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| Meeting of: | Corporate Performance and Resources Scrutiny Committee |
| Date of Meeting: | Wednesday, 18 October 2023 |
| Relevant Scrutiny Committee: | Corporate Performance and Resources |
| Report Title: | 1 st & 2 nd Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24. |
| Purpose of Report: | To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 2023/24. |
| Report Owner: | Tom Bowring, Director of Corporate Resources. |
| Responsible Officer: | Mark Thomas, Democratic and Scrutiny Services Officer. |
| Elected Member and Officer Consultation: | None. |
| Policy Framework: | This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function. |
| <p>Executive Summary:</p> <p>The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the updated Forward Work Programme Schedule for 2023/24:</p> <ul style="list-style-type: none"> - 2021-22 Uncompleted (Appendix A); - 2022-23 Uncompleted (Appendix B); - 1st Quarter Recommendation Tracking Apr to June 2023 (Appendix C); - 2nd Quarter Recommendation Tracking July to September 2023 (Appendix D); - Updated Forward Work Programme Schedule for 2023/24 (Appendix E). | |

Recommendations

1. That the status of the actions listed in Appendices A to D to the report be agreed.
2. That the updated Forward Work Programme Schedule for 2023/24 attached at Appendix E be approved and uploaded to the Council's website.

Reasons for Recommendations

1. To maintain effective tracking of the Committee's recommendations.
2. For public information

1. Background

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

2. Key Issues for Consideration

- 2.1 Appendices A to D, as attached to this report, set out the previous recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that Scrutiny Committee recommendations are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 The Work Programme has been aligned to the Quarterly Cabinet Forward Work Programme (FWP) July to September 2023 and October to December 2023 as scheduled for consideration by Cabinet on 5th October, 2023.
- 2.4 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix E, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances. The schedule includes notes on reports that have been subject to slippage during this period.
- 2.5 The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states *“It is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny”*. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail “Requests

for Consideration” that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.

- 2.6** With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.
- 2.7** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to consider its Forward Work Programme (attached at Appendix E) by identifying:
- Specific areas of interest for the Committee;
 - How to engage stakeholders (including Ward Members and the public);
 - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, etc.);
 - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.8** The Scrutiny FWP's should provide a clear rationale as to why particular issues have been selected; be outcome focused; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align Scrutiny Programmes with the Council's performance management, self-evaluation and improvement arrangements as well as having regard to Council resources.
- During the year there may be a number of ways in which additional issues can be considered for inclusion in the Scrutiny Work Programme with topics coming from a number of sources such as:
 - Individual Councillors, Performance or budget monitoring information;
 - Inspection reports;
 - Referrals from Council (such as Notices of Motion), Cabinet/Audit or other Scrutiny Committees;
 - Service users;
 - Monitoring the implementation of recommendations previously made by the Committee; and
 - Residents of the Vale of Glamorgan.
- 2.9** The Scrutiny Work Programme is a rolling programme and the results of the Annual Scrutiny Impact Survey will also be analysed by both Democratic Services and the Scrutiny Committee Chairs and Vice-Chairs Group and findings considered to assist with Work Programme planning. On 5th September 2023, the Scrutiny Committee Chairs and Vice-Chairs Group considered the results of the 2023 Scrutiny Impact Survey and subsequently endorsed 30 action points for implementation. Progress on these will points will be monitored by the Group going forward.
- 2.10** A re-launch of the [Scrutiny topic suggestion form](#) that exists on the Council's website for residents will also be undertaken to assist with the Work Programme planning of topics for Task and Finish work for consideration by Scrutiny Committees.

