



Vale of Glamorgan Council

Corporate Performance and Resources 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
17 <sup>th</sup> May 2023	4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward Work Programme Schedule 2023/24	Last report March in 2023 (Q3).	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations and Work Programme.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 <a href="mailto:methomas@valeofglamorgan.gov.uk">methomas@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 24<sup>th</sup> May 2023 (Min No 59).</a>
May 2023	Welfare Reform – Closure Report.	<a href="#">Presented to Committee on 16 June 2021</a>	Update on Welfare Reform (as per Scrutiny Committee's decision on 16 <sup>th</sup> June, 2021).	Since 2016, with the ongoing roll out of Universal Credit etc., Welfare Reform has moved into business as usual but is still an important consideration, therefore it seems appropriate that ongoing monitoring is undertaken as part of the wider	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 24<sup>th</sup> May 2023 (Min No 60).</a>

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				performance reporting arrangements which Committees receive quarterly.		
May 2023	Leisure Services Financial Update	Raised at the meeting of the Committee in October 2022.	To update the Committee on the current financial position of the Leisure Management Contract between Parkwood Leisure and the Council and of the support provided through the Covid Pandemic.	For Member's consideration and scrutiny.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Slipped from 2022/23 to 2023/24 due to the demands around the work undertaken on the Council's budget, etc.  <a href="#">Presented to Committee on 24<sup>th</sup> May 2023 (Min No 62).</a>
May 2023	Vale of Glamorgan Council – The Application of the Sustainable Development Principle in Service Areas		To present the findings of Audit Wales's review of the Council's arrangements for ensuring service areas are applying the sustainable development principle	To provide for scrutiny of the findings of Audit Wales's review of the Council's Application of the Sustainable Development Principle in Service Areas.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 24<sup>th</sup> May 2023 (Min No 61).</a>

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May 2023	Audit Wales: Vale of Glamorgan Outline Audit Plan 2023		To present to Members the Audit Wales Outline Audit Plan 2023 for the Vale of Glamorgan Council.	To enable members oversight of the Audit Wales work programme.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>  Ian Phillips Audit Wales	<a href="#">Presented to Committee on 24th May 2023 (Min No 58).</a>
June 2023	Sickness Absence Report	Cabinet Forward Work Programme Item.	Update on the sickness absence statistics for the 12- month period from 1 April 2022 to 31 March 2023.	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 <a href="mailto:lbonni@valeofglamorgan.gov.uk">lbonni@valeofglamorgan.gov.uk</a>	Moved to July's meeting instead.
June 2023	Project Zero Update Report	Presented to Committee in <a href="#">January 2023</a> .	To advise Members of progress across the Council in responding to the climate emergency and delivering our commitments as part of Project Zero.	To enable the Corporate Performance and Resources Scrutiny Committee to consider how Project Zero is	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 21st June (Min No 151).</a>

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				being taken forward.		
June 2023	Vale of Glamorgan Council: Annual Performance Calendar 2023/24	Reference from Cabinet.	To present the Vale of Glamorgan Annual Performance Calendar for 2023/24, which outlines the key plans/reports that will be subject to consideration by Members throughout the year.	To ensure the Council fully discharges its duties under both the Well-being of Future Generations (Wales) Act 2015 and the Local Government & Elections (Wales) Act 2021 to publish annual Well-being Objectives, keep performance under review and consult and report on our performance through an annual self-assessment relating to the previous financial year.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 21st June (Min No 149).</a>

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June 2023	Response to the Welsh Government Consultation on the recommendations of the Independent Review of the Ethical Standards Framework (Richard Penn report); and the harmonisation of gifts and hospitality thresholds to align with an all Wales approach	Reference from Cabinet.	To contribute to the Welsh Government Consultation and to align the thresholds for gifts and hospitality with an all Wales approach.	For pre Cabinet scrutiny and having regard to the deadline for submission of a response on 23rd June, 2023.	Debbie Marles Monitoring Officer / Head of Legal and Democratic Services <a href="mailto:DMarles@valeofglamorgan.gov.uk">DMarles@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 21st June (Min No 150).</a>
June 2023	Hybrid Meeting Platform Update	Reference from Cabinet.	To inform Members of the findings of the Civico Hybrid Meeting platform regression testing and recommended decision on how to proceed with hybrid public meetings.	For Scrutiny Committee's consideration.	Debbie Marles Monitoring Officer / Head of Legal and Democratic Services <a href="mailto:DMarles@valeofglamorgan.gov.uk">DMarles@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 21st June (Min No 152).</a>
July 2023	Revenue Outturn [Closure of Accounts].	Last report in September 2022	The accounts are complete, and this report is to inform Scrutiny of the provisional financial	Members aware of the provisional financial position	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Moved to July's meeting instead.

