



VALE of GLAMORGAN COUNCIL CABINET OFFICE

Cabinet Annual Strategic Forward Work Programme

May 2021 – April 2022



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Forward Work Programme: May / June 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No	Updates
May	Renewal of Welsh Translation Contract.	To obtain approval from Cabinet to go out to tender for this service. The current contract ends at the end of August.	Leader	No	No	Reported to Cabinet on 24th May, 2021 (Min. No.C575) https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Cabinet/2021/21-05-24/Renewal-of-Welsh-Translation-Contract.pdf
May	Disposal of Small Parcels of Housing owned land.	To seek Cabinet approval to dispose of two small parcels of non-operational housing land suitable for use incidental to the enjoyment of the adjacent dwelling houses only (as identified at Appendix A).	Housing and Building Services	No	No	Report deferred to a future Cabinet cycle pending resolution of legal issues.

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No	Updates
June	Q4 Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2020 to 31 March 2021.	Leader	Yes (Corporate Performance and Resources)	No	Reported to Cabinet on 07th June, 2021 (Min. No.C581) https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2021/21-06-07/Q4-Sickness-Absence-Report-2020-2021.pdf
June	Annual Welsh Monitoring Report.	To consider the Annual Welsh Monitoring Report for 2020/21.	Leader	Yes (Learning and Culture)	No	Report was taken to Cabinet on 21 st June, 2021 as a Reference from Learning & Culture Scrutiny Committee.

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No	Updates
June	Disposal of three Small Parcels of education owned land. <i>(deferred to June from May Cabinet cycle)</i>	To seek Cabinet approval to dispose of three small parcels of non-operational education land (as identified at Appendix A).	Education and Regeneration	No	No	Reported to Cabinet on 21st June, 2021 (Min. No.C596) https://www.valeofglamorgan.gov.uk/Documents/Cabinet%20Reports/Cabinet/2021/21-06-21/Disposal-of-Small-Parcels-of-Education-Owned-Land.pdf
June	Annual Corporate Safeguarding Report: 2020/21 <i>(deferred to June from May Cabinet cycle)</i>	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	Reported to Cabinet on 07th June, 2021 (Min. No.C588) https://www.valeofglamorgan.gov.uk/Documents/Cabinet%20Reports/Cabinet/2021/21-06-07/Highways-Maintenance-Contract.pdf

Forward Work Programme: July 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Closure of Accounts 2020/21.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2020/21 financial year.	Leader	Yes (Corporate Performance and Resources)	No
July	Annual Treasury Management Report 2020/21.	To present to Cabinet the annual review report on Treasury Management 2020/21.	Leader	Yes (Governance and Audit Committee)	Yes
July	Revenue Monitoring for the Period 1st April to 31st May, 2021.	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, 2021.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
July	Budget Strategy 2022/23.	To submit the Budget Strategy for 2022/23.	Leader	No	No
July	Cabinet Quarterly Work Programme - April to June 2021 and July to September 2021.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2021 and to confirm the Quarterly Work Programme for July to September 2021 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	Annual Delivery Plan Monitoring Report: End of Year (Q4). <i>(Previously listed title – ‘End of Year 2020/21 Corporate Plan Performance Report’)</i>	To present end of year performance results for the period 1st April 2020 to 31st March 2021 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	Project Zero - Draft Climate Change Challenge Plan.	To seek approval from Cabinet for the Climate Change Challenge Plan following the consultation process.	Leader	No	Yes
July	Annual Report: Section 106 Agreements 2020/21.	To report on annual S106 income and expenditure.	Legal, Regulatory and Planning Services	No	No

Forward Work Programme: September 2021

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) 2020/21.	To present the draft Vale of Glamorgan Annual Report (Improvement Plan Part 2) 2020/21, which outlines our progress towards achieving the Council's Well-being (Improvement) Objectives.	Leader	No	Yes
September	Collaboration Compendium. <i>Decision taken at the beginning of May that the Compendium should undergo a refresh, and once undertaken, should be reported to Cabinet every 6 months rather than quarterly. Deferred to September from May Cabinet cycle.</i>	To provide an update for Cabinet on the Council's strategic collaborative working initiatives.	Leader	No	No
September	Strategic Collaborative Working Initiatives Update. <i>Decision taken that the matter be reported to Cabinet every 6 months rather than quarterly. Deferred to September from July Cabinet cycle.</i>	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	21 st Century Schools – Penarth Nursery Provision.	To seek approval to consult on a school organisation proposal for the Penarth Nursery Provision	Education and Regeneration	Yes (Learning and Culture)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
	<i>(deferred to September from May Cabinet cycle)</i>	scheme.			
September	Local Air Quality Management Annual Progress Report 2021.	To seek approval for the 2021 Local Air Quality Management Annual Progress Report (APR) on air quality undertaken in 2020 to enable its submission to Welsh Government.	Legal, Regulatory and Planning	No	No
September	Local Development Plan Annual Monitoring Report.	To report to Cabinet the findings of the Council's first Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2021.	Legal, Regulatory and Planning	No	No
September	Neighbourhood Services and Transport – Condition Inspection Regime. <i>(deferred to September from May Cabinet cycle)</i>	To propose changes in footway and carriageway inspection regimes in line with current standards.	Neighbourhood Services and Transport	No	No
September	Director's Annual Report 2020/21. <i>(deferred to September from July Cabinet cycle)</i>	To ensure Cabinet agree the future priorities for the service.	Social Care and Health	Yes (Healthy Living and Social Care)	No

