



Vale of Glamorgan Council  
Homes and Safe Communities Scrutiny Committee

# Forward Work Programme

**May 2021 – April 2022**

| 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  |
|-------|--|---|---|---|---|---|
| May   | Anti-Social Behaviour (ASB) and Social Cohesion - Joint Working between Social Landlords and Community Safety. | New report.   | To note the development of joint working protocols between the Community Safety Team and Social Landlords in the Vale of Glamorgan. | To provide Scrutiny with the information needed to exercise oversight of the Council's function within the Safer Vale Partnership.<br>To provide Scrutiny with information on the impact of the pandemic on ASB and Community Cohesion across the Vale and the flexible response by the Community Safety Team to the rapid and unexpected change in demand and service provision. | Deborah Gibbs<br>Community Safety and Partnership Team Manager<br>01446 450200<br>DGibbs@valeofglamorgan.gov.uk                 | Moved from April to May's Committee meeting due to the Gypsy and Traveller update.<br><br>Presented to Committee on <a href="#">12<sup>th</sup> May 2021</a> (Min No. 26) |
| May   | Update on the Community Safety Strategy Action Plan.   | <a href="#">New report - recommended at the H&amp;SC meeting 11<sup>th</sup> November 2020.</a> | To provide Scrutiny Committee Members with an update on the progress made to deliver the Safer Vale Strategy Action plan.           | To provide Scrutiny with the overview of progress being made towards driving forward and achieving its commitments in the Safer Vale Partnership Strategy.  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk;<br>and<br>Deborah Gibbs | Moved from April to May's Committee meeting due to the Gypsy and Traveller update.  |

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|       |  |  |   | To ensure that the Council function of the Safer Vale Partnership is effectively assessing its performance of duties outlined in the Crime and Disorder Act 1998 to work with other statutory partners to formulate and implement strategies to tackle local crime and disorder in the area. | Principal Community Safety Officer<br>01446 450200<br>DGibbs@valeofglamorgan.gov.uk                        | Presented to Committee on <a href="#">12<sup>th</sup> May 2021</a> (Min No. 27)<br><br>** A follow up report to be provided on a six-monthly basis – November 2021** |
| May   | 4 <sup>th</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22. | <a href="#">Last Quarter 3 report received January 2020.</a>                         | 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.<br><br>To align with section 7.6 of the Cabinet and Scrutiny Roles and Responsibilities Protocol.   | Mark Thomas<br>Democratic and Scrutiny Services Officer<br>01446 709279<br>methomas@valeofglamorgan.gov.uk | Presented to Committee on <a href="#">12<sup>th</sup> May 2021</a> (Min No. 28)  |
| May   | Presentation: Vale of Glamorgan's Housing Advice   | New presentation.  | Presentation on the One Stop shop operated by the Vale of Glamorgan Council and partners.                                     | To update the Committee on the service provided.   | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516                                       | Presented to Committee on 12 <sup>th</sup> May 2021 (see <a href="#">Housing</a> and <a href="#">Pobl</a> )  |

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|       | Hub/One Stop Shop.                 |   |   |  | MIngram@valeofglamorgan.gov.uk   | slides; Min No. 25)   |
| June  | Presentation on Digital Inclusion. | <a href="#">Last report in January 2020.</a>  | To provide Members with an update and seek views of the Committee on ongoing work to address issues of digital inclusion. | To give Members of the Committee an overview of the work being undertaken to support citizens who are not able to use digital and online services due to lack of access or skills and enable Members of the Committee to consider and provide feedback on this work. | Tony Curliss<br>Operational Manager for Customer Relations<br>01446 729500<br>TCurliss@valeofglamorgan.gov.uk  | Originally, planned as a report, but it was decided to provide a presentation to the Committee on the <a href="#">9<sup>th</sup> June 2021</a> instead (Min No. 93) |
| June  | Disabled Facilities Grant update.  | <a href="#">Recommendation from the Working Towards Recovery presentation at the meeting on 16<sup>th</sup> September 2020.</a> | Update on the Disabled Facilities Grant update.   | To update Members on the Grant.  | Marcus Goldsworthy<br>Head of Regeneration and Planning<br>01446 704630<br>MJGoldsworthy@valeofglamorgan.gov.uk<br><br>Phil Chappell<br>Operational Manager, Regeneration<br>01446 704623<br>PRChappell@valeofglamorgan.gov.uk | Due to ongoing work with COVID-19 related grants, the report has slipped – originally from April to June 2021; now to October 2021                                  |

