

Meeting of:	Environment and Regeneration Scrutiny Committee
Date of Meeting:	Tuesday, 21 May 2024
Relevant Scrutiny Committee:	Environment and Regeneration
Report Title:	4th Quarter Scrutiny Recommendation Tracking 2023/24 and Proposed Annual Forward Work Programme Schedule 2024/25.
Purpose of Report:	To report progress on 2023/24 Scrutiny recommendations and to confirm the Committee's proposed Annual Forward Work Programme for 2024/25.
Report Owner:	Tom Bowring, Director of Corporate Resources.
Responsible Officer:	Gareth Davies, 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.
<p>Executive Summary:</p> <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"> - 4th Quarter Recommendation Tracking Jan to March 2024 (Appendix A); - Cabinet Annual Forward Work Programme 2024/25 (Appendix B); - Proposed Annual Forward Work Programme Schedule for 2024/25 (Appendix C). 	

Recommendations

1. T H A T the status of the actions listed in Appendix A to the report be agreed.
2. T H AT THE Cabinet Annual Forward Work Programme for 2024/25 attached at Appendix B, in the context of the Environment and Regeneration Scrutiny Committee Annual Forward Work Programme 2024/25 content, be noted.
3. T H A T the Committee's proposed Annual Forward Work Programme Schedule for 2024/25, attached at Appendix C, be approved and uploaded to the Council's website.

Reasons for Recommendations

1. To maintain effective tracking of the Committee's recommendations.
2. To align with section 7.6 of the Cabinet and Scrutiny Roles and Responsibilities Protocol.
3. 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 Appendix A, 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 Annual Cabinet Forward Work Programme (FWP) as approved by Cabinet on the 25th April, 2024 (Appendix B).
- 2.4 Members are also requested to confirm approval of the proposed Scrutiny Committee Work Programme Schedule attached at Appendix C, 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 C) 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,
- residents of the Vale of Glamorgan.

- 2.10** 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, 28th May, 2024.
- 2.11** 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 5th September, 2023, the Scrutiny Committee Chairs and Vice-Chairs Group considered the results of the 2023 Scrutiny Impact Survey and subsequently endorsed 30 action points for implementation. Progress on these points will be presented to the Group at its 28th May meeting alongside the results of the 2024 survey edition published on the 12th April, 2024.
- 2.12** A re-launch of the [Scrutiny topic suggestion form](#) that exists on the Council's website for residents will also be undertaken to assist with the Work Programme planning of topics for Task and Finish work for consideration by Scrutiny Committees.
- 2.13** 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.
- 2.14** It is 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.
- 2.15** 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 Chairs and Vice-Chairs on a regular basis and on a biannual basis the Leader, Deputy Leader, Cabinet Members and Scrutiny 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.
- 2.16** 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 21st May, 2021 and hyperlinked above in paragraph 2.16. A report on the outcomes of the Effective Scrutiny Workshop is scheduled to be presented to the Scrutiny Committee Chairs and Vice-Chairs Group on the 28th May.

- 2.17 Scrutiny Members may also wish to take part in further questioning skills training to be arranged.
- 2.18 In response to the 2019/20 Scrutiny Impact Member Survey, published in February 2020, the Scrutiny Committee Chairs and Vice-Chairs Group on 3rd 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.

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 2022-23 Annual Report was presented to Full Council and subsequently noted at its 25th September, 2023 meeting.
- 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

[Q3 Tracking 2023/24](#)

[Q1 & Q2 Tracking 2023/24.](#)

[Scrutiny Committees Annual Report May 2022 – April 2023.](#)

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

[Cabinet Annual Strategic Forward Work Programme May 2024 to April 2025 and Cabinet Quarterly Work Programmes – January to March 2024 and April to June 2024.](#)

