

Meeting of:	<b>Cabinet</b>
Date of Meeting:	<b>Thursday, 06 June 2024</b>
Relevant Scrutiny Committee:	All Scrutiny Committees
Report Title:	Development of the Corporate Plan 2025-2030, Panel Performance Assessment and Annual Performance Calendar 2024/25
Purpose of Report:	To outline the approach to developing a new Corporate Plan for 2025-2030, arrangements and proposed scope for the Panel Performance Assessment and to present the Vale of Glamorgan Annual Performance Calendar for 2024/25. The report also outlines the key findings and learning from the review of last year's Annual Self-Assessment approach and makes proposals to further enhance the process in readiness for the 2023/24 self-assessment.
Report Owner:	Executive Leader and Cabinet Member for Performance and Resources
Responsible Officer:	Tom Bowring, Director of Corporate Resources
Elected Member and Officer Consultation:	Following Cabinet's consideration, this report will be considered by elected Members via Scrutiny Committees and Governance and Audit Committee.
Policy Framework:	This is a matter for Executive decision by Cabinet.
<p><b>Executive Summary:</b></p> <ul style="list-style-type: none"> <li>• The report presents the Vale of Glamorgan Annual Performance Calendar for 2024/25 which outlines the activities that will be subject to consideration by Members throughout the year. The report also outlines how we propose to engage with elected Members in shaping the processes, key plans and reports aligned to the Annual Performance Calendar to enable us to meet the performance requirements of the Local Government and Elections (Wales) Act 2021 (LG&amp;E) and contribute to the national goals of the Well-being of Future Generations (Wales) Act 2015 (WCFG).</li> <li>• This year there are two additional aspects of the Performance Calendar that require consideration – the development of a new Corporate Plan and the arrangements for undertaking a Panel Performance Assessment (PPA).</li> <li>• The report sets out the approach being taken to develop the new five year Corporate Plan 2025-2030 which will be published in April 2025. Work on a new Corporate Plan will include the development of new Well-being Objectives and a more outcome focused approach. Cabinet is requested to approve the approach as outlined in the report and the associated timetable.</li> </ul>	

- The report details the scope and indicative timetable for undertaking the Council's Panel Performance Assessment (PPA) in Autumn 2024. Introduced by the Local Government and Elections (Wales) Act, the purpose of the PPA is to provide independent, external challenge to help inform the Council's improvement journey by building on our own annual self-assessment. The PPA will assess the extent to which the Council is meeting the performance requirements (that is, exercising its functions effectively, using its resources economically, efficiently and effectively and exercising good governance) and also presents the opportunity to consider work being undertaken as part of the development of the Corporate Plan 2025-30. It is proposed that the focus for the PPA concentrates on the changes we are making and the approach we are taking to deliver what is needed to make us more outcome and future focused and to increase the organisation's resilience.
- The key findings and learning from our review of last year's Annual Self-Assessment approach are also detailed within the report as are proposals to further enhance the process in readiness for the 2023/24 self-assessment.
- The Council's self-assessment covering the period 2023/24 will be published in December 2024. This timeline aligns with our existing performance management arrangements and will enable us to bring together key performance and governance related insights throughout the year into a summary judgement on how well we are meeting the performance requirements of the LG&E Act.
- **Appendix A** contains information regarding the rolling programme of collaborative work with Members throughout the 2024/25 Annual Performance Calendar to develop their skills and knowledge and strengthen their involvement in shaping and refining the key plans, reports and processes that will support them in their key role of assessing whether the Council is achieving its Well-being Objectives, delivering value for money and improving the well-being of its citizens.

## **Recommendations**

1. That Cabinet approves the approach to developing the Corporate Plan 2025-30 as detailed within the report.
2. That Cabinet approves the timetable, approach and scope of the Panel Performance Assessment (PPA) as outlined in the report and delegates authority to the Director of Corporate Resources in consultation with the Leader and Chief Executive to agree the terms of reference for the PPA with the Welsh Local Government Association (WLGA), the appointment of the Panel members and associated administrative arrangements.
3. That Cabinet considers and approves the Vale of Glamorgan Annual Performance Calendar 2024/25 and the proposed approach to engaging with Members in-year to shape and refine the Annual Performance Calendar of activities and to support Members in their scrutiny role.
4. That Cabinet considers the review findings from last year's Annual Self-Assessment approach and approve the proposed changes to the 2023/24 self-assessment, including the indicative timetable.
5. That Cabinet refers the report to all Scrutiny Committees and the Governance and Audit Committee for their awareness and consideration, with any views being referred back to Cabinet.

## **Reasons for Recommendations**

1. To enable officers to progress work to develop a new Corporate Plan.
2. To enable the Council to proceed with arrangements for the PPA and to allow adequate preparatory time to commission and respond to the Panel Performance assessment with the findings informing the next iteration of the Council's Corporate Plan 2025-30.
3. To ensure all Scrutiny Committees and the Governance and Audit Committee (section 114 of the Local Government and Elections (Wales) Act 2021) have oversight of the Annual Performance Calendar and their views inform the Council's approach to meeting the performance requirements.
4. To ensure the Council's approach to the 2023/24 Self-Assessment increases the extent to which it is meeting the performance requirements of the LG&E Act.
5. To ensure the Council fully discharges its duties under both the Well-being of Future Generations (Wales) Act 2015 (WBFG) and the Local Government and Elections (Wales) Act 2021 (LG&E) to publish annual Well-being Objectives, keep performance under review and consult and report on our performance through an annual self-assessment relating to the previous financial year.

## **1. Background**

- 1.1 The current Corporate Plan 2020-25 will end in March 2025. In order to have a new Plan in place and the supporting performance management arrangements it

has been necessary to commence work in the Spring of 2024. This will ensure sufficient time to consider the approach to be taken, to develop Well-being Objectives as required by the Well-being of Future Generations Act (2015) and to undertake the necessary engagement and consultation.

