

Meeting of:	Corporate Performance and Resources Scrutiny Committee
Date of Meeting:	Wednesday, 17 January 2024
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	3 rd 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 April to June 2023 (Appendix C); - 2nd Quarter Recommendation Tracking July to September 2023 (Appendix D); - 3rd Quarter Recommendation Tracking October – December 2023 (Appendix E); - Updated Forward Work Programme Schedule for 2023/24 (Appendix F). 	

Recommendations

1. That the status of the actions listed in Appendices A to E to the report be agreed.
2. That the updated Forward Work Programme Schedule for 2023/24 attached at Appendix F 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 E, 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 October to December 2023 as considered and agreed 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 F, 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 and/or were scheduled to be reported in the previous quarters (Q1 and Q2).
- 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 F) 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.); and
 - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.8** The Scrutiny Forward Work Programmes 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 Scrutiny Committee Chairs and Vice-Chairs Group is scheduled for Tuesday, 30th January, 2024.
- 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** 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.
- 2.16** Scrutiny Members may also wish to take part in further questioning skills training to be arranged.
- 2.17** 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.
- 2.18** Published versions of the Forward Work Programme 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 Forward Work Programmes 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/ Committee%20Reports/Committee%20Information/Public-Speaking-Guides/23-12-04-%E2%80%93-Approved-by-Council-Version.pdf](https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Committee%20Information/Public-Speaking-Guides/23-12-04-%E2%80%93-Approved-by-Council-Version.pdf)
- 3.4 The Scrutiny Forward Work Programme 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

[Q1 and Q2 Tracking 2023/24.](#)

[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.			The Director will 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 again be held in early 2024 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. Further to the above, this is now complete as the relevant tables and charts now feature in the appendices rather than in the main body of the report, etc.	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

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.			Committee Members were invited to C1V for a visit in late April 2023.	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.			All Directorates have been asked to comment on the People Strategy including the Youth Service. A number of careers fairs in collaboration with Careers Wales had been undertaken across various schools in the Vale of Glamorgan. These included general career talks about the various job roles within a Local Authority setting, together with a Career Carousel, whereby pupils were given interview skills training and information about attitude and skills.	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
19 July 2023				
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 would 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. Following the close of the consultation period, the revised Digital Strategy was produced and subsequently approved by Cabinet on 16 th November. (Min No. C155 refers). This incorporated the feedback from the consultation process.	Completed
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 would be progressed in due course. This was also raised at the meeting of the Committee in December 2023; assurances were made that this would be renewed and refreshed on the Committee's Forward Work Programme. A further comment/recommendation on this was also made at December's meeting (on the agenda item for Quarter 2 performance results and progress towards achieving the Annual Delivery Plan 2023/24), for referral and consideration by Cabinet.	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

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

20 September 2023				
<p>Min. No. 373 – Draft Vale of Glamorgan Annual Self-Assessment 2022/23 (REF) – Recommended</p> <p>That the following comments of the Corporate Performance and Resources Scrutiny Committee be passed to Cabinet:</p> <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 scope and purpose in that it was reporting on those areas and services that the Council said it would do and had done. 	Corporate Performance & Resources		Cabinet, at its meeting on 19 th October, 2023, resolved that the views, discussion and comments made at each of the Homes and Safe Communities, Governance and Audit and Corporate Performance and Resources Scrutiny Committees held on 13 th , 18 th and 20 th September, 2023 respectively be noted. (Min. No. C129 refers)	Completed
<p>Min. No. 377 – Annual Delivery Plan Monitoring Report (DCR) – Recommended</p> <p>(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</p>	Corporate Performance & Resources		Cabinet, at its meeting on 19 th October, 2023, resolved [1] That the recommendations made in Resolution (2) by the Corporate Performance and Resources	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
<p>comments were made, to be passed to Cabinet:</p> <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. 			<p>Scrutiny Committees held on 20th September, 2023 be endorsed.</p> <p>[2] That the Q1 performance results and progress towards achieving the Annual Delivery Plan 2023/24 commitments as aligned to the Council's Corporate Plan Wellbeing Objectives be noted.</p> <p>[3] That the views and recommendations of Scrutiny Committees in relation to Q1 performance be noted and the identified remedial actions be approved as the basis to address areas of underperformance and to tackle the key challenges identified. (Min No C130 refers)</p>	

