



VALE of GLAMORGAN COUNCIL CABINET OFFICE

# Cabinet Annual Strategic Forward Work Programme

May 2023 – April 2024



[www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

## Contents

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

## Forward Work Programme: May / June 2023

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

## Forward Work Programme: July 2023

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

<b>Month</b>	<b>Report Title</b>	<b>Purpose of Report (Summary)</b>	<b>Lead Cabinet Member</b>	<b>Scrutiny Consideration Yes / No</b>	<b>Council Yes / No</b>
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



<b>Month</b>	<b>Report Title</b>	<b>Purpose of Report (Summary)</b>	<b>Lead Cabinet Member</b>	<b>Scrutiny Consideration Yes / No</b>	<b>Council Yes / No</b>
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 <sup>st</sup> April 2023 to 30 <sup>th</sup> 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 <sup>st</sup> April 2023 to 31 <sup>st</sup> September 2024.	Leader	Yes (Corporate Performance and Resources)	No
November	Draft Annual Delivery Plan – Consultation.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No

## Forward Work Programme: December 2023

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

## Forward Work Programme: January 2024

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

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

## Forward Work Programme: February 2024

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

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



## Forward Work Programme: March 2024

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

<b>Month</b>	<b>Report Title</b>	<b>Purpose of Report (Summary)</b>	<b>Lead Cabinet Member</b>	<b>Scrutiny Consideration Yes / No</b>	<b>Council Yes / No</b>
		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