

Meeting of:	<b>Corporate Performance and Resources Scrutiny Committee</b>
Date of Meeting:	<b>Wednesday, 23 October 2024</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	1 <sup>st</sup> & 2 <sup>nd</sup> Quarter Scrutiny Recommendation Tracking 2024/25 and Updated Committee Forward Work Programme Schedule 2024/25.
Purpose of Report:	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 2023/24.
Report Owner:	Tom Bowring, Director of Corporate Resources.
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer.
Elected Member and Officer Consultation:	None.
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and acknowledges the recommendations of the review of the Council's scrutiny function.
Executive Summary:	<p>The report advises Members of progress in relation to the Scrutiny Committee's historical recommendations and the proposed Forward Work Programme Schedule for 2024/25:</p> <ul style="list-style-type: none"> <li>- 2023-24 Recommendation Tracking (Appendix A);</li> <li>- 1<sup>st</sup> Quarter Recommendation Tracking April to June 2024 (Appendix B);</li> <li>- 2<sup>nd</sup> Quarter Recommendation Tracking July to September 2024 (Appendix C);</li> <li>- Updated Forward Work Programme Schedule for 2024/25 (Appendix D).</li> </ul>

## **Recommendations**

1. T H A T the status of the actions listed in Appendices A – C to the report be agreed.
2. T H A T the updated Forward Work Programme Schedule for 2024/25 attached at Appendix D be approved and uploaded to the Council's website.

## **Reasons for Recommendations**

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

## **1. Background**

- 1.1 An integral part of effective scrutiny is a mechanism for Scrutiny Committees to monitor their recommendations to ensure that desired actions are carried out and where necessary progress is reported back.
- 1.2 The Work Programme Schedule provides a breakdown of reports anticipated to be considered by the Scrutiny Committee over the forthcoming months/ Municipal year (May 2024 to April 2025).

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

- 2.1 Appendices A – C, as attached to this report, set out the previous recommendations of the Scrutiny Committee and Members are requested to review progress against each recommendation, to assess whether further action may be required, ensure the required action is undertaken and to confirm which recommendations are to be agreed as completed.
- 2.2 It is important that Scrutiny Committee recommendations are tracked and monitored as failure to do so could result in a risk that recommended courses of action will not be followed and consequently lost. This would undermine the credibility of the scrutiny process.
- 2.3 The Work Programme has been aligned to the Cabinet Quarterly Work Programmes April to June 2024 and July to September 2024.
- 2.4 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix D, it being noted that the schedule is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.5 The schedule includes notes on reports that were scheduled to be reported in the previous quarter (Q4) that have now been slipped to the 2024-25 Municipal year.
- 2.6 The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states *“It is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that*

*require regular monitoring and scrutiny*". Other reports will be added to the schedule as and when necessity arises.

- 2.7** The schedule will also detail "Requests for Consideration" that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.
- 2.8** With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.
- 2.9** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to consider its FWP (attached at Appendix D) by identifying:
- Specific areas of interest for the Committee;
  - How to engage stakeholders (including Ward Members and the public);
  - The most appropriate forms of scrutiny for each (e.g. 'task and finish', expert witnesses, site visits, etc.); and
  - The issues where scrutiny can have the most impact and value to be gained from consideration.
- 2.10** The Scrutiny Forward Work Programmes should provide a clear rationale as to why particular issues have been selected; be outcome focused; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align Scrutiny Programmes with the Council's performance management, self-evaluation and improvement arrangements as well as having regard to Council resources.
- During the year there may be a number of ways in which additional issues can be considered for inclusion in the Scrutiny Work Programme with topics coming from a number of sources such as:
- Individual Councillors.
  - Performance or budget monitoring information.
  - Inspection reports.
  - Referrals from Council (such as Notices of Motion), Cabinet/Audit or other Scrutiny Committees.
  - Service users.
  - Monitoring the implementation of recommendations previously made by the Committee.
  - Task and Finish work.
  - residents of the Vale of Glamorgan.
- 2.11** Further discussions in relation to broadening the Work Programmes of all Scrutiny Committees will be subject to further consideration by the Scrutiny Committee Chairs and Vice-Chairs Group having regard to resource implications

and corporate priorities. The next meeting of the Scrutiny Committee Chairs and Vice-Chairs Group is scheduled for Tuesday, 15<sup>th</sup> October, 2024.

- 2.12** The Scrutiny Work Programme is a rolling programme, and the results of the Annual Scrutiny Impact Survey will also be analysed by both Democratic Services and the Scrutiny Committee Chairs and Vice-Chairs Group, and findings considered to assist with Work Programme planning.

On 28<sup>th</sup> May, 2024, the Scrutiny Committee Chairs and Vice-Chairs Group considered the results of the 2024 Scrutiny Impact Survey and subsequently endorsed 4 new action points for implementation as well as referring a progress report to the Democratic Services Committee on 1<sup>st</sup> July, 2024. Progress on these points will be monitored by the Group going forward.

- 2.13** A re-launch of the [Scrutiny topic suggestion form](#) that exists on the Council's website for residents has been undertaken to assist with the Work Programme planning of topics for Task and Finish work for consideration by Scrutiny Committees and social media posts will be provided on a regular basis to raise public awareness.
- 2.14** All topics for Task and Finish work will be taken to the Scrutiny Committee Chairs and Vice-Chairs Group to be prioritised in line with Corporate Objectives in compliance with Council policy; consideration of the need for changes to policy and/or practice; and in seeking continuous Improvement. To date there has also been good discussion with the Scrutiny Committee Chairs and Vice-Chairs Group on techniques that can be used, and experience shared with a view to improving Scrutiny.
- 2.15** It was also suggested that at Agenda Conferences with Chairs and Vice-Chairs of Scrutiny Committees, management of the Committees' Work Programmes will be included as a standing item on the agendas for consideration and discussion. This has been actioned for some time now.
- 2.16** The action outlined in the [Scrutiny and Cabinet Protocol](#) agreed by Cabinet in 2021 was relaunched i.e. Specific meetings with Cabinet Portfolio Holders to be arranged with Scrutiny Committee Chairs and Vice-Chairs on a regular basis and on a biannual basis the Leader, Deputy Leader, Cabinet Members and Scrutiny Committee Chairs and Vice-Chairs to meet to allow both the Cabinet and Scrutiny FWP to be developed and agreed and for discussions to take place having regard to Council priorities.
- 2.17** To assist Members following the Member Induction Programme, an Effective Scrutiny Workshop was held in March 2024 regarding the tools to support effective Scrutiny roles and the responsibilities as set out in the Council's Constitution (Elected Members and in their Roles as Chairs / Vice-Chairs and Members of Scrutiny Committees). This also included the re-launch of the Scrutiny and Cabinet Roles and Responsibilities Protocol approved by Cabinet on 21<sup>st</sup> May, 2021 and hyperlinked above in paragraph 2.16. A report on the outcomes of the Effective Scrutiny Workshop was presented to the Scrutiny Committee Chairs and Vice-Chairs Group on 28<sup>th</sup> May which subsequently referred the report to the Democratic Services Committee on 1<sup>st</sup> July. Monitoring

of the actions continues to be undertaken by the Scrutiny Chairs and Vice Chairs Group.

