

Meeting of:	Healthy Living and Social Care Scrutiny Committee
Date of Meeting:	Monday, 09 October 2023
Relevant Scrutiny Committee:	Healthy Living and Social Care
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:	Amy Rudman, 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"> - 1st Quarter Recommendation Tracking April to June 2023 (Appendix A); - 2nd Quarter Recommendation Tracking July to September 2023 (Appendix B); - Updated Forward Work Programme Schedule for 2023/24 (Appendix C). 	

Recommendations

1. That the status of the actions listed in Appendices A and B to the report be agreed.
2. That the updated Forward Work Programme Schedule for 2023/24 attached at Appendix C 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 and B, 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 C, 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 were scheduled to be reported in the previous quarter (Q4) that have now been slipped to the 2023-24 Municipal year however, this Committee has no slippage to report from the 2022-23 Municipal year.
- 2.5 At the 12th September, 2023 Committee meeting, the Committee agreed that the Vale of Glamorgan and Cardiff Integrated Family Support Team Annual Report be removed from the Committee's FWP as a rolling item to ensure that the Committee's FWP is responsive to any evolving areas which require scrutiny.

Therefore, this report will be removed from future versions of the Committee FWP.

- 2.6** 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.
- 2.7** 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.
- 2.8** 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 FWP (attached at Appendix C) 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.
- 2.9** 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.

- 2.10** 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.

- 2.11** 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.
- 2.12** 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.
- 2.13** 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, 28th November, 2023.
- 2.14** 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.
- 2.15** 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 FWP 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 \(valeofglamorgan.gov.uk\)](#).
- 2.16** 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 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 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

Q1 2023-24

SCRUTINY RECOMMENDATION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE 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

16 May 2023

Min. No. 23 – Cardiff and Vale University Health Board – Children, Young People and Family Health Services – Recommended	Healthy Living & Social Care			
(2) That a further update presentation be provided to the Committee at the November 2023 Committee meeting.			Added to the Scrutiny Committee's Forward Work Programme schedule.	Completed
Min. No. 25 – Performance Evaluation Inspection of Vale of Glamorgan Social Services (DSS) – Recommended	Healthy Living & Social Care			
(2) That a further update on the Council's response to the CIW recommendations within the Performance Evaluation Report be provided to the Committee in 12 months' time.			Added to the Scrutiny Committee's Forward Work Programme schedule.	Completed
Min. No. 26 – 4th Quarter Scrutiny Recommendation Tracking and Proposed Work Programme Schedule (DCR) – Recommended	Healthy Living & Social Care			
(2) That the Annual Forward Work Programme Schedule for 2023/24, attached at Appendix D to the report, be approved and uploaded to the Council's website.			Annual Forward Work Programme schedule uploaded to the Council's website.	Completed

13 June 2023

Min. No. 114 – Family Information Service Annual Report 2023 (DSS) – Recommended	Healthy Living & Social Care			
(2) That a further annual update on the Family Information Service be received by the Committee.			Added to the Committee's Forward Work Programme.	Completed
Min. No. 115 – Annual Review of Commissioned Services to Adults with a Care and Support Need (DSS) – Recommended	Healthy Living and Social Care			
(2) That a further Annual Review of Commissioned Services for Adults with a Care and Support Need be received by the Committee.			Added to the Committee's Forward Work Programme.	Completed

Uncompleted Recommendations

2nd Quarter 2023-24

SCRUTINY RECOMMENDATION TRACKING FORM HEALTHY LIVING AND SOCIAL CARE 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

12 September 2023

Min. No. – Financial Strategy 2024/25 (REF) – Recommended	Healthy Living and Social Care			
(2) That the following comments of the Healthy Living and Social Care Scrutiny Committee be passed to Cabinet: (a) Cabinet be requested to look at the wording of the report to encourage ‘improvements’ in service areas where needed rather than just ‘maintaining’ services going forward. (b) Cabinet be requested to place greater emphasis on points of innovation in order to continue to strive for service improvements. (c) It be emphasised to Cabinet that in light of the fact that the existing cost pressures in relation to the Social Services Directorate are statutory provision, the Council has very little choice over the spending in relation to the related services that continue to be managed by skilled and appreciated staff and therefore consideration of this be undertaken in the context of future budget setting by Cabinet.			Committee comments have been included within the Medium Term Financial Plan report to be considered by Cabinet at its 16 th November meeting.	Completed
Min. No. – Re-Establishment of a Leisure Centre Working Group (DEH) – Recommended	Healthy Living and Social Care			
(2) That the re-established Working Group invite the relevant Cabinet Member to any future meetings or site visits undertaken by the Group.			To be implemented as and when future Working Group Invitations are sent.	Completed
Min. No. – The Vale of Glamorgan and Cardiff Integrated Family Support Team Annual Report 2022/23 (DSS) – Recommended	Healthy Living and Social Care			
(2) That the Vale of Glamorgan and Cardiff Integrated Family Support Team Annual Report be removed from the Committee’s Forward Work Programme as a rolling item.			Scrutiny Committee’s Forward Work Programme amended.	Completed