Uncompleted Recommendations

3rd 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

18 October 2023				
Min. No. 461 – Strengthening our Communities and Work to Tackle Poverty and the Current Cost of Living Crisis (DCR) – Recommended	Corporate Performance & Resources			
(8) That the report be referred to Cabinet (for oversight), Governance and Audit Committee (for noting the response to the regulatory recommendations made), and Community Liaison Committee and Voluntary Sector Joint Liaison Committee (for their comments to be referred to Cabinet for consideration) and that updates on progress are also provided at those meetings.			Cabinet, at its meeting on 2 nd November, 2023 noted the Scrutiny Committee’s comments. (Min No C142 refers)	Completed
(9) That the report be circulated to all Elected Members and the Public Services Board for information.			Report emailed to all Elected Members and the Public Services Board on 7 th November, 2023.	Completed
Min. No. 462 – 1st and 2nd Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24 (DCR) – Recommended	Corporate Performance & Resources			
(2) That the updated Forward Work Programme Schedule for 2023/24 attached at Appendix E to the report be approved and uploaded to the Council's website.			Scrutiny Committee’s updated Forward Work Programme uploaded to the Council’s website.	Completed
15 November 2023				
Min. No. 519 – Presentation: Customer Relations Service / C1V – Recommended	Corporate Performance & Resources			
That the presentation on the Customer Relations Service / C1V be noted and that a further update on progress in relation to this topic be provided in six months’ time, in conjunction with a further invitation to Members of the Corporate Performance and Resources Scrutiny Committee to attend the C1V centre and see the work of the Customer Relations Service.			Added to the Scrutiny Committee’s Forward Work Programme.	Completed

Uncompleted Recommendations

3rd 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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Min. No. 520 – Vale of Glamorgan Polling District and Places Review 2023 (DCR) – Recommended	Corporate Performance & Resources			
(2) That the report, with particular reference to the proposed changes to the Polling Places and / or Polling Stations set out in paragraphs 2.1 to 2.51 therein, be referred to Cabinet for its consideration and agreement.			Cabinet, at its meeting on 30 th November, 2023, resolved [1] That the report before Cabinet be referred to Full Council on 4 th December, 2023 as an urgent item, whilst recognising that the matter had already been considered by the Corporate Performance and Resources Scrutiny Committee. [2] That the comments of the Corporate Performance and Resources Scrutiny Committee be noted, while acknowledging that any changes to polling districts in advance of the outcome of the ongoing Community Review would be premature. [3] That in referring the matter to Full Council for consideration on 4 th December, 2023, attention be drawn to the amended arrangements for Plymouth ward as set out. (Min No C167 refers)	Completed
(3) That Cabinet considers referring this report to Council for its consideration with a view to approving the proposed changes with immediate effect and that this report be referred to all Town and Community Councils and the Community Liaison Committee for information.				
(4) That the anomaly with regards to the configuration of polling districts in Cowbridge and its relationship with the proposed and existing polling places / polling stations be further considered in due course.			Added to the Scrutiny Committee's Forward Work Programme.	Completed

13 December 2023

Min. No. – Quarter 2 Revenue Monitoring 2023/24 (DCR) – Recommended	Corporate Performance & Resources			
(3) That the following comments from the Committee be referred to Cabinet for their consideration: <ul style="list-style-type: none"> • The ongoing importance of anticipating potential demands on and increased costs in key services provided by the Council, as well as other potential challenges or risks when setting the budget and reserves. • The need for an equal focus on Education as well as 			To be referred to the Cabinet meeting to be held on 11 th January, 2024.	Ongoing