- 2.18** A further point of note is that in response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairs and Vice-Chairs Group on 3<sup>rd</sup> March, 2021 agreed that Scrutiny Committee Chairs and Cabinet Members were best placed to present the Recommendation Tracking and Forward Work Programme Update Reports at Committee meetings to highlight the fact that both documents were under the Committee's ownership and management.
- 2.19** Published versions of the Forward Work Programme can also be found on the Council's website via the following link:  
[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx).
- 2.20** For completeness Members of the Committee have recently been advised by email that some of the dates of future meetings of the Committee have been rescheduled from November 2024 onwards to April 2025 although they will still take place on Wednesdays at 6.00pm, the meetings will now take place as follows: 20<sup>th</sup> November 2024, 18<sup>th</sup> December 2024, 15<sup>th</sup> January 2025, 19<sup>th</sup> February 2024, 19<sup>th</sup> March 2025 and 9<sup>th</sup> April 2025. The Council's calendar of meetings on the Council's website has also been amended accordingly.

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

- 3.1** The Scrutiny Committees have a responsibility to report annually to the Council their future Work Programmes in the form of a 'Scrutiny Annual Report'. The 2024-24 Annual Report was presented to Full Council and subsequently accepted at its meeting on 30<sup>th</sup> September, 2024.
- 3.2** Scrutiny Committee FWPs are published by the Council on a quarterly basis which encourages engagement / involvement by the public in the decision-making process.
- 3.3** The Scrutiny Public Participation Guide can be found at  
<https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Committee%20Information/Public-Speaking-Guides/23-12-04-%E2%80%93-Approved-by-Council-Version.pdf>

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

- 4.1** None as a direct result of this report.

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

### **Financial**

5.1 None as a direct result of this report.

### **Employment**

5.2 None as a direct result of this report.

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

5.3 None as a direct result of this report.

## **6. Background Papers**

[Scrutiny Committees Annual Report May 2023 – April 2024.](#)

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

[Cabinet Quarterly Work Programmes – April to June 2024 and July to September 2024.](#)

## Uncompleted Recommendations

2023-24

## SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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19 July 2023

<b>Min. No. 244 – Vale of Glamorgan Public Services Board Annual Report 2022-23 (CX) – Recommended</b>	Corporate Performance & Resources			
(2) That for future meetings PSB partners be invited to address the Committee regarding relevant parts of their work.			<p>Opportunities for PSB partner attendance at Committee meetings would be progressed in due course.</p> <p>This was also raised at the meeting of the Committee in December 2023; assurances were made that this would be renewed and refreshed on the Committee's Forward Work Programme.</p> <p>A further comment/recommendation on this was also made at December's meeting (on the agenda item for Quarter 2 performance results and progress towards achieving the Annual Delivery Plan 2023/24), for referral and consideration by Cabinet.</p> <p>Discussions have been undertaken with the Operational Manager - Corporate Strategy and Insight to have representatives from PSB come along to this Committee and others to discuss their work and their contributions to areas / reports such as Project Zero, the PSB Annual Report, etc.</p> <p>Annual Report of the PSB presented to Committee on 18<sup>th</sup> September 2024, representatives to attend as and when required.</p>	Completed
(3) That the Vale of Glamorgan PSB link in with Cardiff Metropolitan University concerning the Circular Economy Community Initiative.			<p>The PSB will make connections with the university in due course.</p> <p>The PSB Climate Emergency and Asset Management Sub Group has agreed to look at circular economy at a future meeting as the decision has been made to make meetings themed and the University to be invited as appropriate.</p>	Ongoing

## Uncompleted Recommendations

2023-24

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
<b>17 January 2024</b>				
<b>Min. No. 707 – Project Zero Update Report (CX) – Recommended</b>				
(7) That future reporting on Project Zero provides reassurance and details concerning how the steps as part of the Project Zero were achieving and contributing to the reduction of carbon emissions.			The Committee's comments have been forwarded to the relevant officers for action.	Completed
(8) That the Committee write to the Senedd Committee on Climate Change and Infrastructure raising concerns about the change in the target date from 2030 to 2034 for public sector homes to reach net zero and be retrofitted if needed to accommodate this.			<p>An email was drafted and sent to the Senedd in early 2024 raising the concerns mentioned to the Climate Change, Environment, and Infrastructure Committee and the relevant Chair.</p> <p>The Chair of the Climate Change, Environment, and Infrastructure Committee has responded as follows: "Thank you for your correspondence regarding the impact of the WHQS23 on local authorities' ability to reach net zero by 2030. The Committee noted your correspondence at its meeting on 24 April 2024 and agreed to write to the Cabinet Secretary for Climate Change and Rural Affairs, Huw Irranca-Davies MS, and the Cabinet Secretary for Local Government and Housing, Julie James MS, to seek clarification on the matters you raise."</p> <p>Therefore, a further response is currently being awaited.</p> <p>Response received and sent to all Members of the Committee by email on 19<sup>th</sup> June, 2024.</p>	Completed
<b>Min. No. 708 – Review of the Vale of Glamorgan's Procurement Policy and Strategy (DCR) – Recommended</b>				
(2) That the first meeting of the Group be undertaken as soon as practicable following its establishment.			The first meeting of the Task and Finish Group was held on 30 <sup>th</sup> January 2024, followed by subsequent meetings on 29 <sup>th</sup> February, 26 <sup>th</sup> March and 30 <sup>th</sup> April. It is anticipated that the review will shortly be finalised	Ongoing



# Uncompleted Recommendations

2023-24

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
			and a verbal update will be provided at the meeting.	

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2024-25

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

<b>17 April 2024</b>				
<b>Min. No. 1009 – Oracle Fusion Implementation (DCR) – Recommended</b>	Corporate Performance & Resources			
(1) That the report (and related Action Plan) be referred to the Governance and Audit Committee and then on to Cabinet, including, if possible, any minutes from meetings of the Strategic Leadership Team (SLT) connected to the decision-making process for the implementation of Oracle.			Governance and Audit Committee, at its meeting held on 20 <sup>th</sup> May, 2024, RESOLVED – That the comments of the Governance and Audit Committee be referred to Cabinet alongside the comments from the Corporate Performance and Resources Scrutiny Committee meeting held on 17 <sup>th</sup> April, 2024. The key comments of the Governance and Audit Committee being:	Completed
(2) That the following comments from the Corporate Performance and Resources Scrutiny Committee also be considered by the Governance and Audit Committee and Cabinet:			<ul style="list-style-type: none"> <li>• Projects could be impacted, and costs increased if the Council did not have adequate resources and capacity.</li> <li>• Members of the public required greater accountability around the challenges that the project faced, and greater Scrutiny should have been carried out. 39 TRIM – Governance and Audit Committee 2024 May 20 Extraordinary Minutes (GD)</li> <li>• At the start of any project, the Council needed to ensure that it had the right expertise in place from all relevant service areas, including Commissioning, Human Resources, Information Technology, Finance and Legal.</li> <li>• The proposed budget for the Oracle system at its inception appeared insufficient as it did not include archiving, contingency etc.</li> <li>• The Corporate Performance and Resources Scrutiny Committee and the Governance and Audit Committee should have been made aware of issues sooner and provided assurance in respect of the control environment.</li> <li>• The Lessons Learnt review document needed to be cascaded widely throughout the organisation.</li> </ul>	
<ul style="list-style-type: none"> <li>• The Committee, whilst welcoming the report and the lessons learned as part of this, raised their concerns on the costs and issues that had emerged from the implementation of Oracle Fusion;</li> <li>• It was important that the Council take on board the lessons learned as part of this report, and that the issues raised by this report concerning procurement practices, the necessary preparation and specialist support at the start of major projects, etc. were fully addressed in order to prevent a repetition of these issues for other major projects undertaken by the Council in future;</li> <li>• Consideration should be given to liaising with the Committee’s Task and Finish Group on Procurement in relation to the issues raised within the report and to share the report with Ardal, who were supporting the Council’s procurement services;</li> <li>• Going forward, better and earlier communication to Elected Members and the relevant Committees concerning the progress of such major projects was essential in order to increase transparency, and to</li> </ul>				

