

## **The Vale of Glamorgan Council**

### **Learning and Culture Scrutiny Committee: 15th January, 2019**

#### **Report of the Managing Director**

#### **3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2018/19**

##### **Purpose of the Report**

1. To advise Members of progress in relation to the Scrutiny Committee recommendations and to confirm the Work Programme schedule for the Scrutiny Committee for 2018/19:
  - 3rd Quarter October to December 2018 (Appendix A)
  - 2nd Quarter July to September 2018 (Appendix B)
  - 1st Quarter April to June 2018 (Appendix C)
  - Updated Work Programme Schedule for 2018/19 (Appendix D).

##### **Recommendations**

1. That the views of the Committee on the status of the actions listed in Appendices A to C to the report be sought.
2. That the updated Work Programme schedule attached at Appendix D be approved and uploaded to the Council's website.

##### **Reasons for the Recommendations**

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

##### **Background**

2. 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.
3. The Work Programme schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

## **Relevant Issues and Options**

4. Appendices A to C 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.
5. Where appropriate, progress on actions relating to a service area covered by a previous Scrutiny Committee are now included in the Appendices for the appropriate Committee's consideration.
6. 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.
7. Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix D, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
8. 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.
9. 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.
10. The Work Programme can also be found on the Council's website at the following link:

[http://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)

## **Resource Implications (Financial and Employment)**

11. None as a direct result of this report.

## **Sustainability and Climate Change Implications**

12. None as a direct result of this report.

## **Legal Implications (to Include Human Rights Implications)**

13. None as a direct result of this report.

## **Crime and Disorder Implications**

14. None as a direct result of this report.

## **Equal Opportunities Implications (to include Welsh Language issues)**

15. None as a direct result of this report.

## **Corporate/Service Objectives**

16. Scrutiny contributes to all Corporate and Service Objectives contained in the Corporate Plan and there is also an important role for Scrutiny to play in monitoring the progress for delivering these objectives. There is also an integrated planning action contained in the Corporate Plan for 2016/17 "Review the current arrangements to support effective scrutiny and facilitate more robust challenge and improved accountability" of which this Work Programme forms a part.

## **Policy Framework and Budget**

17. 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.

## **Consultation (including Ward Member Consultation)**

18. Not applicable given the issue is an internal matter.

## **Relevant Scrutiny Committee**

19. All.

## **Background Papers**

Relevant Scrutiny Committee and Cabinet minutes.

## **Contact Officer**

Karen Bowen, Principal Democratic and Scrutiny Services Officer, Tel: (01446 709856)

## **Officers Consulted**

Jeff Rees, Operational Manager (Democratic Services)

## **Responsible Officer:**

Rob Thomas, Managing Director

# Uncompleted Recommendations

3<sup>rd</sup> Quarter – 2018/19

Appendix A  
Oct - Dec 2018

SCRUTINY DECISION TRACKING FORM LEARNING AND CULTURE 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

## 1 October 2018

<b>Min. No. 367 – Proposed Reconfiguration of Primary Provision in the Western Vale (REF) – Recommended</b>	Learning & Culture			
That Cabinet further engage with the community to explore other options that consider the future of primary provision in Llancarfan and the rest of the Western Vale			Cabinet, on 15 <sup>th</sup> October, 2018 resolved: [1] That the proposals be progressed further, and the publication of the proposal for the regulated alterations in the form of the publication of a statutory notice be approved, Cabinet having considered the report, the Cabinet Report of the 17 <sup>th</sup> September, 2018, the consultation report and other appendices, the reference received from the Learning and Culture Scrutiny Committee and all the issues raised at the Extraordinary Scrutiny Meeting. [2] That it be noted that major investment towards a new school building set out in the proposal be subject to the necessary funding being approved by Welsh Government. (Min. No. C442 refers)	Completed

## 16 October 2018

<b>Min. No. 429 – Reshaping Services – Catering Project Update (REF) – Recommended</b>	Learning & Culture			
That the update on the Reshaping Services Catering Project be noted, and staff congratulated on their hard work so far, and the Committee receive an update report in six months' time.			Added to the work programme schedule.	Completed
<b>Min. No. 431 – Youth Engagement and Progression (DLS) – Recommended</b>	Learning & Culture			
(2) That a further progress update report be received in 12 months.			Added to the work programme schedule.	Completed

