

Meeting of:	Learning and Culture Scrutiny Committee
Date of Meeting:	Thursday, 09 June 2022
Relevant Scrutiny Committee:	Learning and Culture
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2021/22 and Proposed Annual Forward Work Programme Schedule 2022/23.
Purpose of Report:	To report progress on 2021/22 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2022/23.
Report Owner:	Rob Thomas, Chief Executive.
Responsible Officer:	Amy Rudman, Democratic and Scrutiny Services Officer, 01446 709 855.
Elected Member and Officer Consultation:	None
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the proposed Annual Forward Work Programme Schedule for 2022/23: <ul style="list-style-type: none"> - 4th Quarter Recommendation Tracking January to March 2022 (Appendix A); - 4th Quarter Forward Work Programme 2021/22 (Appendix B); - Cabinet Annual Forward Work Programme 2022/23 (Appendix C); - Proposed Annual Forward Work Programme Schedule for 2022/23 (Appendix D). 	

Recommendations

1. That the status of the actions listed in Appendix A to the report be agreed.
2. That the Cabinet Annual Forward Work Programme for 2022/23 attached at Appendix C, in the context of the Learning & Culture Scrutiny Committee Annual Forward Work Programme 2022/23 content, be noted.
3. That the 4th Quarter Forward Work Programme 2021/22 attached at Appendix B be noted.
4. That the Committee's proposed Annual Forward Work Programme Schedule for 2022/23 attached at Appendix D be approved and uploaded to the Council's website.

Reasons for Recommendations

1. To maintain effective tracking of the Committee's recommendations.
 2. To align with section 7.6 of the Cabinet and Scrutiny Roles and Responsibilities Protocol.
- 3&4** For public information.

1. Background

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months.

2. Key Issues for Consideration

- 2.1 Appendix A, as attached to this report, set out the previous recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that Scrutiny Committee recommendations are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 The Work Programme has been aligned to the Annual Cabinet Forward Work Programme as endorsed by Cabinet on 25th April 2022 and attached at Appendix C.

- 2.4** Members are also requested to confirm approval of the proposed 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. The 2022-23 schedule includes notes on reports that were scheduled to be reported in the previous quarter that have now been slipped to the 2022-23 Municipal year as noted in Appendix B.
- 2.5** The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states it is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny. Other reports will be added to the schedule as and when necessity arises. The schedule will also detail Requests for Consideration that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.
- 2.6** With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.
- 2.7** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to closely consider its forward work programme (attached at Appendix D) by identifying:
- The specific areas of interest for the Committee.
 - How to engage stakeholders (including Ward Members and the public).
 - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, joint approaches to scrutiny etc.).
 - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.8** Discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chair and Vice-Chair Group having regard to resource implications and corporate priorities.
- 2.9** In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chair and Vice-Chair Group on 3rd March 2021 agreed that Scrutiny Committee Chairpersons and Cabinet Members were best placed to present the Recommendation Tracking and Forward Work Programme Update Reports at Committee meetings to highlight the fact that both documents were under the Committee's ownership and management.
- 2.10** Published versions of the Forward Work Programme can also be found on the Council's website via the following link:

https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The Scrutiny Committees have a responsibility to report annually to the Council their future work programmes in the form of a 'Scrutiny Annual Report.'
- 3.2** Scrutiny Committee Forward Work Programmes are published by the Council on a quarterly basis which encourages engagement / involvement by the public in the decision-making process.
- 3.3** The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Scrutiny/Guidance/Public-Scrutiny-Booklet.pdf>
- 3.4** The Scrutiny Forward Work Programme provides details of reports and items proposed to be considered by the Committee over the coming Municipal year (June 2022 – April 2023).

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

[Q3 Tracking \(valeofglamorgan.gov.uk\)](https://www.valeofglamorgan.gov.uk).

[Scrutiny Committees' Annual Report May 2019 - April '21](#)

[Cabinet & Scrutiny Roles and Responsibilities Protocol](#).

Uncompleted Recommendations

4th Quarter 2021-22

SCRUTINY RECOMMENDATION 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
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13 January 2022

Min. No. 748 – 3rd Quarter Scrutiny Recommendation Tracking 2021/22 and Updated Committee Forward Work Programme Schedule 2021/22 (MD) – Recommended	Learning & Culture			
(2) That the updated Committee Forward Work Programme Schedule be approved and uploaded to the Council's website, subject to amendments as discussed and agreed during the meeting.			Updated Forward Work Programme Schedule uploaded to the Council's website.	Completed

10 March 2022

Min. No. 957 – Recommendation Report of The Cost of Schooling Task and Finish Group (CX) – Recommended	Learning and Culture			
(1) That the contents of the report be noted, and that the draft Good Practice Guidance (attached at Appendix A to the report) be endorsed subject to any amendments agreed by Committee.			Cabinet, at its meeting on 28 th March, 2022, resolved [1] That the comments made at the Learning and Culture Scrutiny Committee on 10 th March, 2022 be noted, and the draft Good Practice Guidance be endorsed. [2] That the Good Practice Guidance be circulated to all Governing Bodies, Head Teachers of Vale of Glamorgan schools, the Schools Council Network and to young people and be made publicly available on the Council's website. (Min. No. 887 refers)	Completed
(2) That the report and draft Good Practice Guidance, as endorsed by Committee, be referred to Cabinet for their consideration and approval.				
(3) That the Good Practice Guidance, subject to approval by Cabinet, be circulated to all Governing Bodies and Head Teachers in Vale of Glamorgan schools and be made publicly available on the Council's website.				



