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| Meeting of: | Homes and Safe Communities Scrutiny Committee |
| Date of Meeting: | Wednesday, 16 September 2020 |
| Relevant Scrutiny Committee: | Homes and Safe Communities |
| Report Title: | 4th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21. |
| Purpose of Report: | To report progress on the Scrutiny recommendations for 2019/20 as would have been received in May 2020 and to confirm the Committee's Work Programme for 2020/21. |
| Report Owner: | Rob Thomas, Managing Director |
| Responsible Officer: | Mark Thomas, Democratic and Scrutiny Services Officer, 01446 709279 |
| Elected Member and Officer Consultation: | None |
| Policy Framework: | This report is in accordance with the recommendations of the WAO Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function |
| <p>Executive Summary:</p> <ul style="list-style-type: none"> • The report advises Members of progress in relation to the Scrutiny Committee's recommendations and confirms the updated Work Programme Schedule for 2020/21: <ul style="list-style-type: none"> - 4th Quarter January to March 2020 (Appendix A); - 3rd Quarter October to December 2019 (Appendix B); - 2nd Quarter July to September 2019 (Appendix C); - April 2018 - March 2019 (Appendix D) - Suggested Work Programme Schedule for 2020/21 (Appendix E); and - Emergency Power Decisions relating to the remit of the Committee (Appendix F). | |

Recommendations

1. That the views of the Committee on the status of the actions listed in Appendices A, B, C and D to the report be sought.
2. That the updated Work Programme Schedule attached at Appendix E be approved and uploaded to the Council's website.
3. That the Emergency Power Decisions taken during the national lockdown at Appendix F be noted in context to the Committee's Forward Work Programme planning.

Reasons for Recommendations

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

As a result of the implications of COVID-19, the Leader and Chairmen of Council Committees on 16th March, 2020 agreed that all meetings of the Council except for Cabinet on 23rd March, 2020 be cancelled for the foreseeable future. As such, the Scrutiny Work Programme Schedules were suspended.

1.3 Items that could not wait for the timetable of meetings to reconvene and were considered urgent as a result of the COVID-19 pandemic were dealt with using the Managing Director's Emergency Powers and decisions taken under Emergency Powers had been in line with the Cabinet report of the 23rd March, 2020 and regularly published on the Vale of Glamorgan Council website.

1.4 At its meeting of the 27th July, 2020 Cabinet considered a 'Reinstatement of Timetable of Meetings: September 2020 to May 2021' report (Minute No. 311) and agreed that the Timetable of Meetings that had been suspended as a result of the COVID-19 pandemic be re-instated from September 2020 (including Scrutiny), subject to any future changes in arrangements for meetings deemed appropriate by the Mayor of the Council or the relevant Committee Chairman. This included the reinstatement of the Scrutiny Committees' Work Programme Schedules.

2. Key Issues for Consideration

- 2.1** Appendices A, B, C and D attached to this report set out the 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 decisions of Scrutiny Committees 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** Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix E, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.4** Appendix F sets out decisions made by the Managing Director of the Council under Emergency Powers during the national lockdown, relating to matters within the Committee's remit, and therefore provides members with an overview of decisions made that may affect the Committee's Forward Work Programme planning for 2020/21.
- 2.5** Due to meetings being suspended as a result of the national pandemic, there are only eight ordinary meetings of the Committee remaining for the current municipal year (May 2020 - April 2021).
- 2.6** The Work Programme has been aligned to the Cabinet Forward Work Programme. 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. 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** Members are asked to consider the priorities for 2020/21 for their committee - including those suggested in the Coronavirus Update Presentation by Director/Heads of Service.
- 2.8** Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairmen and Vice-Chairmen Group having regard to resource implications and corporate priorities.

2.9 The Work Programme can also be found on the Council's website at the following link: https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx

2.10 Please note that the Work Programme was unable to be agreed and published in May due to the suspension of the meeting timetable due to COVID-19.

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.

3.2 Scrutiny Committee forward work programmes are published by the Council 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 work programme provides details of the reports / items proposed to be considered by the Committee over the coming year.

