

Meeting of:	<b>Corporate Performance and Resources Scrutiny Committee</b>
Date of Meeting:	<b>Wednesday, 15 January 2025</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</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>- 3<sup>rd</sup> Quarter Recommendation Tracking October to December 2024 (Appendix D);</li> <li>- Updated Forward Work Programme Schedule for 2024/25 (Appendix E).</li> </ul>

## **Recommendations**

1. T H A T the status of the actions listed in Appendices A – D to the report be agreed.
2. T H A T the updated Forward Work Programme Schedule for 2024/25 attached at Appendix E 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 – D, 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.
- 2.4 Members are also requested to confirm approval of the updated Scrutiny Committee Work Programme Schedule attached at Appendix E, 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 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.

- 2.6** 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.
- 2.7** 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.
- 2.8** 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 E) 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.
- 2.9** 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.
- 2.10** 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 are being monitored by the Group.

- 2.11** 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 are provided on a regular basis to raise public awareness.
- 2.12** 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.
- 2.13** 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.
- 2.14** 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.
- 2.15** Members are reminded that 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.
- 2.16** 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.

- 2.17** 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).
- 2.18** 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: 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](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
<b>19 July 2023</b>				
<b>Min. No. 244 – Vale of Glamorgan Public Services Board Annual Report 2022-23 (CX) – Recommended</b>	Corporate Performance & Resources			
(3) That the Vale of Glamorgan PSB link in with Cardiff Metropolitan University concerning the Circular Economy Community Initiative.			The PSB will make connections with the university in due course.  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.	Completed
<b>17 January 2024</b>				
<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 and a verbal update will be provided at the meeting.  Task and Finish Group report to be presented to Committee early in the New Year 2025.  Chair to advise Committee at next meeting	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

<b>24 April 2024</b>				
<b>Min. No. 1048 – Work to Tackle Poverty and the Current Cost of Living Crisis (DCR) – Recommended</b>	Corporate Performance & Resources			
(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 Committee’s comments going forward in future documents	In progress
<b>22 May 2024</b>				
<b>Min. No. 67 – Let’s Talk About Life in the Vale – Survey Report and Further Engagement (REF) – Recommended</b>	Corporate Performance & Resources			
(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.			Scrutiny Chairs and Vice Chairs Group October 2024 suggested that all opportunities / initiatives to pursue further engagement with the public be explored to assist the public participation strategy. October 2024.  Democratic Services Officer to consult with Operational Manager for Communications to consider setting up of a working group having regard to the Committee's recommendation and the above.	Ongoing



Uncompleted Recommendations

2<sup>nd</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

18 September 2024				
<b>Min. No. 351 – Draft Vale of Glamorgan Council Annual Self-Assessment 2023/24 (REF) – Recommended</b>	Corporate Performance & Resources			
That the document be approved and the Committee's comments as outlined above referred to Cabinet for consideration.			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 & 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 Nos C128 and C134 refer) Full Council, on 2 <sup>nd</sup> December approved the Draft Vale of Glamorgan Council Annual Self-Assessment. (Min No refers)	Completed
<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.			To be completed by officers.	Completed

# Uncompleted Recommendations

3<sup>rd</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>02 October 2024</b>				
<b>Min. No. 439 – Closure of Accounts 2023/24 (DCR) – Recommended</b>	Corporate Performance & Resources			
<p>(3) That the comments of the Committee made at the meeting as above be referred to Cabinet and that Cabinet consider the following –</p> <ul style="list-style-type: none"> <li>- That a dedicated procurement officer for schools be considered;</li> <li>- That further consideration be given for Governing bodies to be provided with further support and guidance with regard to school budget deficits;</li> <li>- That future closure of accounts reports detail planned and unplanned use of reserves and that the reports also specify the detail as to whether the money earmarked in reserves was sufficient or not for the pressures identified.</li> </ul>			Cabinet, at its meeting on 24 <sup>th</sup> October, 2024, noted the Committee's comments and recommendations, with detail passed to relevant Officers for consideration. (Min No C154 refers)	Completed
<b>Min. No. 444 – Financial Strategy 2025/26 to 2029/30 (REF) – Recommended</b>	Corporate Performance & Resources			
That the comments of the Scrutiny Committee be referred back to Cabinet for consideration, in particular having regard to investment in spend to save projects and relating to a strategic procurement function.			Cabinet, at its meeting on 24 <sup>th</sup> October, 2024, noted the Committee's comments and recommendations. (Min No C153 refers)	Completed
<b>23 October 2024</b>				
<b>Min. No. 523 – Corporate Asset Management Plan Annual Update (REF) – Recommended</b>	Corporate Performance & Resources			
That this item be deferred to the next suitable meeting of the Committee.			On agenda for meeting to be held on 20 <sup>th</sup> November, 2024.	Completed
<b>Min. No. 524 – Carbon Management Plan (REF) – Recommended</b>	Corporate Performance & Resources			
That this item be deferred to the next suitable meeting of the Committee.			On agenda for meeting to be held on 20 <sup>th</sup> November, 2024.	Completed