- 1.2** The Corporate Plan will set out how the Council will deliver its Well-being Objectives and provides the framework for the supporting annual plans. Current performance management arrangements are structured around the Council's existing Well-being Objectives and the associated commitments as detailed in the Corporate Plan 2020-25. These arrangements will need to be revised as part of the development of a new five year plan.
- 1.3** The Local Government and Election (Wales) Act 2021 (LG&E) which came into effect from 1st April, 2021, placed new duties on all Welsh Local Authorities. The performance and governance provisions in the Act are framed within the wider sustainable development duties of the WCFG Act and align to the Socio-economic Duty (which came into effect on 31<sup>st</sup> March 2021) and our audit, regulatory and partnership arrangements.
- 1.4** The performance framework requires the Council to keep performance under review, consult and report on our performance through self-assessment, and arrange and respond to a PPA once in every electoral cycle. These duties are embedded in the Council's Annual Performance Calendar of activities, which is reviewed annually with work ongoing to further strengthen our performance arrangements.
- 1.5** The Annual Performance Calendar of activities is the Council's key means of demonstrating the extent to which it is meeting the performance requirements of the LG&E Act.
- 1.6** Over the past few years, as part of further strengthening our performance management arrangements to enable us to meet the performance requirements, Members have been involved in shaping the Council's Annual Performance Calendar, particularly in developing the format, content and presentation of key plans, performance reports and the annual self-assessment of performance to enable effective challenge and oversight in line with their roles and responsibilities.
- 1.7** The completion of the key activities outlined in the 2023/24 Annual Performance Calendar culminated in the publication of the Council's second Self-Assessment in December 2023 and the Annual Delivery Plan and Service Plans 2024/25 in March 2024. At the start of the Annual Performance Calendar 2024/25 there is an opportunity to look at what further improvements can be made to strengthen our approach.

- 1.8** It is important that our self-assessment continues to evolve enabling us to further enhance our approach to performance self-reflection. The work to continue to embed and enhance our approach is ongoing throughout the year, and will continue to involve Members, our partners (including external regulators), staff, service users and Vale citizens.
- 1.9** The Council is required to arrange an independent PPA at least once during an electoral cycle, which means that a PPA must take place between May 2022 and May 2027. The purpose of the PPA is to provide independent, external challenge to help inform the Council's improvement journey by building on our own annual self-assessment.

## **2. Key Issues for Consideration**

- 2.1** There are four key elements to this report which are all connected and will form an integrated programme of work. This work will ensure that the Council has an ambitious Corporate Plan, that arrangements are in place for the PPA, that this is all managed through the Annual Performance Calendar and the approach to the Annual Self-Assessment 2023/24 is revised to incorporate the learning from previous assessments.

### **Corporate Plan 2025-30 Development**

- 2.2** This is the final year of the existing Corporate Plan which is the second iteration of the Council's primary strategic planning document since the introduction of the WBFGA. It is now time to develop a new version that sets out the Council's ambitions for the County and organisation to 2030.
- 2.3** It is proposed that the Council's vision and values remain and that these provide a strong foundation for the development of the new Plan. Our values of ambitious, proud, open and together are embedded across the organisation and remain relevant. Our vision of '**Strong Communities with a Bright Future**' also remains relevant demonstrating the importance of our communities and the need to look ahead and consider the impact of our decisions and policies on future generations.
- 2.4** It is proposed that work is undertaken to develop new Well-being Objectives to frame the new Corporate Plan. Although the Council's Well-being Objectives are reviewed annually it is considered timely to agree a new set of Objectives to reflect current and forecast challenges and priorities. The development of the new Objectives will take account of a range of factors including the results of the recent resident survey Let's Talk, key data about the Vale of Glamorgan, regulatory recommendations and the outcomes of the most recent Annual Self-Assessment and the Public Services Board's Well-being Plan and Objectives.

- 2.5** The Council’s Strategic Leadership Team and Cabinet have already started to consider the new Corporate Plan and this work has been undertaken in tandem with the development of the new Reshaping Programme. Support and facilitation has been provided by the Office of the Future Generations Commissioner and C.Co and this is encouraging a more focused approach to be developed around key priorities and the outcomes that need to be achieved over the next five years to enable longer term challenges to be met.
- 2.6** As part of the development of the Corporate Plan, regard is being given to how the Plan can be more outcome focused so it is clearer what will be achieved during the course of the Plan and how this will be measured and evidenced. As part of these discussions consideration is being given to the plans that will sit under the Corporate Plan and how performance management arrangements can be improved to support the new Plan.
- 2.7** The new Corporate Plan will be developed alongside the Budget and Medium Term Financial Plan, with the Financial Strategy being reported to Cabinet in July.
- 2.8** The indicative timetable below sets out the key milestones for the development of the Corporate Plan which will be published in April 2025. Work on the Plan is still in its infancy, but momentum will now build to develop the Plan for consultation in the Autumn. The PPA is being timed to enable the findings of the assessment to inform the final iteration of the new Corporate Plan and the work that will support its implementation. This will be in addition to the findings from our own Annual Self-Assessment. Further information on both of these processes is detailed later in this report.

<b>Timetable for producing the Corporate Plan 2025-2030</b>	
<b>Month/Year</b>	<b>Key activities</b>
June 2024	Information gathering e.g. data and Let’s Talk
	6 June Cabinet report outlining timetable and approach
	4 <sup>th</sup> June Chief Officer Session
	All Scrutiny Committees consider this Cabinet report.
	Development of draft Well-being Objectives
	Engagement on draft Well-being Objectives
	Drafting of Corporate Plan
July 2024	Engagement on draft Well-being Objectives
	Drafting of Corporate Plan
	Development of Budget and Medium Term Financial Plan alongside Corporate Plan, with Cabinet consideration of the Financial Strategy.
August 2024	Drafting of Corporate Plan
September 2024	SLT and Cabinet consider draft for consultation
	Consultation Planning including different formats and translation
October 2024	3 <sup>rd</sup> Oct Cabinet sign off draft
	7 <sup>th</sup> Oct 8 week consultation commences including Scrutiny committees

<b>Timetable for producing the Corporate Plan 2025-2030</b>	
<b>Month/Year</b>	<b>Key activities</b>
November 2024	30 <sup>th</sup> Nov Consultation ends
December 2024	Amend Corporate Plan to reflect findings of the engagement, the ASA and PPA
January 2025	SLT and Cabinet consider revised Corporate Plan
February 2025	12 <sup>th</sup> February Corporate Performance and Resources Scrutiny Committee consider revised Plan post consultation
	20 <sup>th</sup> February Cabinet consider revised Corporate Plan and views of Scrutiny committee
March 2025	3 <sup>rd</sup> March Council consider the Corporate Plan seeking approval
	Translation and Design
	Consideration and approval of associated annual delivery plans for 2025/26 by Scrutiny Committees and Cabinet.
April 2025	Publication of the new Corporate Plan and work commences

**2.9** Approval is sought from Cabinet to agree the approach and indicative timetable for the new Corporate Plan as described above.