Vale of Glamorgan Council
Learning and Culture Scrutiny Committee

Forward Work Programme

May 2021 – April 2022

N.B. Quarters 1-3 not included as they have been approved by Committee previously.

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
January 2022	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Q2 report October 2021	To report progress on the Scrutiny recommendations [Oct,Nov,Dec] and to confirm the Committee's work programme for 2021/22.	To maintain effective tracking of the Committee's recommendations.	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144 celindsey@valeofglamorgan.gov.uk	Reported to Committee on 13th January, 2022 (Min No 748)
January 2022	School Admission Arrangements 2023-2024.	Last reported to Committee in January 2021 following a referral from Cabinet.	To seek approval to consult on the Local Authority's school admission arrangements.	Council is compliant with Para 2.3 (page 6) of the School Admissions Code (Wales) July 2013.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Removed from programme in agreement with the Chair as there have been no significant changes to the arrangements requiring Scrutiny involvement.
January 2022	Effectiveness and Efficiency Report Central South Consortium 2020 - 2021	Last reported January 2020 ("Impact of work in	To inform Members of the efficiency and effectiveness of the work of Central South Consortium and	Members are aware of the impact of Central South Consortium's work.	Carys Pritchard, Principal Improvement Partner (CSC)	Reported to Committee on 13th January, 2022 (Min No 745)

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
		the Central South Consortium's business plan on the region and The Vale of Glamorgan Local Authority")	its contribution to school improvement across the region.			
January 2022	Revenue and Capital Monitoring for the period 1 st April to 30 th November.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure and the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Reported to Committee on 13th January, 2022 (Min No 747)
January 2022	Impact of Covid on pupils' literacy and reading skills in the Vale of Glamorgan	CSC update report	Updates Members on the impact of COVID-19 on pupils' literacy skills in the Vale of Glamorgan and Central South Consortium's literacy strategy.	Members are advised of how schools are currently focussing on literacy development as part of their school development plan priorities, use of the RRRS grant, attendance at CSC	Carys Pritchard, Principal Improvement Partner (CSC)	Reported to Committee on 13th January, 2022 (Min No 744)

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
				professional learning programmes.		
January 2022	Support for Young Carers in the Vale of Glamorgan		To update Scrutiny Committee on support for young carers.	The Directorate continues to develop its response to the Social Services and Wellbeing Act and manage its statutory responsibilities and local needs within its resources, making the most of collaborative arrangements and funding streams where appropriate.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Slipped from November, taken to January due to size of December's Agenda. Reported to Committee on 13th January, 2022 (Min No 746)
January 2022	Children and Young People Services Annual Placements Review	Referred by Healthy Living and Social Care Scrutiny on 9 th November, 2021	To outline the actions taken within Children and Young People Services during 2020/21 with regards to placement provision for Children Looked After (CLA) and the priority actions for 2021/22.	Members are provided with an opportunity to exercise oversight of this key statutory function.	Rachel Evans, Head of Children and Young People Services 01446 704792 RJEvans@valeofglamorgan.gov.uk	Reported to Committee on 13th January, 2022 (Min No 743)

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
February 2022	Welsh Language Promotion Strategy 2022-27	As per report to Cabinet on 8 th November, 2021	For Committee to consider the revised Promotion Strategy and draft Action Plan.	Committee's feedback informs final draft of the Strategy in order that it can be published in line with the statutory deadline set by the Welsh Language Commissioner.	Tom Bowring, Head of Policy and Business Transformation - 01446 709766, TBowring@valeofglamorgan.gov.uk	Reported to Committee on 10th February, 2022 (Min No 852)
February 2022	Reshaping of the Arts Service update and Arts Central Gallery Review	Referred by Cabinet on 20 th December, 2021.	For Committee to consider proposed options regarding the reshaping of the Arts Service and use of Arts Central Gallery following public consultation.	Members' feedback can inform the proposals.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Reported to Committee on 10th February, 2022 (Min No 851)
February 2022	Corporate Safeguarding Mid Term Report.	Referred by Cabinet on 22 nd November, 2021.	To update Committee on the work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who require	To allow Committee to exercise effective oversight of this key area of corporate working and be assured of effective safeguarding taking place.	Jason Redrup, Safeguarding Officer - 01446 709867, jredrup@valeofglamorgan.gov.uk	Slipped from November 2021. Reported to Committee on 10th February, 2022 (Min No 850)

