

Meeting of:	<b>Learning and Culture Scrutiny Committee</b>
Date of Meeting:	<b>Thursday, 17 September 2020</b>
Relevant Scrutiny Committee:	Learning and Culture
Report Title:	Updated Work Programme Schedule 2020/21.
Purpose of Report:	To confirm the Committee's Work Programme for 2020/21.
Report Owner:	Rob Thomas, Managing Director
Responsible Officer:	Gareth Davies, Democratic and Scrutiny Services Officer, 01446 709249
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"> <li>• The report advises Members of progress in relation to the Scrutiny Committee's updated Work Programme Schedule for 2020/21: <ul style="list-style-type: none"> <li>- Suggested Work Programme Schedule for 2020/21 (Appendix A); and</li> <li>- Emergency Power Decisions relating to the remit of the Committee (Appendix B).</li> </ul> </li> </ul>	

## **Recommendations**

1. That the updated Work Programme Schedule attached at Appendix A be approved and uploaded to the Council's website.
2. That the Emergency Power Decisions taken during the national lockdown at Appendix B be noted in context to the Committee's Forward Work Programme planning.

## **Reasons for Recommendations**

1. For information.
2. For information.

## **1. Background**

- 1.1** 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.

- 1.2** 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.

- 1.3** 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** Members are requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix A, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.

- 2.2** Appendix B 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.
- 2.3** 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).
- 2.4** 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.
- 2.5** 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.
- 2.6** 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.
- 2.7** 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](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)
- 2.8** 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.
- 2.9** Usually, the Committee's Work Programme would be accompanied with a record of its Quarterly Decision Tracking of Recommendations. As there have not been any meetings since February, this will be reported at the next meeting scheduled for October.

### **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-LC/Scrutiny-Learning-and-Culture.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes,_agendas_and_reports/agendas/Scrutiny-LC/Scrutiny-Learning-and-Culture.aspx)

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/minutes,\\_agendas\\_and\\_reports/agendas/cabinet/Cabinet-Agendas.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes,_agendas_and_reports/agendas/cabinet/Cabinet-Agendas.aspx)



## Vale of Glamorgan Learning and Culture Scrutiny Committee

# Forward Work Programme

May 2020 – April 2021

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
17 <sup>th</sup> September 2020	Working Towards Recovery – September 2020	Original presentation.	To update members on the Council's approach from Response to Recovery at the first meeting of the Committee since the national lockdown.	Members are informed of the Council's approach from Response to Recovery in light of the National Pandemic.	Tom Bowring, Head of Policy & Business Transformation 01446 709766 <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>  Paula Ham, Director of Learning and Skills. 01446 709 161 <a href="mailto:pham@valeofglamorgan.gov.uk">pham@valeofglamorgan.gov.uk</a>	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	Annual Delivery Plan Monitoring Report: Quarter 1 Performance 2020/21.	First report of its kind. <a href="#">ADP Approved under Emergency Powers during the Covid-19 pandemic; Tranche 4: EP COVID-19 50.</a>	To present performance results for the period 1 <sup>st</sup> April 2020 to 30 <sup>th</sup> June 2020.	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 that it maximises its contribution to achieving the well-being goals for Wales. To ensure the Council implements its regulatory recommendations and improvement proposals and responds appropriately to the recommendations and proposals for improvement identified through the Wales Audit Office's programme of local and national Local Government Studies.	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>  Paula Ham, Director of Learning and Skills. 01446 709 161 <a href="mailto:pam@valeofglamorgan.gov.uk">pam@valeofglamorgan.gov.uk</a>	

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
	Revenue and Capital Monitoring for the Period 1 <sup>st</sup> April to 31 <sup>st</sup> July 2020	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Scrutiny Committee of the Progress relating to revenue and capital expenditure for the period 1 <sup>st</sup> April to 31 <sup>st</sup> July 2020.	Members are aware of the projected revenue outturn for 2020/21.	Gemma Jones, Principal Accountant. 01446 709 152 <a href="mailto:GHjones@valeofglamorgan.gov.uk">GHjones@valeofglamorgan.gov.uk</a>	
	Scrutiny Forward Work Programme 2020/21.	Previous Report 3 <sup>rd</sup> Quarter 2019/20	To determine the Scrutiny Committee's forward work programme and priority review items for 2020/21.	To agree the Committee's forward plan.	Gareth Davies, Democratic and Scrutiny Services Officer - 01446 709 249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a>	
15 <sup>th</sup> October 2020	Recovery Strategy – COVID 19	<a href="#">Cabinet Forward Work Programme Item.</a>	To present the Recovery Strategy for consideration.	Members are informed of the Council's Recovery approach following the National Pandemic response phase.	Paula Ham, Director of Learning and Skills. 01446 709 161 <a href="mailto:pham@valeofglamorgan.gov.uk">pham@valeofglamorgan.gov.uk</a>	
	Vale of Glamorgan Annual Report (Improvement Plan Part 2) / End of Year/Q4 Performance	<a href="#">Cabinet Forward Work Programme Item.</a>	To present the Council's Annual Performance Report for consideration, including an update on progress being made	That progress towards achieving key outcomes in line with the Corporate Plan is made.	Tom Bowring, Head of Policy & Business Transformation 01446 709766 <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	