### **Panel Performance Assessment (PPA)**

**2.10** The Council is required to arrange an independent Panel Performance Assessment (PPA) at least once during an electoral cycle. This means that a PPA must take place between May 2022 and May 2027. The purpose of the PPA is to provide independent, external challenge to help inform the Council's improvement journey by building on our own annual self-assessment. This will help the Council to strengthen the extent to which it is meeting the performance requirements under the Local Government and Elections (Wales) Act 2021. In terms of timing, the only requirement is that the Council must publish its PPA report at least six months before the date of the next ordinary election.

**2.11** Cabinet approved the timing of commissioning the Council's PPA for 2024 (Cab min C9 refs, 25th May 2023). This timing enables alignment with the development of the new Corporate Plan 2025-30 and completion of the Council's 2023/24 annual self-assessment which also commences in Spring 2024 and provides an opportunity for the findings from these assessments to help shape the new Corporate Plan and associated annual plans for 2025/26. The timing also aligns with our performance requirements under the Local Government and Elections Act 2021 to complete and respond to a PPA at least 6 months before the next Local Government elections (2027).

**2.12** It is the Council's responsibility to arrange the PPA. However, the WLGA have developed a programme of support for Local Authorities and the Council is working with the Association to develop proposals and the arrangements to make use of this expertise as councils across Wales begin consideration of

undertaking PPAs. The Council will commission the WLGA to appoint the Panel and facilitate the PPA on its behalf. As a minimum the panel will need to include an independent chair, a peer from the wider public, private, or voluntary sectors and from outside the Council a serving Local Government senior officer and a senior elected Member. The Council will determine the Panel membership in line with the minimum requirements and can also appoint additional members.

- 2.13** The WLGA has secured funding to support the delivery of the PPA process in 2024/25 and as such, costs will be limited by working with them.
- 2.14** The WLGA have produced [national guidance for scoping a PPA](#) and the Council must submit a scoping document to start the process. The scoping document provides an overview of the Vale of Glamorgan and the Council, and outlines our vision, well-being objectives and how they contribute to achieving the vision for the Vale of Glamorgan. The scoping document also provides details of resources, threats, opportunities and areas for improvement. Work has commenced on the scoping document which will be informed by and draw on the findings of the Council's latest annual self- assessment findings and recent regulatory assessments in line with the guidance.
- 2.15** This scoping document will help shape the focus of the PPA and help determine the appropriate skillsets and expertise required of the panel to undertake the assessment. Alongside assessing the extent to which the Council is meeting the performance requirements (that is, exercising its functions effectively, using its resources economically, efficiently and effectively and exercising good governance), the PPA is an opportunity to sense check our emerging improvement plans as part of the development of the Corporate Plan 2025-30. This will help ensure that plans reflect and enable us to continue to deliver on the priorities that matter the most to Vale of Glamorgan citizens.
- 2.16** The Strategic Leadership Team are keen for the PPA to focus on the development of the new Corporate Plan and the associated performance management arrangements. It is proposed that a key focus for the PPA is placed on whether the changes we are making to our ways of working and the approach we are taking to the new Corporate Plan and Reshaping Programme will deliver what is needed to make us more outcome and future focused and increase the organisation's resilience over the coming years.
- 2.17** The assessment would include consideration of how we are integrating our transformational activity with the work to develop a new five year Corporate Plan. It will also take account of what the performance management and scrutiny arrangements will be and the collective ownership of the development and delivery of these activities. Undertaking the PPA at this time will add value to the work we are undertaking and enable us to make changes to strengthen our programme of work and our five year plan.



**2.18** In line with guidance, a terms of reference for the PPA will be agreed between Panel Chair and the Council prior to assessment commencing. These will be developed in response to the issues covered in the scoping document.

**2.19** Cabinet is asked to consider and approve the proposed scope for the Council’s PPA including the indicative timetable below, which would allow preparatory time and aligns with the statutory timeframe for undertaking and concluding a PPA. Cabinet is also asked to delegate authority to the Director of Corporate Resources to agree and submit the scoping document in consultation with the Executive Leader and Chief Executive.

<b>Panel Performance Assessment 2024 Timetable</b>	
<b>Month/Year</b>	<b>Key activities</b>
April 2024	Draft scope and liaise with WLGA.
May 2024	SLT consideration and approval of the Annual Performance Calendar including indicative PPA timetable and scope.
June 2024	Scope submitted to WLGA (in line with required 6 months notification period)
	Cabinet consideration of PPA scope and timetable.
	Scrutiny Committees and Governance and Audit Committee consider PPA scope and timetable
July 2024 to October 2024	Appointment of Panel and agreement of scope and Panel terms of reference.
	WLGA liaison, information gathering and submission of key council documents.
	Scheduling of programme of onsite interviews, focus groups, workshops and other consultation activities.
November 2024	Vale of Glamorgan Panel Performance Assessment facilitated by WLGA.
	Emerging Annual Self-Assessment 2023/24 findings and draft Corporate Plan inform Vale of Glamorgan Panel Performance Assessment.
December 2024	WLGA report findings of the Council’s Panel Performance Assessment.
	Annual Self-Assessment Report approved by Full Council.
	Findings of the Annual Self-Assessment and PPA inform Corporate Plan and associated annual delivery plans for 2025/26.
January 2025	Council’s response to the Panel Performance Assessment formulated and reported to Cabinet, Governance and Audit Committee and Full Council.
February 2025	Post consultation Corporate Plan considered by Corporate Performance and Resources Scrutiny Committee and Cabinet.
March 2025	Approval by Full Council of the Corporate Plan 2025-30.
	Approval of associated annual delivery plans for 2025/26 by Scrutiny Committees and Cabinet.

