

Meeting of:	Learning and Culture Scrutiny Committee
Date of Meeting:	Thursday, 06 October 2022
Relevant Scrutiny Committee:	Learning and Culture
Report Title:	1 st & 2nd Quarter Scrutiny Recommendation Tracking 2022/23 and Updated Committee Forward Work Programme Schedule 2022/23.
Purpose of Report:	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 2022/23.
Report Owner:	Rob Thomas, Chief Executive
Responsible Officer:	Amy Rudman, Democratic and Scrutiny Services Officer, 01446 709 855 Liz Whitaker, Assistant Democratic Services Officer.
Elected Member and Officer Consultation:	None.
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
<p>Executive Summary:</p> <ul style="list-style-type: none"> • The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the updated Forward Work Programme Schedule for 2022/23: <ul style="list-style-type: none"> - Recommendation Tracking 1st Quarter 2022-23 (Appendix A); - Updated Forward Work Programme Schedule for 2022/23 (Appendix B). 	

Recommendations

1. That the status of the actions listed in Appendix A to the report be agreed.
2. That the updated Forward Work Programme Schedule for 2022/23 attached at Appendix B be approved and uploaded to the Council's website.

Reasons for Recommendations

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

1. Background

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Forward Work Programme (FWP) 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 As a result of the Local Government Election held on 5th May 2022 and subsequent Annual Meeting of the Council held on 23rd May 2022, Scrutiny Committee Meetings were established from June 2022 for the 2022-23 municipal year.
- 2.2 Therefore, Quarter 1 of the municipal year related to the June Committee Meeting only. This coupled with the August recess meant that there were only three Committee meetings (June, July and September) to report on for both the 1st & 2nd Quarters in the municipal year. It was therefore agreed by Democratic & Scrutiny Officers to take both quarters collectively to the respective Scrutiny Committees when the 2nd Quarter would be considered as standard in October 2022.
- 2.3 Appendix A, as attached to this report, sets 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.
- 2.4 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.

- 2.5** The Committee's FWP has been aligned to the Quarterly Cabinet FWP as endorsed by Cabinet on 7th July 2022.
- 2.6** Members are requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix B, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.7** 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.
- 2.8** 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.
- 2.9** 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 B) by identifying:
- The specific areas of interest for the Committee
 - How to engage Stakeholders (including ward members and general public)
 - The most appropriate forms of scrutiny (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.
- 2.10** 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.
- 2.11** 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.
- 2.12** 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/ Committee%20Reports/Committee%20Information/Public-Speaking-Guides/21-07-26-%E2%80%93-Updated-Guide-for-Speaking-at-Scrutiny-Committees-as-approved-by-Full-Council-26-07-21.pdf](https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Committee%20Information/Public-Speaking-Guides/21-07-26-%E2%80%93-Updated-Guide-for-Speaking-at-Scrutiny-Committees-as-approved-by-Full-Council-26-07-21.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. Climate Change and Nature Implications

- 4.1 None as a direct result of this report.

5. Resources and Legal Considerations

Financial

- 5.1 None as a direct result of this report.

Employment

- 5.2 None as a direct result of this report.

Legal (Including Equalities)

- 5.3 None as a direct result of this report.

6. Background Papers

[Q4 Tracking \(valeofglamorgan.gov.uk\)](https://www.valeofglamorgan.gov.uk).

[Scrutiny Committees' Annual Report May 2019 - April 2021](#)

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

Recommendations 1st Quarter 2022-23

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

09 June 2022				
Min. No. 40 – 4th Quarter Scrutiny Recommendation Tracking 2021/22 and Proposed Annual Forward Work Programme Schedule 2022/23 (CX) – Recommended	Learning and Culture			
(4) That the Committee's proposed Annual Forward Work Programme Schedule for 2022/23 attached at Appendix D to the report be approved and uploaded to the Council's website.			Proposed Annual Forward Work Programme Schedule uploaded to the Council's website.	Completed