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
			specific Council services and to ensure that these arrangements are effective.			
February 2022	Summary of work carried out to deliver the Welsh Governments Period Dignity Grants in Light of COVID-19.	Following report to Cost of Schooling Task and Finish Group in April, 2021	To update Members on the work carried out to date on the delivery of the period poverty grants.	Members are informed of the broad range of activities undertaken to address the conditions of the period poverty grants.	Mark Davies, Prevention and Partnership Manager 01446 709269 MDDavies@valeofglamorgan.gov.uk	Reported to Committee on 10th February, 2022 (Min No 853)
March 2022	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (ADP) 2022/23	Previous report March 2021	To seek Members' endorsement of the draft ADP 2022/2023 prior to consideration by Council.	1. Ensures the views of all key stakeholders including Scrutiny Committees, inform the Council's draft ADP, associated Service Plan activities and service improvement targets for 2022/2023. 2. Ensures that the Service Plans aligned to Committee's remit are accurate, up to	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee on 10th March, 2022 (Min No 956)

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				<p>date, relevant and become the main document through which performance against the Corporate Plan's ADP is monitored and measured during 2022/2023.</p> <p>3. Ensures the Council's Corporate Plan Performance Measurement Framework identifies a relevant set of performance measures and targets against which the ADP can be monitored and measured during 2022/2023 in line with requirements of the Local Government (Wales) Measure 2009.</p> <p>4. To ensure that in</p>		

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				delivering the ADP the Council takes into account the diverse needs of the local community.		
March 2022	Annual Equality Monitoring Report 2020-2021.	Cabinet Forward Work Programme Item	To seek approval of the Annual Equality Monitoring Report	Allows the Council to meet its reporting duty under the specific duties for Wales and continue to make progress towards meeting the public sector equality duty and ensure its equality work is available for scrutiny by the Equality and Human Rights Commission and others.	Tom Bowring, Head of Policy and Business Transformation 01446 709766, TBowring@valeofglamorgan.gov.uk	Slipped to June 2022 as not referred by Cabinet until April 11th, and there being no Committee meeting in May 2022.
March 2022	Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2021/22	Cabinet Forward Work Programme Item	To present Quarter 3 performance results for the period 1st October 2021 to 31 st December 2021 for the Corporate	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Reported to Committee on 10th March, 2022 (Min No 955)

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
			Plan Well-being Outcome.'			
	Youth Engagement and Progression	Previous report March 2021	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, Employment or Training (NEET)	Allows Committee to track performance.	Nisha Shukla, Engagement & Progression Coordinator 01446 709457 nshukla@valeofglamorgan.gov.uk	Removed from the programme in agreement with the Chair following meeting on 4/1/22. Relevant data captured and reported to Committee as part of performance monitoring.
March 2022	Revenue and Capital Monitoring for the period 1 st April to 31 st January 2022.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure and the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Reported to Committee on 10th March, 2022 (Min No 954)
March 2022	Recommendation Report of the Cost of Schooling Task and Finish Group	Following the establishment of the Group in January 2020	To advise Committee of the Group's findings and seek approval for the drafted Good	Good Practice Guidance, subject to Committee and Cabinet's	Catherine Lindsey, Assistant Democratic Services Officer – 01446 709144	Reported to Committee on 10th March, 2022 (Min No 957)

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
		in response to suggestions made by Committee in June 2019 (Min No 71).	Practice Guidance to be referred to Cabinet for their endorsement.	endorsement, is circulated to governing bodies and head teachers of schools in the Vale of Glamorgan, assisting families in mitigating the financial burden associated with the cost of schooling.	celindsey@valeofglamorgan.gov.uk	
April 2022	Curriculum for Wales: Journey to 2022 – Spring Term 2022 Update (Presentation)	Following recommendation made by Committee during the meeting of 8 th July, 2021 (Min No 202)	To update Members on the Curriculum for Wales and the work undertaken by CSC to support schools in the Vale of Glamorgan	Members are aware of the approaches being developed to support schools with curriculum reform.	Carys Pritchard, Principal Improvement Partner (CSC)	Presented to Committee on 7 th April, 2022 (Min No 1033)
April 2022	Draft Strategic Equality Plans for Schools	Referred by Cabinet on 14 th March, 2022	To seek Committee's feedback on the draft School's Strategic Equality Plan for 2022 – 2024.	Committee can provide feedback as part of the programme of consultation and their views inform the final version taken to Cabinet for approval.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Reported to Committee on 7th April, 2022 (Min No 1031)

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
April 2022	Update on Penarth Pier Pavilion and the Potential Future Working Arrangements and Opportunities for the Kymin House and Gardens	Referred by Cabinet on 14 th March, 2022	Update on progress that has been made in reinvigorating the Penarth Pier Pavilion since under Council management and outline potential links with other Council assets such as the Kymin House and Gardens.	Committee have oversight of the matters and are provided with the opportunity to provide feedback.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Reported to Committee on 7th April, 2022 (Min No 1032)

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

Report	Responsible Officer and Contact Details	Commentary
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) To be reported as and when available
Examples of good practice in schools to be presented to Committee when available CYPS Commissioning Strategy and Action Plan six monthly updates.		Also target schools with excellent Estyn judgements and presentations from schools on how the new curriculum is being developed and implemented. The Strategy is currently being reviewed and will be reported on a future agenda when available