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| June  | Housing Trading Account update.                                 | <a href="#">Recommendation from the Working Towards Recovery presentation at the meeting on 16<sup>th</sup> September 2020.</a> | To advise Scrutiny on the status of the Housing Trading Account due to COVID-19, etc and how to 'balance' the Trading Account.         | That Members are aware of the status of the Housing Trading Account.  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk | Was moved originally from January 2021 to June/July 2021 due to a review on this. Due to the review still ongoing it has now slipped to November 2021. |
| June  | Homelessness Prevention Strategy 2018 – 2022 Monitoring Report. | <a href="#">Last report in April 2021</a>   | Update to Homes and Safe Communities Scrutiny Committee on progress implementing the Homelessness Prevention Strategy and Action Plan. | To ensure that the actions in the Homelessness Prevention Action Plan are progressing and are driving service improvements. | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk | This has slipped to September 2021 due to the previous report only being presented to the Committee in April 2021                                      |
| June  | Housing Strategies Update Report.                               | <a href="#">Last report in December 2020.</a>   | To note the updates and progress on three of the Council's housing   | To ensure that key actions have been implemented and made a   | Nick Jones<br>Housing and Strategic Projects Team Leader   | The following constituent parts of the   |

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|       |   |  | strategies:- Tenant Engagement, Customer Services and Environmental and Neighbourhoods.               | positive impact on tenants' lives.  | 02920673252<br>njones@valeofglamorgan.gov.uk  | report have been slipped to two separate dates:<br>Tenant Engagement to go Committee in September 2021; the others to go to Committee in November 2021. Due to consultation, Cabinet approval, etc. |
| June  | Shared Regulatory Services Business Plan. | <a href="#">Last report in November 2019.</a>  | To provide the opportunity for pre decision scrutiny of the Shared Regulatory Services Business Plan. | That the Scrutiny Committee notes the content of this report and consider the content of the SRS Business Plan for 2021/22. | Dave Holland<br>Head of Shared Regulatory Services<br>01446 709272<br>dholland@valeofglamorgan.gov.uk | The report has moved from April to June's Scrutiny Committee meeting in order to include the <a href="#">Business Plan</a> for consideration.   |

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|       |   |  |  |   |  | Presented to the Committee on the 9th June 2021 (see <a href="#">report</a> and <a href="#">slides</a> ; Min No. 94) |
| June  | Update on the Task and Finish Group for Housing and Homelessness Provision within the Vale of Glamorgan | <a href="#">Follow up to report in February 2021.</a>                                | To update Members on the work of the Task and Finish Group.  | To provide Scrutiny with information on how the Group is progressing with this task.  | Mark Thomas<br>Democratic and Scrutiny Services Officer<br>01446 709279<br>methomas@valeofglamorgan.gov.uk | Presented to the Committee on the <a href="#">9th June 2021</a> (Min No. 95)   |
| July  | Revenue and Capital Monitoring 1 <sup>st</sup> April to 31 <sup>st</sup> May 2021.                      | Cabinet Forward Work Programme Item.   | To advise Committee of the progress relating to revenue and capital expenditure for the period 1st April to 31st May 2021. | That Members are aware of the projected revenue outturn for 2021/22.                  | Laura Davis<br>Finance Support Manager<br>01446 704639<br>LLDavis@valeofglamorgan.gov.uk                   | Added to Agenda.   |
| July  | Closure of Accounts 2020/21.  | <a href="#">Last report in July 2019</a>   | The accounts are complete and this report is to inform Scrutiny Committee of the provisional financial position for this   | Members aware of the provisional financial position and actions that have been taken. | Laura Davis<br>Finance Support Manager<br>01446 704639<br>LLDavis@valeofglamorgan.gov.uk                   | Not received in 2020 due to Covid.<br><br>Added to Agenda.   |

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|       |  |  | Committee for the 2020/21 financial year.  | To approve the report and the financial measures taken and proposed.  |   |   |
| July  | Annual Corporate Safeguarding Report.<br><b>(Reference from Cabinet)</b>                                       | <a href="#">Last report in December 2020</a>   | To update Cabinet and Scrutiny Committees on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council.  | To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working.   | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk  | Slipped from June to July 2021 due to a delay in it being presented to Cabinet.<br><br>Added to Agenda. |
| July  | Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2020/21 (End of Year 2020/21 Performance Report) | <a href="#">Last report in July 2019</a>   | To present end of year (quarter 4) performance results for the period 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> March 2021 in delivering our Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives. | To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2020/21 aimed at making a positive difference to the lives of Vale of Glamorgan citizens.<br>To ensure the Council is effectively assessing its performance in line with the requirement to secure | Julia Archampong<br>Corporate Performance Manager<br>01446 709318<br>jarchampong@valeofglamorgan.gov.uk | Not received in 2020 due to Covid.<br><br>Added to Agenda.  |