4. Resources and Legal Considerations

Financial

4.1 None as a direct result of this report.

Employment

4.2 None as a direct result of this report.

Legal (Including Equalities)

4.3 None as a direct result of this report.

5. Background Papers

Relevant Scrutiny Committee and Cabinet minutes:

https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes_agendas_and_reports/agendas/Scrutiny-HSC/Scrutiny-HSC.aspx

https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes_agendas_and_reports/agendas/cabinet/Cabinet-Agendas.aspx

Uncompleted Recommendations

4th Quarter 2019-20

| SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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 |

| 15 January 2020 | | | | |
|---|----------------------------|--|--|-----------|
| Min. No. 589 – Digital Inclusion Update (MD) – Recommended | Homes and Safe Communities | | | |
| (2) That a further report be presented to the Committee regarding: (a) the progress on the wiping or resetting of tablets as part of the scheme to lend these to library customers; (b) the demographic information on training; (c) user responses as to what was good with the digital training; and (d) on the progress of including previous users of the digital training on the Get The Vale Online (GTVO) partnership. | | | Added to work programme schedule. | Completed |
| Min. No. 590 – Housing (Wales) Act 2014 Commencement of Section 75(3) – Homeless Intentionality Decisions (DEH) – Recommended | Homes and Safe Communities | | | |
| (2) That a report be brought back to the Committee in six months' time looking at the impact of this legislation as well as other factors that may impact such as proposed rent increases and the roll out of Universal Credit. | | | Added to work programme schedule. | Completed |
| Min. No. 591 – 3rd Quarter Scrutiny Decision Tracking of Recommendations and Update Work Programme Schedule 2019/20 (MD) – Recommended | Homes and Safe Communities | | | |
| (2) That the updated Work Programme schedule attached at Appendix D be approved and uploaded to the Council's website – subject to an additional item regarding a visit by the Committee to one of the new housing developments be allocated to the Work Programme. | | | Work programme schedule updated and uploaded to website. | Completed |

Uncompleted Recommendations

4th Quarter 2019-20

| SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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 February 2020 | | | | |
| Min. No. 678 – Welfare Reform – Impacts on Council Housing Tenants (Presentation) – Recommended | Homes & Safe Communities | | | |
| (2) That the Committee receive a report in the future providing a further update on the impact of the roll out of Universal Credit. | | | Added to work programme schedule. | Completed |

Uncompleted Recommendations

3rd Quarter 2019/20

Appendix B
Oct - Dec 2019

| SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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 |

| | | | | |
|--|--------------------------|--|--|---------|
| 10 December 2019 | | | | |
| Min. No. 520 – Quarter 2 2019/20 Performance Report: An Inclusive and Safe Vale (DEH) – Recommended | Homes & Safe Communities | | | |
| (4) That a report identifying an appropriate housing solution for the Traveller community would be presented to the Committee in the future following its review at Cabinet. | | | Added to work programme schedule. At the meeting on 15 th January, 2020 Committee recommended that this recommendation be shown as ongoing. (Min No 591 refers) | Ongoing |

Uncompleted Recommendations

2nd Quarter – 2019/20

| SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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 September 2019 | | | | |
| Min. No. 299 – Tenant Engagement Strategy – Monitoring Report (DEH) – Recommended | Homes & Safe Communities | | | |
| (2) That the Scrutiny Committee be notified of the next FestiVale in order to attend. | | | The Head of Housing and Building Services stated that the planning for FestiVale should start in February / March 2020 – with the expectation that the event would go ahead in August 2020. The Committee would be kept updated on its progress. | Ongoing |

Uncompleted Recommendations

2018/19

Apr 2018 – Mar 2019

| SCRUTINY DECISION TRACKING FORM HOMES AND SAFE COMMUNITIES 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 |

06 March 2019

| | | | | |
|--|--------------------------|--|--|---------|
| Min. No. 815 – Environment and Neighbourhood Strategy (Housing) – Six Monthly Monitoring Report (DEH) – Recommended | Homes & Safe Communities | | | |
| That the Operational Delivery Plan as set out in Appendix 1 to the report be amended to reflect comments made by the Scrutiny Committee. | | | Subsequent report pending for Committee meeting on 16 th October, 2019. Will now be part of the combined Annual Report going to Committee in March 2020. | Ongoing |