Healthy Living & Social Care 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
12 th September '23	Revenue Monitoring – Q1.	Same period last reported July '22. 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 for the period. The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Reported to Committee 12.09.23 (Min No. ***).
12 th September '23	Capital Monitoring – Q1. For the period 1 st April to 30 th June 2023.	Same period last reported July '22. 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 for the period. The Capital Economic Regeneration Reserve is	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Reported to Committee 12.09.23 (Min No. ***).

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.		managed effectively. and budgets are matched to operational responsibilities.		
12 th Sept '23	Corporate Safeguarding Annual Report. (Reference from Cabinet).	Last received July '22.	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.	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Reported to Committee 12.09.23 (Min No. ***). Possibly slipped from Sept to Oct based on report going to Cabinet prior. 17/07/23. Slipped from July to Sept following notification from JW on 17/05/23 to Cabinet office.

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
12 th September '23	Integrated Family Support Service Annual Update	Last received September '22.	To provide Committee with an opportunity to consider the Annual Report for the Vale of Glamorgan and Cardiff Integrated Family Support Team (IFST) before it is submitted to Welsh Government as required.	To allow members to consider the work of the IFST in relation to Welsh Government guidance.	<p>Amber Condry, Operational Manager for Children and Young People Services. 01446 704862 acondy@valeofglamorgan.gov.uk</p> <p>Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk</p>	<p>Reported to Committee 12.09.23 (Min No. ***).</p> <p>Agreed to remove report from FWP as a rolling annual item.</p> <p>Slipped to September '23 on Director's request 02-05-23.</p> <p>No recommendation for repeat of annual report at 6th sept '22 meeting but usually received each July.</p>

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
						<p>Slipped by one meeting; July -to September '22 as requested by Director 16/06/22.</p> <p>Agreed at 06/7/21 meeting to be received annually in July.</p>
12 th September '23	Consultation draft of Council Annual Self-assessment.	Ref from Cabinet.	To seek endorsement of the Draft Vale of Glamorgan Annual Self-Assessment Report for consultation.	Ensure all Scrutiny Committees as per the Local Government & Elections (Wales) Act 2021) have oversight of the Draft Vale of Glamorgan Annual Self-	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee 12.09.23 (Min No. ***).

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
				Assessment report and their views inform the Council's approach to meeting the new performance requirements.		
12 th September '23	Annual Delivery Plan Monitoring Report: Quarter 1 Performance.	<p>Last Q1 version received September '22.</p> <p>End of previous year (Part 2) (Q4) received July '23. [ADD LINK]</p>	To present Quarter 1 performance results for the Quarter 1 period aligned to the Corporate Plan Well-being Outcomes.	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan aimed at making a positive difference to the lives of Vale of Glamorgan citizens. 2. To ensure the Council is effectively assessing its performance in line with the requirement to meet its performance requirements as outlined in the Local Government &	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee 12.09.23 (Min No. ***).

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
				Elections (Wales) Act 2021 and reflecting the requirement of the Wellbeing of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-being goals for Wales. 3. To ensure members maintain an oversight of the recovery issues impacting on the work of the Council and their respective Scrutiny Committees.		
9 th October '23	Presentation - Madeline's Project, Memory Jar Café.	Chair's Request	Committee Update.	TBC	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Presentation to be delivered prior to Oct Scrutiny Meeting.
9 th October '23	Sports & Play: Update	Annual Report; last received September '22.	To update committee on the current activities and operations of the Council's	To note the current good work being undertaken by the Council's	Dave Knevet, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevet@valeofglamorgan.gov.uk	Uploaded to Oct Agenda. Slipped to October on

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
			Sport and Play Section.	Sport and Play Development Team.	Karen Davies, Principal Healthy Living Officer. 01446 704793 KJDavies@valeofglamorgan.gov.uk	Chair's request due to size of Sept Agenda. Agreed at 06/09/22 meeting to be received annually in September.
9th October '23	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4 th Quarter received May '23. [ADD LINK] Q1 last received Oct '22.	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.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Uploaded to Oct Agenda. Slipped from July - Agreed by DSSOs to be combined with Qtr 2 for '23.