Update reports with regard to any future innovations considered for the Library Service in the Vale of Glamorgan (14 Nov 16: Min No 526)		
School Performance Reports (Foundation Phase, KS2-5) (12 Feb 18: Min No 691)		
Additional Learning Needs Regional Implementation Plan update re progression (13 Nov 18: Min No 481)		
Report on school buildings in the primary sector (12 Feb 19 – Min. No. 739)		
Presentation by Menter Bro Morgannwg		
Welsh Standards Annual Monitoring Report		
*CFWP – Reshaping Services Review		
*CFWP – Catering Reshaping		
Follow up work on the T&F Review into the Provision of Sanitary Products at Secondary Schools (20 Jun 19: Min No 71)		
Report on maintenance and upgrades for all schools across the Vale (20 Jun 19: Min No 71)		
Pastoral care available in schools (20 Jun 19: Min No 71)		
Site visit to be arranged to the new Catering Service and to High Street Primary School (14 Nov 19: Min No 452)		
Presentation from the Sense of Place Board regarding cultural heritage (16 Jan 20: Min No 596)		
Presentation: Tackling Digital Exclusion in Schools	Trevor Baker / Sean Granville	Presented to the Cost of Schooling Task and Finish Group meeting on 28 th April, 2021, to be brought to Committee at Group Members' request. Will be brought to Committee once Officer availability is confirmed.
Curriculum for Wales: Journey to 2022 – Summer Term 2022 Update	Carys Pritchard (CSC)	Following recommendation made by Committee during the meeting of 8 th July, 2021 (Min No 202). Added to 22/23 work programme.
Elective Home Education Update	Keeva McDermott	Following recommendation made by Committee during the meeting of 16 th September, 2021 that a further report be received in 12 months. Added to 22/23 work programme.
Education Update on the Syrian Resettlement Programme	Martine Coles	Following recommendation made by Committee during the meeting of 16 th September, 2021 that a further report be received in 12 months. Added to 22/23 work programme.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Performance Monitoring Reports		
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.
Financial Reports		
Closure of Accounts 20**/**.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in July each year.
Initial Revenue Programme Budget Proposals.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.
Initial Capital Programme Budget Proposals.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Mid-Year Report.	Gemma Jones, Operational Manager for Accountancy. 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

Report	Responsible Officer and Contact Details	Commentary
4 th 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.

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

Suggested Task and Finish Review Exercises

Group	Scope / Focus	Chair / Responsible Officer	Commentary
Cost of Schooling	An examination of how affordable it is for parents to send children to school. To include the social/wellbeing impact of School Proms and consideration of the costs of school uniforms and extra school activities.	Chair: Cllr. G. Kemp Responsible Officers: Gareth Davies, Democratic & Scrutiny Services Officer. 01446 709 249 gjdavies@valeofglamorgan.gov.uk Catherine Lindsey, Assistant Democratic Services Officer. 01446 709144 celindsey@valeofglamorgan.gov.uk	Recommendations were reported to Committee on 10 th March, 2022. Committee endorsed the Good Practice Guidance proposed by Committee and referred the report to Cabinet for their approval. Cabinet resolved to approve Committee's recommendations on 28 th March, 2022.
Museum Provision in the Vale of Glamorgan	<i>TBC</i>	Chair: <i>TBC</i> Responsible Officers: <i>TBC</i>	



VALE of GLAMORGAN COUNCIL CABINET OFFICE

Cabinet Annual Strategic Forward Work Programme

June 2022 – April 2023



www.valeofglamorgan.gov.uk

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Forward Work Programme: June 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2021 to 31 March 2022.	Leader	Yes (Corporate Performance and Resources)	No
June	Project Zero	To report progress in delivering Project Zero.	Leader	Yes (Corporate Performance and Environment and Regeneration)	No
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2021/22.	Leader	Yes (Learning and Culture)	No
June	Appointments to Outside Bodies / Joint Committees	To appoint / nominate representatives to the Outside Bodies / Joint Committees detailed in the report.	Leader	No	No
June	Corporate Safeguarding Annual Report.	To update Cabinet on the work that has been undertaken to improve corporate arrangements for safeguarding and protecting children and adults who require specific Council services and to ensure that these arrangements are effective.	Social Care and Health	Yes (All Scrutiny Committees)	No

Forward Work Programme: July 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Closure of Accounts 2021/22.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2021/22 financial year.	Leader	No	No
July	Annual Treasury Management Report 2021/22.	To present to Cabinet the annual review report on Treasury Management 2021/22.	Leader	Yes (Audit Committee)	Yes
July	Revenue Monitoring for the Period 1st April to 31st May, 2022.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
July	Capital Monitoring for the Period 1st April to 31st May, 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
July	Budget Strategy 2023/24.	To submit the Budget Strategy for 2023/24.	Leader	No	No
July	Cabinet Quarterly Work Programme - April to June 2022 and July to September 2022.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2022 and to confirm the Quarterly Work Programme for July to September 2022 in order that the Annual Strategic Work Programme can be amended	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		and uploaded to the website.			
July	End of Year 2021/22 Corporate Plan Performance Report.	To present end of year performance results for the period 1st April 2021 to 31st March 2022 in relation to our Well-being Outcomes and Corporate Health priorities, including an update of our progress in addressing recommendations and improvement proposals from our external regulators.	Leader	Yes (All Scrutiny Committees)	No
July	Climate Change	To consider the revised Climate Change Challenge Plan post consultation.	Leader	No	Yes
July	Vale of Glamorgan Replacement LDP (2021-2036) – Draft Sustainability Appraisal Scoping Report	To consider and approve the Draft Sustainability Appraisal Scoping Report for consultation purposes	Legal, Regulatory and Planning Services	No	No
July	Annual Report: Section 106 Agreements 2021/22.	To report on annual S106 income and expenditure.	Legal, Regulatory and Planning Services	No	No