Uncompleted Recommendations

3rd 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
<p>Social Services, and on concerns that a number of schools within the Vale of Glamorgan were in deficit and therefore faced an impasse as they cannot have their budgets signed off due to structural and legislative constraints.</p> <ul style="list-style-type: none"> • Future reporting should breakdown and 'split' information on Additional Learning Needs (ALN) and Welsh Language information and resources with regards to education. • The importance of monitoring the Capital Programme and Housing Revenue Account (HRA) effectively, in order to mitigate slippages and over / underspends as much as possible and ensure the 'synchronisation' of financial reports (revenue and capital). 				
<p>Min. No. – Capital Monitoring for the Period 1st April to 30th September 2023 (REF) – Recommended</p>	<p>Corporate Performance & Resources</p>			
<p>That the Cabinet reference and appended report on Capital Monitoring for the period 1st April to 30th September, 2023 be noted, subject to the queries raised by the Committee for this item being addressed.</p>			<p>Comments and queries relayed to the Head of Finance/Section 151 Officer concerning Colcot Sports Centre, Ysgol Sant Curig and its decarbonisation and lighting budgets, Cosmeston Lodge and reprofiling the City Deal. The Head of Finance would look into these and would share the information with the Councillor and the Committee in due course.</p>	<p>Ongoing</p>
<p>Min. No. – Refresh of Medium Term Financial Plan 2024/25 to 2028/29 (REF) – Recommended</p>	<p>Corporate Performance & Resources</p>			
<p>(2) That the following comments be referred to Cabinet for their consideration:</p> <ul style="list-style-type: none"> • The importance of the Vale of Glamorgan Council to adequately fund and resource more sustainable sources of procurement in order meet its obligations under Project Zero. 			<p>To be referred to the Cabinet meeting to be held on 11th January, 2024.</p>	<p>Ongoing</p>

Uncompleted Recommendations

3rd 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

<p>Min. No. – Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2023/24 (DCR) – Recommended</p> <p>(3) That the following comments be referred to Cabinet for their consideration:</p> <ul style="list-style-type: none"> That the Cabinet note the importance of the Vale of Glamorgan Council working with stakeholders, other public and private bodies and partners, including the Public Service Board (PSB) in working towards Project Zero and their collective net zero agreements and that information on the progress of the climate change work undertaken by the PSB should be reported to the relevant Committees. That Cabinet note the further request of the Committee to ensure that specific areas of PSB activity are presented for scrutiny by the relevant scrutiny committees during the year. 	Corporate Performance & Resources		To be referred to the Cabinet meeting to be held on 11 th January, 2024.	Ongoing
<p>Min. No. – Draft Vale of Glamorgan Council Annual Delivery Plan 2024-25 (REF) – Recommended</p> <p>That following consideration of the Draft Vale of Glamorgan Council Annual Delivery Plan 2024-25 by the Committee, the following comments be shared with the Director of Corporate Resources to inform revisions to the Annual Delivery Plan, prior to Cabinet considering a final draft in due course:</p> <ul style="list-style-type: none"> It was important that the Annual Delivery Plan 2024-25 focussed on the Council's outputs including both its successes and areas of improvement, as well as the relevant processes involved. As part of this, it was important to consider the results of the Let's Talk About Life in the Vale survey and incorporate its findings into the Annual Delivery Plan. This would ensure that the public's opinions of the performance of and services undertaken by the Vale of Glamorgan Council would be duly considered and to help foster public engagement and trust in 	Corporate Performance & Resources		The Scrutiny Committee's comments have been shared with the Director of Corporate Resources and will be considered as part of the revisions being made to the Plan, which will be considered again by the Scrutiny Committee prior to Cabinet's consideration and thereafter Council in March.	Ongoing