# Uncompleted Recommendations

3<sup>rd</sup> Quarter – 2018/19

SCRUTINY DECISION TRACKING FORM LEARNING AND CULTURE 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

<b>Min. No. 433 – 2<sup>nd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2018/19 (MD) – Recommended</b>	Learning & Culture			
(2) That the work programme attached at Appendix C to the report be amended to indicate that the Welsh Public Library Standards Performance 2017/18 report would be presented to the January meeting and thereafter uploaded to the Council's website.			Work programme schedule updated and uploaded to the Council's website.	Completed
<b>13 November 2018</b>				
<b>Min. No. 481 – Presentation - Additional Learning Needs Regional Implementation Plan – Recommended</b>	Learning & Culture			
That the Additional Learning Needs Regional Implementation Plan be noted and a update be presented at a future meeting once the Implementation Plan had progressed.			Added to work programme schedule.	Completed
<b>Min. No. 483 – Provision of Sanitary Products in Schools in the Vale of Glamorgan (DLS) – Recommended that the following be urgently recommended to Cabinet:</b>	Learning & Culture			
(1) That the remaining £209.05 from Unison be augmented with £490.95 from the Welsh Government 2018/19 revenue grant to purchase and donate a selection of sanitary products to the value of £100 for each Vale foodbank in the Vale of Glamorgan and the foodbank operated by the Tabernacle Baptist Church in Penarth.			Cabinet, on 19 <sup>th</sup> November, 2018, resolved – [1] That the remaining £209.05 from Unison be augmented with £490.95 from the Welsh Government 2018/19 revenue grant to purchase and donate a selection of sanitary products to the value of £100 for each Vale Foodbank in the Vale of Glamorgan and the foodbank operated by the Tabernacle Baptist Church in Penarth. [2] That the remaining £8,175.05 revenue grant from Welsh Government for the 2018/19 financial year be distributed to schools through the allocations detailed in Appendix A, as part of a ring-fenced fund, the terms and conditions of which are:	Completed
(2) That the remaining £8,175.05 revenue grant from Welsh Government for the 2018/19 financial year be distributed to schools through the allocations detailed in Appendix A, as part of a ring-fenced fund, the terms and conditions of which are:				

## Uncompleted Recommendations

3<sup>rd</sup> Quarter – 2018/19

## SCRUTINY DECISION TRACKING FORM LEARNING AND CULTURE 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
<ul style="list-style-type: none"> <li>• That resources, including sanitary products and emergency clothing, are made freely available to all students;</li> <li>• That a selection of resources are made available based on the needs of the students;</li> <li>• That access to free sanitary resources is widely advertised and all students are aware of how these can be accessed;</li> <li>• That a named individual has lead responsibility in ensuring a good selection of stocks are maintained;</li> <li>• The students can access enough items to support more than their immediate needs;</li> <li>• That resources are easily accessible at identified / highlighted venues.</li> <li>• That at the end of the financial year, any unspent funding is returned to the Learning and Skills Directorate Finance Manager for reallocation in line with the above terms and conditions.</li> </ul>			<ul style="list-style-type: none"> <li>• That resources, including sanitary products and emergency clothing, are made freely available to all students; aware of how these can be accessed;</li> <li>• That a named individual has lead responsibility in ensuring a good selection of stocks are maintained;</li> <li>• The students can access enough items to support more than their immediate needs;</li> <li>• That resources are easily accessible at identified / highlighted venues.</li> <li>• That at the end of the financial year, any unspent funding is returned to the Learning and Skills Directorate Finance Manager for reallocation in line with the above terms and conditions.</li> </ul>	Completed
(3) That delegated authority be granted to the Commercial and Consultancy Manager, in consultation with the Director of Learning and Skills, to utilise the capital funding of £31,512 from Welsh Government to improve the toilet facilities in Holton Road Primary school to ensure dignity and privacy for pupils.			[3] That delegated authority be granted to the Commercial and Consultancy Manager, in consultation with the Director of Learning and Skills, to utilise the capital funding of £31,512 from Welsh Government to improve the toilet facilities in Holton Road Primary school to ensure dignity and privacy for pupils.	
(4) That the use of article 14.14 of the Council's Constitution (urgent decision procedure) be authorised in respect of recommendation 3 above, to effectively use the capital funding from Welsh Government before the end of the financial year.			[4] That the use of article 14.14 of the Council's Constitution (urgent decision procedure) be authorised in respect of resolution 3 above, to effectively use the capital funding from Welsh Government before the end of the financial year.	
(5) That the Wellbeing Lead at St. Cyres Secondary School be invited to address the Wellbeing Group to share the best practice found at that school.			[5] That the Wellbeing Lead at St. Cyres Secondary School be invited to address the Wellbeing Group to share the best practice found at that school. [6] That the £8,666 revenue grant from Welsh Government for the 2019/20 financial year be distributed to schools using the same allocation method detailed in Appendix A, updated with the next academic year numbers on roll, as part of a ring-fenced fund, the terms of conditions of which are resolution 2 above. (Minute No. C492 refers)	