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
9 th October '23	2 nd Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule.	Last received Oct '22. Qtr 1 received July '23 [ADD LINK]	To report progress on the Scrutiny recommendations [Jul,Sept] and to confirm the Committee's work programme.	To maintain effective tracking of the Committee's recommendations and publication of the update work programme.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Uploaded to Oct Agenda. Combined with Q1 for 2022 Municipal Year.
9 th October '23	Liberty Protection Safeguards (LPS). <i>(Previously known as: Deprivation of Liberty Safeguards (DoLS)).</i>	Last received October '22.	To provide overview and summary of the activity within the LPS (Prev.DoLS) team and to highlight the resource and capacity issues that has resulted in this area of work being included on the corporate risk register.	To ensure members are aware of future changes to legislation and their anticipated impact.	Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	Uploaded to Oct Agenda. No agreement made at Oct'22 meeting to receive report again and/or annually but, if required, report to be received Oct '23.

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
7 th November '23	Revenue Monitoring – Q2.	<p>Last received Oct '22.</p> <p>Cabinet Forward Work Programme Item.</p>	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.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	
7 th November '23	Capital Monitoring – Q2.	<p>Last received Nov '22.</p> <p>Cabinet Forward Work Programme Item.</p>	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,	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@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.		
7 th November '23	Vale, Valleys and Cardiff Regional Adoption Collaborative Annual Report.	Last received November '22.	To provide Scrutiny Committee with the Annual Report and review of the Collaborative.	To ensure that Committee maintain close scrutiny of this regional service on a regular basis.	Angela Harris, Regional Adoption Manager. 01446 706152 apharris@valeofglamorgan.gov.uk Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Agreed at 08/11/22 meeting to be received annually in Nov.
7 th November '23	Telecare Services Update.	Annual Report: last received Nov '22.	To update Members on the work of the Telecare Service over the last 12 months and advise Members on the progress of the Telecare Service	To appraise Members on the challenges, opportunities and strategic direction of the Vale of Glamorgan Council's Telecare service.	Andrew Cole, Operational Manager Locality Services. 07775 634 180 acole@valeofglamorgan.gov.uk	Agreed at November '22 meeting to receive annually.

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
			Management Review.			
7 th November '23	Revenue Refresh MTFP [Initial Revenue Programme Budget Pre-settlement Proposals].	Last received November '22. 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.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Confirmation from GJ received 16.11.22 that report now expected each November. Equivalent MTFP and budget strategy update received from Cabinet as a reference rather than stand-alone report for '22.
7 th November '23	Capital Strategy [Initial Capital Programme Budget Pre-settlement Proposals].	Last received November '22.	To submit the Initial Capital Programme Proposals for the period for Scrutiny	In order that Cabinet be informed of the comments of Scrutiny Committees and	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Confirmation from GJ received 16.11.22 that report now expected each November.

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
		Reference from Cabinet.	Committee consultation.	other consultees before making a final proposal on the budget.		Received as reference from Cabinet in Nov '22.
7 th November '23	Presentation - Children, Young People and Family Health Services Update.	Last presented May '23.	Committee Update.	To inform Members on improvements made, new services available and next steps for the Children and Young People's Emotional Wellbeing and Mental Health Services (CYPF) in order to provide an integrated children and young people's	External: Katie Simpson Deputy General Manager, Children, Young People and Family Health Services St David's Children's Centre 02921 836730 Katie.Simpson@wales.nhs.uk	Six monthly update agreed at May '23 meeting.