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|       |   |  |   | continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution to achieving the well-being goals for Wales. To ensure Members maintain an oversight of the recovery issues impacting on the work of the Council and their respective Scrutiny Committees. |  |  |
| July  | 1st Quarter Scrutiny Recommendation Tracking 2021/22 and Updated Committee Forward Work Programme | <a href="#">Last Quarter 4 report in May 2021.</a>                                   | To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 2021/22. | To maintain effective tracking of the Committee's recommendations.   | Mark Thomas<br>Democratic and Scrutiny Services Officer<br>01446 709279<br>methomas@valeofglamorgan.gov.uk | Added to Agenda.                       |

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|           | Schedule 2021/22.   |  |   |   |  |   |
| July      | Youth Offending Service: Youth Justice Plan (to incorporate Youth Offending Service (YOS) Action Plan). | <a href="#">Last reported in October 2019.</a>                                       | To update Scrutiny Committee about the Vale of Glamorgan Youth Justice Plan and Action Plan.                            | To meet the statutory requirements of grant terms and conditions provided by the Youth Justice Board (YJB) for England and Wales, to achieve continuing improvements in the performance of the Youth Offending Services (YOS) and to ensure that Members can exercise oversight of this key area of work (and that of the Action Plan) for the Council. | Paula Barnett<br>YOS Manager<br>01446 745820<br>PBarnett@valeofglamorgan.gov.uk                        | Report moved from July's to October's Committee meeting (recommended by the Committee in the 12 <sup>th</sup> May 2021 meeting, Min No. 28 refers). |
| August    | <b>R E C E S S</b>  |  |   |   |  |   |
| September | Update report for the Civil Protection Unit.  | <a href="#">Last report in September 2019</a>  | To update the Homes and Safe Communities Scrutiny Committee on the operational work plan for the Civil Protection Unit. | To ensure that Members of the Homes and Safe Communities Scrutiny Committee are aware of this work.   | Debbie Spargo<br>Principal Civil Protection Officer<br>029 20673044<br>DASpargo@valeofglamorgan.gov.uk | Not received in 2020 due to Covid.  |

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| September | Tenant Engagement Strategy.   | <a href="#">Last report in March 2021 (Interim Report)</a>                           | To update the Committee on the Tenant Engagement Strategy.   | To ensure that Members of the Homes and Safe Communities Scrutiny Committee are aware of this work.                         | Nick Jones<br>Housing and Strategic Projects Team Leader<br>02920673252<br>njones@valeofglamorgan.gov.uk | Moved from June 2021 to September 2021 due to consultation, Cabinet approval, etc         |
| September | Homelessness Prevention Strategy 2018 – 2022 Monitoring Report.                       | <a href="#">Last report in April 2021.</a>   | Update to Homes and Safe Communities Scrutiny Committee on progress implementing the Homelessness Prevention Strategy and Action Plan. | To ensure that the actions in the Homelessness Prevention Action Plan are progressing and are driving service improvements. | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Moved to September 2021 (from June 2021) due to last report being provided in April 2021. |
| September | Council Housing Investment Update (was WHQS).   |  | Update Members on Council Housing Investment.  | Members have oversight on Council Housing Investment.   | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Was not reported in April 2020 due to Coronavirus. Slipped from April to September 2021.  |
| October   | Revenue and Capital Monitoring 1 <sup>st</sup> April to 31 <sup>st</sup> August 2021. | Cabinet Forward Work Programme Item.   | To advise Committee of the progress relating to revenue and capital  | That Members are aware of the projected revenue outturn.  | Laura Davis<br>Finance Support Manager<br>01446 704639   |   |

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|---------|--|--|--|--|---|--|
|         |  |  | expenditure for the period.  |  | LLDavis@valeofglamorgan.gov.uk  |  |
| October | Annual Delivery Plan Monitoring Report: Quarter 1 Performance 2021/22. | <a href="#">Last report in September 2020.</a>                                       | To present Quarter 1 performance results for the Corporate Plan Well-being Outcomes. | <p>To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2021/22 aimed at making a positive difference to the lives of Vale of Glamorgan citizens.</p> <p>To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations (Wales) Act 2015 that it maximises its contribution</p> | <p>Julia Archampong<br/>Corporate Performance Manager<br/>01446 709318<br/>jarchampong@valeofglamorgan.gov.uk</p> |  |

