meeting. Minute number TBC.
October 2023	1 st and 2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work	Q1 moved to October for all Scrutiny Committees	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work	To maintain effective tracking of the Committee's recommendations.	Liz Whitaker, Assistant Democratic Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	Presented to Committee at 12 th October meeting.

	Programme Schedule 2023/24.		programme for 2022/2023.			
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	Presented to Committee at 12 th October meeting.
October 2023	Report on School Attendance					Presented to Committee at 12 th October meeting.
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	Presented to Committee at 9 th November meeting.
November 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.	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	Suzanne Cowan, Inclusion Manager scowan@valeofglamorgan.gov.uk	Presented to Committee at 9 th November meeting.

				awareness of ongoing changes to the expectations and obligations placed on the LA.		
December 2023 Reference from Cabinet:	Corporate Safeguarding Summary report	Cabinet Reference	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, jdredrup@valeofglamorgan.gov.uk	Presented to Committee at 7 th December meeting.
December 2023	Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2023/24.	Q1 received September 2023	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	Presented to Committee at 7 th December meeting.
December 2023	Presentation: Curriculum For Wales Update – Autumn 2023	Following recommendation by Committee at 8 th July, 2021 meeting (Min. No. 202).	To update members on the implementation of the Curriculum for Wales	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	Presented to Committee at 7 th December meeting.

December 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	Presented to Committee at 7 th December meeting.
December 2023 Reference From Cabinet:	Initial Budget Proposals (Capital Strategy)	Cabinet Reference			Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	Presented to Committee at 7 th December meeting.
December 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 vkllloyd@valeofglamorgan.gov.uk	Presented to Committee at 7 th December meeting.
December 2023	Capital Monitoring Report Quarter 2	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	Presented to Committee at 7 th December meeting.
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	To maintain effective tracking of the Committee's recommendations.	Liz Whitaker, Assistant Democratic Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	TBC

			programme for 2022/23.			
January 2024	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 (YEPF) 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 YEPF.	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	TBC
January 2024 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
January 2024	Transgender Toolkit for Schools and other Settings	Reported to Committee annually.			David Davies ALN and Wellbeing Transformation Adviser DADavies@valeofglamorgan.gov.uk	TBC
January 2024	Education Other than At School - Update Report	Reported to Committee annually.			Morwen Hudson Head of Standards and Provision 01446 709745	TBC

					<p>mhudson@valeofglamorgan.gov.uk</p> <p>Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk</p>	
January 2024	Youth Services Update	Reported to Committee annually.	To make members aware of the progress made over the last 12 months of the Youth Service		<p>Morwen Hudson Head of Standards and Provision 01446 709745 mhudson@valeofglamorgan.gov.uk</p> <p>Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk</p>	TBC
January 2024	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	1.) The Council has a strategic responsibility for implementing the Youth Engagement and Progression Framework (YEPF) to reduce the number of young people Not in Education,	<p>Morwen Hudson Head of Standards and Provision 01446 709745 mhudson@valeofglamorgan.gov.uk</p>	TBC

			Education, Employment or Training (NEET)	Employment or Training. 2.) That the Learning and Culture Scrutiny Committee has continued oversight of the YEPP.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	
January 2024 Reference from Healthy Living and Social Care:	Children and Young People Services Annual Placements Review					TBC
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.

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	

Reports To be scheduled in the Autumn 2023 Term:

- Libraries Update Report

Reports To be scheduled:

- Education Update on the Syrian Resettlement Programme (Plus information on other pupils with refugee status)
- Education Update on the children from Services families.
- Update on the progress of Welsh learners within the Directorate

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

Report	Responsible Officer and Contact Details	Commentary
Report on School Attendance	Morwen Hudson	To be scheduled in Autumn 2023 term
Libraries Update Report	Trevor Baker	To be scheduled in Autumn 2023 term
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 vklloyd@valeofglamorgan.gov.uk	
Initial Capital Programme Budget Proposals.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vklloyd@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.	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.	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.	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.	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 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 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 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	