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
				emotional wellbeing and mental health service, with a single point of access and no wrong door approach.		
5 th December '23	Corporate Safeguarding Mid-Year Report. (Reference from Cabinet).	Annual version last received July '23 [ADD LINK] Mid-year version last received December '22 .	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity taking	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.	Lance Carver, Director of Social Services. 01446 704 678 lcarver@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
			place across the Council.			
5 th December '23	Children and Young People Services Annual Placements Review.	Last received December '22.	To outline the actions taken within Children and Young People Services with regards to placement provision for Children Looked After (CLA) and the priority actions for going forward.	To provide Members with an opportunity to exercise oversight of this key statutory function.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk Karen Conway, Operational Manager Placements and Permanency Team. 01446 704204 KConway@valeofglamorgan.gov.uk	Requested to be slipped from Oct to Dec '23 as per request from Director 12/9/23. Agreed at 06/12/22 meeting to be received in October '23.
5 th December '23	Annual Delivery Plan Consultation Draft. (Reference from Cabinet).	Last received December '21.	Member Consultation.	To ensure that all Scrutiny Committees have the opportunity to consider the draft Annual Delivery Plan and provide feedback as part	Helen Moses, Strategy and Partnership Manager. 01446 709366 HMoses@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
				of the programme of consultation.		
5 th December '23	Leisure Management Contract – Year 11 Performance Report.	Year 10 report received January '23.	To provide an update on the performance of the Leisure Management Contract.	To note the performance of the contractor during this period and to ensure that the Service responds to the findings of the Audit Wales report and in particular to ensure that the work underway on the Leisure Management Contract strengthens the application of the Sustainable Development Principle.	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevett@valeofglamorgan.gov.uk	Agreed at 10/01/23 meeting that Year 11 be presented to Committee in late 2023.

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
5 th December '23	Cardiff and Vale of Glamorgan Market Stability Report.	Last received September '22	To share the Cardiff and the Vale of Glamorgan Market Stability Report 2022 report with Elected Members of the Scrutiny Committee, to enable their contribution to the final report.	To provide Scrutiny Committee with an opportunity to review the Market Stability Report prior to it being considered by Cabinet and Full Council.	External: Alison Law Cardiff & the Vale UHB - Strategic Planning Alison.Law@wales.nhs.uk Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Slipped to Dec on Director's request 08/09/23. No recommendation for repeat of annual report at 6th sept '22 meeting but historically received in September.
5 th December '23	Annual Delivery Plan Monitoring Report: Quarter 2 Performance.	Last received December '22. Quarter 1 received September '23. [ADD LINK]	To present Quarter 2 performance results for the period in delivering the Council's Annual Delivery Plan commitments as aligned to its Corporate Plan	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	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@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 Objectives.	lives of Vale of Glamorgan citizens. 2. To ensure the Council is effectively assessing its performance in line with the requirement to meet our performance requirements as outlined in the Local Government & Elections (Wales) Act 2021 and reflecting the requirement of the Wellbeing of Future Generations (Wales) Act 2015 that it maximises its contribution to		

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
				achieving the well-being goals for Wales.		
9 th January '24	Update on the Cardiff and Vale of Glamorgan Regional Partnership Board.	Last received January '23.	To update Members on the work of the Cardiff and Vale of Glamorgan Regional Partnership Board in relation to the integration of health and social care.	To increase awareness of the work of the Cardiff and Vale of Glamorgan Regional Partnership Board and to ensure links to the wider Vale of Glamorgan Local Authority agenda and key priorities are considered and ensured and to keep Members appraised on and engaged with the work of the Regional Partnership Board.	External: Cath Doman, Director of Health and Social Care, Integration at Cardiff and Vale Integrated Health and Social Care Partnership. Cath.Doman@wales.nhs.uk Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Agreed at 10/01/23 meeting for report to be received Jan '24.

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
9 th January '24	3 rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last received Feb '23. Last 2nd Quarter received Oct '23. [ADD LINK]	To report progress on the Scrutiny recommendations [Oct,Nov,Dec] and to confirm the Committee's work programme.	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	
6 th February '24	Revenue Monitoring – Q3.	Last received Mar '23. 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.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@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
6 th February '24	Capital Monitoring – Q3.	Last received Mar '23. 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.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	
6 th February '24	Revenue Refresh MTFP [Initial Revenue Programme Budget Post-settlement Proposals].	Last received February '23. 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.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Confirmation from GJ received 02.05.23 that report now expected each February.