# Uncompleted Recommendations

3<sup>rd</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><b>Min. No. 525 – Draft Vale of Glamorgan Council Corporate Plan 2025-30 (REF) – Recommended</b></p> <p>That the following comments from the Committee be shared with the Director of Corporate Resources in order to help inform revisions to the Corporate Plan, prior to Cabinet considering a final draft in due course:</p> <ul style="list-style-type: none"> <li>Consideration should be given to highlighting specific objectives, etc. within the Plan which refer to older persons and their requirements, as well of those of other key groups of residents within the Vale of Glamorgan;</li> <li>The importance of embedding the 5<sup>th</sup> Wellbeing Objective “Being the Best Council We Can Be” into the culture and organisation of the Vale of Glamorgan Council, with greater openness, transparency, public engagement and accountability as well as a stronger focus on poverty and the environment, which were also key parts of the Plan.</li> <li>The importance of monitoring performance of the Plan and the need to have measures in place to ‘test’ and clearly demonstrate where the Council had been successful or where there was room for improvement. There was a need to have a proper evaluation of success and a more outcomes-based approach for the Plan, as well as a mechanism to ensure that the direction of travel for the Plan continued to be the right one.</li> </ul>	<p>Corporate Performance &amp; Resources</p>		<p>Comments shared with the Director who was present at the meeting</p>	<p>Completed</p>
<p><b>Min. No. 526 – Reshaping Programme: Strengthening Communities – A Response to Audit Wales Reports on Tackling Poverty and Third Sector Working (REF) – Recommended</b></p> <p>That the following comments from the Committee be shared with Cabinet for consideration:</p> <ul style="list-style-type: none"> <li>The emphasis on social enterprises was welcomed, as well as the recommendation by Cwmpas for the Council to undertake detailed mapping of the sector</li> </ul>	<p>Corporate Performance &amp; Resources</p>		<p>Cabinet, at its meeting on 28<sup>th</sup> November, 2024, resolved [1] THAT the general comments of the Corporate Performance and Resources Scrutiny Committee be noted.</p>	<p>Completed</p>

# Uncompleted Recommendations

3<sup>rd</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>to develop a comprehensive understanding of the size and make-up of the sector within the County;</p> <ul style="list-style-type: none"> <li>• The importance of the Council supporting social enterprises through providing a pipeline of opportunities and helping them to find a market, in order to make these enterprises as beneficial and sustainable as possible;</li> <li>• To ensure that the Council holds the various third sector organisations and partners that it works with to account to ensure that they were meeting their obligations to the Local Authority and residents;</li> <li>• The benefits of working with various external agencies and third sector partners which would provide the Council with an external perspective of the organisation and the opportunity to look at best practice from this sector which could be taken on board by the Council in its own workstreams and practices;</li> <li>• Also, to have this similar external perspective and appraisal of the Council and how it worked from other key stakeholders and partners such as the local Town and Community Councils in order to build on the relationships with them;</li> <li>• The importance of the Vale of Glamorgan Council working with its Town and Community Council partners around procurement, as well as social enterprises and small and medium enterprises (SMEs) within the county.</li> </ul>			<p>[2] THAT the Council would refer the recommendation to undertake detailed mapping of the sector to develop a comprehensive understanding of the size and makeup of the sector within the County to Voluntary Sector Joint Liaison Committee for consideration.</p> <p>[3] THAT partnership initiatives with third sector organisations and partners would continue to be monitored and evaluated.</p> <p>[4] THAT the future Peer Panel Assessments report to Cabinet would report on the benefits of working with various external agencies and third sector partners which would provide the Council with an external perspective of the organisation and the opportunity to look at best practice from this sector which could be taken on board by the Council in its own workstreams and practices and would include Town and Community Councils. (Min. No. C173 refers)</p>	
<p><b>Min. No. 527 – Reshaping Programme Update (REF) – Recommended</b></p> <p>(1) That the following comments from the Committee be shared with Cabinet for consideration:</p> <ul style="list-style-type: none"> <li>• The potential benefits of the Council utilising a Zero-Based Budgeting approach in helping with the Reshaping Programme and Council budgeting or prioritisation of services;</li> </ul>	<p style="text-align: center;">Corporate Performance &amp; Resources</p>		<p>Cabinet, at its meeting on 28<sup>th</sup> November, 2024, resolved</p> <p>[1] THAT the potential benefits of the Council utilising a Zero-Based Budgeting approach in helping with the Reshaping Programme and Council budgeting or prioritisation of services and the benefits</p>	<p style="text-align: center;">Completed</p>