Uncompleted Recommendations

4th Quarter 2023-24

Jan – Mar 2024

SCRUTINY RECOMMENDATION TRACKING FORM ENVIRONMENT AND REGENERATION 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

16 January 2024

Min. No. 700 – Vale of Glamorgan Council Tree Strategy (REF) – Recommended	Environment & Regeneration			
That Cabinet be advised of the comments of the Environment and Regeneration Scrutiny Committee. The comments being: <ul style="list-style-type: none"> • That the Tree Strategy be welcomed; • For consideration to be given to engagement with Town and Community Councils that could assist with maintaining and planting trees; • Recognition that there were capacity issues facing the Council, but it would be useful for Councillors if information on trees could be broken down into individual wards with the understanding that such a survey would be complex; • Information within the strategy about when the Council would take action to remove or treat trees was clear, but it would be helpful if more could be done to ensure residents were aware of that; • That an update on the Tree Strategy be added to the Scrutiny Committee's Forward Work Programme for 2024/25. 			Cabinet, at its meeting on 22 nd February, 2024, resolved [1] THAT the discussion that took place at the Environment and Regeneration Scrutiny Committee on 16 th January, 2024 be noted. (Min. No. C243 refers)	Completed
Min. No. 701 – Project Zero Update Report (CX) – Recommended	Environment & Regeneration			
(5) That the Committee refer the report and any comments to Cabinet to be considered alongside the comments of the Corporate Performance and Resources Scrutiny Committee which considered this report on 17 th January, 2024. The comment of the Environment and Regeneration Scrutiny Committee being: <ul style="list-style-type: none"> • That the Committee would welcome more information about how individual projects and activity make a tangible difference in terms of the targets that the Council was seeking to achieve. 			Cabinet, at its meeting held on 22 nd January, 2024, resolved [1] THAT the discussions that took place at the Environment and Regeneration Scrutiny Committee on 16 th January, 2024 and Corporate Performance and Resources Scrutiny Committee on 17 th January, 2024 be noted. (Min. No. C245 refers)	Completed

Uncompleted Recommendations

4th Quarter 2023-24

Jan – Mar 2024

SCRUTINY RECOMMENDATION TRACKING FORM ENVIRONMENT AND REGENERATION 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
(6) That the Committee recommend to Cabinet that the report be distributed to all elected Members, members of the Public Services Board and all Town and Community Councils for their information.			Cabinet, at its meeting held on 22 nd January, 2024, resolved [2] THAT the report be distributed to all elected Members, members of the Public Services Board and all Town and Community Councils for their information (Min. No. C245 refers)	Completed
Min. No. 702 – 3rd Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24 (DCR) – Recommended	Environment & Regeneration			
(1) That the status of the actions listed in Appendices A and B to the report be agreed, subject to status of the recommendations of the Committee made on 12 th December, 2023 being changed from 'Ongoing' to 'Completed'.			Status of actions for 12 th December, 2023 changed to "Completed".	Completed
(2) That the Committee's updated Forward Work Programme Schedule for 2022/23 attached at Appendix C to the report be approved and uploaded to the Council's website.			The Scrutiny Committee's updated Forward Work Programme uploaded to the Council's website.	Completed
13 February 2024				
Min. No. 811 – Initial Budget 2024/25 and Medium Term Financial Plan 2024/25 to 2028/29 Proposals for Consultation (REF) – Recommended	Environment & Regeneration			
(2) That the Corporate Performance and Resources Scrutiny Committee be advised of the concern of the Environment and Regeneration Scrutiny Committee in relation to the proposed £5k savings for the review of charges for coastal toilets, and for that savings to be reviewed and for an Equalities Impact Assessment to be undertaken in terms of any potential impacts in relation to gender and people with a disability.			Corporate Performance and Resources Scrutiny Committee, at its Extraordinary meeting on 15 th February, 2024 recommended that the comments of the Environment and Regeneration and Learning and Culture Scrutiny Committees together with the comments of that Committee be forwarded to Cabinet for consideration at its meeting on 29 th February, 2024, and that Cabinet be requested to review the proposals for charges for coastal public toilets.	Completed