Forward Work Programme: October 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Cabinet Quarterly Work Programmes – July to September 2021 and October to December 2021.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2021 and to confirm the Quarterly Work Programme for October to December 2021 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No
October	Strategic Collaborative Working Initiatives Update. <i>Decision taken that the matter be reported to Cabinet every 6 months rather than quarterly. Reported in September and removed from the October Cabinet cycle.</i>	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

Forward Work Programme: November 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Quarter 1 2021/22 Performance Report.	To present quarter 1 performance results for the period 1st April 2021 to 30th June 2021 for all service areas.	Leader	Yes (All Scrutiny Committees)	No
November	Revenue Monitoring for the period April to September 2021. <i>(deferred to November from October Cabinet cycle)</i>	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 2021. <i>(deferred to November from October Cabinet cycle)</i>	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Revenue Budget Proposals 2022/23 and Medium Term Financial Plan 2021/22 to 2024/25.	To gain Cabinet's approval for the amended revenue budget for 2022/23 and to commence consultation on the initial revenue budget proposals for 2021/22.	Leader	Yes (All Scrutiny Committees)	No
November	Initial Capital Programme Proposals 2022/23 to 2026/27.	To gain approval for the Initial Capital Programme Proposals for 2022/23 so that they may be submitted to Scrutiny Committees for consultation and	Leader	Yes (All Scrutiny Committees)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		amendments to the current Capital Programme.			
November	Initial Housing Revenue Account (HRA) Budget Proposals 2022/23 and Revised Budget 2021/22.	To gain Cabinet's approval for the initial budget proposals for 2022/23 relating to the Housing Revenue Account so that the proposals may be submitted to Scrutiny Committee for consultation and to revise the 2021/22 budget.	Leader	Yes (Homes and Safe Communities)	No
November	Treasury Management Mid-Year Report 2021/22.	To provide a mid-year report on the Authority's treasury management operations for the period 1 st April 2021 to 30 th September 2022.	Leader	No	Yes
November	Q2 Sickness Absence Report 2021/2022.	To update Cabinet on the sickness absence statistics for the 6-month period from 1 st April 2021 to 31 st September 2021.	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	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	Yes (Healthy Living and Social Care, Learning and Culture, Home and Safe Communities, Corporate Performance and Resources and Environment and	No

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

Forward Work Programme: December 2021

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	School Admission Arrangements 2023-2024.	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 Services	Yes	No

Forward Work Programme: January 2022

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 2021.	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 2021.	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	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
January	Timetable of Meetings: May 2022 to May 2023.	To consider a draft timetable of meetings for the period May 2022 - May 2023.	Leader	No	No
January	Pay Policy 2022/2023.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2022/23 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 2021 and January	To inform Members of the progress to date in respect of	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
	to March 2022.	Cabinet Quarterly Work Programmes for the period October to December 2021 and to confirm the Quarterly Work Programme for January to March 2022 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.			

Forward Work Programme: February 2022

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Capital Strategy 2022/23 and Final Capital Proposals 2022/23 to 2026/27.	To gain approval for the Final Capital Programme Proposals for the years 2022/23 to 2026/27.	Leader	No	Yes
February	Final Proposals for the Revenue Budget 2022/23.	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 2022/23.	Leader	No	Yes
February	Final Housing Revenue Account (HRA) Budget Proposals 2022/23.	To set the HRA budget for the financial year 2021/22 and to set the rents and service charges for the forthcoming rent year beginning on 2 nd April 2022.	Leader	No	Yes
February	Treasury Management and Investment Strategy 2022/23 and Update 2021/22.	To provide an interim report on the Council's treasury management operations for the period 1 st April 2021 to 31 st December 2021 and to submit for consideration the proposed 2021/22 Treasury Management and Investment Strategy.	Leader	Yes (Governance and Audit Committee)	Yes

February	Housing Business Plan.	To obtain approval for the Housing Business Plan 2021.	Housing and Building Services	Yes (Homes and Safe Communities)	Yes
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Forward Work Programme: March 2022

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 2021 to 31st January 2022.	To advise Cabinet of the progress relating to revenue expenditure.	Leader	Yes (All Scrutiny Committees)	No
March	Capital Monitoring for the Period 1st April 2021 to 31st January 2022.	To advise Cabinet of the progress relating to the Capital Programme.	Leader	Yes (All Scrutiny Committees)	No
March	Annual Equality Monitoring Report 2020-2021.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Vale of Glamorgan Annual Delivery Plan 2022/23.	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (Corporate Performance and Resources)	No
March	School Admission Arrangements 2023/2024.	Outcome of consultation and adoption of policy.	Education and Regeneration	No	No
March	Proposed Events Programme 2022-23.	Agreement of annual programme of events and allocation of funds.	Education and Regeneration	No	No

Forward Work Programme: April 2022

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 2022 - April 2023 and Cabinet Quarterly Work Programme – April to June 2022.	To inform Members of the Forward Work Programme of the Cabinet for the 12 month period May 2022 to April 2023, and the Cabinet Quarterly Work Programme from April – June 2022.	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
April	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