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
	Report (to be combined with the End of Year 2019/20 Corporate Plan Performance Report)		against recommendations from the Council's regulators.		Paula Ham, Director of Learning and Skills. 01446 709 161 <a href="mailto:pham@valeofglamorgan.gov.uk">pham@valeofglamorgan.gov.uk</a>	
	Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	1 <sup>st</sup> Quarter Report 20/21 not presented due to meetings cancelled during Covic-19 pandemic.	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.	Gareth Davies, Democratic and Scrutiny Services Officer - 01446 709 249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a>	
12 <sup>th</sup> November 2020	Summary of School Inspections for Summer Term 2020	Regular report relating to inspections of schools.	To update Members on the outcomes of school inspections for the Summer Term 2020.	In order that Members are aware of Estyn judgements about local schools.	Carys Pritchard, Senior Challenge Advisor. Central South Consortium.	
10 <sup>th</sup> December 2020	Quarter 2 2020/21 Performance Report:	<a href="#">Cabinet Forward Work</a>	To present Quarter 2 performance results for the	To ensure the Council clearly demonstrates the progress being made	Julia Archampong, Corporate Performance Manager.	



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
		<a href="#">Programme Item.</a>	period 1 <sup>st</sup> April 2020 to 30 <sup>th</sup> September 2021 for the Corporate Plan Well-being Outcome.'	towards achieving its Corporate Plan Well-being Outcomes 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 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.	01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	
	Initial Revenue Programme Budget Proposals.	<a href="#">Cabinet Forward Work Programme Item.</a>	To inform Scrutiny Committee of the amended revenue budget for 2020/21 and to submit for consultation the initial revenue	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Gemma Jones, Principal Accountant. 01446 709 152 <a href="mailto:GHjones@valeofglamorgan.gov.uk">GHjones@valeofglamorgan.gov.uk</a>	

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
			budget proposals for 2021/22.			
	Initial Capital Programme Budget Proposals.	<a href="#">Cabinet Forward Work Programme Item.</a>	To submit the Initial Capital Programme Proposals for 2021/22 to 2025/26.	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, Principal Accountant. 01446 709 152 <a href="mailto:GHjones@valeofglamorgan.gov.uk">GHjones@valeofglamorgan.gov.uk</a>	
14 <sup>th</sup> January 2021	3 <sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Previous report October 2020.	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2019/20.	To maintain effective tracking of the Committee's recommendations.	Gareth Davies, Democratic and Scrutiny Services Officer - 01446 709 249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a>	
	Youth Engagement and Progression	Previous report January 2020	To make Members aware of the progress made over the last six months of the Youth Engagement and Progression Framework and the current levels of young people Not in Education,	To track performance.	Nisha Shukla, Engagement & Progression Coordinator	

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
			Employment or Training (NEET)			
	School Admission Arrangements 2022-23 (Reference from Cabinet).	<a href="#">Cabinet Forward Work Programme Item.</a>	To seek approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code issued in July 2013 which includes a revision to secondary school catchment areas.	To comply with Para 2.3 (page 6) of the School Admissions Code (Wales) July 2013.	Paula Ham, Director of Learning and Skills. 01446 709 161 <a href="mailto:pham@valeofglamorgan.gov.uk">pham@valeofglamorgan.gov.uk</a>	
	Corporate Safeguarding Mid-Year Report. (Reference from Cabinet).	<a href="#">Cabinet Forward Work Programme Item.</a>	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	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.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a>	

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
			safeguarding activity taking place across the Council.			
	Revenue and Capital Monitoring for the Period 1 <sup>st</sup> April to 30 <sup>th</sup> November 2020	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Scrutiny Committee of the Progress relating to revenue and capital expenditure for the period 1 <sup>st</sup> April to 30 <sup>th</sup> November 2020.	Members are aware of the projected revenue outturn for 2020/21.	Gemma Jones, Principal Accountant. 01446 709 152 <a href="mailto:GHjones@valeofglamorgan.gov.uk">GHjones@valeofglamorgan.gov.uk</a>	
11 <sup>th</sup> February 2021	Impact of work in the Central South Consortium's business plan on the region and The Vale of Glamorgan Local Authority	Collaborative working	To inform Members of the impact of work in the Central South Consortium's business plan on the region and the Vale of Glamorgan	To allow Members to assess the impact of the work of the Central South Consortium	Carys Pritchard, Senior Challenge Advisor. Central South Consortium.	
	Summary of School Inspections for Autumn Term 2020	Regular report relating to inspections of schools.	To update Members on the outcomes of school inspections for the Autumn Term 2020.	In order that Members are aware of Estyn judgements about local schools.	Carys Pritchard, Senior Challenge Advisor. Central South Consortium.	