Uncompleted Recommendations

4th Quarter 2023-24

Jan – Mar 2024

SCRUTINY RECOMMENDATION TRACKING FORM ENVIRONMENT AND REGENERATION 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 815 refers)	
20 February 2024				
Min. No. 824 – Audit Wales Recommendations Regarding Governance and the Planning Service (REF) – Recommended	Environment & Regeneration			
(1) That the report be referred on to the Governance and Audit Committee for its consideration of the findings of Audit Wales.			Governance and Audit Committee, at its meeting held on 11 th March, 2024, resolved that prior to adoption any proposed terms of reference and planning protocol be considered by the Governance and Audit Committee before approval of Full Council. (Min No 920 refers)	Completed
(2) That in terms of developing a detailed plain language planning protocol, for consideration to be given for further engagement activity practically around the benefit of consulting with the Equalities Forum to ensure that the plain language used was fit for purpose.			To be actioned by the Head of Sustainable Development.	Completed
12 March 2024				
Min. No. 831 – Highway Maintenance Inspection Regime (REF) – Recommended	Environment & Regeneration			
That Cabinet be advised of the view of the Environment and Regeneration Scrutiny Committee that consideration should be given to improving the online reporting process for carriageway defects to ensure it is easier to use.			Cabinet, at its meeting on 11 th April, 2024, noted the Scrutiny Committee's discussion and comments. (Min No C302 refers)	Completed
Min. No. 934 – Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2023/24 (DP) – Recommended	Environment & Regeneration			
(3) That Cabinet be advised of the concern of the Environment and Regeneration Scrutiny Committee in relation to the constraints imposed by the UK Government in terms of the role of ward members in the composition of the Town Boards and use any			Cabinet, at its meeting on 11 th April, 2024, noted the Scrutiny Committee's discussion and comments. (Min No C303 refers) and resolved [2] THAT having considered the views and recommendations of Scrutiny Committees in relation	Completed

Uncompleted Recommendations

4th Quarter 2023-24

SCRUTINY RECOMMENDATION TRACKING FORM ENVIRONMENT AND REGENERATION 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
opportunities which may arise to ensure effective local representation in relation to the UK Government's long-term plan for towns.			to Q3 performance, the identified remedial actions as the basis to address areas of underperformance and to tackle the key challenges identified be approved. (Min No C307 refers)	
Min. No. 935 – Service Plans and Performance Targets to Deliver the Vale of Glamorgan Council's Annual Delivery Plan 2024/25 (DP) – Recommended	Environment & Regeneration			
(3) That Cabinet gives consideration to Scrutiny Chairs and Vice-Chairs meeting in order to consider how each Committee takes forward and supports the new reporting framework.			Cabinet, at its meeting on 11 th April, 2024, resolved [3] THAT the discussion and comments of the Environment and Regeneration, Learning and Culture and Corporate Performance and Resources Scrutiny Committees be noted and endorsed, with the relevant aspects referred to the relevant Committees or Officers. (Min Nos C304 and C308 refer)	Completed



VALE of GLAMORGAN COUNCIL CABINET OFFICE

Cabinet Annual Strategic Forward Work Programme

May 2024 – April 2025



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Forward Work Programme: May / June 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
May	Appointments to Outside Bodies / Joint Committees.	To appoint / nominate representatives to the Outside Bodies / Joint Committees detailed in the report.	Leader	No	No
May	Vale of Glamorgan Council: Annual Performance Calendar 2024/25.	To present the Vale of Glamorgan Annual Performance Calendar for 2024/25, which outlines the key plans/reports that will be subject to consideration by Members throughout the year.	Leader	No	No
May	Report Back on Levelling Up Fund Round 3 Negotiation	Reporting back on Levelling Up Fund Round 3 negotiation with ABP in respect of securing the marina development.	Leader	Yes (Environment and Regeneration)	No
June	Sickness Absence Report.	To update Members of the Cabinet on the sickness absence statistics for the 12-month period from 1 April 2023 to 31 March 2024.	Leader	Yes (Corporate Performance and Resources)	No
June	Corporate Safeguarding Annual Report.	To update Cabinet on the work that has been undertaken in relation to corporate arrangements for safeguarding across the Council.	Social Care and Health	Yes – Committees listed on Cabinet Report	No

