



Vale of Glamorgan Council
Learning and Culture Scrutiny Committee

Forward Work Programme

May 2023 – April 2024

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
May 2023	4 th Quarter Scrutiny Decision Tracking of Recommendations and Proposed Annual Forward Work Programme Schedule 2023/24.	Q3 reported in Feb 2023	To report progress on the Scrutiny recommendations and to agree the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations.	Liz Whitaker, Assistant Democratic Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	Reported to Committee at 18 th May Meeting. Minute number 43
June 2023 Cabinet Reference:	Annual Performance Calendar 2023/24	Cabinet Reference			Tom Bowring Director of Corporate Resources tbowring@valeofglamorgan.gov.uk	Reported to Committee at 15 th June Meeting. Minute number TBC
June 2023	Summary of Estyn Inspection Outcomes – Spring Term 2023	Termly Report	To update Members on Estyn inspection outcomes of schools during the spring term 2023	In order that Members are aware of Estyn findings about local schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	Reported to Committee at 15 th June Meeting. Minute Number TBC
July 2023	Revenue Closure of Accounts 2022/23	Last reported July 2022	To inform Scrutiny Committee of the provisional financial position of the Council for the 2022/23 financial year	Members are aware of the provisional financial position and actions that have been taken	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkloyd@valeofglamorgan.gov.uk	Reported to Committee at 13 th July Meeting. Minute Number TBC
July 2023	Capital Closure of Accounts 2022/23	Last reported July 2022	To inform Scrutiny Committee of the provisional financial	Members aware of the provisional financial	Victoria Lloyd Finance Support Manager / Accountant	Reported to Committee at 13 th July

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			position of the Council for the 2022/23 financial year.	position and actions that have been taken.	01446 709251 vkllloyd@valeofglamorgan.gov.uk	Meeting. Minute Number TBC
July 2023	Annual Delivery Plan Monitoring Report: Quarter 4 (End of Year) Performance 2022/23	Cabinet Forward Work Programme Item	To present end of year performance results for the period 1st April 2022 to 31 st March 2023 in relation to our Well-being Objectives and Corporate Health priorities, including an update of our progress in addressing recommendations and improvement proposals from our external regulators.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee at 13 th July Meeting. Minute Number TBC
July 2023	Presentation Curriculum for Wales: Journey to 2022 – Summer Term 2023 Update	Following recommendation by Committee at 8 th July, 2021 meeting (Min. No. 202).	To update members on the implementation of the Curriculum for Wales	Members are well informed about curriculum reform and aware of the approaches being developed by schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	Presented to Committee at 13 th July Meeting. Minute Number TBC.

September 2023	Revenue Monitoring for the Period 1st April to 31st May, 2023.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	Presented to Committee at 14 th September meeting. Minute number TBC.
September 2023	Capital Monitoring for the Period 1st April to 31st May, 2023.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	Presented to Committee at 14 th September meeting. Minute number TBC.
September 2023 Reference from Cabinet:	Draft VoG Annual Self-Assessment 2023/24 (Pre-consultation Draft).	Cabinet Reference	To advise Committee of the Draft Vale of Glamorgan Annual Self-Assessment Report 2022/23 for consultation.		Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Presented to Committee at 14 th September meeting. Minute number TBC.
September 2023	Annual Corporate Safeguarding Report: 2022/23	Cabinet Forward Work Programme Item	To update Committee on the work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who require specific Council services and to ensure that these arrangements are effective.	To allow Committee to exercise effective oversight of this key area of corporate working and be assured of effective safeguarding taking place.	Jason Redrup, Safeguarding Officer - 01446 709867, jredrup@valeofglamorgan.gov.uk	Presented to Committee at 14 th September meeting. Minute number TBC.
October 2023	1 st and 2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work	Q1 moved to October for all Scrutiny Committees	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work	To maintain effective tracking of the Committee's recommendations.	Liz Whitaker, Assistant Democratic Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	

	Programme Schedule 2023/24.		programme for 2022/2023.			
October 2023	Governor Training Report for the 2022/23 Academic Year	Previous Report October 2022	To report on governor training for the 2019/20 Academic Year	To ensure Committee are aware of any developments in Governor training during the previous Academic Year.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	
October 2023	Report on School Attendance					
November 2023	Summary of Estyn Inspection Outcomes for Summer Term 2023	Previous report in July 2023	To update Members on Estyn inspection outcomes of schools during the summer term 2023		Carys Pritchard, Principal Improvement Partner, Central South Consortium Carys.pritchard@cscjes.org.uk	
November 2023	Elective Home Education Update	Recommendation made in September 2021 (Min No. 353) that Committee receive an update in 12 months.	To make members aware of the changes occurring in Elective Home Education (EHE) at both Local and National level.	1) Members scrutinise the Council's legal obligations under the relevant Education legislation. 2) Members are updated as to the progress made in relation to the ongoing delivery, and further awareness raising of the use and impact of the EHE grants for the support of EHE learners. 3) Members have oversight and awareness of ongoing changes to the	Suzanne Cowan, Inclusion Manager scowan@valeofglamorgan.gov.uk	