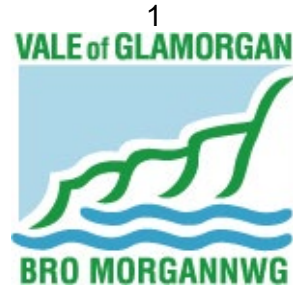
Uncompleted Recommendations

3rd 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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<p>local government.</p> <ul style="list-style-type: none"> • It was important to ensure that the consultation and self-assessment process in place for the Annual Delivery Plan was sufficiently robust and effective. • A greater focus on 'smart' targets in the Annual Delivery Plan and measuring their subsequent successes or need for improvement, as one mechanism to assist in developing future Annual Delivery Plans. • It was also still important to clearly outline the successes achieved by the Council, which could not always be easily framed within the context of purely statistical analysis and output. • That consideration be given to including public engagement as a critical challenge within the Annual Delivery Plan. 				
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APPENDIX F

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
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	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
				undertaken as part of the wider 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	To provide for scrutiny of the findings of Audit Wales's review of the Council's Application of the Sustainable Development	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Presented to Committee on 24th May 2023 (Min No 61).

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			sustainable development principle	Principle in Service Areas.		
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 lbonni@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	To enable the Corporate Performance and Resources Scrutiny Committee to	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
			commitments as part of Project Zero.	consider how Project Zero is 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	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
				previous financial year.		
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).

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	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 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	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.

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	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 corporate working and be assured of effective safeguarding taking place.	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
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 key challenges identified within the remit of the Committee, with their views and</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
				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 lsbonni@valeofglamorgan.gov.uk	<u>Presented to Committee on 19th July (Min No 238).</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	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>

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July 2023	Closure of Accounts 2022/23	Cabinet Forward Work Programme Item.	The accounts are complete and this report is to inform Cabinet / Committee of the provisional financial position of the Council for the 2022/23 financial year.	To enable the Scrutiny Committee responsible for finance to review the year end position	Matt Bowmer, Head of Finance / Section 151 Officer, 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)

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July 2023	Annual Treasury Management Report 2022/23	Cabinet Forward Work Programme Item.	To present the annual review report on Treasury Management 2022/23.	To accept and refer the report to the relevant Scrutiny Committee and Full Council.	Matt Bowmer, Head of Finance / Section 151 Officer, 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)

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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 Self-	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Presented to Committee on 20th September (Min No 373).

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				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 377).
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 375).
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 376).

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September 2023	Financial Strategy 2024/25	Cabinet Forward Work Programme Item.	To review the financial pressures over the medium term and put in place a strategy for delivering the 2024/25 budget and sustainable finances over the medium term.	The Council was open to clear and transparent financial reporting and an appropriate level of challenge to the management of its finances. A key element of the challenge process was through the Council's scrutiny function.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Presented to Committee on 20th September (Min No 371).
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	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 372).

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			consider.			
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 lsonni@valeofglamorgan.gov.uk	Presented to Committee on 20th September (Min No 374).
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	Presented to Committee on 18th October (Min No 462).
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

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						preparation of the report required.
October 2023	Strengthening our Communities and work to tackle poverty and the current cost of living crisis.	New report.	To update on work being undertaken to tackle poverty and the cost-of-living crisis and to set out our approach to responding to three Audit Wales reports on the challenges of poverty in Wales.	For Committee's consideration, comment and referral.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Presented to Committee on 18th October (Min No 461).
November 2023	Customer Relations Service/C1V – 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	Presented to Committee on 15th November 2023 (Min No 519).
November 2023	Vale of Glamorgan Polling District and Places Review 2023.	New report	To consider proposals of the review of Polling Districts and Polling Places identified within this report.	That the proposed timetable for the review is noted and agreed. That Scrutiny Committee (Corporate Performance and	Debbie Marles Monitoring Officer / Head of Legal and Democratic Services DMarles@valeofglamorgan.gov.uk	Presented to Committee on 15th November 2023 (Min No 520).