Vale of Glamorgan Homes and Safe Communities

Forward Work Programme

September 2020 – April 2021

| Month | Report Title <i>(add hyperlink to title once uploaded to website)</i> | Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents | Purpose of Report | Actual Impact of Report | Responsible Officer and Contact Details | Comment / Update / Reason for Slippage |
|-----------|---|--|--|-----------------------------------|---|--|
| September | Annual Delivery Plan Monitoring Report: Quarter 1 | First report of its kind. | To present Quarter 1 performance results for the period 1 st April 2020 | That Members consider performance | Sian Clemett-Davies Performance and Projects Officer 01446 703391 | |

| Month | Report Title (<i>add hyperlink to title once uploaded to website</i>) | Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents | Purpose of Report | Actual Impact of Report | Responsible Officer and Contact Details | Comment / Update / Reason for Slippage |
|-------|---|--|--|--|---|--|
| | Performance 2020/21 | ADP Approved under Emergency Powers during the Covid-19 pandemic; Tranche 4: EP COVID-19 50. | to 30 th June 2020 in delivering our Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives. | results and progress towards achieving the Annual Delivery Plan 2020/21. As well as 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 | snclemett-davies@valeofglamorgan.gov.uk | |

| Month | Report Title (<i>add hyperlink to title once uploaded to website</i>) | 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. | | |
| September | Revenue and Capital Monitoring for the Period 1st April to 31st July 2020 | Cabinet Forward Work Programme Item. | To advise Scrutiny Committee of the progress relating to revenue and capital expenditure for the period 1 st April to 31 st July 2020 | That Members are aware of the projected revenue outturn for 2020/21 | Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk | |
| September | Presentation – Coronavirus Update Presentation | Original presentation. | Update to Scrutiny regarding the response and recovery made by the Vale Council with regard to the Coronavirus | That Members are aware of the response and recovery made by the Vale Council with regard to the Coronavirus | Tom Bowring Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk Miles Punter Director of Environment & Housing 029 20673101 MEPunter@valeofglamorgan.gov.uk | |
| September | 4 th Quarter [Jan & Feb] Decision Tracking and | Previous Report: 3rd | To report progress on the Scrutiny recommendations and | To maintain effective tracking of the Committee's | Mark Thomas Democratic and Scrutiny Services Officer | |

| Month | Report Title (<i>add hyperlink to title once uploaded to website</i>) | 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 |
|---------|--|--|--|---|--|--|
| | Forward Work Programme | Quarter Report 19/20. | to confirm the Committee's work programme for 2020/21 | recommendations. That the updated Work Programme Schedule be approved and uploaded to the Council's website. | 01446 709279 methomas@valeofglamorgan.gov.uk | |
| October | Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress. | The last report was due to go to Committee in March 2020 – cancelled due to Coronavirus. | Information and progress update on the implementation of this strategy for Scrutiny to consider. | To ensure that the actions in the Homelessness Action Plan are progressing and are driving improvements in the quality of the homelessness service. | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | |
| October | 2 nd Quarter [Sept] Decision Tracking and Forward Work Programme | Previous Report: 4 th Quarter Report 19/20. 1 st Quarter Report 20/21 | To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2020/21 | To maintain effective tracking of the Committee's recommendations. That the updated Work Programme Schedule be | Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk | |

| Month | Report Title (<i>add hyperlink to title once uploaded to website</i>) | 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 |
|---------|--|--|--|---|--|--|
| | | not presented due to meetings cancelled during Covid 19 pandemic. | | approved and uploaded to the Council's website. | | |
| October | Coronavirus Recovery Strategy | Cabinet Forward Work Programme Item. | To present the Recovery Strategy for consideration and approval. | Members are informed of the Council's Recovery approach following the National Pandemic response phase. | Miles Punter Director of Environment & Housing 029 20673101 MEPunter@valeofglamorgan.gov.uk | |
| October | Vale of Glamorgan Annual Report (Improvement Plan Part 2) / End of Year / Q4 Performance Report (to be combined with the End of Year 2019/20 Corporate | Cabinet Forward Work Programme Item. | To present the Council's Annual Performance Report for Cabinet's consideration and approval, including an update on progress being made against recommendations from the Council's regulators. | That progress towards achieving key outcomes in line with the Corporate Plan is made. | Tom Bowring Head of Policy & Business Transformation 01446 709766 TBowring@valeofglamorgan.gov.uk Miles Punter Director of Environment & Housing 029 20673101 MEPunter@valeofglamorgan.gov.uk | |