Forward Work Programme: September 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2021/22.	To present the draft Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2021/22, which outlines our progress towards achieving the Council's Well-being (Improvement) Objectives.	Leader	No	Yes
September	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
September	Local Development Plan Annual Monitoring Report.	To report to Cabinet the findings of the Council's Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2022.	Legal, Regulatory and Planning	No	No
September	Director's Annual Report 2021/22.	To ensure Cabinet agree the future priorities for the service.	Social Care and Health	No	No

Forward Work Programme: October 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Revenue Monitoring for the period 1st April to 31st August 2022.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
October	Capital Monitoring for the period 1st April to 31st August 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
October	Project Zero	To report progress in delivering Project Zero.	Leader	Yes (Corporate Performance and Environment and Regeneration)	No
October	Cabinet Quarterly Work Programmes – July to September 2022 and October to December 2022.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2022 and to confirm the Quarterly Work Programme for October to December 2022 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No

Forward Work Programme: November 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Quarter 1 2022/23 Performance Report.	To present quarter 1 performance results for the period 1st April 2022 to 30th June 2022 for all service areas.	Leader	Yes (All Scrutiny Committees)	No
November	Revenue Monitoring for the period April to September 2022.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
November	Capital Monitoring for the period April to September 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Revenue Budget Proposals 2023/24 and Medium Term Financial Plan 2022/23 to 2025/26.	To gain Cabinet's approval for the amended revenue budget for 2023/24 and to commence consultation on the initial revenue budget proposals for 2023/24.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Capital Programme Proposals 2023/24 to 2026/27.	To gain approval for the Initial Capital Programme Proposals for 2023/24 so that they may be submitted to Scrutiny Committees for consultation and amendments to the current Capital Programme.	Leader	Yes (All Scrutiny Committees)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Initial Housing Revenue Account (HRA) Budget Proposals 2023/24	To gain Cabinet's approval for the initial budget proposals for 2023/24 relating to the Housing Revenue Account so that the proposals may be submitted to Scrutiny Committee for consultation.	Leader	Yes (Homes and Safe Communities)	No
November	Treasury Management Mid-Year Report 2022/23.	To provide a mid-year report on the Authority's treasury management operations for the period 1 st April 2022 to 30 th September 2022.	Leader	No	Yes
November	Q2 Sickness Absence Report 2022/2023.	To update Cabinet on the sickness absence statistics for the 6-month period from 1 st April 2021 to 31 st September 2022.	Leader	Yes (Corporate Performance and Resources)	No
November	Draft Annual Delivery Plan – Consultation.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
November	STEAM Targets 2022/23 – Annual Report	To report annual results.	Education and Regeneration	Yes Environment and Regeneration)	No
November	Corporate Safeguarding Mid Term Report.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity	Social Care and Health	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		taking place across the Council.			

Forward Work Programme: December 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	School Admission Arrangements 2024-2025.	To seek Cabinet approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code.	Education and Regeneration	Yes (Learning and Culture)	No
December	Housing Support Grant Annual Delivery Plan.	To adopt the draft Housing Support Grant Delivery Plan and seek authorisation for its submission to Welsh Government.	Housing and Building	Yes	No
December	Vale of Glamorgan Replacement LDP (2021-2036) – Sustainability Appraisal Scoping Report	To report the findings of the stakeholder consultation	Legal, Regulatory and Planning	No	No

Forward Work Programme: January 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
January	Revenue Monitoring for the Period 1st April to 30th November 2022.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
January	Capital Monitoring for the period 1st April to 30th November 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
January	Quarter 2 Corporate Plan Performance Report.	To present the Council's performance against the Corporate Plan for Q2.	Leader	Yes (Corporate Performance and Resources)	No
January	Timetable of Meetings: May 2023 to May 2024.	To consider a draft timetable of meetings for the period May 2023 - May 2024.	Leader	No	No
January	Pay Policy 2023/2024.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2023/24 as set out prior to its submission to Council for approval.	Leader	Yes (Corporate Performance and Resources)	Yes
January	Cabinet Quarterly Work Programmes – October to December 2022 and January to March 2023.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period October to December 2022 and to confirm the Quarterly Work	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		<p>Programme for January to March 2023 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.</p>			

Forward Work Programme: February 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Capital Strategy 2023/24 and Final Capital Proposals 2023/24 to 2027/28.	To gain approval for the Final Capital Programme Proposals for the years 2023/24 to 2027/28.	Leader	No	Yes
February	Final Proposals for the Revenue Budget 2023/24.	The purpose of this report is to set out final proposals for Cabinet Members to consider, before making their recommendations to Council, in respect of the final revenue budget for the financial year 2023/24.	Leader	No	Yes
February	Final Housing Revenue Account (HRA) Budget Proposals 2023/24.	To set the HRA budget for the financial year 2023/24 and to set the rents and service charges for the forthcoming rent year beginning on 2 nd April 2023.	Leader	No	Yes
February	Treasury Management and Investment Strategy 2023/24 and Update 2022/23.	To provide an interim report on the Council's treasury management operations for the period 1 st April 2022 to 31 st December 2022 and to submit for consideration the proposed 2022/23 Treasury Management and Investment Strategy.	Leader	Yes (Audit Committee)	Yes