- 2.11** All topics for Task and Finish work will be taken to the Scrutiny Committee Chairs and Vice-Chairs Group to be prioritised in line with Corporate Objectives in compliance with Council policy; consideration of the need for changes to policy and/or practice; and in seeking continuous Improvement. To date there has also been good discussion with the Scrutiny Committee Chairs and Vice-Chairs Group on techniques that can be used and experience shared with a view to improving Scrutiny.
- 2.12** Further discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairs and Vice-Chairs Group having regard to resource implications and corporate priorities. The next meeting of the Group is scheduled for Tuesday, 28th November, 2023.
- 2.13** It is also suggested that at Agenda Conferences with Chairs and Vice-Chairs of Scrutiny Committees, management of the Committees' Work Programmes will be included as a standing item on the agendas for consideration and discussion.
- 2.14** The action outlined in the Scrutiny and Cabinet Protocol agreed by Cabinet in 2021 is to be relaunched i.e. Specific meetings with Cabinet Portfolio Holders to be arranged with Scrutiny Chairs and Vice-Chairs on a regular basis and on a biannual basis the Leader, Deputy Leader, Cabinet Members and Scrutiny Chairs and Vice-Chairs to meet to allow both the Cabinet and Scrutiny Forward Work Programmes to be developed and agreed and for discussions to take place having regard to Council priorities. [21-05-12 - Scrutiny and Cabinet Roles and Responsibilities - Cabinet Approved Version \(valeofglamorgan.gov.uk\)](#).
- 2.15** At the meeting of the Committee on 24th May 2023 regarding the 4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward Work Programme Schedule 2023/24 (minute no. 59 refers), a Committee Member asked if the background paper on the Scrutiny and Cabinet Roles and Responsibilities from 2017 was still fit for purpose taking into consideration this 'relaunch' and if there was capacity for the Committee to look at ensuring that it aligned with what Scrutiny was trying to achieve. It was explained that this would be looked into and reported back to the Committee. It was subsequently established that this was an upload error, with this document having been updated in 2021. The relevant updated document / link has now been added to the report (please see paragraph 2.14).
- 2.16** It is further suggested to assist Members following the Member Induction Programme that a workshop be held regarding the tools to support effective Scrutiny roles and the responsibilities as set out in the Council's Constitution (Elected Members and in their Roles as Chairs / Vice-Chairs and Members of Scrutiny Committees). This to also include the re-launch of the Scrutiny and Cabinet Roles and Responsibilities Protocol approved by Cabinet on 21st May, 2021 and as referred to above in paragraph 2.14.
- 2.17** Scrutiny Members may also wish to take part in further questioning skills training to be arranged.
- 2.18** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairs and Vice-Chairs Group on

3rd March, 2021 agreed that Scrutiny Committee Chairs and Cabinet Members were best placed to present the Recommendation Tracking and Forward Work Programme Update Reports at Committee meetings to highlight the fact that both documents were under the Committee's ownership and management.

- 2.19 Published versions of the FWP can also be found on the Council's website via the following link: https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx.

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

- 3.1 The Scrutiny Committees have a responsibility to report annually to the Council their future Work Programmes in the form of a 'Scrutiny Annual Report'. The 2022-23 Annual Report was presented to Full Council and subsequently noted at its 25th September, 2023 meeting.
- 3.2 Scrutiny Committee FWPs are published by the Council on a quarterly basis which encourages engagement / involvement by the public in the decision-making process.
- 3.3 The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4 The Scrutiny FWP provides details of reports and items proposed to be considered by the Committee over the coming Municipal year (May 2023 – April 2024).

4. Climate Change and Nature Implications

- 4.1 None as a direct result of this report.

5. Resources and Legal Considerations

Financial

- 5.1 None as a direct result of this report.

Employment

- 5.2 None as a direct result of this report.

Legal (Including Equalities)

- 5.3 None as a direct result of this report.

6. Background Papers

[Q4 Tracking 2022/23.](#)

[Scrutiny Committees Annual Report May 2022 – April 2023.](#)

[Cabinet & Scrutiny Roles and Responsibilities Protocol](#)

[Cabinet Annual Strategic Forward Work Programme](#) May 2023 to April 2024 and [Cabinet Quarterly Work Programmes](#) – July to September 2023 and October to December 2023.

Uncompleted Recommendations

2021-22

| SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE | | | | |
|--|------------------------------|-----------------------------------|-----------------------|--------|
| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |

| 17 March 2022 | | | | |
|---|-----------------------------------|--|---|---------|
| Min. No. 989 – Service Plans and Target Setting to Deliver the Annual Delivery Plan 2022/23 (CX) – Recommended | Corporate Performance & Resources | | | |
| (3) That for future Service Plans and Target Setting to deliver the Annual Delivery Plan, Cabinet and the Scrutiny Committee Chair and Vice-Chair Group, following the local elections, considers additional, complementary, means of scrutinising these more effectively, such as through a presentation, dedicated workshop or task and finish group prior to their final submission to Scrutiny. | | | Head of Service to make the necessary arrangements. Members have been involved in a series of sessions to inform the development of the corporate performance framework, including quarterly reports and the presentation of the Annual Self-Assessment Report. A session will be held in January 2023 prior to presenting the service plans and target setting to inform the approach to enabling Members to effectively scrutinise this activity. | Ongoing |