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2024-25

**SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
<p>ensure Elected Members were kept informed of any issues and decisions made in a timely manner;</p> <ul style="list-style-type: none"> <li>The Council needed to improve its skills base and IT literacy of its staff, in order to upskill its workforce by developing in-house skills and technical capacity to undertake major projects, including greater expertise with procurement, as well as utilising its existing skills and technical, specialist, base, such as staff based in ICT, to assist with such projects;</li> <li>The Council needed to look at building teams focused on project management, where required, as well as employing a project manager. It was important to have a team structure in place by drafting staff from across the Council with the requisite skills to help in implementing the relevant project;</li> <li>The need for the Council to look at its organisational capacity for new projects, i.e. to review the use of the Capability Maturity Model against other alternatives, such as the Quality Management System (QMS).</li> </ul>			<ul style="list-style-type: none"> <li>A workshop for Members should be arranged to understand how the 59 recommendations would be implemented. (Min No 48 refers)</li> </ul> <p>Cabinet, at its meeting on 23<sup>rd</sup> May, 2024, noted the discussion and comments of the Scrutiny Committee. (Min No C19 refers)</p>	
<p><b>Min. No. 1011 – Oracle Fusion Implementation (DCR) (Exempt Information – Paragraph 14) – Recommended</b></p>	Corporate Performance & Resources			
<p>That the report be referred to the Governance and Audit Committee and then on to Cabinet to consider the further comment made in relation to the Part II report, concerning the need for a more regional approach in recruiting and utilising technical specialists in project management and related areas, i.e. financial technology (“fintech”).</p>			<p>Governance and Audit Committee, at its meeting held on 20<sup>th</sup> May, 2024, noted the contents of the report. (Min No 52 refers)</p> <p>Cabinet, at its meeting held on 23<sup>rd</sup> May, 2024, noted the discussion and comments of the Scrutiny Committee. (Min No C34 refers)</p>	Completed

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2024-25

Appendix B  
Apr – Jun 2024

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

24 April 2024				
<b>Min. No. 1048 – Work to Tackle Poverty and the Current Cost of Living Crisis (DCR) – Recommended</b>	Corporate Performance & Resources			
(4) That the Committee supports and endorses that future reports on cost of living work should be reported to the Homes and Safe Communities Scrutiny Committee.			Added to the Committee’s forward work programme.	Completed
(5) That the format of the report be revisited in order to address the comments raised by the Committee on this.			Report Author to consider the Committees comments going forward in future documents	In progress
(6) That Cabinet considers continuing the provision of additional support in the school summer holidays to those in receipt of free school meals (FSM).			Cabinet, at its meeting on 6 <sup>th</sup> June, 2024, resolved [1] THAT the discussion and comments of the Corporate Performance and Resources Scrutiny Committee on 24 <sup>th</sup> April, 2024 and recommendations (1) to (5) be noted. [2] THAT the provision of additional support in the school summer holidays to those in receipt of free school meals would be considered alongside other potential measures regarding the cost of living crisis. (Min No C23 refers)	Completed
<b>Min. No. 1049 – Required Learning Review (DCR) – Recommended</b>	Corporate Performance & Resources			
(2) That Cabinet consider the comments made by the Committee in relation to the proposed approach and scope of mandatory/required learning for Council staff: <ul style="list-style-type: none"> <li>The importance of providing more ICT ‘how to’ modules and guides as part of the induction process in order to raise awareness of ICT and the use of digital technology more effectively.</li> <li>To ensure that at the start of the induction process and subsequent required learning for Council staff, a more ‘staggered’ approach was taken in order to avoid any unnecessary, ‘box ticking’ exercises and lessen the impact on staff work pressures.</li> </ul>			Cabinet, at its meeting on 6 <sup>th</sup> June, 2024, resolved [1] THAT the discussion and comments of the Corporate Performance and Resources Scrutiny Committee on 24 <sup>th</sup> April, 2024 be noted. [2] THAT the Head of Human Resources and Organisational Development consider how best at the start of the induction process and subsequent required learning for Council staff, a more ‘staggered’ approach could be taken in order to avoid any unnecessary, ‘box ticking’ exercises and lessen the impact on staff work pressures. (Min No C24 refers)	Completed

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2024-25

**SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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<ul style="list-style-type: none"> <li>To look at a joint approach with other Local Authorities in terms of training and learning in order to achieve economies of scale for similar training objectives.</li> </ul>				
(4) That a further report be provided to the Committee once the review has been completed.			Added to the Committee's forward work programme.	Completed

**22 May 2024**

<b>Min. No. 67 – Let's Talk About Life in the Vale – Survey Report and Further Engagement (REF) – Recommended</b>	Corporate Performance & Resources			
<p>(2) That the following comments be forwarded to Cabinet for consideration:</p> <p>(i) That the Committee supports that further work be undertaken to engage residents in the decision-making process of the Council;</p> <p>(ii) That, when specific projects, for example Eagleswell, are to be explored, consideration to consultation within the local community be undertaken prior to decisions being made;</p> <p>(iii) That the Council's website be reviewed and updated to ensure that it is more user friendly to the public, for example that reference to the remit of Committees be provided in a more easily accessible format for the public;</p> <p>(iv) That the priorities identified within the Survey be progressed as soon as possible and considered in line with the review of the Public Participation Strategy;</p> <p>(v) That the responsibilities of the Council be more easily identified to the public so that they are aware of the responsibilities and accountabilities that the Council has;</p> <p>(vi) Initiatives be developed that show the public that the Council is listening and that the Public Participation Strategy be developed further to</p>			Cabinet, at its meeting on 6 <sup>th</sup> June, 2024, resolved THAT the discussion and comments of the Corporate Performance and Resources Scrutiny Committee on 22 <sup>nd</sup> May, 2024 be noted, and that the comments and recommendations of the Corporate Performance and Resources Scrutiny Committee be part of the Cabinet report to be considered before the summer recess. (Min No C25 refers)	Completed

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2024-25

**SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
explain to people how they can better engage with the Council and its decision making process; (vii) Further opportunities be considered to engage with 16- 24-year olds.				
(3) That an update report be presented to the Scrutiny Committee in due course following further consideration of the consultation by Cabinet and the development of initiatives to promote public participation strategy.			Added to the Scrutiny Committee's Forward Work Programme.	Completed
(4) That a working group of all parties be established to further assist the public participation strategy going forward and that this be referred to the Scrutiny Committee Chairs and Vice-Chairs Group for consideration.			Report author to consider a way forward and draft a way forward for consideration by Scrutiny Chairs and Vice-Chairs Group.	In progress
<b>Min. No. 68 – Use of Performance Information: Service User Perspective and Outcomes – Vale of Glamorgan Council (DCR) – Recommended</b>	Corporate Performance & Resources			
(1) That, the report be referred to the Governance and Audit Committee and thereafter to Cabinet for their oversight and endorsement of the proposed Council actions (Appendix B) to address the recommendations.			Governance and Audit Committee, at its meeting on 17 <sup>th</sup> June, 2024, resolved [1]2 THAT the findings arising from the Review of the Council's Use of Performance Information: Service User Perspective and Outcomes (attached at Appendix A to the report) and the response to the review findings and Audit Wales' recommendations (attached at Appendix B to the report), be noted. [2] THAT the comments of the Governance and Audit Committee be referred to Cabinet. The comments relating to: • That in terms of public engagement for the Council to carry out more detailed insights of responses received in order to better understand issues being raised by residents. • For the Council to consider bringing together information from other reports and Council activities such as Corporate Complaints and complaints to Councillors which is a source of information that would be useful in order to understand the views and experiences of residents. • For the Scrutiny Committees to have a greater role in terms of	Completed