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|         |  |  |  | to achieving the wellbeing goals for Wales.   |  |   |
| October | 2 <sup>nd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2021/22. | 1 <sup>st</sup> Quarter received July 2021.  | To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2021/22.    | To maintain effective tracking of the Committee's recommendations.  | Mark Thomas<br>Democratic and Scrutiny Services Officer<br>01446 709279<br>methomas@valeofglamorgan.gov.uk |   |
| October | Youth Offending Service: 6 Month Performance Report for the period April – September 2021.                         | <a href="#">Last report in March 2021.</a>   | To inform Scrutiny Committee about the performance of the Youth Offending Service during the period April to September 2021. | To ensure Scrutiny are able to exercise oversight of the Youth Offending Service performance against UK/devolved/local indicators.  | Paula Barnett<br>YOS Manager<br>01446 745820<br>PBarnett@valeofglamorgan.gov.uk                            |   |
| October | Youth Offending Service: Youth Justice Plan (to incorporate Youth Offending Service (YOS) Action Plan).            | <a href="#">Last reported in October 2019.</a>                                       | To update Scrutiny Committee about the Vale of Glamorgan Youth Justice Plan and Action Plan.                                 | To meet the statutory requirements of grant terms and conditions provided by the Youth Justice Board (YJB) for England and Wales, to achieve continuing improvements in the performance of the Youth Offending Services (YOS) | Paula Barnett<br>YOS Manager<br>01446 745820<br>PBarnett@valeofglamorgan.gov.uk                            | To (provisionally) include the YOS Action Plan as recommended at the Committee meeting 11 <sup>th</sup> |

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|          |                                   |   |   | and to ensure that Members can exercise oversight of this key area of work (and that of the Action Plan) for the Council. |  | November 2020.<br>Report moved from July's to October's Committee meeting (recommended by the Committee in the 12 <sup>th</sup> May 2021 meeting). |
| October  | Disabled Facilities Grant update. | <a href="#">Recommendation from the Working Towards Recovery presentation at the meeting on 16<sup>th</sup> September 2020.</a> | Update on the Disabled Facilities Grant update. | TBC   | Marcus Goldsworthy<br>Head of Regeneration and Planning<br>01446 704630<br>MJGoldsworthy@valeofglamorgan.gov.uk<br><br>Phil Chappell<br>Operational Manager, Regeneration<br>01446 704623<br>PRChappell@valeofglamorgan.gov.uk | Due to ongoing work with COVID-19 related grants, the report has been slipped provisionally from April to October 2021.                            |
| November | Update on the Community Safety    | Last report in May 2021   | To provide Scrutiny Committee Members with      | To provide Scrutiny with the overview of progress   | Mike Ingram  |  |

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|          | Strategy Action Plan.          |  | an update on the progress made to deliver the Safer Vale Strategy Action plan.                    | being made towards driving forward and achieving its commitments in the Safer Vale Partnership Strategy.<br>To ensure that the Council function of the Safer Vale Partnership is effectively assessing its performance of duties outlined in the Crime and Disorder Act 1998 to work with other statutory partners to formulate and implement strategies to tackle local crime and disorder in the area. | Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk;<br>and<br>Deborah Gibbs<br>Principal Community Safety Officer<br>01446 450200<br>DGibbs@valeofglamorgan.gov.uk |  |
| November | Community Investment Strategy. | <a href="#">Last report in October 2019.</a>   | To update the Homes and Safe Communities Scrutiny Committee on the Community Investment Strategy. | To ensure that the Community Investment Strategy is implemented effectively and key outcomes are achieved.   | Nick Jones<br>Housing and Strategic Projects Team Leader<br>02920673252<br>njones@valeofglamorgan.gov.uk  |  |
| November | Digital Investment Strategy.   | Following the Digital Strategy 2017-2020.  | To update the Homes and Safe Communities  | To ensure that the Digital Investment Strategy is implemented effectively  | Mike Ingram<br>Head of Housing and Building Services  |  |

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|          |                                   |   | Scrutiny Committee on this strategy.  | and key outcomes are achieved.   | 01446 709516<br>MIngram@valeofglamorgan.gov.uk;<br><br>Tony Curliss<br>Operational Manager for Customer Relations<br>01446 729500<br>TCurliss@valeofglamorgan.gov.uk |   |
| November | Housing Trading Account update.   | <a href="#">Recommendation from the Working Towards Recovery presentation at the meeting on 16<sup>th</sup> September 2020.</a> | To advise Scrutiny on the status of the Housing Trading Account due to COVID-19, etc and how to 'balance' the Trading Account.                  | That Members are aware of the status of the Housing Trading Account.                           | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Moved from January 2021 to November 2021 due to review on this.                   |
| November | Housing Strategies Update Report. | <a href="#">Last report in December 2020.</a>   | To note the updates and progress on several of the Council's housing strategies such as Customer Services and Environmental and Neighbourhoods. | To ensure that key actions have been implemented and made a positive impact on tenants' lives. | Nick Jones<br>Housing and Strategic Projects Team Leader<br>02920673252<br>njones@valeofglamorgan.gov.uk   | Moved from June 2021 to November 2021 due to consultation, Cabinet approval, etc. |