# Uncompleted Recommendations

3<sup>rd</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>The benefits and importance of the Council adopting the 'Brilliant Basics' approach and priority in order to provide better service delivery to residents.</li> </ul>			and importance of the Council adopting the 'Brilliant Basics' approach and priority in order to provide better service delivery to residents be noted. [2] THAT a meeting was being progressed to discuss the comments and concerns raised at the Committee meeting about the Community Asset Transfer process, the potential complexity of, the community involvement with, and Council officer resourcing to support the process. (Min. No. C174 refers)	
(2) That a meeting be set up to discuss the comments and concerns raised at this Committee meeting about the Community Asset Transfer process, the potential complexity of, the community involvement with, and Council officer resourcing to support, this process.			Welsh Government are currently reviewing the guidance they issued and it is suggested that a review of the Vale of Glamorgan Council's CAT process / procedure be undertaken following receipt of that guidance .	Ongoing
<b>Min. No. 528 – 1<sup>st</sup> and 2<sup>nd</sup> Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule (DCR) – Recommended</b>	Corporate Performance & Resources			
(2) That the updated Forward Work Programme Schedule for 2024/25 attached at Appendix D to the report be approved and uploaded to the Council's website, subject to the following amendments agreed by the Committee: <ul style="list-style-type: none"> <li>That the Refresh of the Medium Term Financial Plan be slipped from the Committee meeting in November 2024 to December 2024.</li> <li>That both the Corporate Asset Management Plan Annual Update and the Carbon Management Plan be slipped to the next Committee meeting in November due to their deferral at this meeting.</li> </ul>			Updated and amended Forward Work Programme uploaded to the Council's website.	Completed

# Uncompleted Recommendations

3<sup>rd</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

20 November 2024				
<b>Min. No. – Corporate Asset Management Plan Annual Update (REF) – Recommended</b>	Corporate Performance & Resources			
(2) That Cabinet be requested to consider that where any small parcel of Council land surplus to use and of minimal market value could be earmarked for the benefit of Community organisations to use for growing etc.			Referred to Cabinet meeting on 19 <sup>th</sup> December, 2024. The recommendation was endorsed by Cabinet on 19 <sup>th</sup> December 2024. (Min No C refers)	Completed
<b>Min. No. – Carbon Management Plan (REF) – Recommended</b>	Corporate Performance & Resources			
(2) That Cabinet considers focusing its approach to behavioural change as a dedicated work stream and researches the contribution that behavioural change could have on the Council meeting its Net Zero Targets.			Cabinet, at its meeting on 19 <sup>th</sup> December 2024, noted the recommendation having regard to the ongoing work being undertaken by Officers. (Min No C refers)	Completed
<b>Min. No. – Wales Centre for Public Policy – Response to the Vale of Glamorgan Council Carbon Management Plan 2024-2030 (DCR) – Recommended</b>	Corporate Performance & Resources			
(3) That having regard to comments made at the meeting, Cabinet be requested to consider the following: - To look at alternative funding options that climate bonds represent; - To look at the additional possibilities with planning considerations that the report refers to; and - To consider holding climate conversation events across wards within communities in the Vale of Glamorgan in order to speak with residents, to seek their views on what they consider need to be looked at in their areas and to raise public awareness of the Plan.			Cabinet, at its meeting on 19 <sup>th</sup> December 2024, referred the recommendations to the Project Zero Team for consideration. (Min No C refers)	Completed