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|----------|---|--|---|---|--|--|
| | Plan Performance Report | | | | | |
| November | Vale of Glamorgan Local Housing Market Assessment (LHMA) 2019 | Cabinet Forward Work Programme Item. | To request the adoption of the LHMA | TBC | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | |
| November | Vale of Glamorgan Community Safety Strategy | Cabinet Forward Work Programme Item. | Scrutiny around adoption of the Strategy | TBC | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | |
| November | YOS Recovery Plan | Original report in light of the Coronavirus Pandemic. | To present the Recovery Strategy for consideration and approval. | Members are informed of the YOS Recovery approach following the National Pandemic response phase. | Paula Barnett YOS Manager 01446 745820 PBarnett@valeofglamorgan.gov.uk | |
| December | Initial Capital Programme Proposals 2021/22 to 2025/26 and | Cabinet Forward Work Programme Item. | To submit the Initial Capital Programme Proposals for 2021/22 to Scrutiny Committees for consultation and | In order that Cabinet be informed of the comments of Scrutiny | Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk | |

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|----------|---|--|---|---|--|--|
| | Capital Monitoring 2020/21 | | amendments to the current Capital Programme | Committees and other consultees before making a final proposal on the budget. | | |
| December | Initial Revenue Budget Proposals 2021/21 and Revised Budget 2020/21 | Cabinet Forward Work Programme Item. | To inform Scrutiny Committee of the amended revenue budget for 2020/21 and to submit for consultation the initial revenue budget proposals for 2021/22. | In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget. | Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk | |
| December | Initial Housing Revenue Account Budget Proposals 2021/22 and Revised Budget 2020/21 | Cabinet Forward Work Programme Item. | That the Housing Revenue Account (HRA) Budget budget proposal be considered, and any recommendations passed to CPR as the lead Scrutiny Committee. | In order that Cabinet be informed of the comments of the Scrutiny Committee before making a final proposal on the budget. | Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk | |

| Month | Report Title (<i><u>add hyperlink to title once uploaded to website</u></i>) | 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 |
|----------|--|--|--|---|--|--|
| December | Quarter 2 20/21 [July & Sept] Performance Report: An Inclusive and Safe Vale. | Quarter 1 reported: September 20 | To present Quarter 2 performance results for the period 1 st April 2020 to 30 th September 2021 for the Corporate Plan Well-being Outcome 1, 'An Inclusive and Safe Vale.' | 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. To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government | Sian Clemett-Davies Performance and Projects Officer 01446 703391 snclemett-davies@valeofglamorgan.gov.uk | |

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|----------|---|--|---|---|---|--|
| | | | | 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. | | |
| December | Corporate Safeguarding Annual Report & Mid Term update | Cabinet Forward Work Programme Item. | To consider the work that has been taken to improve Corporate Safeguarding and the protection of children and adults. | To ensure corporate wide scrutiny of these arrangements. | Lance Carver Director of Social Services 01446 704678 lcarver@valeofglamorgan.gov.uk | |
| December | Vale Timebanking Project | Had been due to go to April's Committee – cancelled due to Coronavirus. | Update on Timebanking Project | Update on Timebanking Project | Mike Ingram Head of Housing and Building Services 01446 709516 MIIngram@valeofglamorgan.gov.uk | |

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|----------|---|---|--|---|--|--|
| December | Annual Monitoring Report - combined (Community Investment Strategy, the Tenant Engagement Strategy, the Customer Services Strategy and Environment and Neighbourhood Strategy). | Had been due to go to April's Committee but delayed due to Coronavirus. Due to these current strategies coming to an end, going forward the new strategies will be reported separately. | For Scrutiny to monitor the implementation/ progress of these strategies in a combined, annual format. | To assess and consider the progress made. | Nick Jones Housing and Strategic Projects Team Leader 02920673252 njones@valeofglamorgan.gov.uk | |
| January | Revenue and Capital Monitoring | Cabinet Forward Work Programme Item. | To advise Scrutiny Committee of the progress relating to revenue and capital expenditure. | That Members are aware of the projected revenue outturn. | Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk | |
| January | 3 rd Quarter [Oct, Nov & Dec] Decision Tracking and Forward Work Programme. | Previous report – 2 nd Quarter 20/21 | To report progress on the Scrutiny recommendations and to confirm the | To maintain effective tracking of the Committee's recommendations. That the updated | Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk | |