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				<p>Resources) considers and recommends to Cabinet that the proposed changes to the Polling Places and/or Polling Stations set out in paragraphs 2.1 to 2.51 of this report be agreed.</p> <p>That Scrutiny Committee (Corporate Performance and Resources) recommends to Cabinet that this report be referred to Council for consideration with a view to approving the proposed changes with immediate effect and that this report be referred</p>		

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				to all Town and Community Councils and the Community Liaison Committee for information.		
December 2023	Quarter 2 Revenue Monitoring 2023/24.	Last report in October 2022	To advise Committee of the Quarter 2 Revenue Monitoring position for 2023/24.	To inform Committee of the projected revenue outturn for 2023/24. To update the original budget for 2023/24 to remove internal corporate recharges and other accounting budget adjustments.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Presented to Committee on 13th December 2023 (Min No TBC).
December 2023	Capital Monitoring for the Period 1st April to 30th September, 2023.	Last report in November 2022	To advise on the progress on the 2023/24 Capital Programme for the period 1st April, 2023 to 30th September,	To advise Committee of the progress on the Capital Programme and for Committee to refer any	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Presented to Committee on 13th December 2023 (Min No TBC).

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			2023 and on the changes to the Capital Programme.	comments to Cabinet.		
December 2023	Refresh of Medium Term Financial Plan 2024/25 to 2028/29.	Reference from Cabinet	To refresh spend and funding assumptions and update on the next steps for approving the Medium Term Financial Plan and setting the 2024/25 Budget in March 2024.	To allow scrutiny of the Financial Strategy.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Presented to Committee on 13th December 2023 (Min No TBC).
December 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	To be slipped to a future date.
December 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 2023.	To enable the Scrutiny Committee to maintain a continued focus on the management of sickness absence throughout all	Laithe Bonni, Operational Manager Employee Services lsbonni@valeofglamorgan.gov.uk	Presented to Committee on 13th December 2023 (Min No TBC).

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				services of the Council and to make recommendations to Cabinet, as appropriate.		
December 2023	Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2023/24	Previous report in December 2022 .	To present quarter 2 performance results for the period 1st April 2023 to 30th September 2023 in delivering the Council's 2023/24 Annual Delivery Plan commitments as aligned to the Corporate Plan Well-being Objectives.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Presented to Committee on 13th December 2023 (Min No TBC).
December 2023	Corporate Safeguarding Summary Report (mid-year update).	Reference from Cabinet.	To provide a summary on the activity that has been undertaken in relation to Corporate arrangements for Safeguarding across	To ensure that there is a wide-reaching level of Member oversight regarding this important area and scrutiny of developments	Tracy Dickinson, Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	Presented to Committee on 13th December 2023 (Min No TBC).

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			the Council. To provide assurance around safeguarding activity taking place across the Council.	relevant to committee portfolios.		
December 2023	Draft Vale of Glamorgan Council Annual Delivery Plan 2024-25.	Reference from Cabinet.	To provide the Committee with details concerning the proposed draft as part of the consultation process.	To ensure that all Scrutiny Committees have the opportunity to consider the draft Annual Delivery Plan and provide feedback as part of the programme of consultation.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Presented to Committee on 13th December 2023 (Min No TBC). The reference from Cabinet can be found here .
December 2023	Carbon Management Plan	New report	TBC	TBC	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	To go to Committee in early 2024 (aiming for March 2024) to coincide with the annual asset management plan update and to allow officers further time to interrogate data further and fine tune the draft plan.

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December 2023	Unacceptable Actions by Citizens and Social Media Policies.	Previous report in April 2022 .	Update on Unacceptable Actions by Citizens and Social Media Policies.	To update Members.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	To be reviewed in early 2024.
December 2023	Oracle implementation project.	New report	Update on the Oracle implementation project.	To update Members.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Raised by Committee in October 2022 and followed up at October 2023's meeting – the senior officer concerned has confirmed this will be provided to the Committee at the earliest opportunity. The draft report will be going to the Council's Senior Leadership Team in January 2024. Therefore, the report will go to Committee in February 2024.
January 2024	3rd Quarter Scrutiny Decision Tracking of	Previous update in	To report progress on the Scrutiny recommendations	To maintain effective tracking of the	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279	