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			position of the Council for the previous financial year.	and actions that have been taken.		
July 2023	Capital Outturn [Closure of Accounts].	Last report in September 2022	The accounts are complete, and this report is to inform Scrutiny of the provisional financial position of the Council for the previous financial year.	Members aware of the provisional financial position and actions that have been taken.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Moved to July's meeting instead.
July 2023	Annual Treasury Management Report 2022/23.	Cabinet Forward Work Programme Item.	To present the annual review report on Treasury Management 2022/23.	To present the report to the Corporate Performance and Resources Scrutiny Committee in accordance with the remit of the Committee.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Moved to July's meeting instead.
July 2023	Corporate Safeguarding Annual Report	Cabinet Forward Work Programme Item.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of	Tracy Dickinson, Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	Moved to September's meeting instead.

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				corporate working and be assured of effective safeguarding taking place.		
July 2023	Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2022/23 (End of Year 2022/23 Performance Report)	Last Q4 report in <a href="#">July 2022</a>	To present quarter 4 performance results for the period 1st April 2022 to 31st March 2023 in delivering our 2022/23 Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	<p>That Members consider Q4 performance results and progress towards achieving the Annual Delivery Plan 2022/23 commitments as aligned to our Corporate Plan Wellbeing Objectives within the remit of the Committee.</p> <p>That Members consider the remedial actions to be taken to address areas of underperformance and to tackle the</p>	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th July (Min No 245).</a>



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				key challenges identified within the remit of the Committee, with their views and recommendations referred thereafter to Cabinet for their consideration and approval.		
July 2023	Q4 Sickness Absence Report 2022/2023	Cabinet Forward Work Programme Item.	Update Cabinet on the sickness absence statistics for the 1st April, 2022 to 31st March, 2023	To enable the Scrutiny Committee to maintain a continued focus on the management of sickness absence throughout all services of the Council and to make recommendations to Cabinet, as appropriate.	Laithe Bonni, Operational Manager Employee Services <a href="mailto:lsbonni@valeofglamorgan.gov.uk">lsbonni@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th July (Min No 238).</a>

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July 2023	1 <sup>st</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4 <sup>th</sup> Quarter received May 2023.	To report progress on Scrutiny recommendations [Apr,May,June] and to consider the updated Forward Work Programme together with any slippage.	To maintain effective tracking of the Committee's recommendations and publication of the update work programme.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 <a href="mailto:methomas@valeofglamorgan.gov.uk">methomas@valeofglamorgan.gov.uk</a>	Moved to September's meeting instead.
July 2023	Welsh Language Standards Annual Monitoring Report 2022-23.	Cabinet Forward Work Programme Item.	To seek approval for the Council's Annual Welsh Monitoring Report and update on 5-year Promotion Strategy.	To enable Scrutiny Committee (Learning & Culture and Corporate Performance & Resources) to consider the report (and appendices) prior to publication.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#"><u>Presented to Committee on 19th July (Min No 243).</u></a>

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July 2023	Closure of Accounts 2022/23	Cabinet Forward Work Programme Item.	The accounts are complete and this report is to inform Cabinet / Committee of the provisional financial position of the Council for the 2022/23 financial year.	To enable the Scrutiny Committee responsible for finance to review the year end position	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th July (Min No 239)</a>
July 2023	Capital Closure of Accounts 2022/23	Cabinet Forward Work Programme Item.	The accounts are complete, and this report is to inform Cabinet / Committee of the provisional financial position of the Council's Capital Programme for the 2022/23 financial year.	To enable the Scrutiny Committee responsible for finance to review the year end position	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th July (Min No 240)</a>

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July 2023	Annual Treasury Management Report 2022/23	Cabinet Forward Work Programme Item.	To present the annual review report on Treasury Management 2022/23.	To accept and refer the report to the relevant Scrutiny Committee and Full Council.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th July (Min No 241)</a>
July 2023	Draft Digital Strategy	Cabinet Forward Work Programme Item.	To provide an overview of work undertaken to develop a new draft Digital Strategy and seek approval to consult on the same before adoption.	To enable the Corporate Performance & Resources Scrutiny Committee to participate in the consultation process.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th July (Min No 242)</a>