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| | | | Committee's work programme for 2020/21 | Work Programme Schedule be approved and uploaded to the Council's website. | | |
| February | Youth Offending Service: Performance Report. | The Coronavirus Pandemic has pushed this back to February. | To inform Scrutiny about the performance of the Youth Offending Service during the mid-year period | To ensure Scrutiny are able to exercise oversight of the Youth Offending Service performance against UK/ devolved/local indicators. | Paula Barnett YOS Manager 01446 745820 PBarnett@valeofglamorgan.gov.uk | |
| February | New Tenant Engagement Strategy. | New report | To inform Scrutiny about the new strategy. | To ensure Scrutiny have oversight of the strategy. | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | |
| March | Revenue and Capital Monitoring. | Cabinet Forward Work Programme Item. | To advise Scrutiny Committee of the progress relating to revenue and capital expenditure. | That Members are aware of the projected revenue outturn. | Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk | |

| Month | Report Title (<i>add hyperlink to title once uploaded to website</i>) | 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 |
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| March | Annual Delivery Plan (Part 1) | | To seek Members' endorsement of the draft Annual Delivery Plan (Improvement Plan Part 1) 2021/2022 prior to consideration by Council. The Plan outlines the Council's Well-being (Improvement Objectives), the associated priority actions as reflected in Service Plans and proposed service improvement targets for the period 2021/2022. | To ensure 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 for 2021/2022. | Sian Clemett-Davies Performance and Projects Officer 01446 703391 snclemett-davies@valeofglamorgan.gov.uk | |
| March | Quarter 3 20/21 [Oct, Nov & Dec] Performance Report: An Inclusive and Safe Vale. | Quarter 2 reported in December 20 | To present Quarter 3 performance results for the period 1 st April 2020 to 31 st December 2021 for the Corporate Plan Well-being Outcome 1, | To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan | Sian Clemett-Davies Performance and Projects Officer 01446 703391 snclemett-davies@valeofglamorgan.gov.uk | |

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|-------|---|--|-------------------------------|--|---|--|
| | | | ‘An Inclusive and Safe Vale.’ | Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens. To 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 | | |

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|-------|--|--|---|--|--|--|
| | | | | that it maximises its contribution to achieving the wellbeing goals for Wales. | | |
| March | Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan and an update on Action Plan progress. | See October 20 | See October 20 | See October 20 | See October 20 | |
| April | Council Housing Investment Update (was WHQS). | Was not reported in April 20 due to Coronavirus. | Update Members on Council Housing Investment. | Members have oversight on Council Housing Investment. | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | |

Other reports/presentations/visits requested by Committee to be added into schedule as and when available (in light of the COVID 19 pandemic some of these reports have not been included in the main timetable but can be added as the situation progresses).

| Report <i>(add hyperlink to title once uploaded to website)</i> | Responsible Officer and Contact Details | Commentary |
|--|---|--|
| Report on Digital Inclusion <i>in addition to the regular progress update.</i> | Tony Curliss Operational Manager for Customer Relations 01446 729500 TCurliss@valeofglamorgan.gov.uk | Further, separate report on Digital Inclusion requested at Jan 20 meeting – TBC. |
| Housing Development Programme | TBC | TBC |
| Code of Guidance (Homelessness) | TBC | Changes to the code that could impact Housing. |
| Demonstration of the digital Homes4U bidding portal | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | A live demonstration of this service be provided to Scrutiny once operational. |
| Homes4U update (reference from Cabinet) | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | TBC |
| Prevention of Terrorism Action Plan Update | Mike Ingram/Stacey Evans (Community Safety Manager) | Presentation – TBC sometime in 2020. Last presented in March 2019. |
| CFWP Vale Community Alarm System Update Report | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | Last reported under ‘Telecare Services Update’ a reference from HLSC in February 2020. |