Uncompleted Recommendations

2022-23

| SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE | | | | |
|--|------------------------------|-----------------------------------|-----------------------|--------|
| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |

| 14 December 2022 | | | | |
|---|-----------------------------------|--|--|-----------|
| Min. No. 571 – Q2 Sickness Absence Report 2022/2023 (REF) – Recommended | Corporate Performance & Resources | | | |
| (2) That for future reporting of sickness absence, the most salient points and issues, as well as the related analysis, are clearly and prominently featured within the Executive Summary and Key Issues for Consideration of the report, with the related tables and charts to be included in a separate appendix or appendices. | | | Human Resources have taken on board the recommendation and will amend the next report as suggested. | Ongoing |
| Min. No. 578 – PSB Draft Wellbeing Plan Scrutiny Report (DCR) – Recommended | | | | |
| (2) That members of the PSB be invited to speak to Elected Members regarding their work and key projects, as well as raising greater awareness of the PSB and the Wellbeing Plan. | | | <p>This is to be looked into and reported back to Committee as soon as practicable.</p> <p>Colleagues from partner organisations will be invited to Scrutiny to co-present the Annual Report in the summer of 2023 and discussions will be had at the PSB about bringing updates on individual items to Committees periodically.</p> <p>The Director of Corporate Resources, with colleagues, is progressing the above, with the intention for PSB partners to be invited to various scrutiny committees in order to co-present reports that encompass that particular scrutiny committee's remit.</p> | Completed |

Uncompleted Recommendations

1st Quarter 2023-24

| SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE | | | | |
|--|------------------------------|-----------------------------------|-----------------------|--------|
| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |

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|--|---|--|---|-----------|
| 26 April 2023 | | | | |
| Min. No. 951 – Customer Relations Service Overview – Recommended | Corporate Performance & Resources | | | |
| (1) That C1V look into offering all Elected Members the opportunity to visit their Customer Relations Service Centre. | | | | |
| (2) That a further report or update be provided to the Committee on the progress being made with the Customer Relations Service in six months' time. | | | Added to the Committee's Forward Work Programme. | Completed |
| Min. No. 953 – People Strategy And Supporting Documents (REF) – Recommended | Corporate Performance & Resources | | | |
| (1) That, as part of consultation process, the Youth Service also be engaged with in order to seek their comments and views on the Strategy, as well as potential collaboration, i.e. the possible use of young person apprenticeships and to showcase to young people the job opportunities in the local government sector. | | | | |
| (2) That, the following comments be reported back to Cabinet as part of a future report reflecting on the wider consultation with staff and partner organisations: <ul style="list-style-type: none"> • The need to highlight both the benefits and challenges around hybrid working, as well as to explore measuring the carbon impact of this method of working. • It was also important for the Vale of Glamorgan Council to highlight its agile and hybrid working policies, in order to maintain its competitiveness and attractiveness in terms of recruitment and retention of Council staff. | | | Cabinet, at its meeting on 20 th July, 2023, resolved that the contents of the reference be noted and considered alongside the report listed on the meeting agenda under Item 15. (Min. No. C57 refers) and ([1] That the content of the updated People Strategy (Appendix 1) and supporting documents (Appendices 2, 3, 4 and 5) in addition to the consultation feedback (Appendix 6) be noted. [2] That the revised People Strategy and supporting documents be endorsed and approved following consultation as described in the report and appendices. [3] That an update on the progress made as part of the quarterly performance reports and in standalone | Completed |