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| December | Initial Revenue Programme Budget Proposals.  | <a href="#">Last report December 2020.</a>   | To inform Scrutiny Committee of the amended revenue budget for 2022/23 and to submit for consultation the initial revenue budget proposals for 2021/22.                  | In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.  | Laura Davis<br>Finance Support Manager<br>01446 704639<br>LLDavis@valeofglamorgan.gov.uk |  |
| December | Initial Capital Programme Budget Proposals.  | <a href="#">Last report December 2020.</a>   | To submit the Initial Capital Programme Proposals for 2022/23 to 2026/27 to Scrutiny Committees for consultation.  | In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.  | Laura Davis<br>Finance Support Manager<br>01446 704639<br>LLDavis@valeofglamorgan.gov.uk |  |
| December | Initial Housing Revenue Account (HRA) Budget Proposals 2022/23 and Revised Budget 2021/22. | <a href="#">Last report December 2020.</a>   | To submit for consultation the initial Housing Revenue Account budget proposals for 2022/23 and to inform Scrutiny Committee of the amended original budget for 2021/22. | To facilitate monitoring of the amended Housing Revenue Account Budget.<br><br>In order that Cabinet be informed of the comments of Scrutiny Committee before making a final proposal on the budget. | Laura Davis<br>Finance Support Manager<br>01446 704639<br>LLDavis@valeofglamorgan.gov.uk |  |
| December | Corporate Safeguarding Mid Term Report.  | Annual version last received July 2021.  | To update Cabinet on the work that has been undertaken in relation to Corporate arrangements   | To ensure that Committee is aware of recent developments in corporate arrangements   | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516                     |  |

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|          | (Reference from Cabinet).  |  | for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity taking place across the Council. | for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working.   | MIngram@valeofglamorgan.gov.uk  |  |
| December | Annual Delivery Plan Monitoring Report: Quarter 2 Performance 2021/22. | Quarter 1 received October 2021.   | To present Quarter 2 performance results for the Corporate Plan Well-being Outcomes.  | <p>That members consider performance results and progress towards achieving the Annual Delivery Plan 2021/22 commitments as aligned to our Corporate Plan Wellbeing Objectives within the remit of the Committee.</p> <p>That members consider the remedial actions to be taken to address areas of underperformance and to tackle the key challenges identified within the remit of the Committee, with their views and recommendations</p> | <p>Julia Archampong<br/>Corporate Performance Manager<br/>01446 709318<br/>jarchampong@valeofglamorgan.gov.uk</p> |  |

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|          |  |  |   | referred thereafter to Cabinet for their consideration and approval.   |  |  |
| December | Update on the DAARC Service (Domestic Abuse Assessment and Referral Co-ordinator). | <a href="#">Last report in April 2021.</a>   | To note the updates and progress on the DAARC service.  | <p>To provide Scrutiny with the information needed to exercise oversight of the DAARC service within Community Safety.</p> <p>To ensure Members are aware of recent developments in the DAARC service.</p> | <p>Mike Ingram<br/>Head of Housing and Building Services<br/>01446 709516<br/>MIngram@valeofglamorgan.gov.uk;</p> <p>and<br/>Deborah Gibbs<br/>Principal Community Safety Officer<br/>01446 450200<br/>DGibbs@valeofglamorgan.gov.uk</p> |  |
| January  | Housing Support Grant Annual Delivery Plan.  | Cabinet Forward Work Programme Item.   | To adopt the draft Housing Support Grant Delivery Plan and seek authorisation for its submission to Welsh Government. | To ensure that the Council complies with the requirements of the Housing Support Grant (HSG) Guidance (Wales) July 2018.   | <p>Mike Ingram<br/>Head of Housing and Building Services<br/>01446 709516<br/>MIngram@valeofglamorgan.gov.uk</p>   |  |
| January  | 3 <sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations              | Quarter 2 received October 2021.   | To report progress on the Scrutiny recommendations [Oct, Nov, Dec] and to confirm                                     | To maintain effective tracking of the Committee's recommendations.   | <p>Mark Thomas<br/>Democratic and Scrutiny Services Officer<br/>01446 709279</p>   |  |

