



Vale of Glamorgan Council

Corporate Performance and Resources Scrutiny Committee

Forward Work Programme

June 2022 (election year) – April 2023

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
June	4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Last Quarter 3 report received January 2022.	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme for 2022/23.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
June	Introduction To the Corporate Performance & Resources Scrutiny Committee.		Introduce the Committee to the work and remit of the Corporate Performance & Resources Scrutiny Committee.	To make Committee Members aware of the work and remit of the Corporate Performance & Resources Scrutiny Committee.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
June	Sickness Absence Report - CFWP	Quarter 2 reported to Committee in January 2022.	To include quarter by quarter comparisons and details of the wellbeing work being undertaken to date as requested by the Committee	The report be referred to Corporate Performance and Resources Scrutiny Committee for consideration, with any comments referred back to Cabinet for further consideration.	Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	
July	Project Zero	Presented to Committee in June 2021	To report progress in delivering Project Zero.	To update the Committee on the continuing engagement being undertaken as part of Project Zero.	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	Originally scheduled for June.
July	Corporate Safeguarding	Previously referred to Committee in June 2021	To update Committee on the work undertaken to improve corporate	To ensure that Committee is aware of recent developments in	Lance Carver, Director of Social Services,	

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	Annual Report CFWP		arrangements and to ensure their effectiveness	corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working and be assured of effective safeguarding taking place.	lcarver@valeofglamorgan.gov.uk	
July	Closure of Accounts 2021/22	Last received July 2021.	The accounts are complete and this report is to inform Scrutiny Committee of the provisional financial position of the Council for the 2021/22 financial year.	Members aware of the provisional financial position and actions that have been taken.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
July	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Last municipal year 4 th Quarter received June 2022.	To report progress on the Scrutiny recommendations [Apr, May, June] and to confirm the Committee's work programme for 20 ^{**} / ^{**} .	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
July	End of Year 2021/22 Corporate Plan Performance Report	Cabinet Forward Work Programme Item.	To present end of year performance results for the period 1st April 2021 to 31 st March 2022 for the Corporate Plan Well-being Outcome including an update of progress in	To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	

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			addressing recommendations and improvement proposals from external regulators.	Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-being goals for Wales. To ensure the Council implements its regulatory recommendations and improvement proposals and responds appropriately to the recommendations and proposals for improvement identified through the Wales Audit Office's programme of local and national Local Government Studies.		
July	Revenue and Capital Monitoring 1 st April to 31 st May 2022	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period	The Capital Economic Regeneration Reserve is managed effectively.	Matt Bowmer, Head of Finance / Section 151 Officer,	

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				and budgets are matched to operational responsibilities.	mbowmer@valeofglamorgan.gov.uk	
August	RECESS					
September	Annual Delivery Plan Monitoring Report: Quarter 1 Performance 2022/23.	End of previous year received July 2022.	To present Quarter 1 performance results for the Corporate Plan Well-being Outcomes.	<p>To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2022/23 aimed at making a positive difference to the lives of Vale of Glamorgan citizens.</p> <p>To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the</p>	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	

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				requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the wellbeing goals for Wales.		
September	Vale of Glamorgan Public Services Board Annual Report 2020-21	Last reported in September 2021 (reference from Cabinet)	To present an overview of progress in delivering the Wellbeing Objectives and actions set by the Vale PSB in its Well-being Plan.	For Scrutiny to consider the report.	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
October	Consultation draft of Council Annual Self-assessment 2021/22.	Reference from Cabinet.	Seeking members views.	To be confirmed.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Added to FWP on request of Operational Manager – Democratic Service (20 th June 2022)
October	2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule	1st Quarter received June 2022	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 20**/20**.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	

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October	Revenue and Capital Monitoring for the period 1 st April to 31 st August 2022.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
October	Project Zero	Last reported in July 2022	To report progress in delivering Project Zero.	To update the Committee on the continuing engagement being undertaken as part of Project Zero.	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
November	Quarter 1 2022/23 Performance Report	Cabinet Forward Work Programme Item.	To present Quarter 1 results	In order that performance can be monitored and any recommendations reported for consideration to Cabinet	Julia Archampong, Corporate Performance Manager. jarchampong@valeofglamorgan.gov.uk	Moved to December meeting
November	Quarter 2 sickness absence Report 2022/2023.	Cabinet Forward Work Programme Item.	To update Members on the sickness absence statistics for the 6-month period.	In order that Committee can monitor and consider the statistics and make any recommendations for consideration to Cabinet	Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	