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July 2023	Vale of Glamorgan Public Services Board Annual Report 2022-23.	<a href="#">Last report in October 2022.</a>	To present an overview of the fifth year of progress in delivering the Wellbeing Objectives and actions set by the Vale PSB in its Well-being Plan.	To enable Members to consider the content of the Annual Report and progress made in the delivery of the Well-being Plan 2018-23.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th July (Min No 244)</a>
<b>AUGUST RECESS – NO MEETINGS</b>						
September 2023	Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 (Pre-consultation Draft).	Reference from Cabinet.	Seeking members views.	To ensure all Scrutiny Committees and the Governance and Audit Committee (as per section 114 of the Local Government & Elections (Wales) Act 2021) had oversight of the Draft Vale of Glamorgan Annual	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 20th September (Min No TBC).</a>

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				Self-Assessment report 2022/23 and their views informed the Council's approach to meeting the new performance requirements.		
September 2023	Annual Delivery Plan - Quarter 1 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 1 performance results for the period 1 <sup>st</sup> April 2023 to 30 <sup>th</sup> June 2023 for the Corporate Plan.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 20th September (Min No TBC).</a>
September 2023	Quarter 1 Revenue Monitoring 2023/24.	Last report in <a href="#">July 2022</a> .	To advise Committee of the progress relating to the Q1 Revenue Monitoring position for 2023/24.	That Members are aware of the projected revenue outturn for the period.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 20th September (Min No TBC).</a>
September 2023	Capital Monitoring – Q1.	Last report in <a href="#">July 2022</a>	To advise Committee of the progress relating to capital expenditure for the Q1 period.	That Members are aware of the progress on the Capital Programme.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 20th September (Min No TBC).</a>

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September 2023	Financial Strategy 2024/25	Cabinet Forward Work Programme Item.	To review the financial pressures over the medium term and put in place a strategy for delivering the 2024/25 budget and sustainable finances over the medium term.	The Council was open to clear and transparent financial reporting and an appropriate level of challenge to the management of its finances. A key element of the challenge process was through the Council's scrutiny function.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 20th September (Min No TBC).</a>
September 2023	Draft Capital Strategy 2024/25 and Initial Capital Programme Proposals 2024/25 to 2028/29	Cabinet Forward Work Programme Item.	To gain approval for the Initial Capital Programme Proposals for 2024/25 to 2028/29 so that they may be submitted to Scrutiny Committees for consultation and to set out the Draft Capital Strategy for Cabinet Member to consider.	In order for Members to be appraised of the initial status of the Capital Programme for 2024/25 to 2028/29.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 20th September (Min No TBC).</a>

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September 2023	Annual Corporate Safeguarding Report: 2022/2023	Cabinet Forward Work Programme Item	Update on the work that has been undertaken in relation to corporate arrangements for safeguarding across the Council.	To allow Scrutiny to exercise effective oversight of the key area of corporate working and be assured of effective safeguarding taking place.	Laithe Bonni, Operational Manager Employee Services <a href="mailto:lbonni@valeofglamorgan.gov.uk">lbonni@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 20th September (Min No TBC).</a>
October 2023	1st and 2nd Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24.	<a href="#">Previous update in May 2023.</a>	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 <a href="mailto:methomas@valeofglamorgan.gov.uk">methomas@valeofglamorgan.gov.uk</a>	Item on the Agenda for the 18 October 2023.
October 2023	Customer Relations Service – update.	Previous presentation in <a href="#">April 2023.</a>	To report on the progress made on developing this service at C1V.	For Committee to consider and comment on the progress being made regarding customer relations and support at C1V.	Tony Curliss Operational Manager for Customer Relations 01446 729500 <a href="mailto:TCurliss@valeofglamorgan.gov.uk">TCurliss@valeofglamorgan.gov.uk</a>	Six monthly updates recommended by Committee in April 2023. To be slipped to November's meeting due to further work and



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						preparation of the report required.
October 2023	Strengthening our Communities and work to tackle poverty and the current cost of living crisis.	New report.	To update on work being undertaken to tackle poverty and the cost-of-living crisis and to set out our approach to responding to three Audit Wales reports on the challenges of poverty in Wales.	For Committee's consideration, comment and referral.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Item on the Agenda for the 18 October 2023.
November 2023	Revenue Monitoring – Q2.	Last report in <a href="#">October 2022</a>	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
November 2023	Capital Monitoring – Q2.	Last report in <a href="#">November 2022</a>	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
November 2023	Medium Term Financial Plan Refresh.	Reference from Cabinet	To review the financial pressures over the medium term and put in place a strategy for delivering the 2023/24 budget and sustainable finances over the medium term	To allow scrutiny of the Financial Strategy.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	