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| Site visit to one of the new housing developments in the Vale of Glamorgan (15 Jan 20: Min No) | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | TBC - 2020 |
| STAR Survey | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | TBC (provisionally to be presented at April 2020 meeting). |
| Update on progress of the recent changes to the Council Tax Policy in the Vale of Glamorgan Council and how similar Authorities deal with Empty Homes (July 2019) | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | TBC |
| Report on Social Enterprise | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | TBC |
| Update on Universal Credit numbers and rent arrears | Nick Jones Housing and Strategic Projects Team Leader 02920673252 njones@valeofglamorgan.gov.uk | Combined report/presentation – last done in February 2020; Committee has asked for a further update in the near future – date TBC |
| Domestic Abuse Assessment and Referral Co-ordinator Progress Report | Deborah Gibbs Principal Community Safety Officer 01446 450200 DGibbs@valeofglamorgan.gov.uk | Last reported in December 2019 but could be a recurring update on this project. |
| Report on identifying an appropriate housing solution for the Traveller community. | Mike Ingram/Pam Toms | TBC – report to be presented to Scrutiny once reviewed by Cabinet. |

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| *CFWP – Review of services to leaseholders including the potential for introducing a new Leaseholder Sinking Fund. | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | TBC – still under review. |
| Marcross Package Treatment Work | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | Report potentially coming to Scrutiny in Jun/Jul 2020. |
| Vale Timebanking Project - Six Monthly Monitoring Report | Nick Jones Housing and Strategic Projects Team Leader 02920673252 njones@valeofglamorgan.gov.uk | Intended to go to May 2020 Committee; update now going in December 2020 |
| Housing Grant Delivery Plan 2020 -21 (Reference from Cabinet) | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | TBC |
| Shared Regulatory Service (SRS) reports | Dave Holland Head of Shared Regulatory Services 01446 709272 | Last report – WAO follow up review delivering with less – Environmental Health Services (VOG) in November 2019. **As part of the Insight Action Tracker, 'P6 - The Council should strengthen accountability and elected member oversight of its environmental health services, for example through more regular scrutiny of services provided by third parties, including SRS.' |

Annual Reports

| Report <i>(add hyperlink to title once uploaded to website)</i> | Responsible Officer and Contact Details | Commentary |
|---|--|---|
| Scrutiny Committees' Draft Annual Report | Catherine Lindsey Assistant Democratic Services Officer 01446 709144 celindsey@valeofglamorgan.gov.uk | TBC |
| Annual Monitoring Report - combined (Community Investment Strategy, the Tenant Engagement Strategy, the Customer Services Strategy and Environment and Neighbourhood Strategy). | Nick Jones Housing and Strategic Projects Team Leader 02920673252 njones@valeofglamorgan.gov.uk | TBC. |
| Youth Justice Plan | Paula Barnett YOS Manager 01446 745820 PBarnett@valeofglamorgan.gov.uk | Usually October each year. **Delayed due to Coronavirus** |
| Youth Offending Service: End of Year Performance Report. | Paula Barnett YOS Manager 01446 745820 PBarnett@valeofglamorgan.gov.uk | Usually October each year. **Delayed due to Coronavirus** |
| Closure of Accounts | Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk | Usually in July each year. |
| Initial Capital Programme Budget Proposals | Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk | Usually in December each year. |
| Initial Revenue Programme Budget Proposals | Laura Davis Finance Support Manager 01446 704639 | Usually in December each year. |

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| | LLDavis@valeofglamorgan.gov.uk | |
| Initial Housing Revenue Account | Laura Davis Finance Support Manager 01446 704639 LLDavis@valeofglamorgan.gov.uk | Usually in December each year. |
| The Civil Protection Unit – Responsibilities and Work Plan [Presentation] | Debbie Spargo Principal Civil Protection Officer 029 20673044 DASpargo@valeofglamorgan.gov.uk | Usually in September each year. NOW TBC |
| Corporate Safeguarding Annual Report | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | Usually June or September each year. Moved to December. |