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
11 <sup>th</sup> March 2021	Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 2021/22.	<a href="#">Cabinet Forward Work Programme Item.</a>	To seek Members' endorsement of the draft Annual Delivery Plan (Improvement Plan Part 1) 2021/2022 prior to consideration by Council.	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. 2. To ensure that the Service Plans aligned to this Committee's remit are accurate, up to date and relevant and become the main document through which performance against the Corporate Plan's Annual Delivery Plan is monitored and measured during 2020/2021. 3. To ensure the Council's Corporate Plan Performance Measurement Framework identifies a relevant set of	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				performance measures and targets against which the Annual Delivery Plan can be monitored and measured during 2020/2021 in line with requirements of the Local Government (Wales) Measure 2009. 4. To ensure that in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.		
	Council Annual Self-Assessment	<a href="#">Cabinet Forward Work Programme Item.</a>	To present the Council's Annual Self-Assessment of performance for Cabinet's consideration in line with the requirements of the Local Government Measure and Wellbeing	In order to inform Cabinet of the views of the Scrutiny Committee.	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	

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 Future Generations Act			
15 <sup>th</sup> April 2021	Revenue and Capital Monitoring 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> January 2021.	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Committee of the progress relating to revenue and capital expenditure for the period 1 <sup>st</sup> April to 31 <sup>st</sup> January 2021.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Principal Accountant. 01446 709 152 <a href="mailto:GHjones@valeofglamorgan.gov.uk">GHjones@valeofglamorgan.gov.uk</a>	
May 2021	4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Previous report January 2021.	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.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a>	

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

Report/Presentations	Responsible Officer and Contact Details	Commentary
<ol style="list-style-type: none"> <li>1. Reports on attendance to be submitted to the Committee on a termly basis. <b>(reports to be presented biannually – mid-term and end of year) (2 per year) To be reported <u>as and when available</u></b></li> <li>2. Examples of good practice in schools to be presented to Committee when available <b>Also target schools with excellent Estyn judgements and presentations from schools on how the new curriculum is being developed and implemented.</b></li> <li>3. CYPS Commissioning Strategy and Action Plan six monthly updates. <b>The Strategy is currently being reviewed and will be reported on a future agenda when available</b></li> <li>4. Update reports with regard to any future innovations considered for the Library Service in the Vale of Glamorgan (14 Nov 16: Min No 526)</li> <li>5. School Performance Reports (Foundation Phase, KS2-5) (12 Feb 18: Min No 691)</li> <li>6. Additional Learning Needs Regional Implementation Plan update re progression (13 Nov 18: Min No 481)</li> <li>7. Issues in relation to e-FSM and FSM on Key Stage 4 and use of the Pupil Deprivation Grant (11 Dec 18: Min No 579)</li> <li>8. Report on school buildings in the primary sector (12 Feb 19 – Min. No. 739)</li> <li>9. Presentation by Menter Bro Morgannwg</li> <li>10. Welsh Standards Annual Monitoring Report</li> <li>11. *CFWP – Reshaping Services Review</li> </ol>		



12. *CFWP – Catering Reshaping		
13. Follow up work on the T&F Review into the Provision of Sanitary Products at Secondary Schools (20 Jun 19: Min No 71)		
14. Report on maintenance and upgrades for all schools across the Vale (20 Jun 19: Min No 71)		
15. Pastoral care available in schools (20 Jun 19: Min No 71)		
16. Site visit to be arranged to the new Catering Service and to High Street Primary School (14 Nov 19: Min No 452)		
17. Presentation from the Sense of Place Board regarding cultural heritage (16 Jan 20: Min No 596)		

## Annual Reports

Report	Responsible Officer and Contact Details	Commentary
<b>Performance Monitoring Reports</b>		
Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 20**/**.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
End of Year 20**/** Performance Report	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in September each year.
<b>Financial Reports</b>		
Closure of Accounts 20**/**.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in July each year.

Initial Revenue Programme Budget Proposals.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.
Initial Capital Programme Budget Proposals.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.

### **Biannual Reports**

<b>Report</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
Corporate Safeguarding Mid-Year Report.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in January each year. Reference from Cabinet.
Children and Young People Services Annual Placement Review – Six Month Activity Update.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 RJEvans@valeofglamorgan.gov.uk	Usually in March each year.

### **Quarterly Reports**

<b>Report</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually May each year. Reporting on Jan, Feb and Mar.
1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually July each year. Reporting on Apr, May and Jun.

2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.
3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.
Quarter 1 2020/21 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually October each year. Reporting on April, May and June.
Quarter 2 2020/21 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually December each year. Reporting on July and September.
Quarter 3 2020/21 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year. Reporting on October, November and December.

### **Infrequent**

- Cabinet References.
- Revenue and Capital Monitoring Reports.
- Requests for Consideration.
- Cabinet Call-in.
- Updates from the Leisure Management Contract Members Working Group.

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