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November 2023	Treasury Management Mid-Year Report 2023/24.	Cabinet Forward Work Programme Item.	To provide a mid-year report on the Authority's treasury management operations for the period 1st April 2023 to 30th September 2024.	To allow scrutiny of Treasury Management Mid-Year Report.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
November 2023	Q2 Sickness Absence Report 2023/2024.	Cabinet Forward Work Programme Item.	To update on the sickness absence statistics for the 6-month period from 1st April 2023 to 31st September 2024.	To allow scrutiny of Q2 Sickness Absence	Laithe Bonni, Operational Manager Employee Services <a href="mailto:lbonni@valeofglamorgan.gov.uk">lbonni@valeofglamorgan.gov.uk</a>	
November 2023	Customer Relations Service – update.	Previous presentation in <a href="#">April 2023</a> .	To report on the progress made on developing this service at C1V.	For Committee to consider and comment on the progress being made regarding customer relations and support at C1V.	Tony Curliss Operational Manager for Customer Relations 01446 729500 <a href="mailto:TCurliss@valeofglamorgan.gov.uk">TCurliss@valeofglamorgan.gov.uk</a>	
November 2023	Polling Districts, Polling Places, and Polling Stations Review 2023.		TBC	TBC	Debbie Marles Monitoring Officer / Head of Legal and Democratic Services <a href="mailto:DMarles@valeofglamorgan.gov.uk">DMarles@valeofglamorgan.gov.uk</a>	
December 2023	Annual Delivery Plan - Quarter 2 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 2 performance results for the period 1 <sup>st</sup> July 2023 to 30 <sup>th</sup> September 2023 for	To ensure the Council clearly demonstrates the progress being made towards	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	

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			the Corporate Plan Well-being Outcome.'	achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.		
December 2023	Corporate Safeguarding Mid-Year Report.	Reference from Cabinet.	To provide a summary on the activity that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance around safeguarding activity taking place across the Council.	To ensure that there is a wide-reaching level of Member oversight regarding this important area and scrutiny of developments relevant to committee portfolios.	Tracy Dickinson, Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	
December 2023	Draft Annual Delivery Plan – 2024/25	Reference from Cabinet.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	

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				Annual Delivery Plan.		
December 2023	Carbon Management Plan	New report	TBC	TBC	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	To go to Committee either in December/January subject to finalisation of the report and consideration by Cabinet.
January 2024	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Previous update in October 2023	To report progress on the Scrutiny recommendations [Oct, Nov & Dec]] and to confirm the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 <a href="mailto:methomas@valeofglamorgan.gov.uk">methomas@valeofglamorgan.gov.uk</a>	
January 2024	Pay Policy 2024/2025.	Cabinet Forward Work Programme Item.	To consider the Pay Policy for 2024/25 prior to its submission to Council for approval.	To respond to the legal requirement under the Localism Act 2011 and to provide openness and accountability in relation to how the	Tracy Dickinson Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	

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				Council rewards its staff.		
February 2024	Revenue Refresh MTFP [Initial Revenue Programme Budget <b>Post-settlement</b> Proposals].	Reference from Cabinet.	To submit for consultation the initial revenue budget proposals.	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
February 2024	Capital Strategy [Initial Capital Programme Budget <b>Post-settlement</b> Proposals].	Reference from Cabinet.	To submit the Initial Capital Programme Proposals for the period for Scrutiny Committee consultation.	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
February 2024	Revenue Monitoring – Q3.	Last report in <a href="#">March 2023</a> .  Cabinet Forward Work	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn. The Capital Economic Regeneration	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	

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
		Programme Item.		Reserve is managed effectively, and budgets are matched to operational responsibilities.		
February 2024	Capital Monitoring – Q3.	Last report in <a href="#">March 2023</a> . Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
February 2024	Vale of Glamorgan Council – Proposed Fees and Charges	Cabinet Forward Work Programme Item.	To propose service changes.	To allow scrutiny of the proposals.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
February 2024	Treasury Management and Investment Strategy 2024/25	Cabinet Forward Work	To provide an interim report on the Council's treasury management operations for the period	To allow scrutiny of the progress made.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	

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
	and Update 2023/24.	Programme Item.	1st April 2023 to 31st December 2023 and to submit for consideration the proposed 2024/25 Treasury Management and Investment Strategy.			
March 2024	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan 2024/25.	Cabinet Forward Work Programme Item.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	
March 2024	Vale of Glamorgan Annual Delivery Plan 2023/24	Cabinet Forward Work Programme Item.	To deliver Annual Delivery Plan commitments as aligned to the Council's Corporate Plan Well-being Objectives.	For the Committee's scrutiny.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	
March 2024	Annual Delivery Plan - Quarter 3 2023/24 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 3 performance results for the period 1 <sup>st</sup> October 2023 to 31 <sup>st</sup> December 2023 for the Corporate Plan Well-being Outcome.'	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	