## **Review and Learning from the 2022/23 Annual Self-Assessment and proposed approach for 2023/24**

**2.20** We have reviewed our approach throughout the second year of undertaking a self-assessment in order to further enhance the process for the next self-assessment and to drive continuous improvement aligned to our Corporate Plan Well-being Objectives and the national well-being goals. Key findings (outlined below) have been informed by feedback from elected Members (Scrutiny Committees, Governance and Audit Committee and Cabinet Members), Directorate colleagues who participated in the process and the Corporate Performance Partners who supported colleagues throughout the self-assessment process last year. We have also considered informal feedback provided by Audit Wales, Welsh Government and the Welsh Local Government Association (WLGA) on the Annual Self-Assessment reports including any identified good practice from colleagues across Wales and these have informed a proposed approach for undertaking the 2023/24 Annual Self-Assessment.

### **Review Findings**

**2.21** A summary of the review findings and proposed changes are outlined below.

#### ***The Directorate Self-Assessment (DSA)***

- Further rationalise our approach to the Directorate Self-assessment dovetailing this with existing arrangements for quarterly self-reflection undertaken by Directorates as part of corporate arrangements for performance monitoring of the Council's annual delivery and associated plans.
- Further align the reporting requirements of other regulatory bodies within the DSAs to demonstrate integration of working and reduce duplication.
- Further strengthen our use of performance and other data insights throughout the year to support performance judgements at year end.

#### **2.22 *Peer Challenge***

- Further strengthen elected member involvement in the Peer Challenge process. Extending the breadth of participation will ensure that we have a broader spectrum of involvement in the process and will also ensure a wide range of perspectives are taken into account whilst ensuring there is ownership of any changes being identified and proposed.
- Provide some assurance around our performance and feedback on whether emerging areas for future focus are robust and in line with our ambitions, by involving more external key partners and stakeholders including staff in the challenge process.

#### ***The Annual Self-Assessment Report (ASA)***

**2.23** Strengthen aspects of the Annual Self-Assessment Report including:

- Producing an accessible public summary document as part of engagement work informed by feedback from residents and Members on how they would

like the Council's performance information reported. This will include an easy read version of the Annual Self-Assessment Report in addition to the bite-sized social media posts currently produced.

- Strengthening the 'Annual Engagement Calendar and Key Insights' section of the report by providing an overview of major council decisions that have been made in the past year, including outlining the rationale for council decisions, the resulting changes and impact (positive and negative) on residents and communities. Additionally, incorporate a summary of the areas of emerging concern from Members informed by the Member Champions network and views of all Councillors from their role as community representatives.
- Giving further consideration to how engagement findings are presented in the self-assessment report to ensure the information is clear, quantifiable and more easily accessible.
- Providing an overview of the key successes achieved in the past year through partnerships and collaborative working including work with The Third Sector and Town and Community Councils to give greater visibility to how these have contributed to delivering our Annual Delivery Plan commitments and the Corporate Plan Well-being Objectives.

#### **Proposals for the 2023/24 Annual Self-Assessment**

**2.24** The following approach is proposed for the 2023/24 Annual Self-Assessment process:

##### ***The Directorate Self-Assessment (DSA)***

- Retain the directorate level approach to completing a revised Directorate Self-Assessment template. The DSA framework will be rationalised to enable further alignment of the reporting requirements of other regulatory bodies to demonstrate integration of working and reduce duplication. Additionally, streamlining our approach to developing insight will enable the findings from these assessments to inform multiple corporate work programmes as aligned to delivery of our Corporate Plan Well-being Objectives. The DSA process will continue to ensure that services remain cognisant of the Sustainable Development Principle and are applying any learning to further embed good practice.
- Continue to extend the use of benchmarking data where possible. Benchmarking a selection of key indicators alongside other key insights will further strengthen our evidence base and support the judgements within the DSA. Benchmarking of performance continues to be an area of particular interest to Welsh Government and Audit Wales colleagues.

##### ***Peer Challenge***

- Extend the breadth of Member participation in the challenge process via the Member Champions Network reflecting their key areas of expertise. This will ensure a broader spectrum of involvement in the process and a wider range of perspectives informing our judgements.

- Revise the set of questions to be posed to presenting Directors at the internal peer challenge sessions to further enhance comparability across all DSAs and provide additional challenge of the moderation process.
- Hold a workshop which brings together key partners and stakeholders to consider the emerging self-assessment findings and areas for future focus to provide an opportunity for feedback and further challenge.
- Provide more opportunities for staff to sense check the ASA findings. This will be in addition to the current approach of a workshop via the Leadership Café.

#### ***The Annual Self-Assessment Report (ASA)***

- Produce a simplified and more accessible report format aligned to the ADP priorities and our Corporate Plan Well-being Objectives.
- Include a summary progress update on the previous year's areas for improvement. This is a requirement which comes into effect from the second year of self-assessments.
- Include a summary of Council engagement activities and other engagement insights for the period and what has changed or improved in response. This has been identified as good practice by Welsh Government.
- Produce an easy read version of the Annual Self-Assessment Report in addition to the bite-sized social media posts currently produced to help engage the public and other key stakeholders in the ASA process.
- Include an overview of major council decisions in the past year reflecting on the rationale for council decisions, resulting changes and impact (positive and negative) on residents and communities to further enhance the Engagement section of the report. Additionally, incorporate a summary of the areas of emerging concern from elected Members informed by the Member Champions network and views of all Councillors from their role as community representatives.
- Simplify how engagement findings are presented throughout the report to ensure the information is quantifiable and more easily accessible.
- Include an overview of the key successes achieved in the past year through strategic partnerships and collaborative working including work with the Third Sector and Town and Community Councils to give greater visibility to their contribution to delivering our priorities.

#### **Indicative timetable for producing and reporting the Vale of Glamorgan Annual Self - Assessment in 2024**

- 2.25** The Council's self-assessment covering the period 2023/24 will be published by the end of December 2024. This timeline aligns with our existing performance management arrangements and will enable us to bring together key performance and governance related insights throughout the year into a summary judgement on how well we are meeting the performance requirements of the LG&E Act and is consistent with the duties contained in the legislation.

**2.26** Outlined below is an indicative timetable for producing and publishing the Council's Self-Assessment Report in 2024.