				expectations and obligations placed on the LA.		
December 2023 Reference from Cabinet:	Draft Vale of Glamorgan Council Annual Delivery Plan (ADP) 2024/25	Cabinet Reference	To seek Committee's views regarding the draft ADP 2024/25 as part of the programme of consultation.	Ensures that Committee has the opportunity to consider the draft ADP and provide feedback as part of the programme of consultation.	Helen Moses, Strategy & Partnership Manager HMoses@valeofglamorgan.gov.uk	TBC
December 2023 Reference from Cabinet:	Mid-Year Corporate Safeguarding report	Cabinet Reference	To update Committee on the work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who require specific Council services and to ensure that these arrangements are effective.	To allow Committee to exercise effective oversight of this key area of corporate working and be assured of effective safeguarding taking place.	Jason Redrup, Safeguarding Officer - 01446 709867, jredrup@valeofglamorgan.gov.uk	
December 2023	Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2023/24.	Q1 received September 2023	To present Quarter 2 performance results for the period 1st July 2023 to 30th September 2023 in relation to the Corporate Plan Well-being Objectives.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
December 2023	Presentation: Curriculum For Wales	Following recommendation by Committee at	To update members on the implementation of	Members are well informed about curriculum reform and	Carys Pritchard Principal Improvement Partner, Central South Consortium.	

	Update – Autumn 2023	8 th July, 2021 meeting (Min. No. 202).	the Curriculum for Wales	aware of the approaches being developed by schools.	Carys.pritchard@cscjes.org.uk	
December 2023 Reference From Cabinet:	Initial Budget Proposals (Revenue Refresh Medium Term Financial Plan)	Cabinet Reference			Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	Pre-Settlement
December 2023 Reference From Cabinet:	Initial Budget Proposals (Capital Strategy)	Cabinet Reference			Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	Pre-Settlement
December 2023	Youth Engagement and Progression Update	Reported to Committee annually.	To make members aware of the progress made over the last 12 months of the Youth Engagement and Progression Framework and the current levels of young people Not in Education, Employment or Training (NEET)	1.) The Council has a strategic responsibility for implementing the Youth Engagement and Progression Framework (YEPF) to reduce the number of young people Not in Education, Employment or Training. 2.) That the Learning and Culture Scrutiny Committee has continued oversight of the YEPF.	Morwen Hudson Head of Standards and Provision 01446 709745 mhudson@valeofglamorgan.gov.uk Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	
December 2023	Revenue Monitoring Report Quarter 2	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure.	The Capital Economic Regeneration Reserve is managed effectively.	Victoria Lloyd Finance Support Manager / Accountant	

				and budgets are matched to operational responsibilities.	01446 709251 vkllloyd@valeofglamorgan.gov.uk	
December 2023	Capital Monitoring Report Quarter 2	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	
January 2024	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2022/23.	Q2 reported in October 2022	To report progress on the Scrutiny recommendations [Oct, Nov, Dec] and to confirm the Committee's work programme for 2022/23.	To maintain effective tracking of the Committee's recommendations.	Liz Whitaker, Assistant Democratic Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	
January 2024	School Admission Arrangements 2023-2024.	Last reported to Committee in January 2021 following a referral from Cabinet.	To seek approval to consult on the Local Authority's school admission arrangements.	Council is compliant with Para 2.3 (page 6) of the School Admissions Code (Wales) July 2013.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Brought to Committee if there are changes to the arrangements requiring Scrutiny involvement.

February 2023	Revenue Monitoring Report Quarter 3	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	
February 2023	Capital Monitoring Report Quarter 3	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	
February 2023	Fees and Charges Report	Cabinet Reference				Post-Settlement
February 2023	Initial Budget Proposals (Revenue Refresh Medium Term Financial Plan)	Cabinet Reference				Post-Settlement
February 2023	Initial Budget Proposals (Capital Strategy)	Cabinet Reference				Post Settlement
February 2024	Central South Consortium Annual Scrutiny Report 2022 - 2023.	Last reported in March 2023	To inform Members of the impact of work in the Central South Consortium's business	Members are aware of the impact of Central South Consortium's work on schools in the Vale of Glamorgan.	Carys Pritchard, Principal Improvement Partner (CSC)	

			plan on the region and the Vale of Glamorgan			
March 2024	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (ADP) 2024/25	Previous report March 2022	To seek Members' endorsement of the draft ADP 2023/2024 prior to consideration by Council.	<ol style="list-style-type: none"> 1. Ensures the views of all key stakeholders including Scrutiny Committees, inform the Council's draft ADP, associated Service Plan activities and service improvement targets for 2023/2024. 2. Ensures that the Service Plans aligned to Committee's remit are accurate, up to date, relevant and become the main document through which performance against the Corporate Plan's ADP is monitored and measured during 2023/2024. 3. Ensures the Council's Corporate Plan Performance Measurement Framework identifies a relevant set of performance measures and targets against which the ADP can be 	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

				monitored and measured during 2023/2024 in line with requirements of the Local Government (Wales) Measure 2009. 4. To ensure that in delivering the ADP the Council takes into account the diverse needs of the local community.		
March 2024	Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2023/24	Q2 reported in December 2023	To present Quarter 3 performance results for the period 1st October 2023 to 31st December 2024 in relation to the Corporate Plan Well-being Objectives.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
March 2024	Presentation Curriculum for Wales: Journey to 2022 – Spring 2023 Update	Following recommendation made by Committee during the meeting of 8 th July, 2021.	Purpose: To update members on the implementation of the Curriculum for Wales school developing practice.	Impact: Members are well informed about curriculum reform and aware of approaches being developed by schools	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	