Forward Work Programme: July 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Cabinet Quarterly Work Programme - April to June 2024 and July to September 2024.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period April to June 2024 and to confirm the Quarterly Work Programme for July to September 2024.	Leader	No	No
July	Closure of Accounts 2023/24.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2023/24 financial year.	Leader	Yes (Corporate Performance and Resources)	No
July	Capital Closure of Accounts 2023/24.	The accounts are complete, and this report is to inform Cabinet of the provisional financial position of the Council's Capital Programme for the 2023/24 financial year.	Leader	Yes (Corporate Performance and Resources)	No
July	Annual Treasury Management Report 2023/24.	To present to Cabinet the annual review report on Treasury Management 2023/24.	Leader	Yes (Corporate Performance and Resources)	Yes
July	Long Term Plan for Towns Progress.	Report on the long term plan for Towns progress following appointment of a Town Board and prior to the adoption of a long term plan.	Deputy Leader and Cabinet Member for Sustainable Places	Yes (Environment and Regeneration)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
July	Welsh Language Standards Annual Monitoring Report 2023-24.	To consider the Annual Welsh Monitoring Report for 2023/24.	Education, Arts and the Welsh Language	Yes (Corporate Performance and Resources and Learning and Culture)	No
July	Work to Tackle Poverty and the Current Cost of Living Crisis.	To update Cabinet on work undertaken to tackle poverty and the current cost of living crisis.	Leader	Yes (Homes and Safe Communities)	No
July	Project Zero Progress Report.	To update on progress in delivering our response to the Climate Emergency.	Leader	Yes (Corporate Performance and Resources and Environment and Regeneration)	No

Forward Work Programme: September 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
September	Annual Delivery Plan Monitoring Report: Quarter 4/ End of Year Performance 2023/24.	To present the Council's performance against the Annual Delivery Plan for Q4/End of Year.	Leader	Yes (All Scrutiny Committees)	No
September	Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24.	To seek Cabinet endorsement of the Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24 for consultation.	Leader	Yes (All Scrutiny Committees & Governance & Audit Committee)	No
September	Capital Monitoring for the Period 1st April to 30th June, 2024.	To advise Cabinet of the progress on the 2024/25 Capital Programme for the period 1st April, 2024 to 30th June, 2024 and to request changes to the Capital Programme.	Leader	Each Scrutiny Committee will receive a monitoring report on their respective areas, which will consider the relevant information relating to the respective Scrutiny Committee	No
September	Quarter 1 Revenue Monitoring 2024/25.	To advise Cabinet of the Quarter 1 Revenue Monitoring position for 2023/24	Leader	No	No
September	Quarter 1 Treasury Management Monitoring 2023/24.	To present to Cabinet the Quarter 1 Treasury Management 2024/25 Monitoring Report	Leader	Yes (Governance and Audit and final referral to Full Council)	Yes
September	Non Treasury Investment Strategy.	To provide an update on the development of the	Leader	Yes (Progress to be monitored by	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		implementation plan to deliver the Council's Non Treasury Investment Strategy.		Corporate Performance and Resources)	
September	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is involved in and what is being achieved.	Leader	No	No
September	Draft Corporate Plan 2025-2030.	To approve the draft Corporate Plan for consultation.	Leader	Yes (All Scrutiny Committees)	No
September	Annual Report of the Director of Social Services 2023-2024.	To ensure that Cabinet agree the future priorities for the Directorate of Social Services.	Social Care and Health	No	No