Biannual Reports

| Report <i>(add hyperlink to title once uploaded to website)</i> | Responsible Officer and Contact Details | Commentary |
|--|--|--|
| Vale of Glamorgan Annual Delivery Plan/Report 20**/20**. | Sian Clemett-Davies Performance and Projects Officer 01446 703391 snclemett-davies@valeofglamorgan.gov.uk | Usually March and September each year. |
| Youth Offending Service: Mid-year Performance Report | Paula Barnett YOS Manager 01446 745820 PBarnett@valeofglamorgan.gov.uk | **Delayed due to Coronavirus.** |
| Vale Timebanking Project - Six Monthly Monitoring Report | Mike Ingram Head of Housing and Building Services | **Delayed due to Coronavirus.** |

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| | 01446 709516 MIngram@valeofglamorgan.gov.uk | |
| Corporate Safeguarding Mid-Year Report | Lance Carver Director of Social Services 01446 704678 lcarver@valeofglamorgan | Usually December. |

Quarterly Reports

| Report <i>(add hyperlink to title once uploaded to website)</i> | Responsible Officer and Contact Details | Commentary |
|--|--|---|
| Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan. | Mike Ingram Head of Housing and Building Services 01446 709516 MIngram@valeofglamorgan.gov.uk | Usually reported in June, March, October of each year. Last submitted for March 2020 meeting (subsequently cancelled due to Coronavirus). |
| 1 st Quarter [Apr, May & June] Decision Tracking and Forward Work Programme. | Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk | Usually July. **Impacted by Coronavirus** |
| 2 nd Quarter [July & Sept] Decision Tracking and Forward Work Programme. | Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk | Usually October. |
| 3 rd Quarter [Oct, Nov & Dec] Decision Tracking and Forward Work Programme. | Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 | Usually January. |

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| | methomas@valeofglamorgan.gov.uk | |
| 4 th Quarter [Jan, Feb & Mar] Decision Tracking and Forward Work Programme. | Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk | Usually May. |
| Quarter 1 [Apr, May & June] Performance Report: An Inclusive and Safe Vale. | Sian Clemett-Davies Performance and Projects Officer 01446 703391 snclemett-davies@valeofglamorgan.gov.uk | Usually October. |
| Quarter 2 [July & Sept] Performance Report: An Inclusive and Safe Vale | Sian Clemett-Davies Performance and Projects Officer 01446 703391 snclemett-davies@valeofglamorgan.gov.uk | Usually December. |
| Quarter 3 [Oct, Nov & Dec] Performance Report: An Inclusive and Safe Vale | Sian Clemett-Davies Performance and Projects Officer 01446 703391 snclemett-davies@valeofglamorgan.gov.uk | Usually March. |
| End of Year Performance Report: An Inclusive and Safe Vale. | Sian Clemett-Davies Performance and Projects Officer 01446 703391 snclemett-davies@valeofglamorgan.gov.uk | **Impacted by Coronavirus** |

Infrequent

- Cabinet References.
- Revenue and Capital Monitoring Reports.

- Requests for Consideration.
- Cabinet Call-in.

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

Register of Fortnightly Managing Director's Emergency Powers – Coronavirus Pandemic

Items relevant to the Homes and Safe Communities Scrutiny Committee

1st Tranche – Period 23rd March to 7th April

| No | Report Title | Purpose of Request | Cabinet or Council Function |
|-------------------|---|---|------------------------------------|
| EP COVID-19 10 | Homelessness Provision in light of Covid-19 | Housing Solutions Team request permission to block book hotel / B&B accommodation to enable the Council to provide emergency / temporary accommodation. | Cabinet |

2nd Tranche – Period 8th April to 22nd April, 2020

| No | Report Title | Purpose of Request | Cabinet or Council Function |
|-------------------|---|--|------------------------------------|
| EP COVID-19 23 | Cessation of Reactive and Routine Housing Repairs | Permission to cease reactive and routine housing repairs and undertake an emergency repairs service only and for emergency repair staff to take their vehicles home to increase the speed of response and avoid the potential for gatherings at Council depots | Cabinet |
| EP COVID-19 25 | Homes4U Advertising and Allocation Process | To amend the advertising procedure and relax the bidding and refusal criteria for Homes4U applicants. | Cabinet |
| EP COVID-19 26 | Temporary Accommodation | To utilise and furnish 4 existing Council properties to be used as self-contained accommodation for Symptomatic Coronavirus | Cabinet |