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2024-25

**SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
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			identifying ways to improve the Council's performance and services. • For the Council to reflect on how public engagement and consultation is carried out by each individual Council department to ensure there are the same standards and level of engagement. (Minute 128 refers) Cabinet, at its meeting on 11 <sup>th</sup> July, 2024 noted discussion and comments of the Governance and Audit Committee on 17 <sup>th</sup> June, 2024. (Min No C53 refers)	
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<b>Min. No. 69 – 4th Quarter Scrutiny Recommendation Tracking 2023/24 and Proposed Annual Forward Work Programme Schedule 2024/25 (DCR) – Recommended</b>	Corporate Performance & Resources			
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(3) That the Committee's proposed Annual Forward Work Programme Schedule for 2024/25, attached at Appendix E to the report, be approved subject to the amendments noted at the meeting as above, and that the amended Annual Forward Work Programme be uploaded to the Council's website.			Amended Annual Forward Work Programme Schedule uploaded to the Council's website.	Completed
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**19 June 2024**

<b>Min. No. 154 – Development of the Corporate Plan 2025-2030, Panel Performance Assessment and Annual Performance Calendar 2024/25 (REF) – Recommended</b>	Corporate Performance & Resources			
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(2) That the comments of the Corporate Performance and Resources Scrutiny Committee be referred back to Cabinet as follows: <ul style="list-style-type: none"> <li>• In addition to the membership criteria for the Performance Assessment Panel, as set out in paragraph 2.12 of the report, consideration also be given, alongside advice received from Welsh Local Government Association (WLGA) colleagues, to whether political balance of the Panel should be</li> </ul>			Cabinet, at its meeting on 11 <sup>th</sup> July, 2024 noted the discussion and comments of the Scrutiny Committee. (Min No C51 refers)	Completed
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# Uncompleted Recommendations

1<sup>st</sup> Quarter 2024-25

**SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
<p>sought, to ensure a wide range of experience and perspective prior to the Panel being appointed by Cabinet.</p> <ul style="list-style-type: none"> <li>• Consideration be given to the scheduling of consultation activities, for the Self-Assessment and Corporate Plan, to maximise levels of engagement over the July – October 2024 period, which also covers both the political recess and academic holiday period.</li> <li>• The Corporate Performance and Resources Scrutiny Committee be presented with a report, at the appropriate time within the development process for the 2025-30 Corporate Plan, to demonstrate how the Plan Objectives and Performance Management Framework have been drafted as well as the information used to inform the drafts.</li> </ul>				
<p><b>Min. No. 155 – Project Zero Update Report (CX) – Recommended</b></p> <p>(2) That the comments of the Corporate Performance and Resources Scrutiny Committee be referred back to Cabinet, alongside those of 18<sup>th</sup> June, 2024 Environment and Regeneration Scrutiny Committee meeting, as follows:</p> <ul style="list-style-type: none"> <li>• A report on the Council’s electrical vehicle fleet and necessary infrastructure be added to the Committee’s Forward Work Programme for future consideration.</li> <li>• That reports intended for the Corporate Performance and Resources Scrutiny Committee in relation to Project Zero and the Carbon Management Plan be received by the Committee on the same agenda wherever possible going forward and amended on the Committee’s Forward Work Programme accordingly.</li> </ul>	Corporate Performance & Resources		<p>Cabinet, at its meeting on 11<sup>th</sup> July, 2024 resolved</p> <p>[1] THAT the discussion and comments of the Corporate Performance and Resources Scrutiny Committee on 19<sup>th</sup> June, 2024 be noted.</p> <p>[2] THAT Council reports, in relation to procurement processes, should give explicit consideration to reducing the Council’s carbon footprint at both the pre-commissioning and de-commissioning stages of the process, in addition to the already existing efforts to reduce carbon to support the Council’s ambition to be net zero by 2030.</p> <p>[3] THAT the report, as presented, be distributed to all Elected Members, members of the Public Services Board and all Town and Community Councils for their information, if not already actioned.</p> <p>(Min No C57 refers)</p>	Completed



# Uncompleted Recommendations

1<sup>st</sup> Quarter 2024-25

**SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**

Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
<ul style="list-style-type: none"> <li>Whether Council reports, in relation to procurement processes should give explicit consideration to reducing the Council's carbon footprint at both the pre-commissioning and de-commissioning stages of the process, in addition to the already existing efforts to reduce carbon emissions to support the Council's ambition to be net zero by 2030.</li> <li>Corporate Performance and Resources Scrutiny Committee Members be provided with further information in relation to the Agri Hub, as referred to in steps PZC4.2 and PZC9.4 of the Project Zero Climate Challenge Plan, recognising that the scheme was still in the early stages of development.</li> <li>Corporate Performance and Resources Scrutiny Committee Members be provided with further information in relation to whether a re-use pop-up shop could be established at the Household Waste Recycling Centre in Llandow, given that the facility was to remain in its current location for the foreseeable future.</li> </ul>				
(3) That the report, as presented, be distributed to all Elected Members, members of the Public Services Board and all Town and Community Councils for their information.			The report was emailed to all Elected Members, members of the PSB and all TCCs for information on 9 <sup>th</sup> July, 2024.	Completed
<b>Min. No. 156 – Update on the People Strategy (DCR) – Recommended</b>				
(2) That the comment of the Corporate Performance and Resources Scrutiny Committee be referred back to Cabinet as follows: <ul style="list-style-type: none"> <li>A report on the benefits and positive outcomes of the Council's Diversity Networks, as referred to in paragraphs 2.32 – 2.34 of the report, be circulated to all Elected Members of the Council by email in due course.</li> </ul>			Cabinet, at its meeting on 11 <sup>th</sup> July, 2024, resolved [1] THAT the discussion and comments of the Corporate Performance and Resources Scrutiny Committee on 19 <sup>th</sup> June, 2024 be noted. [2] THAT a report on the benefits and positive outcomes of the Council's Diversity Networks, as referred to in paragraphs 2.32 – 2.34 of the report, be circulated to all Elected Members of the Council by email in due course.	Completed

# Uncompleted Recommendations

1<sup>st</sup> Quarter 2024-25

Appendix B  
Apr – Jun 2024

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
			(Min No C58 refers)	