Uncompleted Recommendations

1st Quarter 2023-24

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE

| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |
|--|-----------------------------------|-----------------------------------|--|-----------|
| | | | reports as necessary be received by Cabinet. [4] That the Strategy be reviewed regularly, and delegated authority be given to the Head of Human Resources and Organisation Development in consultation with Leader and Director of Corporate Resources to make any required updates, with material changes reported to Cabinet. (5) T H A T the Volunteering Policy attached at Appendix 4 to the report be referred to the Voluntary Sector Joint Liaison Committee for their information and to discuss the potential opportunities to work collaboratively on the scheme. (Min. No. C68 refers) | |
| 24 May 2023 | | | | |
| Min. No. 58 – Audit Wales – Vale of Glamorgan Outline Audit Plan 2023 (REF) – Recommended | Corporate Performance & Resources | | | |
| (2) That the report be referred to Cabinet for their oversight and approval. | | | Cabinet, at its meeting on 20 th July 2023, resolved that the Audit Wales Outline Audit Plan 2023 for the Vale of Glamorgan Council be endorsed and approved. (Min No. C58 refers) | Completed |
| Min. No. 59 – 4th Quarter Scrutiny Recommendation Tracking 2022/23 and Proposed Annual Forward Work Programme Schedule 2023/24 (DCR) – Recommended | Corporate Performance & Resources | | | |
| (1) That the status of the actions listed in Appendices A through to D to the report be agreed, subject to the following changes: <ul style="list-style-type: none"> The status for the uncompleted recommendations in Appendices A and B, be reviewed and marked as complete as appropriate. The status for Recommendation (3) for Min. No. 731 – Draft Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings (REF) (Appendix D) be updated and marked as complete. | | | Appendices amended and updated. | Completed |

Uncompleted Recommendations

1st Quarter 2023-24

| SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE | | | | |
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| Scrutiny Decision (add Minute, Dates and any Ref Number | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |
| <ul style="list-style-type: none"> The status for Recommendation (2) for Min. No. 843 – Audit Wales: Springing Forward – Vale of Glamorgan Asset Management and Workforce Planning (DCR) (Appendix D) be updated and marked as complete. | | | | |
| (3) That the Committee's proposed Annual Forward Work Programme Schedule for 2023/24 attached at Appendix F be approved and uploaded to the Council's website. | | | Annual Forward Work Programme uploaded to the Council's website. | Completed |
| (4) That the following topics for Task and Finish work 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: <ul style="list-style-type: none"> 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. To look at the ongoing Cost of Living crisis and its impact on residents within the Vale of Glamorgan, including the ongoing effects of the 'Bedroom Tax', Universal Credit and housing rent arrears. | | | Scrutiny Committee Chairs and Vice-Chairs Group, at its meeting on 5 th September, 2023 discussed proposed Task and Finish work. | Completed |
| Min. No. 60 – Welfare Reform – Closure Report (DCR) – Recommended | Corporate Performance & Resources | | | |
| That the contents of the report be noted and that it was agreed that the Welfare Reform agenda be incorporated within reporting on the wider cost of living agenda moving forward. | | | The Welfare Reform agenda will now be refocused under the ongoing Cost of Living portfolio with updates provided quarterly via performance reporting as well as separate updates of strategic significance. | Completed |
| Min. No. 61 – Vale of Glamorgan Council – The Application of the Sustainable Development Principle in Service Areas (DCR) – Recommended | Corporate Performance & Resources | | | |
| (2) That the report be referred to Governance and Audit Committee and thereafter to Cabinet for their oversight and endorsement of the proposed Council actions | | | Governance and Audit Committee, at its meeting on 12 th June, 2023 resolved [1] THAT the proposed Council actions contained in | Completed |

Uncompleted Recommendations

1st Quarter 2023-24

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE

| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |
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| (Appendix B to the report) to address the recommendations. | | | Appendix B to the report be endorsed, and an update on progress be provided on a 6 monthly basis. [2] THAT the report be referred to Cabinet for its consideration and approval. (Min. No. 96 refers) Cabinet, at its meeting on 20 th July, 2023 resolved that the two resolutions made by the Governance and Audit Committee on 12 th June, 2023 be approved along with the Action Plan, attached at Appendix B to the report. (Min. No. C59 refers) | |
| 21 June 2023 | | | | |
| Min. No. 151 – Project Zero Update Report (DCR) – Recommended | Corporate Performance & Resources | | | |
| (4) That the following comments from the Committee be referred to Cabinet for their consideration: <ul style="list-style-type: none"> The importance of analysing the figures surrounding the amount of recycled versus non recycled waste collected by the Vale of Glamorgan Council since the roll out of changes to recycling services in parts of the Vale. The need to look at the potential carbon savings (if any) of Council staff working from their home location as part of agile and hybrid working versus commuting to and working at Vale of Glamorgan Council premises. The importance of the prioritisation or reprioritisation of the Council's key challenges, targets and objectives in order to achieve net zero and to undertake a focused approach to help implement this. In tandem with this, it was important to embed these priorities and the related behaviours and culture in order to help support this approach within the Council. | | | Cabinet, at its meeting on 20 th July, 2023, resolved that Corporate Performance and Resources Scrutiny Committee be thanked for their consideration of the matter the contents of the reference be noted. (Min. No. C63 refers) | Completed |