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|----------|---|--|---|---|--|--|
|          | and Updated Work Programme Schedule 2021/22.  |  | the Committee's work programme for 2021/22.   |   | methomas@valeofglamorgan.gov.uk  |  |
| January  | Revenue and Capital Monitoring 1 <sup>st</sup> April to 30 <sup>th</sup> November 2021.                       | Cabinet Forward Work Programme Item.   | To advise Committee of the progress relating to revenue and capital expenditure for the period.       | That Members are aware of the projected revenue outturn.  | Laura Davis<br>Finance Support Manager<br>01446 704639<br>LLDavis@valeofglamorgan.gov.uk                   |  |
| February | Universal Credit - Impact on Council Housing Tenants and the Council.   | <a href="#">Last report in February 2021.</a>  | To examine the impact of the roll out of Universal Credit on Council housing tenants and the Council. | To ensure that the local impact of Universal Credit is understood, and to detail the range of responses which are in place to help to mitigate any adverse impact on Council housing tenants and the Council. | Nick Jones,<br>Housing and Strategic Projects Team Leader<br>02920673252<br>njones@valeofglamorgan.gov.uk  |  |
| February | Report of review for Housing and Homelessness Provision within the Vale of Glamorgan (Task and Finish Group). | <a href="#">Following report to Committee in February 2021.</a>                      | An examination of housing and homelessness provision.   | To seek comments / approval on any recommendations of the Group prior to referral to Cabinet.   | Mark Thomas<br>Democratic and Scrutiny Services Officer<br>01446 709279<br>methomas@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 |
|-------|---|--|--|---|--|--|
| March | Housing Business Plan.  | Cabinet Forward Work Programme Item.   | To obtain approval for the Housing Business Plan 2021.   | To obtain approval for the Housing Business Plan  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   |  |
| March | Service Plans & Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1). | <a href="#">Last received March 2021.</a>  | To seek Members' endorsement of the priority actions as reflected in Service Plans and proposed service improvement targets for the period 2022/2023 that will deliver the Council's Annual Delivery Plan (Improvement Plan Part 1) within the remit of the Committee. | <p>To ensure that the Service Plans aligned to this Committee's remit are accurate, up to date and relevant and become the main document through which performance against the Corporate Plan's Annual Delivery Plan is monitored and measured.</p> <p>To ensure the Council's Corporate Plan Performance Measurement Framework identifies a relevant set of performance measures and targets against which the</p> | Julia Archampong,<br>Corporate Performance Manager.<br>01446 709 318<br><a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a> |  |

| Month | Report Title   | Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents | Purpose of Report   | Actual Impact of Report  | Responsible Officer and Contact Details  | Comment / Update / Reason for Slippage |
|-------|--|--|---|--|--|--|
|       |  |  |   | Annual Delivery Plan can be monitored and measured in line with requirements of the Local Government (Wales) Measure 2009 and the Well-being of Future Generations (Wales) Act.  |  |  |
| March | Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2021/22. | Quarter 2 received December 2021.  | To present Quarter 3 performance results in delivering the Council's Annual Delivery Plan commitments as aligned to the Corporate Plan Well-being Objectives. | <p>That members consider performance results and progress towards achieving the Annual Delivery Plan 2021/22 commitments as aligned to our Corporate Plan Wellbeing Objectives within the remit of the Committee.</p> <p>That members consider the remedial actions to be taken to address areas of underperformance and to tackle the key challenges identified within the remit of the Committee, with</p> | <p>Julia Archampong,<br/>Corporate Performance Manager.<br/>01446 709 318<br/><a href="mailto:jarchampong@valeofgla.morgan.gov.uk">jarchampong@valeofgla.morgan.gov.uk</a></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 |
|-------|---|--|--|---|--|--|
|       |   |  |  | their views and recommendations referred thereafter to Cabinet for their consideration and approval.                        |  |  |
| March | Revenue and Capital Monitoring 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> January 2022. | Cabinet Forward Work Programme Item.   | To advise Committee of the progress relating to revenue and capital expenditure for the period.  | That Members are aware of the projected revenue outturn.  | Laura Davis<br>Finance Support Manager<br>01446 704639<br>LLDavis@valeofglamorgan.gov.uk               |  |
| April | Homelessness Prevention Strategy 2018 – 2022 Monitoring Report.                             | Last report in September 2021.   | Update to Homes and Safe Communities Scrutiny Committee on progress implementing the Homelessness Prevention Strategy and Action Plan. | To ensure that the actions in the Homelessness Prevention Action Plan are progressing and are driving service improvements. | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk |  |



**Other reports / presentations / visits requested by Committee to be added into schedule as and when available**

| <b>Report</b>  | <b>Responsible Officer and Contact Details</b>  | <b>Commentary</b>   |
|--|---|---|
| Report on Digital Inclusion <i>in addition to the regular progress update.</i> | Tony Curliss<br>Operational Manager for Customer Relations<br>01446 729500<br>TCurliss@valeofglamorgan.gov.uk | Presentation given to the Committee in June 2021 around this area. Following this, the Scrutiny Committee recommended that it receive a further update on Digital Inclusion at a later date.                  |
| CCTV Update  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk        | Recommendation from the Working Towards Recovery presentation at the meeting on the 16th September 2020. ** Has slipped to the new Municipal Year (2021-2022). Awaiting final review and agreement on CCTV.** |
| Housing Development Programme  | TBC   | TBC   |
| Code of Guidance (Homelessness)  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk        | Changes to the code that could impact Housing. ** This will probably be incorporated into the Housing Provision report and Task and Finish Group Exercise. **   |
| Demonstration of the digital Homes4U bidding portal                            | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk        | A live demonstration of this service be provided to Scrutiny once operational.  |
| Homes 4U update (reference from Cabinet)                                       | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk        | TBC   |
| Prevention of Terrorism Action Plan Update                                     | Mike Ingram/Stacey Evans (Community Safety Manager)   | Presentation – last presented in March 2019. It has been confirmed that there has been no progress during COVID-19 (2020/21).   |