# Uncompleted Recommendations

3<sup>rd</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>18 December 2024</b>				
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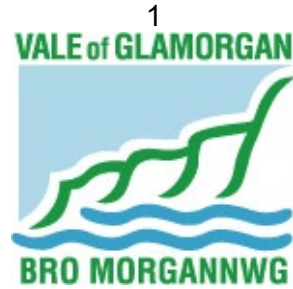
<b>Min. No. – Q2 Sickness Absence Report 2024/2025 (REF) – Recommended</b>	Corporate Performance & Resources			
That Cabinet be informed of the following recommendations of the Committee: (1) That the results of the review being undertaken by the Council’s Health and Wellbeing Team be reported to the Committee in six months’ time; (2) That an update report relating to the effectiveness of the Westfield Health Service be provided to the Committee in six months’ time; (3) That further updates be provided to the Committee relating to options to align the descriptors for reporting sickness with NHS descriptors and that the Welsh Local Government Association be asked to support a piece of work being undertaken with regard to a consistency of approach across all Local Authorities in Wales. (4) That statistical data and age-related information relating to musculoskeletal absence be detailed in a further report to Committee and costings be included for physio provision by the Council where it may be considered appropriate.			To be considered by Cabinet in January 2025	Ongoing
<b>Min. No. – Quarter 2 Revenue Monitoring 2024/25 (DCR) – Recommended</b>	Corporate Performance & Resources			
(3) That an update report in respect of the work being undertaken by the Education Department Task and Finish Group regarding procurement, agency work costs and funding support for ALN provision be presented to the Scrutiny Committee..			Added to the Scrutiny Committee’s Forward Work Programme Schedule.	Completed
(4) That the Director of Social Services be requested to provide more detail relating to the costs of social care and any social care benchmarking that is available for the Committee to consider.			Report to be presented to Committee asap.	Ongoing

# Uncompleted Recommendations

3<sup>rd</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
(5) That Cabinet be recommended to consider that savings targets be set for procurement exercises.			To be considered by Cabinet in January 2025.	Ongoing
(6) That Cabinet be recommended to consider that the maximum budget the Council has available for a procurement exercise be shared with bidders, making it clear in the Invitation to Tender that the maximum budget cannot be exceeded.			To be considered by Cabinet in January 2025.	Ongoing
<b>Min. No. – Capital Monitoring for the Period 1<sup>st</sup> April to 30<sup>th</sup> September 2024 (DCR) – Recommended</b>	Corporate Performance & Resources			
(5) That a further report be presented to the Scrutiny Committee on why the new procurement framework had delayed the scheme at St. Richard Gwyn.			Added to the Scrutiny Committee's Forward Work Programme Schedule.	Completed





**APPENDIX E**

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. Presented to Committee 17 <sup>th</sup> July 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
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 (WCFG) 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.  Ref from Cabinet Considered by Committee on 20 <sup>th</sup> November 2024
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.  Presented to Committee on

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
						2 <sup>nd</sup> October 2024
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 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.  Presented to Committee on 2 <sup>nd</sup> October 2024.
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.  Presented to Committee on 2 <sup>nd</sup> October 2024
July 2024	Corporate Safeguarding Annual Report	Cabinet Forward Work Programme Item.	To update Committee on the work that had been undertaken in	To ensure that Committee is aware of recent developments in	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

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
		Last reported in <a href="#">September</a> 2023.	relation to Corporate arrangements for Safeguarding across the Council.	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.		finalised / available.  Presented to Committee on 18 <sup>th</sup> September 2024.
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)	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
				Act 2021 and reflecting the requirement of the Wellbeing of Future Generations (Wales) Act 2015.		
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.  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
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).  Presented to Committee 18 <sup>th</sup> September 2024
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:lbonni@valeofglamorgan.gov.uk">lbonni@valeofglamorgan.gov.uk</a>	Slipped to a future meeting instead (report going to Cabinet first).  Presented to Committee 18 <sup>th</sup> September 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
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>
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>

AUGUST RECESS – NO MEETINGS

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
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 (Pre-consultation Draft).	Reference from Cabinet.  Last reported in <a href="#">September 2023</a> .	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> .
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	Last report in <a href="#">September 2023</a> .	To advise Committee of the progress relating to	That Members are aware of the projected revenue	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	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
	Monitoring 2024/25.		the Q1 Revenue Monitoring position for 2024/25.	outturn for the period.		date. Further work required.  Presented to Committee on 2 <sup>nd</sup> October 2024.
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.  Presented to Committee on 2 <sup>nd</sup> October 2024.
September 2024	Draft Corporate Plan 2025-2030.	Cabinet Forward Work Programme Item.	To review the draft Corporate Plan as part of its consultation.	To consult on the Plan.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Slipped to another meeting date. Further work required.  Presented to Committee 23 <sup>rd</sup> October 2024
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="#">Presented to Committee on 18th September</a>

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					<a href="mailto:rajones@valeofglamorgan.gov.uk">rajones@valeofglamorgan.gov.uk</a>	<a href="#">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, scrutiny and update.	To enable the 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>	<a href="#">Presented to Committee on 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 2<sup>nd</sup> October 2024.</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
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>
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>	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
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>	Presented to Committee 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>	Presented to Committee 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 of the programme of consultation.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Presented to Committee on 23 <sup>rd</sup> October 2024.
October 2024 (Regular Meeting).	Reshaping Programme: Strengthening Communities – A Response to Audit Wales Reports on	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	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Presented to Committee on 23 <sup>rd</sup> October 2024.

