



Vale of Glamorgan Council

Learning and Culture Scrutiny Committee

# Forward Work Programme

January – March 2021

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
14 <sup>th</sup> January 2021	3 <sup>rd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2020/21.	Previous report October 2020.	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme for 2019/20.	To maintain effective tracking of the Committee's recommendations.	Gareth Davies, Democratic and Scrutiny Services Officer - 01446 709 249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a>	Reported to Committee on 14 <sup>th</sup> January 2021 (Min No 346) <a href="#">Quarter 3 Tracking of Recommendations and Updated Work Programme Schedule 2020/21</a>
	Youth Engagement and Progression	Previous report January 2020	To make Members aware of the progress made over the last six months of the Youth Engagement and Progression Framework (YEPF) and the current levels of young people Not in Education, Employment or Training (NEET)	To track performance and ensure Committee has continued oversight of the (YEPF).	Nisha Shukla, Engagement & Progression Coordinator 01446 709457 <a href="mailto:nshukla@valeofglamorgan.gov.uk">nshukla@valeofglamorgan.gov.uk</a>	Slipped to March at Officers' request in order to be able to report more complete data to Committee
	School Admission Arrangements 2022-23 (Reference from Cabinet).	<a href="#">Cabinet Forward Work Programme Item.</a>	To seek approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code issued in July 2013 which includes a revision to secondary school catchment areas.	To comply with Para 2.3 (page 6) of the School Admissions Code (Wales) July 2013.	Paula Ham, Director of Learning and Skills. 01446 709 161 <a href="mailto:pham@valeofglamorgan.gov.uk">pham@valeofglamorgan.gov.uk</a>	Referred to Committee on 14 <sup>th</sup> January 2021 (Min No 342) <a href="#">School Admission Arrangements 2022-23</a>

	Corporate Safeguarding Annual Report. (Reference from Cabinet).	<a href="#">Cabinet Forward Work Programme Item.</a>	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance and understanding around safeguarding activity taking place 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.	Rachel Evans, Head of Children and Young People Services. 01446 704 792 <a href="mailto:RJEvans@valeofglamorgan.gov.uk">RJEvans@valeofglamorgan.gov.uk</a>	Referred to Committee on 14 <sup>th</sup> January 2021 (Min No 343) <a href="#">Corporate Safeguarding Annual Report</a>
	Revenue and Capital Monitoring for the Period 1 <sup>st</sup> April to 30 <sup>th</sup> November 2020	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Scrutiny Committee of the Progress relating to revenue and capital expenditure for the period 1 <sup>st</sup> April to 30 <sup>th</sup> November 2020.	Members are aware of the projected revenue outturn for 2020/21.	Gemma Jones, Principal Accountant. 01446 709 152 <a href="mailto:GHjones@valeofglamorgan.gov.uk">GHjones@valeofglamorgan.gov.uk</a>	Reported to Committee on 14 <sup>th</sup> January 2021 (Min No 345) <a href="#">Revenue and Capital Monitoring</a>
	Impact of work in the Central South Consortium's business plan on the region and The Vale of Glamorgan Local Authority	Collaborative working	To inform Members of the impact of work in the Central South Consortium's business plan on the region and the Vale of Glamorgan	To allow Members to assess the impact of the work of the Central South Consortium	Carys Pritchard, Senior Challenge Advisor. Central South Consortium.	Brought forward from February 2021. (Min No 344) <a href="#">Impact of work in the Central South Consortium's business plan</a>
	Review of Statues, Monuments, Street Names and Building Names	Reference from Cabinet: 2 <sup>nd</sup> November, 2020	To seek approval to instigate the next phase of work to review statues, monuments, street names and building names to ensure they are representative of local people's values and those of a modern, inclusive Council.	To update Committee regarding the proposed approach to establishing a review as described in this report, through the establishment of a Panel.	Tom Bowring, Head of Policy and Business Transformation <a href="mailto:Tbowring@valeofglamorgan.gov.uk">Tbowring@valeofglamorgan.gov.uk</a> 01446 709766	Referred to Committee on 14 <sup>th</sup> January 2021 (Min No 341) <a href="#">Review of Statues, Monuments, Street Names and Building Names</a>
11 <sup>th</sup> February 2021	Impact of work in the Central South Consortium's business plan on	Collaborative working	To inform Members of the impact of work in the Central South Consortium's business	To allow Members to assess the impact of the work of the Central South Consortium	Carys Pritchard, Senior Challenge Advisor. Central South Consortium.	Brought forward to January 2021