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| CFWP Vale Community Alarm System Update Report  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk  | Last reported under 'Telecare Services Update' a reference from HLSC in February 2020. |
| Site visit to one of the new housing developments in the Vale of Glamorgan (15 Jan 20: Min No)  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk  | TBC – 2021.  |
| STAR Survey   | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk  | Last presented at January 2021 meeting.  |
| Update on progress of the recent changes to the Council Tax Policy in the Vale of Glamorgan Council and how similar Authorities deal with Empty Homes (July 2019) | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk  | TBC  |
| *CFWP – Review of services to leaseholders including the potential for introducing a new Leaseholder Sinking Fund.  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk  | TBC – still under review.  |
| Marcross Package Treatment Work   | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk  | Report potentially coming to Scrutiny (TBC).   |
| Tablet Loan Scheme  | Tony Curliss<br>Operational Manager for Customer Relations<br>01446 729500<br>TCurliss@valeofglamorgan.gov.uk<br><br>Scott Tandy<br>Cymdeithas Tai Newydd Housing Association<br>02920 005479 | Raised at the H&SC meeting 16 <sup>th</sup> September 2020.                            |

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|  | scott.tandy@newydd.co.uk   |  |
| The Capital Programme pilot and its use of alternative sources of heating.   | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Recommended at the H&SC meeting 14th October 2020. |
| The Housing Investment Programme.  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Recommended at the H&SC meeting 14th October 2020. |
| The work undertaken by the Community Development Team and what it will be doing going forward for younger people and other members of the community. | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Recommended at the H&SC meeting 14th October 2020. |
| Early intervention and support services and how they can safely restart or put in place new service models (such as the 'Hub' on Holton Road).       | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Recommended at the H&SC meeting 14th October 2020. |
| Social Enterprise and its impact going forward.  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Recommended at the H&SC meeting 14th October 2020. |
| Presentation - 'Foundational Economy' and the work undertaken around the 21st Century schools project.   | Marcus Goldsworthy<br>Head of Regeneration and Planning<br>01446 704630<br>MJGoldsworthy@valeofglamorgan.gov.uk  | Recommended at the H&SC meeting 14th October 2020. |
| Visit to the pilot 'Smart House'.  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Recommended at the H&SC meeting 14th October 2020. |
| Update from the Chairman of the South Wales Fire and Rescue Authority on Performance [presentation].   | Mr. Chris Barton, Treasurer of the South Wales Fire and Rescue Authority and Mr. Huw Jakeway, Chief Fire Officer, South Wales Fire and Rescue Authority. | Last presented in December 2019.                   |

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|  | <a href="mailto:j-griffin@southwales-fire.gov.uk">j-griffin@southwales-fire.gov.uk</a> |  |
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## **Annual Reports**

| <b>Report</b>  | <b>Responsible Officer and Contact Details</b>  | <b>Commentary</b>   |
|--|---|---|
| Scrutiny Committees' Draft Annual Report                 | Cath Lindsey<br>Assistant Democratic Services Officer<br>01446 709144<br><a href="mailto:celindsey@valeofglamorgan.gov.uk">celindsey@valeofglamorgan.gov.uk</a> | TBC   |
| Youth Justice Plan                                       | Paula Barnett<br>YOS Manager<br>01446 745820<br><a href="mailto:PBarnett@valeofglamorgan.gov.uk">PBarnett@valeofglamorgan.gov.uk</a>                            | Usually in October each year. ** Delayed due to Coronavirus – now coming to July's H&SC meeting. ** |
| Youth Offending Service: End of Year Performance Report. | Paula Barnett<br>YOS Manager<br>01446 745820<br><a href="mailto:PBarnett@valeofglamorgan.gov.uk">PBarnett@valeofglamorgan.gov.uk</a>                            | Usually in October each year.   |
| Closure of Accounts                                      | Laura Davis<br>Finance Support Manager<br>01446 704639<br><a href="mailto:LLDavis@valeofglamorgan.gov.uk">LLDavis@valeofglamorgan.gov.uk</a>                    | Usually in July each year.  |
| Initial Capital Programme Budget Proposals               | Laura Davis<br>Finance Support Manager<br>01446 704639<br><a href="mailto:LLDavis@valeofglamorgan.gov.uk">LLDavis@valeofglamorgan.gov.uk</a>                    | Usually in December each year.  |
| Initial Revenue Programme Budget Proposals               | Laura Davis<br>Finance Support Manager<br>01446 704639  | Usually in December each year.  |