<b>Timetable for producing and reporting the Annual Self-Assessment 2023/24</b>	
<b>Month/Year</b>	<b>Key activities</b>
March 2024	Review previous year's annual self-assessment approach and identify areas for improvement.
April 2024	Strategic Leadership Team (SLT) consideration of the review findings and learning from the previous year's annual self-assessment approach and proposals for the 2023/24 assessment.
	End of Year performance data collection and audit as aligned to the ADP and Corporate Performance Management Framework 2023/24.
	Commence work to complete Directorate Self-Assessments.
June 2024	Annual Performance Calendar considered by Cabinet, all Scrutiny Committees and Governance and Audit Committee to finalise the approach for key activities in 2023/24, including the Annual Self-Assessment and indicative timetable. DSAs finalised with internal peer challenge of the DSA findings.
July 2024	DSA findings inform Annual Governance Statement.
	Self-Assessment report drafted by Strategy and Insight colleagues in conjunction with SLT.
August 2024	Engagement on the self-assessment findings including staff, public and other key stakeholders, including Trade Unions and businesses. Consideration of the engagement findings and changes to the Annual Self-Assessment report by SLT.
September 2024	Consideration by Cabinet of the Draft Annual Self-Assessment Report 2023/24 and referral to all Scrutiny Committees and Governance and Audit Committee for consideration.
	Consideration of Cabinet's reference of the Draft ASA by all Scrutiny Committees and Governance and Audit Committee.
	Emerging ASA findings inform Draft Corporate Plan 2025-30
October 2024	Consideration by Cabinet of Scrutiny Committees and G&AC views and changes to the draft Annual Self-Assessment Report.
	Approval by Cabinet of the draft Corporate Plan for consultation.
November 2024	Final draft Annual Self-Assessment report presented to Cabinet and Governance and Audit Committee.
	Vale of Glamorgan Panel Performance Assessment facilitated by WLGA. This will be informed by ASA emerging findings.
December 2024	WLGA report findings of the Council's Panel Performance Assessment.
	Annual Self-Assessment Report approved by Full Council, including agreement of any recommendations by the Governance and Audit Committee and actions to be taken in response.

Timetable for producing and reporting the Annual Self-Assessment 2023/24	
Month/Year	Key activities
	Formal Publication of the Annual Self-Assessment Report with copies sent to Welsh Government. Audit Wales and the Welsh Local Government Association.
	Findings of the Annual Self-Assessment and PPA inform Corporate Plan and associated annual delivery plans for 2025/26.

### **Elected Members involvement in the Annual Self-Assessment (ASA)**

- 2.27** The Annual Performance Calendar (**Appendix A**) outlines how elected Members will be involved in key activities including the Council’s ASA . The report proposes additional opportunities to further enhance our engagement with Members in helping to shape the approach, development, content and presentation of our key plans which will support them in their critical friend challenge role.
- 2.28** Members’ views from last year’s ASA process including Scrutiny Committees and the Governance and Audit Committee have informed the proposed approach for 2023/24 to undertake the Council’s self-assessment contained within this report.
- 2.29** Cabinet Members are asked to consider the review findings from last year’s ASA approach and approve the proposed changes for the 2023/24 self-assessment (including the indicative timetable).

### **The Annual Performance Calendar**

- 2.30** The Annual Performance Calendar of activities is our key means of meeting the performance duties outlined in the LG&E Act. In developing our performance arrangements for 2024/25, we have reviewed our ASA approach within the context of the requirements of the Act and have taken on board feedback from our regulators, Welsh Government and other key stakeholders to further strengthen our existing performance management arrangements. This has included increasing opportunities for performance challenge internally and externally as well as developing our internal ‘insight’ which, draws together performance, data and customer perception information (annual consultation calendar) throughout the year alongside governance related insights (internal and external audit work programme) to inform decisions. Further enhancing our approach to self-reflection will enable us to demonstrate a robust evidence base for the annual self-assessment conclusions whilst driving continuous improvement through our enhanced performance management arrangements.
- 2.31** The Council’s Annual Performance Calendar for 2024/25 (**Appendix A**) outlines the timeframes for producing key plans and reports that members can expect to consider in-year. It also shows how everything links together, that is, quarterly performance and risk review and reporting, the ASA process and reporting, the Annual Delivery Plan, Service Plans and improvement targets, all of which will

enable us to bring together related insights throughout the year into a summary judgement about how well we are meeting our Well-being Objectives and the performance requirements overall. For this year the Appendix also reflects the key milestones in developing and approving the new Corporate Plan and undertaking the Panel Performance Assessment.

- 2.32** Elected Members play a key role in assessing whether the Council is achieving its Well-being Objectives, delivering value for money and improving the well-being of Vale of Glamorgan citizens. In recognition of the importance of this role, we have always engaged with Members in refining our performance management approach and in tailoring the performance information and other data insights we provide to support their ‘critical friend’ challenge role in relation to Council performance.
- 2.33** Over the last year we have created more opportunities for all Members to get involved in developing and strengthening our performance arrangements and in effectively supporting them in undertaking their roles. A series of Member workshops available to all elected Members were delivered throughout the year aligned to the Annual Performance Calendar. Informed by identified best practice from public sector colleagues across the UK, the workshops covered all the key plans and reports aligned to the Annual Performance Calendar and complemented a comprehensive Member Development Programme.
- 2.34** The outputs of the workshops undertaken in 2023/24 have been used by Council officers throughout the year to help shape and strengthen our self-reflection approaches aligned to the Annual Performance Calendar of activities and also the approaches taken in developing key Council plans, reports and data insights, including their format, content and presentation to better support Members in their roles. This work forms part of an annual rolling programme of collaborative work with Members as outlined in **Appendix A**.
- 2.35** Aligning this work with the Annual Performance Calendar of activities will enable a targeted approach in the opportunities provided for members to build on their ‘critical friend’ challenge skills. Workshops will continue to include the use of prepared reports and appropriate questioning techniques e.g. Annual Delivery Plan, quarterly performance monitoring reports, and annual performance target setting. It will also provide a forum for raising awareness of key strategic considerations with Member discussions on how to effectively reflect these considerations within their scrutiny role e.g. application of the sustainable development principle and the Council’s three critical challenges (cost of living crisis, project zero and organisational resilience).
- 2.36** Cabinet Members are asked to consider and endorse the Annual Performance Calendar for 2024/25 and the proposed approach to engaging with Members in-year to shape the Performance Calendar activities and support their scrutiny role as proposed in **Appendix A** and refer the report to all Scrutiny Committees and

the Governance and Audit Committee with any views being referred back to Cabinet via recommendation.