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
				Well-being Outcomes.		
April 2024	Glamorgan Voluntary Services Annual report.	Last report in <a href="#">April 2023</a> .	The Glamorgan Voluntary Services Annual report be reported on an Annual basis to this Scrutiny Committee.	For Member's awareness, comment and scrutiny.	Rachel Connor Glamorgan Voluntary Services (GVS)	
April 2024	Annual Equality Monitoring Report 2022- 2023.	Cabinet Forward Work Programme Item.	To seek approval of the Annual Equality Monitoring Report.	To enable the Scrutiny Committee to consider the report and to enable publication to meet statutory duties.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	

**Other reports / presentations / visits to be added into schedule as and when available**

Report	Responsible Officer and Contact Details	Commentary
On the Oracle implementation project, contract and budget, including information on how the original budget was reached and the factors behind the current overspend.	TBC	Raised at October 2022's meeting of the Committee.



Reflections document on the Hybrid Meeting Platform Project (including Civico), the financial and legal aspects, the successes and challenges, as well as the lessons learnt from the Project.	Debbie Marles Monitoring Officer / Head of Legal and Democratic Services <a href="mailto:DMarles@valeofglamorgan.gov.uk">DMarles@valeofglamorgan.gov.uk</a>	Raised at the Committee meeting in June 2023, following the Hybrid Meeting Platform Update. Once this has been implemented, a final report would be shared.
Unacceptable Actions Report	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Agreed at the Committee meeting in April 2022 to be received periodically.

### **Possible Task and Finish Group Suggestions:**

<b>Subject</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
<p>To be decided – at the meeting of the Committee on 24<sup>th</sup> May 2023, the following topics for Task and Finish work were recommended to be taken to the Scrutiny Committees Chairs and Vice-Chairs Group, in order for them to be considered and prioritised in line with Corporate Objectives in compliance with Council policy:</p> <ul style="list-style-type: none"> <li>• To review the new Procurement Policy and Strategy and the related work with Cardiff Capital Region (CCR), including Cardiff Council, on a shared approach to procurement, as well as looking at the potential benefits of the Policy and Strategy in terms of social value and decarbonisation.</li> <li>• To look at the ongoing Cost of Living crisis and its impact on residents</li> </ul>	To be decided	Agreed at the meeting of Scrutiny Chairs and Vice Chairs Group in September that the review of the new Procurement Policy and Strategy and the related work with Cardiff Capital Region (CCR), would be chosen and would be the first to be undertaken by the relevant Task and Finish Group.

within the Vale of Glamorgan, including the ongoing effects of the 'Bedroom Tax', Universal Credit and housing rent arrears.		
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## Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Annual Welsh Monitoring Report.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Usually in July each year.
Annual Equality Monitoring Report	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	TBC
Corporate Safeguarding Annual Report	Tracy Dickinson, Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	Usually in July each year.
Vale of Glamorgan Council – Proposed Fees and Charges	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in February each year.
Public Services Board (PSB) Annual Report	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Usually in October each year.
Glamorgan Voluntary Services Annual report	Rachel Connor Glamorgan Voluntary Services (GVS)	Usually in April each year.

## Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Mid Term Report	Tracy Dickinson, Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	Usually in December each year (Annual version in July).
Project Zero Update	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Following the meeting of the Committee in January 2023, it was recommended to have a biannual update of the progress of Project Zero.

## Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
Quarterly Decision Tracking and Forward Work Programme	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 <a href="mailto:methomas@valeofglamorgan.gov.uk">methomas@valeofglamorgan.gov.uk</a>	Each quarter
Quarterly Performance Reports: Corporate Health	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Each quarter
Quarterly Capital and Revenue Monitoring reports	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Each quarter

## Financial Reports

<b>Report</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
Revenue Outturn Closure of Accounts 20**/**.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in July each year.
Capital Outturn Closure of Accounts 20**/**.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in July each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. <b>Pre-settlement.</b>	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in November each year.
Capital Strategy - Initial Capital Programme Budget Proposals. <b>Pre-settlement.</b>	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in November each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. <b>Post-settlement.</b>	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in February each year.
Capital Strategy - Initial Capital Programme Budget Proposals. <b>Post-settlement.</b>	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in February each year.
Annual Treasury Management Report 2022/23.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in July each year.

## Infrequent

- Cabinet References.
- 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.**