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	Recommendations and Updated Work Programme Schedule 2023/24.	October 2023.	[Oct, Nov & Dec]] and to confirm the Committee's work programme for 2023/24.	Committee's recommendations.	methomas@valeofglamorgan.gov.uk	
January 2024	Draft Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings.	Previously reported in February 2023 .	To advise of the findings of the consultation on the revised Vale of Glamorgan Council Transgender toolkit for schools.	To ensure that the Corporate Performance and Resources Scrutiny Committee fully considers the views of respondents to the consultation and subsequent amendments to the Toolkit and Equality Impact Assessment, and to ensure that the views of the Committee are reported to Cabinet for their consideration as part of the decision-making process.	David Davies ALN Transformation Officer dadavies@valeofglamorgan.gov.uk	

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January 2024	Project Zero Update Report.	Previous report 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 Scrutiny Committee to consider how Project Zero is being taken forward.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	
January 2024	Review of the Vale of Glamorgan's Procurement Policy and Strategy.	New report.	To appoint the membership of the Task and Finish Group and to approve the scope for the Group.	To progress the review.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
February 2024	Consultation on the Budget	Reference from Cabinet	For consultation and comment from the Scrutiny Committees and others.	To seek Committee Member's views and comments.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
February 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 Council rewards its staff.	Tracy Dickinson Head of Human Resources and Organisational Development tdickinson@valeofglamorgan.gov.uk	

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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	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	This may be incorporated into the budget report scheduled for February's meeting instead.

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February 2024	Treasury Management and Investment Strategy 2024/25 and Update 2023/24.	Cabinet Forward Work Programme Item.	To provide an interim report on the Council's treasury management operations for the period 1st April 2023 to 31st December 2023 and to submit for consideration the proposed 2024/25 Treasury Management and Investment Strategy.	To allow scrutiny of the progress made.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	
February 2024	Future transformation	TBC	TBC	TBC	TBC	TBC
February 2024	Oracle implementation project.	New report	Update on the Oracle implementation project.	To update Members.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Raised by Committee in October 2022 and followed up at October 2023's meeting – the senior officer concerned has confirmed this will be provided to the Committee at the earliest opportunity. The draft report will be going to the

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						Council's Senior Leadership Team in January 2024. Therefore, the report will go to Committee in February 2024.
March 2024	Revenue 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	
March 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,	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 budgets are matched to operational responsibilities.		
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.		
March 2024	Carbon Management Plan	New report	TBC	TBC	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	To go to Committee in early 2024 (aiming for March 2024) to coincide with the annual asset management plan update and to allow officers further time to interrogate data further and fine tune the draft plan.
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	

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
April 2024	PSB partners update.	New report / update.	To update the Committee on the work done by PSB partners.	To highlight areas of work undertaken by the PSB partnership of relevance to the Committee's remit and purpose.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Provisional date for this update.

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.	Matt Bowmer, Head of Finance / Section 151 Officer, mbowmer@valeofglamorgan.gov.uk	Raised at October 2022's meeting of the Committee.
Reflections document on the Hybrid Meeting Platform Project (including Civico), the financial and legal aspects, the successes and challenges, as well as the lessons learnt from the Project.	Debbie Marles Monitoring Officer / Head of Legal and Democratic Services 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.

PSB partners be invited to address and report to the committee regarding relevant parts of their work.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	Raised by Committee in July and December 2023. Opportunities for PSB partner attendance at Committee meetings will be progressed in due course.
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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 within the Vale of Glamorgan, including the ongoing effects of the ‘Bedroom Tax’, Universal Credit and housing rent arrears. 	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.

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.
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Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
Quarterly Decision Tracking and Forward Work Programme	Mark Thomas Democratic and Scrutiny Services Officer 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,	Usually in July each year.

	mbowmer@valeofglamorgan.gov.uk	
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.