Vale of Glamorgan Council
Learning and Culture Scrutiny Committee

Forward Work Programme

June 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 25th 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	Presented to Committee on 9th June 2022 (Min No. 38) Slipped from March 2022.
June 2022	4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22.	Q3 reported in January 2022	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.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Presented to Committee on 9th June 2022 (Min No. TBC)
July 2022	Revenue and Capital Monitoring for the Period 1st April to 31st May, 2022. [Individual Reports]	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.	Victoria Lloyd, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Presented to Committee on 7th July 2022 (Min No. TBC)

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	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	Presented to Committee on 7th July 2022 (Min No. TBC)
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 protecting children and adults who require specific Council services and to ensure that these arrangements are	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	Presented to Committee on 7th July 2022 (Min No. TBC)

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
			effective.			
July 2022	Presentation 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) <i>TBC with CSC</i>			Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	Presented to Committee on 7th July 2022 (Min No. TBC)
September 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 Language Monitoring Report 2021/22.	Tom Bowring, Director of Resources - 01446 709766, TBowring@valeofglamorgan.gov.uk	Presented to Committee on 8 th September 2022 (Min No. TBC)
September 2022	Closure of Accounts 2021/22 [Individual Reports]	Last reported July 2021	To inform Scrutiny Committee of the provisional financial	Members aware of the provisional financial	Victoria Lloyd, Operational Manager for Accountancy. 01446 709 152	September meeting adjourned before this item

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			position of the Council for the 2021/22 financial year.	position and actions that have been taken.	GHjones@valeofglamorgan.gov.uk	<i>due to death of the sovereign– to be on reconvened agenda</i>
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	<i>September meeting adjourned during this item due to death of the sovereign– to be on reconvened agenda</i>
October 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	Keeva McDermott, Inclusion Manager - 01446 709113, kmcdermott@valeofglamorgan.gov.uk	Slipped on 23.8.22 from September meeting

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				grants for the support of EHE learners. 3) Members have oversight and awareness of ongoing changes to the expectations and obligations placed on the LA.		
October 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	Slipped on 23.8.22 from September meeting
October 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.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Slipped to Oct '22 meeting from July to combine Q1 and Q2 tracking as both reduced Quarters as a result of the

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						Election and Recess.
October 2022	2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2022/23.	Q1 also reported in Oct 2022	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2022/2023.	To maintain effective tracking of the Committee's recommendations.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@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 31 st 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.	Victoria Lloyd, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	
November 2022						

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December 2022	Draft Vale of Glamorgan Council Annual Delivery Plan (ADP) 2023-24	Last referred by Cabinet November 2021	To seek Committee's views regarding the draft ADP 2023-24 as part of the programme of consultation.	Ensures that Committee has the opportunity to consider the draft ADP and provide feedback as part of the programme of consultation.	Julia Archampong, Corporate Performance Manager - 01446 709 318 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.	Victoria Lloyd, 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.	Victoria Lloyd, 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.	Victoria Lloyd, 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.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	

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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.	Victoria Lloyd, 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.	Victoria Lloyd, 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.
Corporate Safeguarding Annual Report.	Jason Redrup, Safeguarding Officer - 01446 709867, jdrdrup@valeofglamorgan.gov.uk	Usually in July each year. Reference from Cabinet.
School Admission Arrangements 20 ^{**/**} (For the <u>following academic year</u>)	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 Equality Monitoring Report 2020-21	Tom Bowring, Director of Resources 01446 709766, TBowring@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**/**.	Victoria Lloyd, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in July each year.
Initial Revenue Programme Budget Proposals.	Victoria Lloyd, Operational Manager for Accountancy. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.
Initial Capital Programme Budget Proposals.	Victoria Lloyd, 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.	Jason Redrup, Safeguarding Officer - 01446 709867, jdrdrup@valeofglamorgan.gov.uk	Usually in Dec/ 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.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@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.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@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.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.

3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@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

- CSC Updates – E.G. - Presentation Curriculum for Wales: Journey to 2022 – Termly Updates
- Cabinet References.
- Revenue and Capital Monitoring Reports [6 reports per year; individual reports for Revenue and Capital; historically July, Oct and Jan].
- 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	TBC	Chair: TBC Responsible Officers: Amy Rudman, Democratic & Scrutiny Services Officer. 01446 709 855 arudman@valeofglamorgan.gov.uk	