Forward Work Programme: October 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Cabinet Quarterly Work Programmes – July to September 2024 and October to December 2024.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period July to September 2024 and to confirm the Quarterly Work Programme for October to December 2024 in order that the Annual Strategic Work Programme can be amended and uploaded to the website.	Leader	No	No
October	Final Vale of Glamorgan Draft Self-Assessment Report.2023/24 (Post Consultation Draft).	To seek Cabinet endorsement of the Final Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24, incorporating the key findings from engagement with our key stakeholders.	Leader	Yes (All Scrutiny Committees and Governance and Audit Committee)	Yes
October	Annual Delivery Plan Monitoring Report: Quarter 1 2024/25.	To present quarter 1 performance results for the period 1st April, 2024 to 30th June, 2024 in delivering our 2024/25 Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (All Scrutiny Committees)	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
October	Q2 Sickness Absence Report 2024/2025.	To update Cabinet on the sickness absence statistics for the 6-month period from 1st April, 2024 to 31st September, 2024.	Leader	Yes (Corporate Performance and Resources)	No
October	Refresh of Medium Term Financial Plan 2025/26 to 2029/30.	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.	Leader	Yes (All Scrutiny Committees)	Final decision will be taken by Full Council
October	Vale of Glamorgan Local Development Plan 2011-2026: Annual Monitoring Report 2023/24.	To report to Cabinet the findings of the Council's fifth Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by 31st October 2024.	Community Engagement, Equalities and Regulatory Services	Yes (Environment and Regeneration)	No
October	Future Management Proposals for Community Centres.	To seek approval to implement alternative delivery models for the management of community Centres.	Leisure, Sport and Wellbeing	Yes	No

Forward Work Programme: November 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Quarter 2 Revenue Monitoring 2024/25.	To advise Cabinet of the Quarter 2 Revenue Monitoring position for 2024/25.	Leader	No	No
November	Capital Monitoring for the period 1st April to 30th September, 2024.	To advise Cabinet of the progress on the 2024/25 Capital Programme for the period 1st April, 2024 to 30th September, 2025 and to request changes to the Capital Programme.	Leader	Yes (Corporate Performance and Resources Scrutiny Committee)	No
November	Treasury Management Mid-Year Report 2024/25.	To provide a mid-year report on the Authority's Treasury Management operations for the period 1st April, 2024 to 30th September, 2024.	Leader	No	Yes
November	Initial Housing Revenue Account (HRA) Budget Proposals 2025/26 and Revised Budget 2024/25.	To gain Cabinet's approval for the initial budget proposals for 2025/26 relating to the Housing Revenue Account so that the proposals may be submitted to Scrutiny Committee for consultation and to revise the 2024/25 budget.	Leader	Yes (Homes and Safe Communities)	No
November	Council Tax Reduction Scheme.	To confirm the re-adoption of the Council Tax Reduction National Scheme for 2025/2026	Leader	No	Final decision by Full Council

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		based on regulations and to reconfirm the Council's discretions.			
November	Shared Prosperity Fund.	Shared Prosperity Fund update.	Deputy Leader and Cabinet Member for Sustainable Places	Yes (Environment and Regeneration)	No
November	School Admission Arrangements 2026-2027.	To seek Cabinet approval to consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code issued in July 2013.	Education, Arts and the Welsh Language	Yes (Learning and Culture)	No
November	Local Air Quality Management Annual Progress Report 2024.	To seek approval for the 2024 Local Air Quality Management Annual Progress Report (APR) on air quality undertaken in 2024 to enable its submission to Welsh Government.	Community Engagement, Equalities and Regulatory Services	No	No
November	Final Vale of Glamorgan Draft Self-Assessment Report.2023/24 (Post Governance & Audit)	To seek Cabinet endorsement of the Final Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24, incorporating the key recommendations from Governance & Audit Committee.	Leader	Yes (Governance and Audit Committee and Full Council)	Yes
November	Performance Panel Assessment.	To report the outcomes of the Performance Panel Assessment undertaken in October.	Leader	Yes (Corporate Performance and Resources)	

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
November	Corporate Safeguarding Mid Term Report.	To update Cabinet on the work that has been undertaken in relation to corporate arrangements for safeguarding across the Council.	Social Care & Health	Yes (Social Care and Health)	No