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|   | LLDavis@valeofglamorgan.gov.uk   |   |
| Initial Housing Revenue Account   | Laura Davis<br>Finance Support Manager<br>01446 704639<br>LLDavis@valeofglamorgan.gov.uk   | Usually in December each year.          |
| The Civil Protection Unit – Responsibilities and Work Plan [Presentation]         | Debbie Spargo<br>Principal Civil Protection Officer<br>029 20673044<br>DASpargo@valeofglamorgan.gov.uk   | Usually in September each year. NOW TBC |
| Corporate Safeguarding Annual Report  | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Usually in July each year.              |
| Update on the DAARC Service (Domestic Abuse Assessment and Referral Co-ordinator) | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk;<br>and<br>Deborah Gibbs<br>Principal Community Safety Officer<br>01446 450200<br>DGibbs@valeofglamorgan.gov.uk | Usually in December each year.          |

### **Biannual Reports**

| <b>Report</b>   | <b>Responsible Officer and Contact Details</b>  | <b>Commentary</b>           |
|---|---|-----------------------------|
| Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1). | Julia Archampong, Corporate Performance Manager.<br>01446 709 318<br>jarchampong@valeofglamorgan.gov.uk | Usually in March each year. |

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| End of Year Performance Report (Part 2).             | Julia Archampong, Corporate Performance Manager.<br>01446 709 318<br>jarchampong@valeofglamorgan.gov.uk  | Usually in September each year.  |
| Youth Offending Service: Mid-year Performance Report | Paula Barnett<br>YOS Manager<br>01446 745820<br>PBarnett@valeofglamorgan.gov.uk  | Usually in March and October each year.  |
| Housing Strategies Update Report                     | Nick Jones<br>Housing and Strategic Projects Team Leader<br>02920673252<br>njones@valeofglamorgan.gov.uk   | Usually in June and December each year.  |
| Corporate Safeguarding Mid Term Report               | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk   | Usually in December each year.   |
| Safer Vale Partnership Strategy Action Plan.         | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk;<br>and<br>Deborah Gibbs<br>Principal Community Safety Officer<br>01446 450200<br>DGibbs@valeofglamorgan.gov.uk | Usually in April and October each year.<br>Recommended at the H&SC meeting 11 <sup>th</sup> November 2020. |

## Quarterly Reports

| Report   | Responsible Officer and Contact Details  | Commentary                              |
|--|--|---|
| Report on the Output Information and Relevant Statistics informing the Homelessness Prevention Strategy Action Plan. | Mike Ingram<br>Head of Housing and Building Services<br>01446 709516<br>MIngram@valeofglamorgan.gov.uk     | Usually March, June, October each year. |
| 1st Quarter [Apr, May & June] Decision Tracking of Recommendations and Forward Work Programme.                       | Mark Thomas<br>Democratic and Scrutiny Services Officer<br>01446 709279<br>methomas@valeofglamorgan.gov.uk | Usually July each year.                 |
| 2nd Quarter [July & Sept] Decision Tracking of Recommendations and Forward Work Programme.                           | Mark Thomas<br>Democratic and Scrutiny Services Officer<br>01446 709279<br>methomas@valeofglamorgan.gov.uk | Usually October each year.              |
| 3rd Quarter [Oct, Nov & Dec] Decision Tracking of Recommendations and Forward Work Programme.                        | Mark Thomas<br>Democratic and Scrutiny Services Officer<br>01446 709279<br>methomas@valeofglamorgan.gov.uk | Usually January each year.              |
| 4th Quarter [Jan, Feb & Mar] Decision Tracking of Recommendations and Forward Work Programme.                        | Mark Thomas<br>Democratic and Scrutiny Services Officer<br>01446 709279<br>methomas@valeofglamorgan.gov.uk | Usually May each year.                  |
| Annual Delivery Plan Monitoring Report: Quarter 1 Performance [Apr, May & June] Report.                              | Julia Archampong<br>Corporate Performance Manager<br>01446 709318<br>jarchampong@valeofglamorgan.gov.uk    | Usually October each year.              |

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| Annual Delivery Plan Monitoring Report:<br>Quarter 2 Performance [July & Sept] Report.       | Julia Archampong<br>Corporate Performance Manager<br>01446 709318<br>jarchampong@valeofglamorgan.gov.uk | Usually December each year. |
| Annual Delivery Plan Monitoring Report:<br>Quarter 3 Performance [Oct, Nov & Dec]<br>Report. | Julia Archampong<br>Corporate Performance Manager<br>01446 709318<br>jarchampong@valeofglamorgan.gov.uk | Usually March each year.    |

### **Infrequent**

- Cabinet References.
- Revenue and Capital Monitoring Reports [4 reports per year; historically July, October, January and March].
- 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.**