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	Tackling Poverty and Third Sector Working.			consider the views of the Committee.		
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>	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>	Presented to Committee on 20 <sup>th</sup> November 2024.
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	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>	Following the regular meeting of the Committee in October, it was decided to move this item to December's 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
			2025/26 Budget in March 2025			Presented to Committee 18 <sup>th</sup> December 2024
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>	Presented to Committee 18 <sup>th</sup> December 2024
November/December 2024	Performance Panel Assessment.	Cabinet Forward Work Programme Item.	TBC	TBC	TBC	TBC
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>	Presented to Committee 18 <sup>th</sup> December 2024
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	Laithe Bonni, Operational Manager Employee Services <a href="mailto:lsbonni@valeofglamorgan.gov.uk">lsbonni@valeofglamorgan.gov.uk</a>	Presented to Committee 18 <sup>th</sup> December 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
				continued focus on the management of sickness absence throughout all services of the Council and to make recommendations to Cabinet, as appropriate.		
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 Well-being Outcomes.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	Presented to Committee 18 <sup>th</sup> December 2024
December 2024	Corporate Safeguarding	Reference from Cabinet.	To provide a summary on the activity that has	To ensure that there is a wide-	Tracy Dickinson, Head of Human Resources and Organisational Development	On agenda for 15 <sup>th</sup> January 2025 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
	Summary Report (mid-year update).	Previous report in <a href="#">December 2023</a> .	been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance around safeguarding activity taking place across the Council.	reaching level of Member oversight regarding this important area and scrutiny of developments relevant to committee portfolios.	<a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	
December 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>	Following the regular meeting of the Committee in October, it was decided to move this item to December's meeting.  Considered on 18 <sup>th</sup> December 2024.
January 2025	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work	Previous update in October 2024.	To report progress on the Scrutiny recommendations [Oct, Nov & Dec]] and to confirm the	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>	On agenda for 15 <sup>th</sup> January 2025

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	Programme Schedule.		Committee's work programme for 2023/24.			
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>	On agenda for 15 <sup>th</sup> January 2025
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>	As Members are aware the ADP is to be replaced by a new Annual Statement which will be informed by the Corporate Plan and Directorate Plans.
February 2025	Pay Policy 2025/2026.	Cabinet Forward Work Programme Item.	To consider the Pay Policy for 2025/26 prior to its submission to	To respond to the legal requirement under the Localism Act 2011	Tracy Dickinson Head of Human Resources and Organisational Development <a href="mailto:tdickinson@valeofglamorgan.gov.uk">tdickinson@valeofglamorgan.gov.uk</a>	

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		Last reported in <a href="#">February 2024</a> (regular meeting on the 21st February 2024).	Council for approval.	and to provide openness and accountability in relation to how the Council rewards its staff.		
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. Director requested to provide more detail relating to the costs of social care and any social care benchmarking that is available for the	Last report in .  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,	Matt Bowmer, Head of Finance / Section 151 Officer, <a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	

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	Committee to consider.			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	St Richard Gwyn – delayed scheme	Q2 Capital Monitoring 18.12.24	To advise Committee on why the new procurement framework had delayed the scheme at St. Richard Gwyn		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>	

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
February 2025	Treasury Management and Investment Strategy 2025/26 and Update 2024/25.	Cabinet Forward Work Programme Item.	To provide an interim report on the Council's 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.	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>	
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>	

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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> December 2024 for the Corporate Plan Well-being Outcome.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	
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
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.
Update report in respect of the work being undertaken by the Education Department Task and Finish Group regarding procurement, agency work costs and funding support for ALN provision to be programmed.		Agreed at the Committee meeting on 18 December 2024 (Q2 Revenue Monitoring minute)

### **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.  A report of the work of the Task and Finish Group is anticipated to be presented to the Scrutiny Committee in January/ February 2025.

### **Annual Reports**

Report	Responsible Officer and Contact Details	Commentary
Annual Welsh Monitoring Report.	Tom Bowring	Usually in July each year.

	Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	
Annual Equality Monitoring Report	Tom Bowring Director of Corporate Resources <a href="mailto:TBowring@valeofglamorgan.gov.uk">TBowring@valeofglamorgan.gov.uk</a>	TBC
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**/**.	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**/**.	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.	Matt Bowmer, Head of Finance / Section 151 Officer,	Usually in November each year.

<b>Pre-settlement.</b>	<a href="mailto:mbowmer@valeofglamorgan.gov.uk">mbowmer@valeofglamorgan.gov.uk</a>	
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.**