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

- 3.1** The development of new Well-being Objectives as part of the new Corporate Plan will ensure that the Council is continuing to maximise its contribution to the Well-being of Future Generations Act and improve social, economic, environmental and cultural well-being.
- 3.2** The proposal to focus the PPA on how we are developing the new Corporate Plan will place the organisation on a strong position to ensure that we are embedding the five ways of working across the programme of work detailed in this report.
- 3.3** Performance Management is an intrinsic part of corporate governance and integrated business planning which underpins the delivery of the Council's Well-being Objectives and associated commitments in its Corporate and Annual Delivery Plan. The Council's Annual Performance Calendar is our key means of demonstrating how we are meeting the performance requirements whilst contributing to the national well-being goals.
- 3.4** The Council's key plans and performance reports associated with the delivery of our Well-being Objectives have been structured around the WBFG Act's sustainable development principle to enable us to better evidence our contribution to the Goals.
- 3.5** The five ways of working are a key consideration in our Corporate Performance Management Framework ensuring that we continue to focus on working differently and in an inclusive way to challenge why, what and how we respond to our key performance challenges.

### **4. Climate Change and Nature Implications**

- 4.1** There are no direct climate change and nature related implications associated with this report. The Corporate Plan and Annual Delivery Plan incorporate our key commitments which aim to have a positive impact on climate change and nature overall. However, failure to deliver on these commitments could impact negatively on achievement of our Well-being Objectives and in turn our contribution to the national goals and on any external regulatory assessments of the Council.
- 4.2** The climate change and nature implications related to the Council's activities are outlined in Project Zero (our Climate Change/carbon reduction programme) and identifies the mitigating actions we intend to take to minimise the adverse consequences of our activities. It also includes key measures and targets that are monitored and regularly reported to all stakeholders to enable us to demonstrate and track progress towards achieving our key climate change and



nature related commitments enroute to achieving net zero carbon status by 2030.

- 4.3** The climate change and nature emergency remains a critical challenge for the Council and significant resources have been attributed to mitigating the impact on the well-being of Vale of Glamorgan citizens and the area overall.

## **5. Resources and Legal Considerations**

### **Financial**

- 5.1** The cost of developing the Corporate Plan and any associated consultation costs Will be met from existing resources.
- 5.2** There are no additional budgetary implications arising from this report as proposed Member engagement work and other activities aligned to the Annual Performance Calendar will be supported by colleagues from the Corporate Resources Directorate.
- 5.3** The Council will commission the WLGA to appoint the Panel and facilitate the PPA on its behalf. The WLGA has secured funding to support the delivery of the PPA process in 2024/25 and as such, costs will be limited by working with them and met from existing budgets.

### **Employment**

- 5.4** There are no direct workforce related implications associated with this report as activities aligned to the Corporate Plan and the Annual Performance Calendar will be led by colleagues from the Strategy and Insight Advisory Group and consultation activities will be supported by the Participation, Equalities and Directorate Development Advisory Group.

### **Legal (Including Equalities)**

- 5.5** The new Corporate Plan and Well-being Objectives will support work to deliver our duties under the Well-being of Future Generations Act.
- 5.6** The Council's Annual Performance Calendar is the key means by which we will demonstrate how we are meeting the new performance requirements and contributing to the national well-being goals of the Well-being of Future Generation (Wales) Act 2015 and the Local Government & Elections (Wales) Act 2021.
- 5.7** Failure to meet the performance requirements will have a negative impact on any future external regulatory assessments and could result in a special

inspection by the Auditor General for Wales if deemed that the Council is not meeting the performance requirements.

- 5.8 The Council is required to arrange an independent PPA at least once during an electoral cycle, which means that a PPA must take place between May 2022 and May 2027.
- 5.9 An Equalities Impact Assessment will be undertaken as part of the development of the new Corporate Plan.

## **6. Background Papers**

[Statutory Guidance: Part 6, Chapter 1, Local Government and Elections \(Wales\) Act 2021](#)

[Cabinet Report: Annual Performance Calendar 2023/24](#)

[Panel Performance Assessment Scoping Guidance](#)

WLGA Panel Performance Assessment Methodology

Annual Performance Calendar Plans/Report					
Annual Self-Assessment		Corporate Plan 2025-30		Member Workshop	
Annual Service Plans		Target Setting		Annual Performance Calendar	
ADP Quarterly Performance Reporting		Corporate Risk Register Reporting		Panel Performance Assessment	

Vale of Glamorgan Annual Performance Calendar 2024/25			
Month/Year	Plan/Reports	Audience	How members can get involved
April 2024			
May 2024	Annual performance Calendar	<ul style="list-style-type: none"> <li>Strategic Leadership Team (SLT)</li> <li>Cabinet</li> </ul>	Consideration/ challenge of the Annual Performance Calendar including: <ul style="list-style-type: none"> <li>Proposed approach to completing the Council's 3<sup>rd</sup> Annual Self-Assessment covering the period 2023/24.</li> <li>Overview of the Panel Performance Assessment (PPA), proposed scope and indicative timetable.</li> </ul>
	Panel Performance Assessment (PPA)	<ul style="list-style-type: none"> <li>Strategic Leadership Team</li> <li>Cabinet</li> </ul>	<ul style="list-style-type: none"> <li>Consideration of the process and scope for the PPA</li> <li>Agree scope and delegation for preparatory work to take place with the WLGA.</li> </ul>
	Draft Corporate Plan 2025-30 development	<ul style="list-style-type: none"> <li>Strategic Leadership Team</li> </ul>	
June 2024	Annual Performance Calendar	<ul style="list-style-type: none"> <li>Scrutiny Committees</li> <li>Governance &amp; Audit Committee</li> </ul>	As above
	Internal Peer Challenge of Directorate Self - Assessment 2023/24	Panel comprising: <ul style="list-style-type: none"> <li>Presenting Director</li> <li>Peer Director</li> <li>Chief Executive</li> <li>Cabinet Member(s) with portfolio</li> <li>Relevant Scrutiny Chair(s)</li> </ul>	
	Panel Performance Assessment (PPA)	<ul style="list-style-type: none"> <li>Scrutiny Committees and G&amp;A</li> </ul>	Consideration of the approach and scope
	Draft Corporate Plan 2025-30 development	<ul style="list-style-type: none"> <li>Scrutiny and G&amp;A</li> <li>Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Consideration of the proposed approach and timetable</li> <li>Engagement on the draft Well-being Objectives</li> </ul>
July 2024	Annual Self-Assessment	<ul style="list-style-type: none"> <li>Member Workshop</li> </ul>	Member workshop to shape the format, content and presentation of the self-assessment report prior to formal member challenge in September, reflecting the learning from year 2.
	Q4/ End of Year Annual Delivery Plan (ADP) Performance Report 2023/24	<ul style="list-style-type: none"> <li>Strategic Leadership Team (SLT)</li> <li>Scrutiny Committees</li> <li>Cabinet</li> </ul>	Member challenge (via scrutiny Committees and Cabinet) of progress in delivering ADP commitments.
	Q4/ End of Year Corporate Risk Register Report 2023/24	<ul style="list-style-type: none"> <li>Insight Board</li> <li>SLT</li> <li>Governance &amp; Audit Committee (G&amp;AC)</li> <li>Cabinet</li> </ul>	Member challenge (via Scrutiny and Governance & Audit Committee) of progress in managing corporate risks (including identification of new and emerging risks.)