February	Project Zero	To report progress in delivering Project Zero.	Leader	Yes (Corporate Performance and Environment and Regeneration)	No
February	Housing Revenue Account Business Plan.	To obtain approval for the Housing Business Plan 2022.	Housing and Building Services	Yes (Homes and Safe)	Yes

Forward Work Programme: March 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
March	Revenue Monitoring for the Period 1st April 2022 to 31st January 2023.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
March	Capital Monitoring for the Period 1st April 2022 to 31st January 2023.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
March	Annual Equality Monitoring Report 2021-2022.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Vale of Glamorgan Annual Delivery Plan 2023/24.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
March	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
March	School Admission Arrangements 2024/2025.	Outcome of consultation and adoption of policy.	Education and Regeneration	No	No
March	Proposed Events Programme 2023-24.	Agreement of annual programme of events and allocation of funds.	Education and Regeneration	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
March	Vale of Glamorgan Replacement LDP (2021-2036) – Draft Preferred Strategy, Initial Sustainability Appraisal Report / HRA	To consider and approve the Draft Preferred Strategy, Initial Sustainability Appraisal Report and HRA for public consultation purposes	Legal, Regulatory and Planning	Yes	No

Forward Work Programme: April 2023

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
April	Cabinet Annual Strategic Forward Work Programme May 2023 - April 2024 and Cabinet Quarterly Work Programme – April to June 2023.	To inform Members of the Forward Work Programme of the Cabinet for the 12 month period May 2023 to April 2024, and the Cabinet Quarterly Work Programme from April – June 2023.	Leader	No	No
April	Quarter 3 Corporate Plan Performance Report.	To present the Council’s performance against the Corporate Plan for Q3.	Leader	Yes (All Scrutiny Committees)	No



Vale of Glamorgan Council
Learning and Culture Scrutiny Committee

Forward Work Programme

May 2022 – April 2023

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
June 2022	Annual Equality Monitoring Report 2020-21	Referred by Cabinet on 25 th April, 2022	To seek approval of the Annual Equality Monitoring Report.	Allows the Council to meet its reporting duty under the specific duties for Wales and continue to make progress towards meeting the public sector equality duty and ensure its equality work is available for scrutiny by the Equality and Human Rights Commission and others.	Tom Bowring, Director of Resources 01446 709766, TBowring@valeofglamorgan.gov.uk	Slipped from March 2022.
	4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Q3 reported in January 2021	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme for 2021/22.	To maintain effective tracking of the Committee's recommendations.	TBC , Democratic & Scrutiny Services Officer. 01446 709 [EXT] [EMAIL]@valeofglamorgan.gov.uk	
July 2022	Closure of Accounts 2021/22	Last reported July 2021	To inform Scrutiny Committee of the provisional financial position of the Council for the 2021/22 financial year.	Members aware of the provisional financial position and actions that have been taken.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
July 2022	Revenue and Capital Monitoring for the Period 1st April to 31st May, 2022.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure and the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
July 2022	Annual Delivery Plan Monitoring Report: Quarter 4 (End of Year) Performance 2021/22	Cabinet Forward Work Programme Item	To present end of year performance results for the period 1st April 2022 to 31 st March 2022 in relation to our Well-being Objectives and Corporate Health priorities, including an update of our progress in addressing recommendations and improvement proposals from our external regulators.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
July 2022	Annual Corporate Safeguarding Report: 2021/22	Cabinet Forward Work Programme Item	To update Committee on the work that has been undertaken to improve corporate arrangements for safeguarding and	To allow Committee to exercise effective oversight of this key area of corporate working and be assured of effective	Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			protecting children and adults who require specific Council services and to ensure that these arrangements are effective.	safeguarding taking place.		
July 2022	Curriculum for Wales: Journey to 2022 – Summer Term 2022 Update	Following recommendation made by Committee during the meeting of 8 th July, 2021 (Min No 202) TBC with CSC				
July 2022	Welsh Language Standards Annual Monitoring Report 2021-22	Cabinet Forward Work Programme Item	To seek Committee Members' views on the Annual Welsh Monitoring Report.	Enables Committee to consider the contents of the report and appendices and allows the Council to meet its reporting duty to the Welsh Commissioner by publishing the Annual Welsh	Tom Bowring, Director of Resources - 01446 709766, TBowring@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				Language Monitoring Report 2021/22.		
July 2022	1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2022/23	Previous report May 2022	To report progress on the Scrutiny recommendations [Apr,May,June] and to confirm the Committee's work programme for 2022/23.	To maintain effective tracking of the Committee's recommendations.	TBC, Democratic & Scrutiny Services Officer. 01446 709 [EXT] [EMAIL]@valeofglamorgan.gov.uk	
September 2022	Elective Home Education Update	Recommendation made in September 2021 (Min No. 353) that Committee receive an update in 12 months.	To make members aware of the changes occurring in Elective Home Education (EHE) at both Local and National level.	1) Members scrutinise the Council's legal obligations under the relevant Education legislation. 2) Members are updated as to the progress made in relation to the ongoing delivery, and further awareness raising of the use and impact of the EHE grants for the support of EHE learners.	Keeva McDermott, Inclusion Manager - 01446 709113, kmcdermott@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				3) Members have oversight and awareness of ongoing changes to the expectations and obligations placed on the LA.		
September 2022	Education Update on the Syrian Resettlement Programme	Recommendation made in September 2021 (Min No. 354) that Committee receive an update in 12 months.	To make Members aware of the Syrian Resettlement Programme from an education perspective at a local level.	Members are aware of the progress made in the education remit of SRP in the last 12 months.	Martine Coles, Vulnerable Groups Manager - 01446 709735 MNColes@valeofglamorgan.gov.uk	
September 2022	Annual Delivery Plan Monitoring Report: Quarter 1 Performance 2022/23	Cabinet Forward Work Programme Item	To present Quarter 1 performance results for the period 1st April 2022 to 30th June 2022 in relation to the Corporate Plan Well-being Objectives.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
October 2022	2nd Quarter Scrutiny Decision Tracking of	Q1 reported in July 2022	To report progress on the Scrutiny	To maintain effective tracking of the	TBC , Democratic & Scrutiny Services Officer.	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	Recommendations and Updated Work Programme Schedule 2022/23.		recommendations [Jul,Sept] and to confirm the Committee's work programme for 2022/2023.	Committee's recommendations.	01446 709 [EXT] [EMAIL]@valeofglamorgan.gov.uk	
October 2022	Governor Training Report for the 2021/22 Academic Year	Previous Report October 2021	To report on governor training for the 2019/20 Academic Year	To ensure Committee are aware of any developments in Governor training during the previous Academic Year.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	
October 2022	Revenue and Capital Monitoring for the period 1 st April to 31st August 2022.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure and the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
November 2022						
December 2022	Draft Vale of Glamorgan Council	Last referred by Cabinet November 2021	To seek Committee's views regarding the draft ADP 2023-24 as	Ensures that Committee has the opportunity to consider	Julia Archampong, Corporate Performance Manager - 01446 709 318	