# Uncompleted Recommendations

2<sup>nd</sup> Quarter – 2024/26

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

<b>17 July 2024</b>				
<b>Min. No. 237 – Q4 Sickness Absence Report 2023/2024 (REF) – Recommended</b>	Corporate Performance & Resources			
to Cabinet that work be undertaken in relation to: <ul style="list-style-type: none"> <li>• broadening the reasons for absence in relation to the ‘Other’ box.</li> <li>• Further clarity relating to the absence figures for the 16-25 age group and 65+ plus categories to be emailed to Members.</li> <li>• That a further report be presented to the Committee in respect of progress following the commissioning of Westfield Health in six months’ time.</li> <li>• That further information be presented to the Committee in relation to the service provided by the 30 Mental Health Champions, the good work being undertaken and to include details of training opportunities.</li> </ul>			Cabinet, at its meeting on 5 <sup>th</sup> September, 2024, resolved [1] THAT the comments of the Corporate Performance and Resources Scrutiny Committee be noted. [2] THAT colleagues in Human Resources consider broadening the reasons for absence in relation to the ‘Other’ box, if it was possible to do so. [3] THAT clarity relating to the absence figures for the 16-25 age group and 65+ plus categories had been covered in the revised Appendix D to the report and would be emailed by Democratic Services to Members for information. (Min No C97 refers)	Completed
<b>Min. No. 238 – Vale of Glamorgan Council Annual Audit Summary 2023 (REF) – Recommended</b>	Corporate Performance & Resources			
That an email be forwarded to the Cabinet advising that the report was accepted and that further reports would be presented in due course.			Email sent to the Leader by K Bowen on 25 <sup>th</sup> July, 2024.	Completed
<b>Min. No. 239 – Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2023/24 (DCR) – Recommended</b>	Corporate Performance & Resources			
(2) That the remedial actions to be taken to address areas of underperformance and to tackle the key challenges identified within the remit of the Committee be noted and that the views and recommendations of the Committee be referred to Cabinet for their consideration and approval.		}	Cabinet, at its meeting on 5 <sup>th</sup> September, 2024, resolved [2] THAT the views and recommendations of Scrutiny Committees in relation to Q4 performance be noted and identified remedial actions be approved as the basis to address areas of underperformance and to tackle the key challenges identified. (Min Nos C99 and C104 refer)	Completed
(3) That the comments of the Committee as outlined above be referred to Cabinet for consideration, namely that further information be presented in relation to other				

# Uncompleted Recommendations

2<sup>nd</sup> Quarter – 2024/26

**SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE**

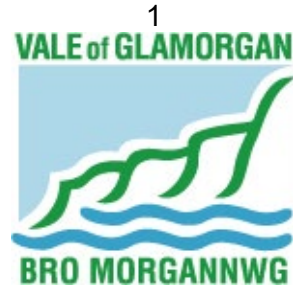
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status
<p>methods being undertaken for staff to learn Welsh; the detail of the progress being made in relation to the iDev module and when the module was likely to be in place; what progress was being made in relation to the Review of Street Names Group and that further information in relation to the first point of contact service be provided to a future meeting of the Committee.</p>			<p>Email with information regarding courses available to staff in respect of learning Welsh and training programmes offered sent to Committee Members by K Bowen on 24<sup>th</sup> July, 2024.</p>	
<p><b>18 September 2024</b></p>				
<p><b>Min. No. 351 – Draft Vale of Glamorgan Council Annual Self-Assessment 2023/24 (REF) – Recommended</b></p>	<p>Corporate Performance &amp; Resources</p>			
<p>That the document be approved and the Committee's comments as outlined above referred to Cabinet for consideration.</p>			<p>Cabinet, at its meeting on 10<sup>th</sup> October, 2024, noted the Committee's comments and resolved [2] THAT the Final Draft Vale of Glamorgan Annual Self-Assessment report be referred to Governance and Audit Committee (21<sup>st</sup> October 2024) for their consideration and approval in line with their statutory role, under Part 6 (section 114) of the Local Government &amp; Elections (Wales) Act 2021 and that upon consideration the Committee refers any recommendations back to Cabinet for their final consideration (7<sup>th</sup> November 2024) prior to Cabinet referring this report with the comments of the Governance and Audit Committee and Cabinet's responses to Council (2<sup>nd</sup> December 2024) for consideration and approval. Should Governance and Audit Committee have no further comments to refer to Cabinet for consideration, that the Final Draft Vale of Glamorgan Annual Self-Assessment report be referred to Full Council (2<sup>nd</sup> December 2024) for consideration and approval. (Min No C134 refers)</p>	<p>Ongoing</p>

# Uncompleted Recommendations

2<sup>nd</sup> Quarter – 2024/26

SCRUTINY RECOMMENDATION TRACKING FORM CORPORATE PERFORMANCE AND RESOURCES SCRUTINY COMMITTEE				
Scrutiny Decision (add Minute, Dates and any Ref Number)	Committee/Task and Finish	Lead Officer(s) to Take Action	Progress/Action Taken	Status

<b>Min. No. 354 – Application to be Recognised as a County of Sanctuary Update (REF) – Recommended</b>	Corporate Performance & Resources			
That the application to be recognised as a County of Sanctuary be supported and a timetable developed for undertaking the work.				
<b>Min. No. 356 – Vale of Glamorgan Public Services Board Annual Report (CX) – Recommended</b>	Corporate Performance & Resources			
(2) That the comments made at the meeting be reported to the Public Services Board by the Director of Corporate Resources.			Director to take comments back to PSB	Completed
(3) That the report be circulated to all Elected Members and members of the Equality Consultative Forum via email and referred to Community Liaison Committee and Voluntary Sector Joint Liaison Committee for their information and consideration			Report emailed to all Elected Members and Equality Consultative Forum members on 30 <sup>th</sup> September, 2024. Referred to Community Liaison Committee meeting on 10 <sup>th</sup> October, 2024 and Voluntary Sector Joint Liaison Committee meeting on 14 <sup>th</sup> October, 2024.	Completed



**APPENDIX D**

Vale of Glamorgan Council  
Corporate Performance and Resources Scrutiny Committee

# Forward Work Programme

**May 2024 – April 2025**

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 2024	4th Quarter Scrutiny Recommendation Tracking and Proposed Annual Forward Work Programme Schedule.	Last report in <a href="#">January 2024 (Q3)</a> .	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme.	To maintain effective tracking of the Committee's recommendations and Work Programme.	<p>Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 <a href="mailto:methomas@valeofglamorgan.gov.uk">methomas@valeofglamorgan.gov.uk</a></p> <p>Karen Bowen Principal Democratic and Scrutiny Services Officer <a href="mailto:KBowen@valeofglamorgan.gov.uk">KBowen@valeofglamorgan.gov.uk</a></p>	<a href="#">Presented to Committee on 22nd May 2024 (Min No 69).</a>
May 2024	Use of Performance Information: Service User Perspective and Outcomes - Vale of Glamorgan Council	Audit Wales.	To advise Members of the findings of Audit Wales' review of the Council's Use of Performance Information – Service User Perspective and Outcomes.	To provide for scrutiny and review of the findings of Audit Wales' review the Council's Use of Performance Information: Service User Perspective and Outcomes and the Council's response to its findings.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 22nd May 2024 (Min No 68).</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
May 2024	Let's Talk About Life in the Vale – Survey Report and Further Engagement	Reference from Cabinet: 11th April, 2024.	To report on the outcome of the Let's Talk About Life in the Vale survey exercise and plans for further engagement.	To enable the Scrutiny Committee to consider the findings of the survey and feedback their views to Cabinet.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 22nd May 2024 (Min No 67).</a>
June 2024	Update on the People Strategy	Last report in <a href="#">April 2023</a> (reference from cabinet).	To provide an overview of current work and progress against the People Strategy.	To enable the Committee to consider the progress and provide the opportunity for discussion.	Tracy Dickinson, Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th June 2024 (Min No 156).</a>
June 2024	Q4 Sickness Absence Report 2023/2024	Cabinet Forward Work Programme Item.  Last reported in <a href="#">July 2023</a> .	Update on the sickness absence statistics for the relevant period.	The report be referred to Corporate Performance and Resources Scrutiny Committee for consideration, with any comments referred back to Cabinet for further consideration.	Laithe Bonni, Operational Manager Employee Services <a href="mailto:lsbonni@valeofglamorgan.gov.uk">lsbonni@valeofglamorgan.gov.uk</a>	This item was slipped to the Committee meeting in July due to the report going to Cabinet after the scrutiny meeting in June.



Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
June 2024	Project Zero Update Report	Last presented to Committee in <a href="#">January 2024</a> .	To advise Members of progress across the Council in responding to the climate emergency and delivering our commitments as part of Project Zero.	To enable the Corporate Performance and Resources Scrutiny Committee to consider how Project Zero is being taken forward.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th June 2024 (Min No 155).</a>
June 2024	Development of the Corporate Plan 2025-2030, Panel Performance Assessment and Annual Performance Calendar 2024/25	Reference from Cabinet: 6 <sup>th</sup> June, 2024  Last reported in June <a href="#">2023</a> .	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.	To ensure the Council fully discharged its duties under both the Well-being of Future Generations (Wales) Act 2015 (WBFGE) 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	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 19th June 2024 (Min No 154).</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
				on performance through an annual self-assessment relating to the previous financial year.		
June 2024	Carbon Management Plan	New report	TBC	TBC	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Slipped from April to a meeting, post-recess, due to additional information required.
July 2024	Revenue Outturn [Closure of Accounts].	Last report in <a href="#">July 2023</a> .	The accounts are complete, and this report is to inform Scrutiny of the provisional financial position of the Council for the previous financial year.	Members aware of the provisional financial position and actions that have been taken.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Slipped to a future meeting instead, when the report will be finalised / available.
July 2024	Capital Outturn [Closure of Accounts].	Last report in <a href="#">July 2023</a> .	The accounts are complete, and this report is to inform Scrutiny of the provisional financial position of the Council for the	Members aware of the provisional financial position and actions that have been taken.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Slipped to a future meeting instead, when the report will be finalised / available.

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
			previous financial year.			
July 2024	Annual Treasury Management Report 2023/24.	Cabinet Forward Work Programme Item.  Last reported in <a href="#">July 2023</a> .	To present the annual review report on Treasury Management 2023/24.	To present the report to the Corporate Performance and Resources Scrutiny Committee in accordance with the remit of the Committee.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Slipped to a future meeting instead, when the report will be finalised / available.
July 2024	Corporate Safeguarding Annual Report	Cabinet Forward Work Programme Item.  Last reported in <a href="#">September 2023</a> .	To update Committee on the work that had 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 and be assured of effective safeguarding taking place.	Tracy Dickinson, Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	Slipped to a future meeting instead, when the report will be finalised / available.

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
July 2024	Annual Delivery Plan Monitoring Report: Quarter 4 Performance (End of Year Performance Report).	Last Q4 report in <a href="#">July 2023</a>	To present the Council's performance against the Annual Delivery Plan for Q4/End of Year	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan and meet its performance requirements as outlined in the Local Government & Elections (Wales) Act 2021 and reflecting the requirement of the Wellbeing of Future Generations (Wales) Act 2015.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 17th July 2024 (Min No 239).</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
July 2024	1 <sup>st</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4 <sup>th</sup> Quarter received <a href="#">May 2024</a> .	To report progress on Scrutiny recommendations [Apr,May,June] and to consider the updated Forward Work Programme together with any slippage.	To maintain effective tracking of the Committee's recommendations and publication of the update work programme.	Karen Bowen Principal Democratic and Scrutiny Services Officer <a href="mailto:KBowen@valeofglamorgan.gov.uk">KBowen@valeofglamorgan.gov.uk</a>	To be slipped to October's meeting in order to capture Q1 and Q2 data.
July 2024	Welsh Language Standards Annual Monitoring Report.  Last reported in <a href="#">July 2023</a> .	Cabinet Forward Work Programme Item.	To seek approval for the Council's Annual Welsh Monitoring Report and update on 5-year Promotion Strategy.	To enable Scrutiny Committee (Learning & Culture and Corporate Performance & Resources) to consider the report (and appendices) prior to publication.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Slipped to a future meeting instead (report going to Cabinet first).

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
July 2024	Annual Corporate Safeguarding Report.	Cabinet Forward Work Programme Item.  Last report in <a href="#">September 2023</a> .	Update on the work that has been undertaken in relation to corporate arrangements for safeguarding across the Council.	To allow Scrutiny to exercise effective oversight of the key area of corporate working and be assured of effective safeguarding taking place.	Laithe Bonni, Operational Manager Employee Services <a href="mailto:lsbonni@valeofglamorgan.gov.uk">lsbonni@valeofglamorgan.gov.uk</a>	Slipped to a future meeting instead (report going to Cabinet first).
July 2024	Vale of Glamorgan Council Annual Audit Summary 2023.	Reference from Cabinet: 20 <sup>th</sup> June 2024.	To present the Vale of Glamorgan Council Annual Audit Summary 2023.	To provide for scrutiny and review of the Auditor General's Annual Audit Summary.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 17th July 2024 (Min No 238)</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
July 2024	Q4 Sickness Absence Report 2023/2024.	Cabinet Forward Work Programme Item (reference from Cabinet: 20th June, 2024).  Last reported in <a href="#">July 2023</a> .	Update on the sickness absence statistics for the relevant period.	The report be referred to Corporate Performance and Resources Scrutiny Committee for consideration, with any comments referred back to Cabinet for further consideration.	Laithe Bonni, Operational Manager Employee Services <a href="mailto:lsbonni@valeofglamorgan.gov.uk">lsbonni@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 17th July 2024 (Min No 237).</a>
<b>AUGUST RECESS – NO MEETINGS</b>						
September 2024	Vale of Glamorgan Public Services Board Annual Report.	Last report in <a href="#">July 2023</a> .	To present an overview of the progress made in delivering the Wellbeing Objectives and actions set by the Vale PSB in its Well-being Plan.	To enable Members to consider the content of the Annual Report and progress made in the delivery of the Well-being Plan.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 18<sup>th</sup> September 2024 (Min No 356).</a>
September 2024	Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24	Reference from Cabinet.	Seeking members views.	To ensure that Scrutiny has oversight of this.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 18th September 2024 (Min No 351).</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
	(Pre-consultation Draft).	Last reported in <a href="#">September 2023</a> .				
September 2024	Annual Delivery Plan - Quarter 1 2024/25 Performance Report.	Cabinet Forward Work Programme Item.  Last Q1 report in <a href="#">September 2023</a> .	To present quarter 1 performance results for the period 1 <sup>st</sup> April 2024 to 30 <sup>th</sup> June 2024.	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 18th September 2024 (Min No 352)</a> .
September 2024	Quarter 1 Revenue Monitoring 2024/25.	Last report in <a href="#">September 2023</a> .	To advise Committee of the progress relating to the Q1 Revenue Monitoring position for 2024/25.	That Members are aware of the projected revenue outturn for the period.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Slipped to another meeting date. Further work required.
September 2024	Capital Monitoring – Q1.	Last report in <a href="#">September 2023</a> .	To advise Committee of the progress relating to the capital Programme for the Q1 period..	That Members are aware of the progress on the Capital Programme.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Slipped to another meeting date. Further work required.
September 2024	Draft Corporate Plan 2025-2030.	Cabinet Forward Work	To review the draft Corporate Plan as	To consult on the Plan.	Tom Bowring Director of Corporate Resources	Slipped to another meeting