Forward Work Programme: December 2024

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
December	Council Tax Base 2025-26.	To seek approval for the Council Tax Base for 2025-26.	Leader	No	No
December	Precept Payment Dates 2025-26.	To seek approval for the payment of precepts for 2025-26.	Leader	No	No
December	Council Tax Premiums on Long Term Empty Properties and Second Homes.	To seek approval for the policy to be adopted for Council Tax Long Term Empty Properties and Second Homes for 2025-26.	Leader	No	No
December	Housing Support Grant Annual Delivery Plan.	To adopt the draft Housing Support Grant Delivery Plan and seek authorisation for its submission to Welsh Government.	Public Sector Housing and Tenant Engagement	Yes (Homes and Safe Communities)	No
December	Replacement Local Development Plan 2021-2036 Deposit Plan.	To obtain Member approval for the Replacement Local Development Plan Deposit Plan, Integrated Sustainability Appraisal and Habitats Regulations Assessment to be subject to a public consultation exercise.	Community Engagement, Equalities and Regulatory Services	Yes (Environment and Regeneration)	Yes

Forward Work Programme: January 2025

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
January	Cabinet Quarterly Work Programmes – October to December 2024 and January to March 2025.	To inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period October to December 2024 and to confirm the Quarterly Work Programme for January to March 2025.	Leader	No	No
January	Budget 2024/25 for Consultation and Further MTFP Update.	To present initial draft budget proposals for consultation in order to come forward with a balanced budget for approval in February.	Leader	Yes (Corporate Performance and Resources Scrutiny Committee)	No
January	Vale of Glamorgan Council – Proposed Fees and Charges for 2025/2026.	To propose changes in service charges for functions managed by the Council in the following directorates for the financial year 2023/24: <ul style="list-style-type: none"> - Environment and Housing - Corporate Resources - Learning and Skills - Place - Social Services. 	Leader	Yes (All Scrutiny Committees)	No
January	Draft Capital Programme Proposals 2024/25 to 2028/29.	The purpose of this report is to set out the draft proposals for	Leader	Yes (All Scrutiny Committees)	Final decision to

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		Cabinet Members to consider, prior to consultation, in respect of the final capital budget for the financial year 2024/25 to 2028/29.			be taken by Full Council.
January	Annual Delivery Plan Monitoring Report: Quarter 2 2024/25.	To present quarter 2 performance results for the period 1st April 2024 to 30th September 2024 in delivering our 2024/25 Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (All Scrutiny Committees)	No
January	Timetable of Meetings: May 2025 to May 2026.	To consider a draft timetable of meetings for the period May 2025 - May 2026.	Leader	No	No
January	Final Housing Revenue Account (HRA) Budget Proposals 2054/26 and Rent Setting 2025/2026.	To set the HRA budget for the financial year 2023/24 and to set the rents and service charges for the forthcoming rent year beginning on 1st April, 2023.	Leader	No	Final decision to be taken by Full Council.
January	Work to Tackle Poverty and the Current Cost of Living Crisis.	To update Cabinet on work undertaken to tackle poverty and the current cost of living crisis.		Yes (Homes and Safe Communities)	No
January	Project Zero Progress Report.	To update on progress in delivering our response to the Climate Emergency.	Leader	Yes (Corporate Performance and Resources and Environment and Regeneration)	No

Forward Work Programme: February 2025

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
February	Revenue Monitoring for the Period 1st April 2024 to 31st December 2024.	To advise Cabinet of the progress relating to revenue expenditure for the period 1st April 2024 to 31st December 2024.	Leader	Yes (Corporate Performance and Resources)	No
February	Capital Monitoring for the Period 1st April 2024 to 31st December 2024.	To advise Cabinet of the progress on the Capital Programme for the period 1st April 2024 to 31st December 2024 and to request changes to the Capital Programme.	Leader	No	No
February	Final Proposals for the Revenue Budget 2025/26.	The purpose of this report is to set out final proposals for Cabinet Members to consider, before making their recommendations to Council, in respect of the final revenue budget for the financial year 2025/26.	Leader	No	Yes
February	Capital Strategy 2025/26 and Final Capital Proposals 2025/26 to 2029/30.	To gain approval for the Final Capital Programme Proposals for the years 2025/26 to 2029/30.	Leader	No	Yes