Uncompleted Recommendations

1st Quarter 2023-24

| SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE | | | | |
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| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |
| <ul style="list-style-type: none"> For the Council, in conjunction with Scrutiny, to look at how they can use social media, the new Project Zero online hub and other means of engagement in order to foster greater involvement and participation of residents of the Vale of Glamorgan with Project Zero. This would include public feedback on how to improve on the work being done around the project, on its delivery, the methods being used to achieve this, as well as requests to Scrutiny to consider and scrutinise key areas of the project. The importance of the Council working with local communities and groups, and Welsh Government, to help achieve net zero and having the mechanisms in place to ensure the ongoing accountability and responsibility of the Vale of Glamorgan Council for achieving this goal. The need to tie-in Project Zero with other areas of the Council's work, as recently seen with the new Procurement Strategy, and to ensure that social value, reusing, repurposing, recycling, remanufacturing were taken into account and to have the necessary governance in place to help drive these forward. | | | | |
| (5) That it be recommended to Cabinet that this report be distributed to all Elected Members, members of the Public Services Board and all Town and Community Councils for their information. | | | Report emailed to all Elected Members, the PSB and all Town and Community Councils on 2 nd August, 2023. | Completed |
| Min. No. 152 – Hybrid Meeting Platform Update (REF) (Exempt Information – Paragraphs 13 and 14) – Recommended | Corporate Performance & Resources | | | |
| (1) That Cabinet is asked to consider, with reference to the Council's ICT Department, whether the proposed investment, as detailed in the report, for a dedicated 500Mbps broadband link to be installed in the Council Chamber's Audio / Visual Room (in order to allow the | | | Cabinet, at its meeting on 22 nd June, 2023 resolved [1] That the Council's ICT Department give further consideration as to whether the proposed investment for a dedicated 500Mbps broadband link to be installed in the Council Chamber's Audio / Visual | Completed |

Uncompleted Recommendations

1st Quarter 2023-24

Appendix C
Apr - Jun 2023

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE

| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |
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| <p>hybrid and streaming systems to be completely separated from the Council's internal network), is required.</p> | | | <p>Room (in order to allow the hybrid and streaming systems to be completely separated from the Council's internal network), is required. [2] That a comprehensive reflections report be produced for the Scrutiny Committee's consideration, outlining the timeline of 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. (Min. No. C31 refers)</p> | |
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Uncompleted Recommendations

2nd Quarter 2023-24

| SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE | | | | |
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| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |
| 19 July 2023 | | | | |
| Min. No. 238 – Q4 Sickness Absence Report 2022/2023 (REF) – Recommended | Corporate Performance & Resources | | | |
| (2) That for future reporting of sickness absence there is greater clarity on the numbering used in relation to pie charts, etc. used as well as their key when representing sickness absence data. Also, further clarity be provided concerning the average working days lost in relation to the size of the team connected to, and impacted by, this absence. | | | Officers would consider the clarity of the pie charts for future reports to ensure that the data could be explained in the report. Data in relation to team size was already contained in the report by stating FTE numbers. It may be possible to explain why some areas were facing higher levels of absence, however, officers would need to be conscious that they did not identify individuals if commenting on smaller teams. This would all be looked at in relation to the next report. | Completed |
| Min. No. 242 – Draft Digital Strategy (REF) – Recommended | Corporate Performance & Resources | | | |
| That the following comments from the Committee be included as part of the consultation process: <ul style="list-style-type: none"> There should be a greater emphasis on the use of new technologies, such as Artificial Intelligence (AI) and related automated processes as part of the new Strategy. That Welsh Language user experience testing be undertaken in order to ensure the accessibility of the Vale of Glamorgan Council's website to both Welsh as well as English speakers as part of the new Strategy. | | The consultation period was extended to enable schools' views to be sought and further discussions with colleagues. The intention will be to report on the final strategy in November 2023 following the recruitment of the Head of Digital and alongside the Audit Wales review of Digital readiness. | Ongoing | |
| Min. No. 244 – Vale of Glamorgan Public Services Board Annual Report 2022-23 (CX) – Recommended | Corporate Performance & Resources | | | |
| (2) That for future meetings PSB partners be invited to address the Committee regarding relevant parts of their work. | | | Opportunities for PSB partner attendance at Committee meetings will be progressed in due course. | Ongoing |
| (3) That the Vale of Glamorgan PSB link in with Cardiff Metropolitan University concerning the Circular Economy Community Initiative. | | | The PSB will make connections with the university in due course. | Ongoing |
| (4) That the report be circulated to all Elected Members and Members of the Equality and Consultative Forum via | | | Report emailed to all Elected Members and members of the Equality and Consultative Forum on 5 th | Completed |