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
		Programme Item.	part of its consultation.		<a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	date. Further work required.
September 2024	Welsh Language Standards Annual Monitoring Report 2023-24.	Reference from Cabinet.	For Committee to review and endorse the report and appendices.	To enable scrutiny of this prior to publication.	Robert Jones Operational Manager - Corporate Communications, Participation, Equalities & Directorate Development <a href="mailto:rajones@valeofglamorgan.gov.uk">rajones@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 18th September 2024 (Min No 353).</a>
September 2024	Application to be Recognised as a County of Sanctuary Update.	Reference from Cabinet.	For Committee's consideration and scrutiny.	For Committee to consider, with any views of the Committee being shared with Cabinet.	Robert Jones Operational Manager - Corporate Communications, Participation, Equalities & Directorate Development <a href="mailto:rajones@valeofglamorgan.gov.uk">rajones@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 18th September 2024 (Min No 354).</a>
September 2024	Annual Corporate Safeguarding Report: 2023/2024.	Reference from Cabinet.	For Committee's consideration, scrutiny and update.	For the Committee to consider.	Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 18th September 2024 (Min No 355).</a>
October 2024 (Extraordinary Meeting).	Closure of Accounts 2023/24.	Reference from Cabinet.	For Committee's consideration, scrutiny and update.	For Committee to review the year end position.	Matt Bowmer Head of Finance/Section 151 Officer <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Presented to Committee on 2 <sup>nd</sup> October 2024. Reference is <a href="#">here</a> ; main report to the Committee <a href="#">here</a> .
October 2024 (Extraordinary Meeting).	Capital Closure of Accounts 2023/24	Reference from Cabinet.	For Committee's consideration,	To enable the Committee to review the year	Matt Bowmer Head of Finance/Section 151 Officer <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on</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
			scrutiny and update.	end position.		<a href="#">2<sup>nd</sup> October 2024.</a>
October 2024 (Extraordinary Meeting).	Annual Treasury Management Report 2023/24.	Reference from Cabinet.	For Committee's consideration, prior to referral to Full Council for Approval.	For the Committee to consider and scrutinise.	Matt Bowmer Head of Finance/Section 151 Officer <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 2nd October 2024.</a>
October 2024 (Extraordinary Meeting).	Quarter 1 Revenue Monitoring 2024/25.	Last report in <a href="#">September 2023.</a>	To advise Committee of the progress relating to the Q1 Revenue Monitoring position for 2024/25.	That Members are aware of the projected revenue outturn for the period.	Matt Bowmer Head of Finance/Section 151 Officer <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 2nd October 2024.</a>
October 2024 (Extraordinary Meeting).	Capital Monitoring for the period 1st April to 30th June, 2024.	Last report in <a href="#">September 2023.</a>	To advise Committee of the progress relating to the capital Programme for the Q1 period.	That Members are aware of the progress on the Capital Programme.	Matt Bowmer Head of Finance/Section 151 Officer <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 2nd October 2024.</a>
October 2024 (Extraordinary Meeting).	Financial Strategy 2025/26 to 2029/30.	Reference from Cabinet.	For Committee to review the Financial Strategy and assumptions made on costs and funding in the Medium Term Financial Plan refresh.	For the Committee to consider and scrutinise.	Matt Bowmer Head of Finance/Section 151 Officer <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	<a href="#">Presented to Committee on 2nd October 2024.</a>

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October 2024 (Regular Meeting).	1st and 2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4 <sup>th</sup> Quarter received <a href="#">May 2024</a> .	To report progress on the Scrutiny recommendations and to confirm the Committee's work programme.	To maintain effective tracking of the Committee's recommendations and work programme.	Karen Bowen Principal Democratic and Scrutiny Services Officer <a href="mailto:KBowen@valeofglamorgan.gov.uk">KBowen@valeofglamorgan.gov.uk</a>	To be presented to Committee on 23 <sup>rd</sup> October 2024.
October 2024 (Regular Meeting).	Corporate Asset Management Plan Annual Update.	Reference from Cabinet.	For Committee's review and comment.	To ensure the relevant Scrutiny Committee was aware of the progress of actions against the Corporate Asset Management Plan targets.	Lorna Croft Operational Manager (Property) <a href="mailto:lcross@valeofglamorgan.gov.uk">lcross@valeofglamorgan.gov.uk</a>	To be presented to Committee on 23 <sup>rd</sup> October 2024.
October 2024 (Regular Meeting).	Carbon Management Plan.	Reference from Cabinet.	For Committee's review and comment.	For Committee's consideration and scrutiny.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	To be presented to Committee on 23 <sup>rd</sup> October 2024.
October 2024 (Regular Meeting).	Draft Vale of Glamorgan Council Corporate Plan 2025-30	Reference from Cabinet.	As part of the programme of consultation.	To ensure that all Scrutiny Committees, have the opportunity to consider the draft Plan and provide feedback as part	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	To be presented to Committee on 23 <sup>rd</sup> October 2024.

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
				of the programme of consultation.		
October 2024 (Regular Meeting).	Reshaping Programme: Strengthening Communities – A Response to Audit Wales Reports on Tackling Poverty and Third Sector Working.	Reference from Cabinet.	For Committee's review, scrutiny and comment on the work undertaken by Cwmpas.	To enable the Committee to have sight of the development of this body of work and for Cabinet to consider the views of the Committee.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	To be presented to Committee on 23 <sup>rd</sup> October 2024.
October 2024 (Regular Meeting).	Reshaping Programme Update.	Reference from Cabinet.	For Committee's review, scrutiny and comment.	To enable the Committee to consider the report and Cabinet to consider the views of the Committee.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	To be presented to Committee on 23 <sup>rd</sup> October 2024.
November 2024	Customer Relations Service/C1V – update.	Previous presentation in <a href="#">November 2023</a> .	To report on the progress made on developing this service at C1V.	For Committee to consider and comment on the progress being made regarding customer relations and support at C1V.	Tony Curliss Operational Manager for Customer Relations 01446 729500 <a href="mailto:TCurliss@valeofglamorgan.gov.uk">TCurliss@valeofglamorgan.gov.uk</a>	

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November 2024	Refresh of Medium Term Financial Plan 2025/26 to 2029/23.  Last report in <a href="#">December 2023</a> .	Cabinet Forward Work Programme Item.	To refresh spend and funding assumptions and update Cabinet on the next steps for approving the Medium Term Financial Plan and setting the 2025/26 Budget in March 2025	To allow scrutiny of the Financial Strategy.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
November 2024	Quarter 2 Revenue Monitoring 2024/25.	Last report in <a href="#">December 2024</a> .	To advise Committee of the Quarter 2 Revenue Monitoring position for 2024/25.	That Members are aware of the projected revenue outturn for the period and the original budget for 2024/25 for virement requests.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
November 2024	Final Draft Vale of Glamorgan Council Annual-Self Assessment Report 2023/24.	Cabinet Forward Work Programme Item.	TBC	TBC	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	
November/December 2024	Performance Panel Assessment.	Cabinet Forward Work Programme Item.	TBC	TBC	TBC	

Month	Report Title	Origin of Report, Links to Corporate Plan Objectives, and Previous Related Documents	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
December 2024	Capital Monitoring 1 <sup>st</sup> April 2024/ to 30 <sup>th</sup> September 2024.	Last report in <a href="#">December 2023</a> .	To advise Committee of the progress relating to capital expenditure for the period 1 <sup>st</sup> April to 30 <sup>th</sup> September 2024.	To advise Committee of the progress on the Capital Programme and for Committee to refer any comments to Cabinet.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
December 2024	Sickness Absence Report.  Last report in <a href="#">December 2023</a> .	Cabinet Forward Work Programme Item.	To update on the sickness absence statistics for relevant period.	To enable the Scrutiny Committee to maintain a continued focus on the management of sickness absence throughout all services of the Council and to make recommendations to Cabinet, as appropriate.	Laithe Bonni, Operational Manager Employee Services <a href="mailto:lsbonni@valeofglamorgan.gov.uk">lsbonni@valeofglamorgan.gov.uk</a>	
December 2024	Annual Delivery Plan - Quarter 2 2024/25 Performance Report.	Previous report in <a href="#">December 2023</a> .	To present quarter 2 performance results for the Corporate Plan	To ensure the Council clearly demonstrates the progress being made towards	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	