	the region and The Vale of Glamorgan Local Authority		plan on the region and the Vale of Glamorgan			
	Summary of School Inspections for Autumn Term 2020	Regular report relating to inspections of schools.	To update Members on the outcomes of school inspections for the Autumn Term 2020.	In order that Members are aware of Estyn judgements about local schools.	Carys Pritchard, Senior Challenge Advisor. Central South Consortium.	Not possible to report due to cancellation of ESTYN inspections
	Review of Statues, Monuments, Street Names and Building Names – Review of Panel Terms of References	Reference from Cabinet: 25 <sup>th</sup> January, 2021	To seek approval for the terms of reference for the review panel to undertake the work to review statues, monuments, street names and building names to ensure they are representative of local people's values and those of a modern, inclusive Council.	To ensure Members can consider the proposed Terms of Reference for the Panel and are updated as matters progress.	Tom Bowring, Head of Policy and Business Transformation <a href="mailto:Tbowring@valeofglamorgan.gov.uk">Tbowring@valeofglamorgan.gov.uk</a> 01446 709766	Referred to Committee on 11 <sup>th</sup> February 2021 (Min No 341) <a href="#">Review of Statues, Monuments, Street Names and Building Names – Review of Panel Terms of References</a>
11 <sup>th</sup> March, 2021	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 2021/22.	<a href="#">Cabinet Forward Work Programme Item.</a>	To seek Members' endorsement of the priority actions as reflected in Service Plans and proposed service improvement targets for the period 2021/2022 that will deliver the Council's Annual Delivery Plan (Improvement Plan Part 1) within the remit of the Committee.	1. To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan (Improvement Plan Part 1), associated Service Plan activities and service improvement targets for 2021/2022. 2. To ensure that the Service Plans aligned to this Committee's remit are accurate, up to date and relevant and become the main document through which performance against the Corporate Plan's Annual	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	Reported to Committee on 11 <sup>th</sup> March 2021 (Min No 489) <a href="#">Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan (Improvement Plan Part 1) 2021/22.</a>

				<p>Delivery Plan is monitored and measured during 2020/2021.</p> <p>3. To ensure the Council's Corporate Plan Performance Measurement Framework identifies a relevant set of performance measures and targets against which the Annual Delivery Plan can be monitored and measured during 2020/2021 in line with requirements of the Local Government (Wales) Measure 2009.</p> <p>4. To ensure that in delivering the Annual Delivery Plan the Council takes into account the diverse needs of the local community.</p>		
	Council Annual Self-Assessment	<a href="#">Cabinet Forward Work Programme Item.</a>	To present the Council's Annual Self-Assessment of performance for Cabinet's consideration in line with the requirements of the Local Government Measure and Wellbeing of Future Generations Act	In order to inform Cabinet of the views of the Scrutiny Committee.	<p>Julia Archampong, Corporate Performance Manager.</p> <p>01446 709 318</p> <p><a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a></p>	Removed from Work Programme as confirmation was received from Officers that the report's purpose is now fulfilled by the Part 2 Improvement Plan report to be considered by Full Council in due course.
	Youth Engagement and Progression Update	Previous report January 2020	To make Members aware of the progress made over the last six months of the Youth Engagement and Progression Framework (YEPF) and the current levels of young people Not	To track performance and ensure Committee has continued oversight of the (YEPF).	<p>Nisha Shukla, Engagement &amp; Progression Coordinator</p> <p>01446 709457</p> <p><a href="mailto:nshukla@valeofglamorgan.gov.uk">nshukla@valeofglamorgan.gov.uk</a></p>	Slipped from January at Officers' request in order to be able to report more complete data to Committee.

			in Education, Employment or Training (NEET).			Reported to Committee on 11 <sup>th</sup> March 2021 (Min No 491) <a href="#">Youth Engagement and Progression Update</a>
	Annual Equality Monitoring Report 2019-20	Referred from Cabinet: 22 <sup>nd</sup> February, 2021	To seek Committee's approval of the Annual Equality Monitoring Report.	To ensure Committee's consideration of the report and to allow 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 to ensure its equality work is available for scrutiny by the Equality and Human Rights Commission and others	Tom Bowring, Head of Policy and Business Transformation <a href="mailto:Tbowring@valeofglamorgan.gov.uk">Tbowring@valeofglamorgan.gov.uk</a> 01446 709766	Referred to Committee on 11 <sup>th</sup> March 2021 (Min No 488) <a href="#">Annual Equality Monitoring Report 2019-20</a>
	Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2020/21.	<a href="#">Cabinet Forward Work Programme Item.</a>	To present Quarter 3 performance results for the period 1st October 2020 to 31st December 2020 for the Corporate Plan Well-being Outcome.'	1. To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens. 2. To ensure the Council is effectively assessing its performance in line with the requirement to secure continuous improvement outlined in the Local Government Measure (Wales) 2009 and reflecting the requirement of the Well-being of Future Generations	Julia Archampong, Corporate Performance Manager. 01446 709 318 <a href="mailto:jarchampong@valeofglamorgan.gov.uk">jarchampong@valeofglamorgan.gov.uk</a>	Reported to Committee on 11 <sup>th</sup> March 2021 (Min No 490) <a href="#">Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2020/21</a>