Uncompleted Recommendations

2nd Quarter 2023-24

| SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE | | | | |
|--|------------------------------|-----------------------------------|--|--------|
| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |
| e-mail and referred to the Community Liaison Committee and Voluntary Sector Joint Liaison Committee. | | | October, 2023 and referred to Community Liaison Committee on 5 th October and Voluntary Sector Joint Liaison Committee on 16 th October. | |

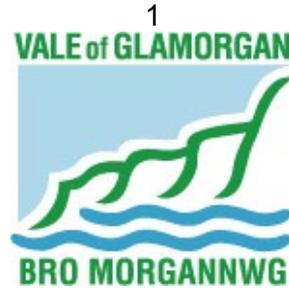
20 September 2023

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| Min. No. – Draft Capital Strategy 2024/25 and Initial Capital Programme Proposals 2024/25 To 2028/29 (REF) – Recommended | Corporate Performance & Resources | | | |
| (2) That the Committee receive a briefing session concerning the latest CIPFA published revised codes of Practice and what impact this had on reporting. | | | Added to the Committee's Forward Work Programme schedule. | Completed |
| Min. No. – Draft Vale of Glamorgan Annual Self-Assessment 2022/23 (REF) – Recommended | Corporate Performance & Resources | | | |
| That the following comments of the Corporate Performance and Resources Scrutiny Committee be passed to Cabinet: <ul style="list-style-type: none"> That further emphasis was given to the reflections and views of residents on Council services within the report. This should provide an open and honest reflection of what had gone well and not so well from residents' viewpoints and provide the rationale behind the Council's decisions concerning these, in order to inform Elected Members and residents about why the Council were making the decisions it had on these areas, and the factors involved, as well as the risks of not carrying these out. It was important for the Council to communicate to the public about the services it provided and what it could and could not do due to the current economic and other pressures that it faced. Residents and Elected Members should be further encouraged (by the Council and Elected Members) to feedback into this process, i.e. through the Let's Talk About Life in the Vale survey and the Vale of Glamorgan Council Champions network. To have greater clarity in the report concerning its | | | The self-assessment has been updated following Committee's consideration. This would be referred on to Cabinet on 19 th October and to Council in December 2023. | Ongoing |

Uncompleted Recommendations

2nd Quarter 2023-24

| SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE | | | | |
|--|-----------------------------------|-----------------------------------|--|---------|
| Scrutiny Decision (add Minute, Dates and any Ref Number) | Committee/Task and Finish | Lead Officer(s) to Take Action | Progress/Action Taken | Status |
| scope and purpose in that it was reporting on those areas and services that the Council said it would do and had done. | | | | |
| Min. No. – Annual Delivery Plan Monitoring Report (DCR) – Recommended | Corporate Performance & Resources | | | |
| (2) That following the Committee’s consideration of the remedial actions to be taken to address areas of underperformance and to tackle key challenges identified within the remit of the Committee, the following comments were made, to be passed to Cabinet: <ul style="list-style-type: none"> • Further detail and clarity be given to those actions and measures, in Appendix C of the report, that were currently showing as ‘grey’ in order to make clear that these referred to areas currently not monitored, not available on a quarterly basis or had only just started to be monitored and therefore no baseline was available. • Further detail and clarity be given to those actions, targets and measures in Appendix C of the report given a Red rating due to no update on progress being made and to encourage further updates to be provided in order that these were accurately recorded. | | | To be referred to the Cabinet meeting on 19 th October, 2023. | Ongoing |



APPENDIX E

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 th 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 methomas@valeofglamorgan.gov.uk | Presented to Committee on 24th May 2023 (Min No 59). |
| May 2023 | Welfare Reform – Closure Report. | Presented to Committee on 16 June 2021 | Update on Welfare Reform (as per Scrutiny Committee's decision on 16 th 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, mbowmer@valeofglamorgan.gov.uk | Presented to Committee on 24th May 2023 (Min No 60). |

| 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 |
|----------|---|--|---|---|---|--|
| | | | | 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, mbowmer@valeofglamorgan.gov.uk | Slipped from 2022/23 to 2023/24 due to the demands around the work undertaken on the Council's budget, etc. Presented to Committee on 24th May 2023 (Min No 62). |
| 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 TBowring@valeofglamorgan.gov.uk | Presented to Committee on 24th May 2023 (Min No 61). |