February	Treasury Management and Investment Strategy 2025/26 and Update 2024/25.	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.	Leader	Yes (Corporate Performance and Resources Scrutiny and Governance and Audit Committee)	Yes
February	Draft Vale of Glamorgan Council Corporate Plan 2025-30.	To enable Cabinet to consider the draft Corporate Plan 2025-2030.	Leader	Yes (Corporate Performance and Resources Scrutiny Committee)	
February	Pay Policy 2025/2026.	To ask Cabinet to consider and endorse the annual Council's annual Pay Policy for 2025/26 as set out prior to its submission to Council for approval.	Leader	Yes (Corporate Performance and Resources)	Yes
February	Levelling Up Fund Round 3 Update.	To update Cabinet on progress with regard to Levelling Up Fund Round 3 projects.	Leader	Yes (Environment and Regeneration)	No.
February	Housing Revenue Account Business Plan.	To present the Housing Revenue Account Business Plan 2023 for approval.	Public Sector Housing and Tenant Engagement	Yes (Homes and Safe Communities)	Final decision to be taken by Full Council.

Forward Work Programme: March 2025

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
March	Revenue Monitoring for the Period 1st April, 2024 to 31st January, 2025.	To advise Cabinet of the progress relating to revenue expenditure for the period 1st April to 31st January, 2025.	Leader	Yes (Each Scrutiny Committee will receive a monitoring report on their respective areas)	No
March	Capital Monitoring for the Period 1st April, 2024 to 31st January, 2025.	To advise Cabinet of the progress on the 2022/23 Capital Programme for the period 1st April, 2024 to 31st January, 2025 and to request changes to the Capital Programme.	Leader	Yes (Each Scrutiny Committee will receive a monitoring report on their respective areas)	No
March	Annual Equality Monitoring Report 2025 - 2026.	To seek Cabinet's approval of the Annual Equality Monitoring Report.	Leader	Yes (Learning and Culture)	No
March	Service Level Activities and Performance Targets to Deliver the Vale of Glamorgan Council's Annual Delivery Plan 2025/2026.	To seek Cabinet's approval of the priority actions as reflected in Service Plans and proposed service performance targets for the period 2025/2026 that will deliver the Council's Annual Delivery Plan (ADP).	Leader	No	No
March	Strategic Collaborative Working Initiatives Update.	To provide oversight of the range of strategic level collaborative working activity the Council is	Leader	No	No

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
		involved in and what is being achieved.			
March	Proposed Events Programme 2025-26.	To update Cabinet on the 2024/25 Events Programme and to seek approval for the proposed 2025/26 Events Programme and associated funding arrangements.	Deputy Leader and Cabinet Member for Sustainable Places	No	No
March	School Admission Arrangements 2026/2027.	To advise Cabinet of the outcome of the consultation exercise undertaken on school admission arrangements for Community Schools in accordance with the Education (Determination of Admission Arrangements) (Wales) Regulations 2006.	Education, Arts and the Welsh Language	No	No

Forward Work Programme: April 2025

Month	Report Title	Purpose of Report (Summary)	Lead Cabinet Member	Scrutiny Consideration Yes / No	Council Yes / No
April	Cabinet Annual Strategic Forward Work Programme May 2025 to April 2026 and Cabinet Quarterly Work Programmes – January to March 2025 and April to June 2025.	To inform Members of the Annual Strategic Forward Work Programme of the Cabinet / Council for the 12-month period May 2025 to April 2026, to inform Members of the progress to date in respect of Cabinet Quarterly Work Programmes for the period January to March 2025 and to confirm the Quarterly Work Programme for April to June 2025.	Leader	No	No
April	Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2024/25.	To present quarter 3 performance results for the period 1st April, 2024 to 31st December, 2025 in delivering our 2022/23 Annual Delivery Plan commitments as aligned to our Corporate Plan Well-being Objectives.	Leader	Yes (All Scrutiny Committees)	No