# Uncompleted Recommendations

3<sup>rd</sup> Quarter – 2018/19

**SCRUTINY DECISION TRACKING FORM LEARNING AND CULTURE 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
(6) That the £8,666 revenue grant from Welsh Government for the 2019/20 financial year be distributed to schools using the same allocation method detailed in appendix A, updated with the next academic year numbers on roll, as part of a ring-fenced fund, the terms of conditions of which as are recommendation 2 above.			As above.	Completed
<b>11 December 2018</b>				
<b>Min. No. – Initial Revenue Budget Proposals (2019/20 and Revised Budget 2018/19 (DLS) – Recommended</b> that the Scrutiny Committee recommend to Corporate Performance and Resources Scrutiny Committee	Learning & Culture			
(1) That Cabinet be requested to consider carefully the impact for the service areas should it decide not to fund some of the cost pressures noted for the Directorate.			Referred to the Corporate Performance and Resources Scrutiny Committee meeting on 13 <sup>th</sup> December, 2018, which concurred with the recommendation and referred it to Cabinet, which is to be considered on 21 <sup>st</sup> January, 2019.	Ongoing
<b>Min. No. – Initial Capital Programme Proposals 2019/20 to 2023/24 and Capital Monitoring 2018/19 (DLS) – Recommended</b>	Learning & Culture			
(1) That Cabinet be requested to consider that if there was any additional funding forthcoming for asset renewals in schools, that the aspects of dignity and privacy for pupils be considered.			Referred to the Corporate Performance and Resources Scrutiny Committee meeting on 13 <sup>th</sup> December, 2018, which concurred with the recommendation and referred it to Cabinet, which is to be considered on 21 <sup>st</sup> January, 2019.	Ongoing
<b>Min. No. – Quarter 2 (2018-19) Performance Report: An Aspirational and Culturally Vibrant Vale (DLS) – Recommended</b>	Learning & Culture			
(2) That the Committee consider a future report in respect of issues in relation to e-FSM and FSM having particular regard to Key Stage 4 where the gap had widened, the impact and use of the Pupil Deprivation Grant and that this be added to the Committee's work programme.			Added to work programme schedule.	Completed

# Uncompleted Recommendations

2<sup>nd</sup> Quarter 2018-19

SCRUTINY DECISION TRACKING FORM LEARNING AND CULTURE 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 2018				
<b>Min. No. 295 – Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2017/18 (DLS) – Recommended</b>	Learning & Culture			
That the Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2017/18 be endorsed and the comments of the Learning and Culture Scrutiny Committee be referred to Full Council for their consideration.			Referred to Full Council on 26 <sup>th</sup> September 2018 in conjunction with the reference from Cabinet of 17 <sup>th</sup> September 2018 where the proposals were approved. (Min No 351 refers)	Completed
<b>Min. No. 296 – Summary of School Inspection Reports for Summer Term 2018 (DLS) – Recommended</b>	Learning & Culture			
(1) That the inspection judgements of the schools inspected during the summer term 2018 be noted, and letters of congratulations be sent to both schools for their “Excellent” judgements.				
(2) That a site visit to Cadoxton Primary school be organised for members of the Committee.			Added to work programme schedule.	Completed
<b>Min. No. 298 – Scrutiny Committees’ Draft Annual Report May 2017 to April 2018 (MD) – Recommended</b>	Learning & Culture			
That the contents of the Scrutiny Committees’ draft Annual Report for the period May 2017 to April 2018, subject to the minor amendments discussed at the meeting, be approved and the report be submitted to Full Council.			Presented to Full Council on 26 <sup>th</sup> September 2018. (Min No 342 refers)	Completed

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2018-19

SCRUTINY DECISION TRACKING FORM LEARNING AND CULTURE 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

## 23 April 2018

<b>Min. No. 875 – The Provision of Free Sanitary Products in Schools in the Vale of Glamorgan (Request for Consideration of Matter: Councillor Mrs. J.M. Norman) – Recommended</b>	Learning & Culture			
(1) That a small working group (namely a delivery group) be established consisting of Members of the Committee with the terms of reference to include: <ul style="list-style-type: none"> <li>To investigate further the current approach to promoting and providing and disposing of sanitary products in primary and secondary schools throughout the Vale of Glamorgan;</li> <li>To gather evidence from students, staff and health professionals on the current provision;</li> <li>To identify areas of good practice with the intention of providing education for all pupils and an understanding of the provision.</li> </ul>		}	Final report on provision of free sanitary products presented to Cabinet on 19 <sup>th</sup> November, 2018. (Minute No. C492 refers)	Completed
(4) That the report of the working group referred to in recommendation 1, above, be referred to the Learning and Culture Scrutiny Committee and to Cabinet for consideration.				
<b>Min. No. 882 – Future Use of Tŷ Deri (REF) – Recommended</b>	Learning & Culture			
(2) That arrangements be made in due course for Members of the Scrutiny Committee to undertake a visit to the premises.			A visit to the premises to be arranged in the new term once works to the site had been completed. Added to work programme schedule.	Completed