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 (ADP) 2023-24		part of the programme of consultation.	the draft ADP and provide feedback as part of the programme of consultation.	jarchampong@valeofglamorgan.gov.uk	
December 2022	Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2022/23	Q1 received September 2022	To present Quarter 2 performance results for the period 1st July 2021 to 30th September 2022 in relation to the Corporate Plan Well-being Objectives.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
December 2022	Initial Revenue Programme Budget Proposals	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 2022/23.	Ensures Committee is consulted before making a final proposal on the budget.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
December 2022	Initial Capital Programme Budget Proposals	Cabinet Forward Work Programme Item	To submit the Initial Capital Programme Proposals for 2021/22 to 2022/23	Ensures Committee is consulted before making a final proposal on the budget.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
December 2022	Revenue and Capital Monitoring for the Period 1st April to 30th September, 2021 and Revised Revenue Budget for 2022/23	Cabinet will likely approve revised budget in November 2022	To advise Scrutiny Committee of the progress relating to revenue and capital expenditure for the period 1st April to 30th September 2022 and the revised budget for 2022/23	Members are aware of the projected revenue and capital outturn for 2022/23, and the revised budget for 2022/23.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
January 2023	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2022/23.	Q2 reported in October 2022	To report progress on the Scrutiny recommendations [Oct,Nov,Dec] and to confirm the Committee's work programme for 2022/23.	To maintain effective tracking of the Committee's recommendations.	TBC , Democratic & Scrutiny Services Officer. 01446 709 [EXT] [EMAIL] @valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
January 2023	Effectiveness and Efficiency Report Central South Consortium 2021 - 2022.	Last reported January 2021	To inform Members of the impact of work in the Central South Consortium's business plan on the region and the Vale of Glamorgan	Members are aware of the impact of Central South Consortium's work on schools in the Vale of Glamorgan.	Carys Pritchard, Principal Improvement Partner (CSC)	
January 2023	School Admission Arrangements 2023-2024.	Last reported to Committee in January 2021 following a referral from Cabinet.	To seek approval to consult on the Local Authority's school admission arrangements.	Council is compliant with Para 2.3 (page 6) of the School Admissions Code (Wales) July 2013.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Removed from 21/22 programme in agreement with the Chair as there were no significant changes to the arrangements requiring Scrutiny involvement.