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
6 th February '24	Capital Strategy [Initial Capital Programme Budget Post-settlement Proposals].	Last received February '23. 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.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Confirmation from GJ received 02.05.23 that report now expected each February.
6 th February '24	Vale of Glamorgan Council – Proposed Fees and Charges.	Last received Feb '23. Reference from Cabinet.	To propose changes in service charges for functions managed by the Council over five directorates for the financial year ahead.	Comments of Scrutiny Committee are referred to Corporate Performance and Resources as the lead Scrutiny Committee and thereon to Cabinet for consideration as part of the final	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@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
				fees and charges setting.		
5 th March '24	Service Plans and Target Setting to deliver the Annual Delivery Plan.	Last received March '23.	To present the Council's Wellbeing Objectives and Improvement Plan Part 1, the associated priority actions as reflected in Service Plans and proposed improvement targets for Cabinet's consideration in line with the requirements of the Local Government Measure and Wellbeing of Future Generations Act.	The views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan (Improvement Plan Part 1), associated Service Plan activities and service improvement targets and Service Plans aligned to this Committee's remit are accurate, up to date and relevant and become the	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@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
				<p>main document through which performance against the Corporate Plan's Annual Delivery Plan is monitored and measured. The Council's Corporate Plan Performance Measurement Framework identifies a relevant set of performance measures and targets against which the Annual Delivery Plan can be monitored and measured in line with requirements of the Local Government (Wales) Measure</p>		

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
				2009 and in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.		
5 th March '24	Annual Delivery Plan Monitoring Report: Quarter 3 Performance.	Last received March '23. Quarter 2 Received December '23 [ADD LINK]	To present Quarter 3 performance results in delivering the Council's 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 and to	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@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
				<p>ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the wellbeing goals for Wales.</p>		

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
5 th March '24	Annual Update regarding Unpaid Carers and Regional Carers Strategy.	Last received March '23.	To update Scrutiny Committee on support for carers.	To ensure Scrutiny Members are aware of the duties outlined within legislation and the Ministerial Priorities set for carers as well as considering the development of a Regional Strategy for carers.	<p>Natasha James, Operational Manager, Safeguarding & Service Outcomes. 01446 704781 najames@valeofglamorgan.gov.uk</p> <p>Nicola Hale, Team Manager, Performance and Information. 01446 704732 NJHale@valeofglamorgan.gov.uk</p>	Agreed at 07/03/23 meeting that next annual report received in March '24.
9 th April '23	No reports currently scheduled.					

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

Report/References/Presentations	Responsible Officer and Contact Details	Commentary
Development of the Vale Alliance – an integrated model for the delivery of health and social care to adult citizens in the Vale of Glamorgan Report.	Jason Bennett Head of Adult Services and Vale Alliance jbennett@valeofglamorgan.gov.uk	Stage One report received by Committee 08/03/22. (3) T H A T a further report following the first stage of the process be received by the Committee having regard to the fact that any future partnership agreement would be considered by Scrutiny Committee and would require approval by Cabinet.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Performance Monitoring Reports		
Service Plans and Target Setting to deliver the Annual Delivery Plan 20**/**.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
Annual Delivery Plan Monitoring Report: End of Year Quarter 4 Performance 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in July each year.
Consultation Draft - Council Annual Self-Assessment Report 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in September each year. For 21/22: will be via a ref from cabinet given the limited time. In future years, this may change following review and refinement of approach.
Vale of Glamorgan Council: Annual Performance Calendar 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in June each year.
Annual Delivery Plan 2023-24 Consultation Draft. (Reference from Cabinet).	Helen Moses, Strategy and Partnership Manager. 01446 709366 HMoses@valeofglamorgan.gov.uk	Usually in December each year.

Financial Reports		
Revenue Outturn Closure of Accounts 20**/**.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in July each year.
Capital Outturn Closure of Accounts 20**/**.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in July each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Pre-settlement.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in November each year (as of 16.11.22 confirmed by GJ).
Capital Strategy - Initial Capital Programme Budget Proposals. Pre-settlement.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in November each year (as of 16.11.22 confirmed by GJ).
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Post-settlement.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in February each year.
Capital Strategy - Initial Capital Programme Budget Proposals. Post-settlement.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in February each year.
Fees & Charges.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in February each year.