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December	Draft Annual Delivery Plan – Consultation.	Cabinet Forward Work Programme Item. Presented to Committee previously in December 2021.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	For Committee to consider.	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
December	Quarter 2 2021/22 Performance Report	Last report in September (Quarter 1).	To present Quarter 2 results	In order that performance can be monitored, and any recommendations reported for consideration to Cabinet.	Julia Archampong, Corporate Performance Manager. jarchampong@valeofglamorgan.gov.uk	
December	Corporate Safeguarding Mid Term Report.	Last report in July 2022.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity taking place across the Council.	To ensure that there is a wide-reaching level of Member of oversight regarding this important area.	Lance Carver, Director of Social Services, lcarver@valeofglamorgan.gov.uk	

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December	Initial Revenue Programme Budget Proposals.	Cabinet Forward Work Programme Item. Presented to Committee previously in December 2021.	To inform Scrutiny Committee of the amended revenue budget and to submit for consultation the initial revenue budget proposals for 2022/ 23	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Carys Lord, Head of Finance / Section 151 Officer, CLLord@valeofglamorgan.gov.uk	
December	Initial Capital Programme Budget Proposals.	Cabinet Forward Work Programme Item. Presented to Committee previously in December 2021.	To submit the Initial Capital Programme Proposals for 2022/23	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Carys Lord, Head of Finance / Section 151 Officer, CLLord@valeofglamorgan.gov.uk	
December	Corporate Safeguarding Mid Term Report.	Annual version last received July 2022.	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.	For Committee for consideration.	Lance Carver, Director of Social Services, lcarver@valeofglamorgan.gov.uk	
January	Quarter 2 sickness absence Report 2022/2023	Cabinet Forward Work Programme Item.	To update Members	In order that Committee can monitor and consider the statistics and make any recommendations for	Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	

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				consideration to Cabinet		
January	3 rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Quarter 2 received 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.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
January	Revenue and Capital Monitoring 1 st April – 30 th November 2022	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure.	The Capital Economic Regeneration Reserve is managed effectively and budgets are matched to operational responsibilities.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
January	Public Services update report	Presented to Committee in January 2022	To report on progress and include quarter by quarter comparisons	For Committee to consider and to be aware.	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
February	Pay Policy 2023/2024	Cabinet Forward Work Programme Item. (Presented to Committee in February 2022).	To consider the Pay Policy	To respond to the legal requirement under the Localism Act 2011 and to provide openness and accountability in relation to how the Council rewards its staff.	Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	
February	3 rd Quarter Scrutiny Decision Tracking of	Quarter 2 received October 2022.	To report progress on the Scrutiny recommendations	To maintain effective tracking of the	Mark Thomas	

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	Recommendations and Updated Work Programme Schedule 2022/23.		[Oct, Nov, Dec] and to confirm the Committee's work programme for 2022/23.	Committee's recommendations.	Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
February	Project Zero	Cabinet Forward Work Programme Item. (Presented to Committee in March 2022).	To report progress in delivering Project Zero.	To update the Committee on the continuing engagement being undertaken as part of Project Zero.	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	
February	Vale of Glamorgan Annual Delivery Plan 2022/23	Last received March 2022.	To present the Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	The views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan	Julia Archampong, Corporate Performance Manager. jarchampong@valeofglamorgan.gov.uk	
March	Revenue and Capital monitoring for the period 1 st April 2021 to 31 st January 2022	Cabinet Forward Work Programme Item.	To advise on progress to date	To monitor progress	Carolyn Michael, Interim Head of Finance Michael@valeofglamorgan.gov.uk	
March	Service Plans and Target Setting	Last reported in March 2022.	To seek Members' endorsement of the priority actions as reflected in Service Plans and proposed service improvement targets	.To ensure that the Service Plans aligned to this Committee's remit are accurate, up to date and relevant and become the main document through which performance	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	