January 2023	Revenue and Capital Monitoring for the period 1 st April to 30 th November 2022.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure and the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
February 2023						
March 2023	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (ADP) 2023/24	Previous report March 2022	To seek Members' endorsement of the draft ADP 2023/2024 prior to consideration by Council.	<ol style="list-style-type: none"> 1. Ensures the views of all key stakeholders including Scrutiny Committees, inform the Council's draft ADP, associated Service Plan activities and service improvement targets for 2023/2024. 2. Ensures that the Service Plans aligned to Committee's remit are accurate, up to date, relevant and become the main document through which performance against the Corporate Plan's ADP is monitored and measured during 2023/2024. 3. Ensures the Council's Corporate Plan Performance Measurement Framework identifies a relevant set of 	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

				performance measures and targets against which the ADP can be monitored and measured during 2023/2024 in line with requirements of the Local Government (Wales) Measure 2009. 4. To ensure that in delivering the ADP the Council takes into account the diverse needs of the local community.		
March 2023	Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2022/23	Q2 reported in December 2022	To present Quarter 3 performance results for the period 1st October 2022 to 31st December 2022 in relation to the Corporate Plan Well-being Objectives.	Ensures that progress towards achieving key outcomes in line with the Corporate Plan is made.	Julia Archampong, Corporate Performance Manager - 01446 709 318 jarchampong@valeofglamorgan.gov.uk	
March 2023	Revenue and Capital Monitoring for the period 1st April to 31st January 2022.	Cabinet Forward Work Programme Item	To advise Committee of the progress relating to revenue expenditure and the Capital Programme.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
April 2023	Annual Equality Monitoring Report 2021-2022.	Cabinet Forwards Work Programme Item	To seek approval of the Annual Equality Monitoring Report.	Allows the Council to meet its reporting duty under the specific duties for Wales and continue to make progress towards	Tom Bowring, Director of Resources 01446 709766, TBowring@valeofglamorgan.gov.uk	

				meeting the public sector equality duty and ensure its equality work is available for scrutiny by the Equality and Human Rights Commission and others.		
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Other reports requested by Committee to be added into schedule as and when available

Report	Responsible Officer and Contact Details	Commentary
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) To be reported as and when available
Examples of good practice in schools to be presented to Committee when available CYPS Commissioning Strategy and Action Plan six monthly updates.		Also target schools with excellent Estyn judgements and presentations from schools on how the new curriculum is being developed and implemented. The Strategy is currently being reviewed and will be reported on a future agenda when available
Update reports with regard to any future innovations considered for the Library Service in the Vale of Glamorgan (14 Nov 16: Min No 526)		
School Performance Reports (Foundation Phase, KS2-5) (12 Feb 18: Min No 691)		
Additional Learning Needs Regional Implementation Plan update re progression (13 Nov 18: Min No 481)		
Report on school buildings in the primary sector (12 Feb 19 – Min. No. 739)		
Presentation by Menter Bro Morgannwg		
*CFWP – Reshaping Services Review		
*CFWP – Catering Reshaping		
Follow up work on the T&F Review into the Provision of Sanitary Products at Secondary Schools (20 Jun 19: Min No 71)		
Report on maintenance and upgrades for all schools across the Vale (20 Jun 19: Min No 71)		

Pastoral care available in schools (20 Jun 19: Min No 71)		
Site visit to be arranged to the new Catering Service and to High Street Primary School (14 Nov 19: Min No 452)		
Presentation from the Sense of Place Board regarding cultural heritage (16 Jan 20: Min No 596)		
Presentation: Tackling Digital Exclusion in Schools	Trevor Baker / Sean Granville	Presented to the Cost of Schooling Task and Finish Group meeting on 28 th April, 2021, to be brought to Committee at Group Members' request. Will be brought to Committee once Officer availability is confirmed.

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Directorate Reports		
Governor Training Report for the 20 ^{**} / ^{**} Academic Year.	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Usually October each year.
School Admission Arrangements 20 ^{**} / ^{**} (For the <u>following</u> academic year)	Paula Ham, Director of Learning and Skills. 01446 709 161 pham@valeofglamorgan.gov.uk	Usually* January each year following Cabinet referral in December. Does not always require Scrutiny involvement.
Performance Monitoring Reports		
Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (ADP) 20 ^{**} / ^{**} .	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
Annual Delivery Plan Monitoring Report: Quarter 4 (End of Year) Performance 20 ^{**} / ^{**}	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in July each year.

Financial Reports

Closure of Accounts 20**/**.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in July each year.
Initial Revenue Programme Budget Proposals.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.
Initial Capital Programme Budget Proposals.	Gemma Jones, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.

Biannual Reports

Report	Responsible Officer and Contact Details	Commentary
Corporate Safeguarding Annual/Mid-Year Report.	Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@valeofglamorgan.gov.uk	Usually in January each year. Reference from Cabinet.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	TBC , Democratic & Scrutiny Services Officer. 01446 709 [EXT] [EMAIL]@valeofglamorgan.gov.uk	Usually May each year. Reporting on Jan, Feb and Mar.
1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	TBC , Democratic & Scrutiny Services Officer. 01446 709 [EXT] [EMAIL]@valeofglamorgan.gov.uk	Usually July each year. Reporting on Apr, May and Jun.
2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	TBC , Democratic & Scrutiny Services Officer. 01446 709 [EXT] [EMAIL]@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.	TBC , Democratic & Scrutiny Services Officer. 01446 709 [EXT] [EMAIL]@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.

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

Suggested Task and Finish Review Exercises

Group	Scope / Focus	Chair / Responsible Officer	Commentary
Museum Provision in the Vale of Glamorgan	<i>TBC</i>	Chair: <i>TBC</i> Responsible Officers: TBC , Democratic & Scrutiny Services Officer. 01446 709 [EXT] [EMAIL]@valeofglamorgan.gov.uk	