March 2024	Summary of Estyn Inspection Outcomes Autumn Term 2023		To update Members on Estyn inspection outcomes of schools during the Autumn term 2023		Carys Pritchard, Principal Improvement Partner, Central South Consortium Carys.pritchard@cscjes.org.uk	
April 2024	Annual Equality Monitoring Report 2021-2022.	Cabinet Forwards Work Programme Item	To seek approval of the Annual Equality Monitoring Report.	Allows the Council to meet its reporting duty under the specific duties for Wales and continue to make progress towards meeting the public sector equality duty and ensure its equality work is available for scrutiny by the Equality and Human Rights Commission and others.	Tom Bowring, Director of Resources 01446 709766, TBowring@valeofglamorgan.gov.uk	

Reports To be scheduled in the Autumn 2023 Term:

- Libraries Update Report

Reports To be scheduled:

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

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

Report	Responsible Officer and Contact Details	Commentary
Report on School Attendance	Morwen Hudson	To be scheduled in Autumn 2023 term
Libraries Update Report	Trevor Baker	To be scheduled in Autumn 2023 term
Reports on attendance to be submitted to the Committee on a termly basis.		Reports to be presented biannually – mid-term and end of year (2 per year) To be reported as and when available
Examples of good practice in schools to be presented to Committee when available CYPS Commissioning Strategy and Action Plan six monthly updates.		Also target schools with excellent Estyn judgements and presentations from schools on how the new curriculum is being developed and implemented. The Strategy is currently being reviewed and will be reported on a future agenda when available
Update reports with regard to any future innovations considered for the Library Service in the Vale of Glamorgan (14 Nov 16: Min No 526)		
School Performance Reports (Foundation Phase, KS2-5) (12 Feb 18: Min No 691)		
Additional Learning Needs Regional Implementation Plan update re progression (13 Nov 18: Min No 481)		
Report on school buildings in the primary sector (12 Feb 19 – Min. No. 739)		
Presentation by Menter Bro Morgannwg		
*CFWP – Reshaping Services Review		
*CFWP – Catering Reshaping		
Follow up work on the T&F Review into the Provision of Sanitary Products at Secondary Schools (20 Jun 19: Min No 71)		
Report on maintenance and upgrades for all schools across the Vale (20 Jun 19: Min No 71)		
Pastoral care available in schools (20 Jun 19: Min No 71)		
Site visit to be arranged to the new Catering Service and to High Street Primary School (14 Nov 19: Min No 452)		
Presentation from the Sense of Place Board regarding cultural heritage (16 Jan 20: Min No 596)		
Presentation: Tackling Digital Exclusion in Schools	Trevor Baker / Sean Granville	Presented to the Cost of Schooling Task and Finish Group meeting on 28 th April, 2021, to be brought to Committee at Group Members' request. Will be brought to Committee once Officer availability is confirmed.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Directorate Reports		
Governor Training Report for the Academic Year.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Usually October each year.
School Admission Arrangements (For the <u>following</u> academic year)	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Usually* January each year following Cabinet referral in December. Does not always require Scrutiny involvement.
Performance Monitoring Reports		
Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (ADP)	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
Annual Delivery Plan Monitoring Report: Quarter 4 (End of Year) Performance	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in July each year.
Financial Reports		
Closure of Accounts.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vklloyd@valeofglamorgan.gov.uk	Usually in July each year.
Initial Revenue Programme Budget Proposals.	Victoria Lloyd Finance Support Manager / Accountant	Usually in December each year.

	01446 709251 vkllloyd@valeofglamorgan.gov.uk	
Initial Capital Programme Budget Proposals.	Victoria Lloyd Finance Support Manager / Accountant 01446 709251 vkllloyd@valeofglamorgan.gov.uk	Usually in December each year.

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Annual/Mid-Year Report.	Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@valeofglamorgan.gov.uk	Usually in January each year. Reference from Cabinet.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	Usually May each year. Reporting on Jan, Feb and Mar.
1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	Usually July each year. Reporting on Apr, May and Jun.
2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.
3 rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.

Quarter 1 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually October each year. Reporting on April, May and June.
Quarter 2 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually December each year. Reporting on July and September.
Quarter 3 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year. Reporting on October, November and December.

Infrequent

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

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

Suggested Task and Finish Review Exercises

Group	Scope / Focus	Chair / Responsible Officer	Commentary
Museum Provision in the Vale of Glamorgan	<i>TBC</i>	Chair: <i>TBC</i> Responsible Officers: Liz Whitaker, Assistant Democratic & Scrutiny Services Officer. 01446 709 144 ewhitaker@valeofglamorgan.gov.uk	