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| | | residents who current occupy hostel / shared accommodation or are rough sleeping in line with WG and PHW guidance. | |
| EP COVID-19 34 | Increase emergency accommodation provision | To increase emergency accommodation provision by 25 Hotel spaces to meet increasing demand during the Coronavirus pandemic in line with WG guidance co-terminus with the decision of 27 th March. | Cabinet |

4th Tranche – Period 7th to 20th May, 2020

| No | Report Title | Purpose of Request | Cabinet or Council Function |
|----------------|------------------------------|---|-----------------------------|
| EP COVID-19 60 | Additional B&B Accommodation | To authorise an extended number of rooms to be reserved for emergency / temporary accommodation for homeless individuals / households in response to the Covid-19 pandemic. | Cabinet |

6th Tranche – Period 4th to 17th June, 2020

| No | Request Title | Purpose of Request | Cabinet or Council Function |
|----------------|---|---|-----------------------------|
| EP COVID-19 67 | Emergency Accommodation for Households Fleeing Domestic Abuse | To approve the entering into a lease agreement for two properties for a six month period to ensure the Council has emergency accommodation available specifically for households fleeing domestic abuse and that delegated authority be granted to the Head of Housing and Building Services to secure additional leased properties for households fleeing domestic abuse should there be a need. | Cabinet |

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| EP COVID-19 69 | Emergency Extension of Private Rented Support Services Contract | To approve an extension of up to six months for the Private Sector Support Service contract funded through the Housing Support Grant to allow the Supporting People Team to complete the full tendering process and avoid disrupting the existing service and service users. | Cabinet |
|-------------------|--|--|---------|

7th Tranche – Period 18th June to 1st July, 2020

| No | Request Title | Purpose of Request | Cabinet or Council Function |
|-------------------|---|--|-----------------------------|
| EP COVID-19 88 | Postponement of the 2020 Annual General Meeting of the Shared Regulatory Services Joint Committee | Postponement of the 2020 Annual General Meeting of the Shared Regulatory Services Joint Committee | Council |
| EP COVID-19 94 | Phase 2 Planning Funding Bid | Authority to submit Phase 2 Planning funding bid to the Welsh Government by 30 th June 2020 to secure additional funding for homelessness and housing solution services | Cabinet |
| EP COVID-19 97 | Housing Development Programme – Package Deal at Hayes Road, Barry (Part II) | Approval to enter into a proposed package deal contract with the preferred provider to ensure that the housing development programme maintains its momentum and the funding dedicated to “shovel ready” schemes in the Housing Development budget 2020/21 is committed in order to avoid a significant underspend. | Cabinet |

8th Tranche – Period 2nd to 15th July, 2020

| No | Request Title | Purpose of Request | Cabinet or Council Function |
|-----------------|-----------------------|--|------------------------------------|
| EP COVID-19 106 | B&B Extension Request | To authorise an extended number of rooms to be reserved for emergency / temporary accommodation for homeless individuals / households in response to the Covid-19 pandemic, extend the current contracts with providers. | Cabinet |

9th Tranche – Period 16th to 29th July, 2020

| No | Request Title | Purpose of Request | Cabinet or Council Function |
|-----------------|--|--|------------------------------------|
| EP COVID-19 118 | 12-month extension of the Housing Fire Door Repair / Replacement Programme | Emergency powers are being sought to extend both the fire door repair / replacement programme and fire stopping framework contracts | Cabinet |
| EP COVID-19 122 | Purchase of deployable CCTV | To authorise the purchase of five deployable CCTV cameras from the capital allocation for the upgrade and improvement of the CCTV system across the Vale of Glamorgan. | Cabinet |

10th Tranche – Period 30th July to 12th August, 2020

| No | Request Title | Purpose of Request | Cabinet or Council Function |
|-----------------|---|--|------------------------------------|
| EP COVID-19 133 | Amendments to the 2020/21 Capital Programme | Approval to amend the 2020/21 Capital Programme as detailed within the Emergency Powers form | Cabinet |