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			Well-being Outcomes.	achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.		
December 2024	Corporate Safeguarding Summary Report (mid-year update).	Reference from Cabinet.  Previous report in <a href="#">December 2023</a> .	To provide a summary on the activity that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance around safeguarding activity taking place across the Council.	To ensure that there is a wide-reaching level of Member oversight regarding this important area and scrutiny of developments relevant to committee portfolios.	Tracy Dickinson, Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	
December 2024	Draft Annual Delivery Plan – 2025/26	Reference from Cabinet.	To provide the Committee with details concerning the proposed draft as part of the	To ensure that all Scrutiny Committees have the opportunity to consider the draft	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	

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		Last report in <a href="#">December 2023</a> .	consultation process.	Annual Delivery Plan and provide feedback as part of the programme of consultation.		
January 2025	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Previous update in October 2024.	To report progress on the Scrutiny recommendations [Oct, Nov & Dec]] and to confirm the Committee's work programme for 2023/24.	To maintain effective tracking of the Committee's recommendations.	Karen Bowen Principal Democratic and Scrutiny Services Officer <a href="mailto:KBowen@valeofglamorgan.gov.uk">KBowen@valeofglamorgan.gov.uk</a>	
January 2025	Project Zero Update Report.	Previous report in June / July 2024.	To advise Members of progress across the Council in responding to the climate emergency and delivering our commitments as part of Project Zero.	To enable the Scrutiny Committee to consider how Project Zero is being taken forward.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	
January 2025	Draft Annual Delivery Plan – 2025/26	Cabinet Forward Work Programme Item.	Member Consultation.	To seek Members' views.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	



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February 2025	Pay Policy 2025/2026.	Cabinet Forward Work Programme Item.  Last reported in <a href="#">February 2024</a> (regular meeting on the 21st February 2024).	To consider the Pay Policy for 2025/26 prior to its submission to Council for approval.	To respond to the legal requirement under the Localism Act 2011 and to provide openness and accountability in relation to how the Council rewards its staff.	Tracy Dickinson Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	
February 2025	Revenue Refresh MTFP [Initial Revenue Programme Budget <b>Post-settlement</b> Proposals].	Reference from Cabinet.	To submit for consultation the initial revenue budget proposals.	In order that Cabinet can consider the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
February 2025	Revenue Monitoring – Q3.	Last report in .  Cabinet Forward Work	To advise Committee of the progress relating to revenue and capital expenditure for the period.	That Members are aware of the projected revenue outturn. The Capital Economic Regeneration	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	

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		Programme Item.		Reserve is managed effectively, and budgets are matched to operational responsibilities.		
February 2025	Capital Monitoring – Q3.	Last report in <a href="#">March 2023</a> . 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. The Capital Economic Regeneration Reserve is managed effectively, and budgets are matched to operational responsibilities.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
February 2025	Vale of Glamorgan Council – Proposed Fees and Charges	Cabinet Forward Work Programme Item.	To propose service changes.	To allow scrutiny of the proposals.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
February 2025	Treasury Management and Investment	Cabinet Forward Work Programme Item.	To provide an interim report on the Council's	To allow scrutiny of the progress made.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	

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	Strategy 2025/26 and Update 2024/25.	Programme Item.	treasury management operations for the period 1st April, 2024 to 31st December, 2024 and to submit for consideration the proposed 2025/26 Treasury Management and Investment Strategy.			
March 2025	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan 2025/26.	Cabinet Forward Work Programme Item.  Last report in <a href="#">March 2024</a> .	To deliver Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's draft Annual Delivery Plan.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	
March / April 2025	Annual Delivery Plan - Quarter 3 2024/25 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 3 performance results for the period 1 <sup>st</sup> October 2024 to 31 <sup>st</sup>	To ensure the Council clearly demonstrates the progress being made towards	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	

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			December 2024 for the Corporate Plan Well-being Outcome.	achieving its Corporate Plan Well-being Outcomes.		
April 2025	Glamorgan Voluntary Services Annual report.	Last report in <a href="#">April 2024</a> (Extraordinary meeting on the 24 <sup>th</sup> April 2024).	The Glamorgan Voluntary Services Annual report be reported on an Annual basis to this Scrutiny Committee.	For Member's awareness, comment and scrutiny.	Rachel Connor Glamorgan Voluntary Services (GVS)	
April 2025	Annual Equality Monitoring Report 2025 - 2026.	Cabinet Forward Work Programme Item.	To seek approval of the Annual Equality Monitoring Report.	To enable the Scrutiny Committee to consider the report and to enable publication to meet statutory duties.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	

### Other reports / presentations / visits to be added into schedule as and when available

Report	Responsible Officer and Contact Details	Commentary
Unacceptable Actions Report	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Agreed at the Committee meeting in April 2022 to be received periodically.
PSB partners be invited to address and report to the committee regarding relevant parts of their work.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Raised by Committee in July and December 2023. Opportunities for PSB partner attendance at Committee meetings will be progressed in due course.

### Possible Task and Finish Group Suggestions:

Subject	Responsible Officer and Contact Details	Commentary
At its meeting on 17 <sup>th</sup> January 2024, the Committee agreed on a review of the Council's Procurement Policy and Strategy ( <a href="#">Min No 708 refers</a> ).	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 <a href="mailto:methomas@valeofglamorgan.gov.uk">methomas@valeofglamorgan.gov.uk</a>	Agreed at the meeting of Scrutiny Chairs and Vice Chairs Group in September that the review of the new Procurement Policy and Strategy would be chosen and would be the first to be undertaken by the relevant Task and Finish Group.

### Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Annual Welsh Monitoring Report.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Usually in July each year.
Annual Equality Monitoring Report	Tom Bowring Director of Corporate Resources	TBC

	<a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	
Corporate Safeguarding Annual Report	Tracy Dickinson, Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	Usually in July each year.
Vale of Glamorgan Council – Proposed Fees and Charges	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in February each year.
Public Services Board (PSB) Annual Report	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Usually in October each year.
Glamorgan Voluntary Services Annual report	Rachel Connor Glamorgan Voluntary Services (GVS)	Usually in April each year.

## Biannual Reports

<b>Report</b>	<b>Responsible Officer and Contact Details</b>	<b>Commentary</b>
Corporate Safeguarding Mid Term Report	Tracy Dickinson, Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	Usually in December each year (Annual version in July).
Project Zero Update	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Following the meeting of the Committee in January 2023, it was recommended to have a biannual update of the progress of Project Zero.

## Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
Quarterly Decision Tracking and Forward Work Programme	Karen Bowen Principal Democratic and Scrutiny Services Officer <a href="mailto:KBowen@valeofglamorgan.gov.uk">KBowen@valeofglamorgan.gov.uk</a>	Each quarter
Quarterly Performance Reports: Corporate Health	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Each quarter
Quarterly Capital and Revenue Monitoring reports	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Each quarter

## Financial Reports

Report	Responsible Officer and Contact Details	Commentary
Revenue Outturn Closure of Accounts 20 <sup>**</sup> / <sup>**</sup> .	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in July each year.
Capital Outturn Closure of Accounts 20 <sup>**</sup> / <sup>**</sup> .	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in July each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. <b>Pre-settlement.</b>	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in November each year.
Capital Strategy - Initial Capital Programme Budget Proposals. <b>Pre-settlement.</b>	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in November each year.

Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. <b>Post-settlement.</b>	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in February each year.
Capital Strategy - Initial Capital Programme Budget Proposals. <b>Post-settlement.</b>	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in February each year.
Annual Treasury Management Report 2022/23.	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	Usually in July each year.

### **Infrequent**

- Cabinet References.
- 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.**