				(Wales) Act 2015 that it maximises its contribution to achieving the wellbeing goals for Wales.		
	Revenue and Capital Monitoring 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> January 2021.	<a href="#">Cabinet Forward Work Programme Item.</a>	To advise Committee of the progress relating to revenue and capital expenditure for the period 1 <sup>st</sup> April to 31 <sup>st</sup> January 2021.	The Capital Economic Regeneration Reserve is managed effectively. and budgets are matched to operational responsibilities.	Gemma Jones, Principal Accountant. 01446 709 152 <a href="mailto:GHjones@valeofglamorgan.gov.uk">GHjones@valeofglamorgan.gov.uk</a>	Brought forward from April 2021 as listed in previous version. Reported to Committee on 11 <sup>th</sup> March 2021 (Min No 492) <a href="#">Revenue and Capital Monitoring</a>

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

<b>Report/Presentations</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
Reports on attendance to be submitted to the Committee on a termly basis.		<b>Reports to be presented biannually – mid-term and end of year (2 per year) To be reported as and when available</b>
Examples of good practice in schools to be presented to Committee when available CYPS Commissioning Strategy and Action Plan six monthly updates.		<b>Also target schools with excellent Estyn judgements and presentations from schools on how the new curriculum is being developed and implemented.</b> 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)		
Issues in relation to e-FSM and FSM on Key Stage 4 and use of the Pupil Deprivation Grant (11 Dec 18: Min No 579)		
Report on school buildings in the primary sector (12 Feb 19 – Min. No. 739)		
Presentation by Menter Bro Morgannwg		
Welsh Standards Annual Monitoring Report		
*CFWP – Reshaping Services Review		
*CFWP – Catering Reshaping		
Follow up work on the T&F Review into the Provision of Sanitary Products at Secondary Schools (20 Jun 19: Min No 71)		
Report on maintenance and upgrades for all schools across the Vale (20 Jun 19: Min No 71)		
Pastoral care available in schools (20 Jun 19: Min No 71)		
Site visit to be arranged to the new Catering Service and to High Street Primary School (14 Nov 19: Min No 452)		
Presentation from the Sense of Place Board regarding cultural heritage (16 Jan 20: Min No 596)		
Children's Commissioner for Wales Report: <i>Coronavirus and Me</i>		Requested by the Vice-Chairman during Agenda Conference 3 <sup>rd</sup> March, 2021
Elective Home Education in the Vale of Glamorgan		Requested by the Vice-Chairman during Agenda Conference 3 <sup>rd</sup> March, 2021



## Annual Reports

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

<b>Financial Reports</b>		
Closure of Accounts 20**/**.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in July each year.
Initial Revenue Programme Budget Proposals.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.
Initial Capital Programme Budget Proposals.	Gemma Jones, Principal Accountant. 01446 709 152 GHjones@valeofglamorgan.gov.uk	Usually in December each year.

## **Biannual Reports**

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

## **Quarterly Reports**

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

Quarter 1 2020/21 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually October each year. Reporting on April, May and June.
Quarter 2 2020/21 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually December each year. Reporting on July and September.
Quarter 3 2020/21 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year. Reporting on October, November and December.

### **Infrequent**

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

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

### **Suggested Task and Finish Review Exercises**

Group	Scope / Focus	Chair / Responsible Officer	Commentary
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Cost of Schooling	An examination of how affordable it is for parents to send children to school. To include the social/wellbeing impact of School Proms and consideration of the costs of school uniforms and extra school activities.	<p>Chair: Cllr. G. Kemp</p> <p>Responsible Officers: Gareth Davies, Democratic &amp; Scrutiny Services Officer. 01446 709 249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a></p> <p>Catherine Lindsey, Assistant Democratic Services Officer. 01446 709144 <a href="mailto:celindsey@valeofglamorgan.gov.uk">celindsey@valeofglamorgan.gov.uk</a></p>	Prior to the Covid-19 pandemic, the Group met on two occasions. At its first meeting the Group agreed its scope and plan of action. The second meeting was a visit to Pencoedtre High School to speak to some pupils and to gather their thoughts and views. The Group has now reconvened and considered the impact of the pandemic on the scope of their review. The Group intends to invite parents to attend their next meeting in order that they can share their experiences of the affordability of education.
Museum Provision in the Vale of Glamorgan	<i>TBC</i>	<p>Chair: <i>TBC</i></p> <p>Responsible Officers: Gareth Davies, Democratic &amp; Scrutiny Services Officer. 01446 709 249 <a href="mailto:gjdavies@valeofglamorgan.gov.uk">gjdavies@valeofglamorgan.gov.uk</a></p> <p>Catherine Lindsey, Assistant Democratic Services Officer. 01446 709144 <a href="mailto:celindsey@valeofglamorgan.gov.uk">celindsey@valeofglamorgan.gov.uk</a></p>	