| 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 | 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 TBowring@valeofglamorgan.gov.uk Ian Phillips Audit Wales | Presented to Committee on 24th May 2023 (Min No 58). |
| 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 lsbonni@valeofglamorgan.gov.uk | Moved to July's meeting instead. |
| June 2023 | Project Zero Update Report | Presented to Committee in January 2023 . | 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 TBowring@valeofglamorgan.gov.uk | Presented to Committee on 21st June (Min No 151). |

| 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 |
|-----------|--|--|--|--|--|---|
| | | | | 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 TBowring@valeofglamorgan.gov.uk | Presented to Committee on 21st June (Min No 149). |

| 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 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 DMarles@valeofglamorgan.gov.uk | Presented to Committee on 21st June (Min No 150). |
| 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 DMarles@valeofglamorgan.gov.uk | Presented to Committee on 21st June (Min No 152). |
| 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, mbowmer@valeofglamorgan.gov.uk | Moved to July's meeting instead. |

| 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 |
|-----------|--|--|--|--|---|--|
| | | | 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, mbowmer@valeofglamorgan.gov.uk | 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, mbowmer@valeofglamorgan.gov.uk | 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 tdickinson@valeofglamorgan.gov.uk | Moved to September's meeting instead. |

| 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 |
|-----------|--|--|--|---|--|---|
| | | | | 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 July 2022 | 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 TBowring@valeofglamorgan.gov.uk | Presented to Committee on 19th July (Min No 245). |

| 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 |
|-----------|--------------------------------------|--|---|---|---|---|
| | | | | 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 lsonni@valeofglamorgan.gov.uk | Presented to Committee on 19th July (Min No 238). |

| 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 |
|-----------|--|--|--|---|---|--|
| July 2023 | 1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule. | Last municipal year 4 th 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 methomas@valeofglamorgan.gov.uk | 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 TBowring@valeofglamorgan.gov.uk | <u>Presented to Committee on 19th July (Min No 243).</u> |

| 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 |
|-----------|-------------------------------------|--|--|--|---|--|
| 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, mbowmer@valeofglamorgan.gov.uk | Presented to Committee on 19th July (Min No 239) |
| 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, mbowmer@valeofglamorgan.gov.uk | Presented to Committee on 19th July (Min No 240) |

| 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 |
|-----------|---|--|---|--|---|--|
| 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, mbowmer@valeofglamorgan.gov.uk | Presented to Committee on 19th July (Min No 241) |
| 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 TBowring@valeofglamorgan.gov.uk | Presented to Committee on 19th July (Min No 242) |

| 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 |
|------------------------------------|---|--|---|--|--|--|
| July 2023 | Vale of Glamorgan Public Services Board Annual Report 2022-23. | Last report in October 2022. | 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 TBowring@valeofglamorgan.gov.uk | Presented to Committee on 19th July (Min No 244) |
| AUGUST RECESS – NO MEETINGS | | | | | | |
| 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 TBowring@valeofglamorgan.gov.uk | Presented to Committee on 20th September (Min No TBC). |

| 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 |
|----------------|--|--|--|--|---|--|
| | | | | 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 st April 2023 to 30 th 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 TBowring@valeofglamorgan.gov.uk | Presented to Committee on 20th September (Min No TBC). |
| September 2023 | Quarter 1 Revenue Monitoring 2023/24. | Last report in July 2022 . | 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, mbowmer@valeofglamorgan.gov.uk | Presented to Committee on 20th September (Min No TBC). |
| September 2023 | Capital Monitoring – Q1. | Last report in July 2022 | 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, mbowmer@valeofglamorgan.gov.uk | Presented to Committee on 20th September (Min No TBC). |

| 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 |
|----------------|---|--|---|--|---|--|
| 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, mbowmer@valeofglamorgan.gov.uk | Presented to Committee on 20th September (Min No TBC). |
| 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, mbowmer@valeofglamorgan.gov.uk | Presented to Committee on 20th September (Min No TBC). |

