

Meeting of:	<b>Cabinet</b>
Date of Meeting:	<b>Monday, 26 April 2021</b>
Relevant Scrutiny Committee:	All Scrutiny Committees
Report Title:	Cabinet Annual Strategic Forward Work Programme May 2021 to April 2022
Purpose of Report:	To inform Members of the Annual Strategic Forward Work Programme of the Cabinet / Council for the 12-month period May 2021 to April 2022.
Report Owner:	Report of the Executive Leader and Cabinet Member for Performance and Resources
Responsible Officer:	Rob Thomas, Managing Director
Elected Member and Officer Consultation:	Monitoring Officer, Section 151 Officer and All Directors
Policy Framework:	This is a matter for Executive decision
Executive Summary:	<ul style="list-style-type: none"> <li>To agree Cabinet approval of the Annual Strategic Work Programme for the 12-month period May 2021 to September 2022.</li> </ul>

## **Recommendations**

1. That Cabinet approve the Annual Strategic Work Programme for the period May 2021 to April 2022.
2. That the work programme for May 2021 to April 2022 be published on the Council's website.

## **Reasons for Recommendations**

1. To comply with the requirements of the Local Government Act 2000, subordinate legislation and the Council's Constitution in setting annual work programmes.
2. As 1 above.

## **1. Background**

- 1.1 In accordance with the provisions of the Local Government Act 2000 and the Council's Constitution, the Cabinet Annual Strategic Forward Work Programme sets out matters which the Executive and Council are likely to consider during the period May 2021 to April 2022.
- 1.2 The Forward Work Programme contains information on:
  - The timetable for considering the budget and any plans forming part of the Policy Framework and requiring Council approval, and which body is to consider them;
  - The timetable for considering any plans which are the responsibility of the Executive; and
  - Any individual matters which the Executive intends to consult on, in advance of taking any decision, and the timetable for consultation and decision.

## **2. Key Issues for Consideration**

- 2.1 The intention of the Cabinet Annual Strategic Work Programme is to ensure clear correlation with the programming of the work of Scrutiny Committees and the Council's Corporate Management Team.
- 2.2 This report includes at Appendix 1 the Cabinet Annual Strategic Work Programme for the period May 2021 to April 2022. The work programme sets out the likely strategic policy, budget reviewing and reports setting to be scheduled in the year. It also indicates the potential role of Scrutiny as well as the titles that will be considered by Council and following consideration/approval of Appendix 1, will be uploaded to the Council's website.

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

- 3.1 The Annual Strategic Work Programme provides an overview of the reports / topics the Cabinet are likely to consider over the next twelve months.

- 3.2 Developing a work programme is one of the requirements of the Local Government Act 2000.
- 3.3 The relevant Scrutiny Committees and any planned consultation with Scrutiny Committees have been identified in the work programmes.

## **4. Resources and Legal Considerations**

### **Financial**

- 4.1 There are no direct implications as a result of the report.

### **Employment**

- 4.2 There are no direct implications as a result of the report.

### **Legal (Including Equalities)**

- 4.3 The preparation / publication of a Forward Work Programme complies with the requirements of the Local Government Act 2000, subordinate legislation and the Council's Constitution.

## **5. Background Papers**

Local Government Act 2000



VALE of GLAMORGAN COUNCIL CABINET OFFICE

# Cabinet Annual Strategic Forward Work Programme

May 2021 – April 2022



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## Forward Work Programme: May / June 2021

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

<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>
May	Neighbourhood Services and Transport – Condition Inspection Regime.	To propose changes in footway and carriageway inspection regimes in line with current standards.	Neighbourhood Services and Transport	Yes	No
May	Corporate Safeguarding Annual Report.	To update Cabinet on the work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who require specific Council services and to ensure that these arrangements are effective.	Social Care and Health	Yes – all Scrutiny Committees	No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2020 to 31 March 2021.	Leader	Yes (Corporate Performance and Resources)	No
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2020/21.	Leader	Yes (Learning and Culture)	No

## Forward Work Programme: July 2021

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



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

## Forward Work Programme: September 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2020/21.	To present the draft Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2020/21, which outlines our progress towards achieving the Council's Well-being (Improvement) Objectives.	Leader	No	Yes
September	Local Air Quality Management Annual Progress Report 2021.	To seek approval for the 2021 Local Air Quality Management Annual Progress Report (APR) on air quality undertaken in 2020 to enable its submission to Welsh Government.	Legal, Regulatory and Planning	No	No
September	Local Development Plan Annual Monitoring Report.	To report to Cabinet the findings of the Council's first Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2021.	Legal, Regulatory and Planning	No	No

## Forward Work Programme: October 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Revenue Monitoring for the period 1st April to 31st August 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
October	Capital Monitoring for the period 1st April to 31st August 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
October	Cabinet Quarterly Work Programmes – July to September 2021 and October to December 2021.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2021 and to confirm the Quarterly Work Programme for October to December 2021 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No
October	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No

## Forward Work Programme: November 2021

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

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

## Forward Work Programme: December 2021

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

## Forward Work Programme: January 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
January	Revenue Monitoring for the Period 1st April to 30th November 2021.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
January	Capital Monitoring for the period 1st April to 30th November 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
January	Quarter 2 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q2.	Leader	Yes (Corporate Performance and Resources)	No
January	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
January	Timetable of Meetings: May 2022 to May 2023.	To consider a draft timetable of meetings for the period May 2022 - May 2023.	Leader	No	No
January	Pay Policy 2022/2023.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2022/23 as set out prior to its submission to Council for approval.	Leader	Yes (Corporate Performance and Resources)	Yes
January	Cabinet Quarterly Work Programmes – October to December 2021 and January	To inform Members of the progress to date in respect of	Leader	No	No

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



## Forward Work Programme: February 2022

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

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

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

## Forward Work Programme: April 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
April	Cabinet Annual Strategic Forward Work Programme May 2022 - April 2023 and Cabinet Quarterly Work Programme – April to June 2022.	To inform Members of the Forward Work Programme of the Cabinet for the 12 month period May 2022 to April 2023, and the Cabinet Quarterly Work Programme from April – June 2022.	Leader	No	No
April	Quarter 3 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q3.	Leader	Yes (All Scrutiny Committees)	No
April	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No