**Vale of Glamorgan Annual Performance Calendar 2024/25**

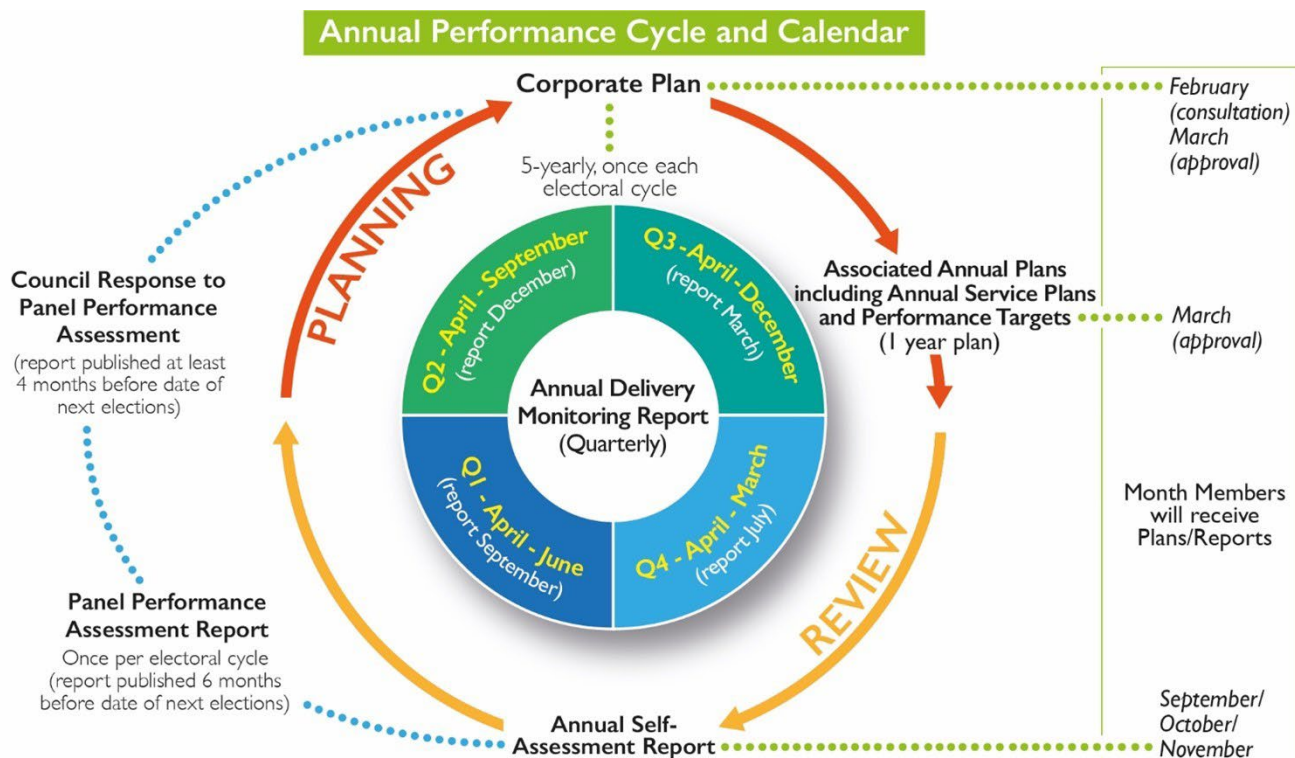
Month/Year	Plan/Reports	Audience	How members can get involved
		<ul style="list-style-type: none"> <li>Scrutiny Committees (via hyperlink in quarterly performance report)</li> </ul>	
	Panel Performance Assessment (PPA)	<ul style="list-style-type: none"> <li>Member workshop</li> </ul>	Member workshop to provide overview of PPA including scope, preparatory work, and arrangements.
August 2024	Annual Self-Assessment Report 2023/24 (pre-consultation draft)	<ul style="list-style-type: none"> <li>SLT</li> </ul>	
September 2024	ADP Performance Monitoring 2024/25	<ul style="list-style-type: none"> <li>Member Workshop</li> </ul>	Member workshop to further strengthen our approach to monitoring progress of the 2024/25 ADP. This will also consider opportunities for effective member scrutiny of performance as aligned to our Well-being objectives.
	Q1 ADP Performance Report 2024/25	<ul style="list-style-type: none"> <li>SLT</li> <li>Scrutiny Committees</li> <li>Cabinet</li> </ul>	Member challenge (via Scrutiny Committees and Cabinet) of progress in delivering ADP commitments.
	Q1 Corporate Risk Register Report 2024/25	<ul style="list-style-type: none"> <li>Insight Board</li> <li>SLT</li> <li>G&amp;AC</li> <li>Cabinet</li> <li>Scrutiny Committees (via hyperlink in quarterly performance report)</li> </ul>	Member challenge (via Scrutiny and Governance & Audit Committee) of progress in managing corporate risks (including identification of new and emerging risks.)
	Annual Self-Assessment Report 2023/24 (pre-consultation draft)	<ul style="list-style-type: none"> <li>Cabinet</li> </ul>	Cabinet challenge of draft self-assessment findings (pre-consultation draft)
	Draft Annual Self-Assessment Report 2023/24 (consultation)	<ul style="list-style-type: none"> <li>Scrutiny Committees</li> <li>G&amp;AC</li> </ul>	Scrutiny and G&AC challenge of draft self-assessment findings (consultation draft)
	Draft ASA findings and other insights inform Draft Corporate Plan 2025-30	<ul style="list-style-type: none"> <li>SLT</li> <li>Schools' engagement</li> <li>Staff engagement</li> <li>Member Champions and other key stakeholders</li> </ul>	
	October 2024	Consideration of consultation findings and changes to the draft Annual Self-Assessment Report 2023/24	<ul style="list-style-type: none"> <li>SLT</li> <li>Business Cabinet</li> </ul>
	Annual Self-Assessment Report 2023/24 approval (post-consultation draft)	<ul style="list-style-type: none"> <li>Cabinet</li> <li>G&amp;AC</li> <li>Cabinet</li> </ul>	Cabinet and G&AC challenge and approval of final draft self-assessment findings and improvement areas.
	Draft Corporate Plan 2025-30 consultation (8 weeks)	<ul style="list-style-type: none"> <li>Engagement program covering all key stakeholders</li> <li>Scrutiny Committees</li> <li>Cabinet</li> </ul>	Challenge of Corporate Plan Well-being Objectives and associated commitments.
November 2024	Annual Self-Assessment 2023/24 Approval (post-consultation draft)	<ul style="list-style-type: none"> <li>Full Council</li> </ul>	
	Panel Performance Assessment (PPA)	<ul style="list-style-type: none"> <li>Chairs &amp; Vice Chairs Group</li> <li>Scrutiny Committees</li> <li>Cabinet</li> <li>G&amp;AC</li> <li>Standards Committee</li> </ul>	Participation in surveys, onsite interviews and focus groups to inform PPA findings.