Leisure Reports		
Leisure Management Contract – Year ** Performance Report.	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevett@valeofglamorgan.gov.uk	Usually in February each year. Year 11 report requested for late '23 at 10/01/23 meeting.
Sports & Play: Update	Dave Knevett, Operational Manager, Neighbourhood Services, Healthy Living & Performance. 01446 704 817 DPKnevett@valeofglamorgan.gov.uk	Agreed at 06/09/22 meeting to be received annually in September. Previously in June each year (as of 08/06/21). Received early in Feb 2020.
Social Services Reports		
Update on the Cardiff and Vale of Glamorgan Regional Partnership Board.	Cath Doman, Director of Health and Social Care, Integration at Cardiff and Vale Integrated Health and Social Care Partnership. Cath.Doman@wales.nhs.uk	Usually in January each year.
Telecare Services Update.	Andrew Cole, Operational Manager Locality Services. 07775 634 180 acole@valeofglamorgan.gov.uk	Usually in November each year (as of 08/11/22).
Annual Report of the Director of Social Services 20**-20** – Challenge Version.	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk	Usually in July each year. Includes Representations and Complaints.

Annual Update regarding Unpaid Carers and Regional Carer's Strategy.	<p>Natasha James, Operational Manager, Safeguarding & Service Outcomes. 01446 704781 najames@valeofglamorgan.gov.uk</p> <p>Nicola Hale, Team Manager, Performance and Information. 01446 704732 NJHale@valeofglamorgan.gov.uk</p>	Usually in March each year.
Corporate Safeguarding Annual Report.	<p>Lance Carver, Director of Social Services. 01446 704 678 lcarter@valeofglamorgan.gov.uk</p>	Usually in July each year. Reference from Cabinet.
Family Information Service Annual Report 20**/**.	<p>Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk</p>	Usually in May each year (as of 11/5/21). Previously July each year.
Children and Young People Services Annual Placement Review – Annual Update.	<p>Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk</p>	Usually in October each year (as of 09/10/21). Previously September each year.
Vale, Valleys and Cardiff Regional Adoption Collaborative Annual Report 20**/**.	<p>Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk</p>	Usually in November each year.
<p>Liberty Protection Safeguards (LPS)</p> <p><i>Previously known as: Deprivation of Liberty Safeguards (DoLS).</i></p>	<p>Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk</p>	Usually received Annually. Next report due in or before October '23.

Integrated Family Support Service Annual Update	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Agreed at 12 th Sept '23 Committee Meeting to remove the report from the Committee FWP as a rolling annual item. Usually in July each year (as of July '21 meeting).
Annual Review of Commissioned Services to Adults with a Care and Support Need.	Ian McMillan, Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	Usually in June each year (as of June '22 meeting).

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Mid-Year Report.	Lance Carver, Director of Social Services. 01446 704 678 lcarver@valeofglamorgan.gov.uk Natasha James, Operational Manager, Safeguarding & Service Outcomes. 01446 704781 najames@valeofglamorgan.gov.uk	Usually in December/January each year. Reference from Cabinet.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 20**/**.	Amy Rudman, Democratic & Scrutiny Services Officer.	Usually May each year. Reporting on Jan, Feb and Mar.

	01446 709 855 arudman@valeofglamorgan.gov.uk	
1st Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 20**/**.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Usually July each year. Reporting on Apr, May and Jun.
2nd Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 20**/**.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.
3rd Quarter Scrutiny Recommendation Tracking and Updated Work Programme Schedule 20**/**.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.
Annual Delivery Plan Monitoring Report: Quarter 1 Performance 20**/**.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually September each year. Reporting on April, May and June.
Annual Delivery Plan Monitoring Report: Quarter 2 Performance 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually December each year. Reporting on July and September.
Annual Delivery Plan Monitoring Report: Quarter 3 Performance 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year. Reporting on October, November and December.
Revenue Monitoring Q1.	Gemma Jones, Operational Manager Accountancy.	Usually in September each year.

	01446 709 152 GHJones@valeofglamorgan.gov.uk	
Capital Monitoring Q1.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in September each year.
Revenue Monitoring Q2.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in November each year.
Capital Monitoring Q2.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in November each year.
Revenue Monitoring Q3.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in February each year.
Capital Monitoring Q3.	Gemma Jones, Operational Manager Accountancy. 01446 709 152 GHJones@valeofglamorgan.gov.uk	Usually in February each year.

Infrequent

- Cabinet References.
- Requests for Consideration.
- Cabinet Call-in.
- Updates from the Leisure Management Contract Members Working Group.

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