## 19 June 2018

<b>Min. No. 99 – Support for Carers in the Vale of Glamorgan (REF) – Recommended</b>	Learning & Culture			
(3) That the support information developed by the Carers Trust South East Wales be circulated to all Chairs of Governors in the Vale of Glamorgan.			Support information has been requested from the Carers Trust South East Wales to be circulated to all Chairs of Governors in the Vale of Glamorgan.	Ongoing

**LEARNING AND CULTURE SCRUTINY COMMITTEE**  
**FORWARD WORK PROGRAMME 2018-19**

<b>MONTH</b>	<b>REPORT TITLE</b>
15 <sup>th</sup> January, 2019	<ul style="list-style-type: none"> <li>• *CFWP – Revenue and Capital Monitoring</li> <li>• Corporate Safeguarding Mid-Year Report (Reference from Cabinet)</li> <li>• 21<sup>st</sup> Century Schools Programme – Band B Update and Current Position (Reference from Cabinet)</li> <li>• Work programme schedule and 3<sup>rd</sup> Quarter decision tracking</li> </ul>
12 <sup>th</sup> February, 2019	<ul style="list-style-type: none"> <li>• Impact of work in the Central South Consortium's Business Plan in the region and the Vale of Glamorgan</li> <li>• Proposal to increase the number of Primary Welsh Medium School places in Barry (Reference from Cabinet)</li> <li>• Welsh Public Library Standards Performance 2017/18</li> </ul>
12 <sup>th</sup> March, 2019	<ul style="list-style-type: none"> <li>• *CFWP – Revenue and Capital Monitoring</li> <li>• *CFWP – Quarter 3 Performance Reporting</li> <li>• Corporate Plan Annual Delivery Plan 20**/20** (including Service Plans &amp; Target Setting).</li> </ul>
9 <sup>th</sup> April, 2019	<ul style="list-style-type: none"> <li>• Improvement Plan Part 1 – Improvement Objectives 2019/20</li> <li>• Reshaping Services – Catering Project six monthly update</li> <li>• Work programme schedule and 4<sup>th</sup> Quarter decision tracking</li> </ul>
May 2019	<ul style="list-style-type: none"> <li>• Transgender Inclusion Toolkit Assessment Report</li> </ul>

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

**To be reported Biannually (twice a year)**

1. Reports on attendance to be submitted to the Committee on a termly basis.  
**(reports to be presented biannually – mid-term and end of year) (2 per year)**

\*\* CFWP - Cabinet Forward Work Programme (annual / quarterly)

**To be reported as and when available**

2. Examples of good practice in schools to be presented to Committee when available **Also target schools with excellent Estyn judgements**
3. Central South Consortium Business Plan updates as available
4. CYPS Commissioning Strategy and Action Plan six monthly updates. **The Strategy is currently being reviewed and will be reported on a future agenda when available**
5. Pupil Deprivation Grant Funding update reports on impact of funding to be presented as and when appropriate
6. The excellence identified in Vale schools to be presented to future Scrutiny Committee meetings – as and when appropriate
7. School and Community Based Counselling Service monitoring (20 Jun 16: Min No 113)
8. School Balances update reports including detail in relation to the schools
9. Update reports with regard to any future innovations considered for the Library Service in the Vale of Glamorgan (14 Nov 16: Min No 526)
10. Report on the Donaldson Review (13 Feb 17: Min No 783)
11. Accelerated Improvement Board update report (20 Mar 17: Min No 950)
12. Presentation re promotion of the Library Service via Social Media (11 Dec 17: Min No 536)
13. School Performance Reports (Foundation Phase, KS2-5) (12 Feb 18: Min No 691)
14. Site Visit to Ty Deri to be arranged (23 Apr 18: Min No 882)
15. Young Carers Annual Update (19 Jun 18: Min No 99)
16. Pupil Referral Unit Update – Reference from Cabinet (17 Jul 18: Min No 185)
17. Update on the Changing Curriculum in Wales (17 Jul 18: Min No 185)
18. Presentation by the Pupil Deprivation Grant Looked After Children Regional Lead of the Central South Consortium (17 Jul 18: Min No 185)
19. Site visit to Cadoxton Primary School for Members (18 Sep 18: Min No 296)
19. Youth Engagement and Progression 12 month progress report (16 Oct 18: Min No 431)
20. Additional Learning Needs Regional Implementation Plan update re progression (13 Nov 18: Min No 481)
21. Issues in relation to e-FSM and FSM on Key Stage 4 and use of the Pupil Deprivation Grant (11 Dec 18: Min No )

**Requests for Consideration**

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

\*\* CFWP - Cabinet Forward Work Programme (annual / quarterly)