### Vale of Glamorgan Annual Performance Calendar 2024/25

Month/Year	Plan/Reports	Audience	How members can get involved
		<ul style="list-style-type: none"> <li>• Group Leaders</li> <li>• All elected members</li> <li>• SLT</li> <li>• DMT</li> <li>• Council staff</li> <li>• Key partners</li> </ul>	
December 2024	Q2 ADP Performance Report 2024/25	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Scrutiny Committees</li> <li>• Cabinet</li> </ul>	Member challenge (via Scrutiny Committees and Cabinet) of progress in delivering ADP commitments.
	Development of performance arrangements to deliver the Corporate Plan 2025-2030.	<ul style="list-style-type: none"> <li>• Member workshop</li> <li>• Chairs &amp; Vice Chair Group</li> </ul>	Workshop to consider PMF arrangements to deliver the Corporate Plan 2025-30 including associated Annual Plans.
	Q2 Corporate Risk Register Report 2024/25	<ul style="list-style-type: none"> <li>• Insight Board</li> <li>• SLT</li> <li>• G&amp;AC</li> <li>• Cabinet</li> <li>• Scrutiny Committees (via hyperlink in quarterly performance report)</li> </ul>	Member challenge (via Scrutiny and Governance & Audit Committee) of progress in managing corporate risks (including identification of new and emerging risks.)
January 2025	Corporate Plan 2025-30 (post-consultation draft)  (reflecting findings of ASA and PPA)	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Business Cabinet</li> </ul>	Post consultation challenge of Corporate Plan Well-being Objectives and associated commitments.
	Review of the Corporate Performance Measures Framework (CPMF) and target setting for 2025/26	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Cabinet Member(s) with portfolio</li> <li>• Member Working Group</li> </ul>	Member challenge of proposed CPMF as aligned to the new Corporate Plan Well-being Objectives.
	Council response to PPA report	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Cabinet</li> <li>• Governance &amp; Audit Committee</li> <li>• Full Council</li> </ul>	Consideration of PPA findings and the Council's response to the recommendations.
February 2025	Corporate Plan 2025-30 (post-consultation draft)  (reflecting findings of ASA and PPA)	<ul style="list-style-type: none"> <li>• Corporate Performance &amp; Resources Scrutiny Committee</li> <li>• Cabinet</li> </ul>	Member challenge of Corporate Plan Well-being Objectives and associated commitments.
	Annual Service Plans 2025/26 challenge	<ul style="list-style-type: none"> <li>• Director</li> <li>• Cabinet Member(s) with portfolio</li> </ul>	Member challenge of proposed annual Service Plan priorities as aligned to our CP Well-being objectives.
March 2025	Corporate Plan 2025-30 approval	<ul style="list-style-type: none"> <li>• Full Council</li> </ul>	Member challenge of Corporate Plan Well-being Objectives and associated commitments.
	Annual Service Plans 2025/26 challenge and approval	<ul style="list-style-type: none"> <li>• Scrutiny Committees</li> <li>• Cabinet</li> </ul>	Member challenge (via Scrutiny Committees & Cabinet ) of proposed annual Service Plan priorities as aligned to our CP Well-being Objectives.
	Approval of proposed performance targets for CPMF 2025/26	<ul style="list-style-type: none"> <li>• Scrutiny Committees</li> <li>• Cabinet</li> </ul>	Member challenge of proposed annual service performance targets as aligned to our Well-being CP Objectives.
	Q3 ADP Performance Report 2024/25	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Scrutiny Committees</li> <li>• Cabinet</li> </ul>	Member challenge (via Scrutiny Committees and Cabinet) of progress in delivering our ADP commitments.

## Vale of Glamorgan Annual Performance Calendar 2024/25

Month/Year	Plan/Reports	Audience	How members can get involved
	Q3 Corporate Risk Register Report 2024/25	<ul style="list-style-type: none"> <li>Insight Board</li> <li>SLT</li> <li>GAC</li> <li>Cabinet</li> <li>Scrutiny Committees (via hyperlink in quarterly performance report)</li> </ul>	Member challenge of progress in managing corporate risks (including identification of new and emerging risks.)



Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 25	Feb	Mar
Review of Self-Assessment (ASA) approach and Year 3 proposals (SLT, Cabinet, Scrutiny Committees and G&AC)			Internal Peer Challenge and moderation of DSAs	DSA Findings inform Annual Governance Statement (AGS)	Engagement with Members and statutory consultees on ASA draft findings (including G&AC)		Final Draft Self-Assessment Approval (Cabinet, G&AC and Council)			ASA Report and Public Summary published		
	Directorate Self-Assessment (DSAs) completed			AGS finalised and approved	Draft ASA Report considered by SLT and Cabinet		Panel Performance Assessment and Council Response to Findings					Approval of Corporate Plan and associated Annual Plans
							Draft Corporate Plan 2025-2030 and Member Engagement					