| 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 |
|----------------|---|--|---|---|--|---|
| 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 lbonni@valeofglamorgan.gov.uk | Presented to Committee on 20th September (Min No TBC). |
| October 2023 | 1st and 2nd Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24. | Previous update in May 2023. | 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 methomas@valeofglamorgan.gov.uk | Item on the Agenda for the 18 October 2023. |
| October 2023 | Customer Relations Service – update. | Previous presentation in April 2023. | 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 TCurliss@valeofglamorgan.gov.uk | Six monthly updates recommended by Committee in April 2023. To be slipped to November's meeting due to further work and |

| 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 |
|---------------|---|--|--|--|---|---|
| | | | | | | 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 TBowring@valeofglamorgan.gov.uk | Item on the Agenda for the 18 October 2023. |
| November 2023 | Revenue Monitoring – Q2. | Last report in October 2022 | 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, mbowmer@valeofglamorgan.gov.uk | |
| November 2023 | Capital Monitoring – Q2. | Last report in November 2022 | 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, mbowmer@valeofglamorgan.gov.uk | |
| 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, mbowmer@valeofglamorgan.gov.uk | |

| 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 |
|---------------|--|--|--|---|--|--|
| 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, mbowmer@valeofglamorgan.gov.uk | |
| 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 lsbonni@valeofglamorgan.gov.uk | |
| November 2023 | Customer Relations Service – update. | Previous presentation in April 2023 . | 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 TCurliss@valeofglamorgan.gov.uk | |
| November 2023 | Polling Districts, Polling Places, and Polling Stations Review 2023. | | TBC | TBC | Debbie Marles Monitoring Officer / Head of Legal and Democratic Services DMarles@valeofglamorgan.gov.uk | |
| 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 st July 2023 to 30 th September 2023 for | To ensure the Council clearly demonstrates the progress being made towards | Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk | |

| 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 |
|---------------|---|--|---|--|---|--|
| | | | 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 tdickinson@valeofglamorgan.gov.uk | |
| 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 TBowring@valeofglamorgan.gov.uk | |

| 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 |
|---------------|--|--|---|---|---|---|
| | | | | Annual Delivery Plan. | | |
| December 2023 | Carbon Management Plan | New report | TBC | TBC | Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk | 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 methomas@valeofglamorgan.gov.uk | |
| 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 tdickinson@valeofglamorgan.gov.uk | |

| 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 |
|---------------|---|--|---|---|---|--|
| | | | | Council rewards its staff. | | |
| February 2024 | Revenue Refresh MTFP [Initial Revenue Programme Budget Post-settlement 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, mbowmer@valeofglamorgan.gov.uk | |
| February 2024 | Capital Strategy [Initial Capital Programme Budget Post-settlement 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, mbowmer@valeofglamorgan.gov.uk | |
| February 2024 | Revenue Monitoring – Q3. | Last report in March 2023 . 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, mbowmer@valeofglamorgan.gov.uk | |

| 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 March 2023 . 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, mbowmer@valeofglamorgan.gov.uk | |
| 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, mbowmer@valeofglamorgan.gov.uk | |
| 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, mbowmer@valeofglamorgan.gov.uk | |

| 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 TBowring@valeofglamorgan.gov.uk | |
| 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 TBowring@valeofglamorgan.gov.uk | |
| 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 st October 2023 to 31 st 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 TBowring@valeofglamorgan.gov.uk | |

| 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 April 2023 . | 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 TBowring@valeofglamorgan.gov.uk | |

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. |

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| 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 DMarles@valeofglamorgan.gov.uk | 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 TBowring@valeofglamorgan.gov.uk | Agreed at the Committee meeting in April 2022 to be received periodically. |

Possible Task and Finish Group Suggestions:

| Subject | Responsible Officer and Contact Details | Commentary |
|---|--|---|
| <p>To be decided – at the meeting of the Committee on 24th 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"> • 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. • To look at the ongoing Cost of Living crisis and its impact on residents | 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. |

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| 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 TBowring@valeofglamorgan.gov.uk | Usually in July each year. |
| Annual Equality Monitoring Report | Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk | TBC |
| Corporate Safeguarding Annual Report | Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk | Usually in July each year. |
| Vale of Glamorgan Council – Proposed Fees and Charges | Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk | Usually in February each year. |
| Public Services Board (PSB) Annual Report | Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk | 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 tdickinson@valeofglamorgan.gov.uk | Usually in December each year (Annual version in July). |
| Project Zero Update | Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk | 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 methomas@valeofglamorgan.gov.uk | Each quarter |
| Quarterly Performance Reports: Corporate Health | Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk | Each quarter |
| Quarterly Capital and Revenue Monitoring reports | Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk | Each quarter |

Financial Reports

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