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			that will deliver the Council's Annual Delivery Plan within the remit of the Committee.	against the Corporate Plan's Annual Delivery Plan is monitored and measured during the period in question. 2. To ensure the Council's Corporate Plan Performance Measurement Framework identifies a relevant set of performance measures and targets against which the Annual Delivery Plan can be monitored and measured during the period in question.		
March	Vale of Glamorgan Replacement LDP (2021-2036) – Draft Preferred Strategy, Initial Sustainability Appraisal Report / HRA	Reference from Cabinet.	To consider and approve the Draft Preferred Strategy, Initial Sustainability Appraisal Report and HRA for public consultation purposes.	TBC	TBC	
April	Quarter 3 Corporate Plan Performance Report	Last report in December (Quarter 2).	To provide Committee with the details of performance for Quarter 3.	In order that performance can be monitored, and any recommendations reported for	Julia Archampong, Corporate Performance Manager. jarchampong@valeofglamorgan.gov.uk	

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April	Welfare Reform Update report		Ongoing update on Welfare Reform (as per Scrutiny Committee's decision on 16 th June, 2021).	To update Members on the work undertaken by the Council in the implementation of the UK Government's Welfare Reform agenda	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorg an.gov.uk	Slipped into 2022/23 from 2021/22 at the request of the Sec 151 Officer.
April	Glamorgan Voluntary Services Annual report	Last report in April 2022.	The Glamorgan Voluntary Services Annual report be presented to the Voluntary Sector Joint Liaison Committee and be reported on an Annual basis to this Scrutiny Committee and that arrangements be made for this Committee to receive the current report together with a presentation.	To provide the Committee with information of the work of GVS throughout the year.	Rachel Connor Glamorgan Voluntary Services (GVS).	
April	Unacceptable Actions Report – Annual Update.	Last report in April 2022.	For Committee to consider the update on Unacceptable Actions by Citizens and Social Media Policies.	As per purpose of the report.	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorg an.gov.uk	Agreed at the Committee meeting in April 2022 meeting to be received annually.

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

(Some of these reports have not been included in the main timetable but can be added as the situation progresses).

Report	Responsible Officer and Contact Details	Commentary
Report on how the Council should continue to reduce the gender pay gap with the aim for all scale levels to have equal representation (05 Feb 20: Min No 661)	Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	To be considered during the Council's Workforce Planning review.
Progress report on the Digital Strategy – Customer and Employee (03 Mar 20: Min No 724)	Tony Curliss, Operational Manager for Customer Relations tcurliss@valeofglamorgan.gov.uk Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	The Digital Strategy review is currently being undertaken – to be reported when completed.
Report in respect of income levels, utilisation and the rationale for all fees and charges (21 Feb 21 Min No 423)	Tom Bowring, Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	To be reported as part of the budget setting process as part of the fees and charges approval process.
Report on comparison of income derived from football over recent years and number of teams (03 Mar 20: Min No 726)	Tom Bowring Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	Impacted by Covid. Due to the exceptional year in which much organised activity was not possible, undertaking this exercise for the 2020/21 year was not feasible. However, this could be progressed retrospectively should Members deem it useful.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Welfare Reform Annual Progress Report	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Last reported 16 th June 2021 (Min No 138); update report to be presented in 2022/23 (date TBC).

Scrutiny Committees' Draft Annual Report	Cath Lindsey Assistant Democratic Services Officer celindsey@valeofglamorgan.gov.uk	Last reported to Full Council in December 2021 (Min 610); further report to go to Council / Scrutiny in 2022/23 (date TBC).
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Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
Quarterly Decision Tracking and Forward Work Programme	Mark Thomas Democratic and Scrutiny Services Officer methomas@valeofglamorgan.gov.uk	Each quarter
Quarterly Performance Reports: Corporate Health	Tom Bowring Head of Policy & Business Transformation TBowring@valeofglamorgan.gov.uk	Each quarter

Infrequent

- Cabinet References.
- Revenue and Capital Monitoring Reports.
- Requests for Consideration.
- Cabinet Call-in.

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