Vale of Glamorgan Council
 Environment and Regeneration Scrutiny Committee

Forward Work Programme

May 2024 – April 2025

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
21 st May 2024	4th Quarter Scrutiny Recommendation Tracking 2023/24 and Proposed Annual Forward Work Programme Schedule 202/25.	Previous report January 2024.	To report progress on the Scrutiny recommendations [Jan, Feb, Mar] and to confirm the Committee's work programme for 2024/25.	To maintain effective tracking of the Committee's recommendations and to plan its forward work programme for 2024/25.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
21 st May 2024	Update Report: Household Waste Recycling Centres	Cabinet Forward Work Programme Item. Reference from Cabinet – 21 st March 2024	To provide a performance update for the Council's Household Waste Recycling Centres and to seek approval to extend the lease and improve the access road leading to the Llandow site.	To allow the Scrutiny Committee to consider performance and proposals.	Colin Smith Operational Manager - Neighbourhood Services: Operations ccsmith@valeofglamorgan.gov.uk	
18 th June 2024	Consideration of public petition – School Crossing Supervisors	Petition submitted by a member of the public.	Petition calling on the Council to reconsider the removal of 11 School Crossing Supervisors posts and the impact the removal has had on Road/School safety in St. Athan	To all the Scrutiny to consider the petition received and to make any recommendations that its sees fit.	Lead Petitioner attendance/presentation of Petition to be coordinated by Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
18 th June 2024	Vale of Glamorgan Council: Annual Performance Calendar 2024/25	Previously received June 2023.	To present the Vale of Glamorgan Council: Annual Performance Calendar 2024/25	To allow the Scrutiny Committee to comment on the Annual Performance Calendar.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
18 th June 2024	Project Zero	Cabinet Forward Work Programme Item.	To consider progress in implementing the Climate Change Challenge Plan.	To seek Members views and provide an update.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	
16 th July 2024	Closure of Accounts 2023/24 (Revenue)	Cabinet Forward Work Programme Item.	The accounts are complete and this report is to inform Cabinet of the provisional financial position of the Council for the 2023/24 financial year.	To review Revenue expenditure for 2023/24	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
16 th July 2024	Capital Closure of Accounts 2023/24	Cabinet Forward Work Programme Item.	The accounts are complete, and this report is to inform Committee of the provisional financial position of the Council's Capital Programme for the 2023/24 financial year.	To review Capital expenditure for 2023/24	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
16 th July 2024	Annual Delivery Plan Monitoring Report: Quarter 4 Performance 2023/24 (End of Year 2023/24 Performance Report)	Previously received July 2023. Qtr 3 reported March 2024.	To present end of year (quarter 4) performance results for the period 1st April 2023 to 31st March 2024 in delivering our Annual Delivery Plan commitments as aligned to our Corporate Plan	To ensure the Council clearly demonstrates the progress being made towards achieving its commitments in the Annual Delivery Plan 2023/24	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
16 th July 2024	Long Term Plan for Towns Progress	Cabinet Forward Work Programme Item.	Report on the long term plan for Towns progress following appointment of a Town Board and prior to the adoption of a long term plan.	To all the Scrutiny Committee to assess progress.	Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
16 th July 2024	Review of the Council's 2021 Residential Parking Permit Schemes	Reference from Cabinet. Initial report to Scrutiny April 2024 .	To review, and where necessary, propose amendments to the 2021 residential parking permit schemes implemented at Cosmeston, Cowbridge, Barry Island, the Knap and Ogmore by Sea.	To provide Committee with an update following a review.	Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk	
16 th July 2024	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4th Quarter received May '24.	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.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
AUGUST RECESS – NO MEETINGS						
17 th September 2024	Draft Corporate Plan 2025-2030.	Cabinet Forward Work Programme Item.	To approve the draft Corporate Plan for consultation.	To ensure the views of all key stakeholders including Scrutiny Committees, inform the Council's Draft Corporate Plan 2025-2030.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place migoldsworthy@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
17 th September 2024	Draft Vale of Glamorgan Annual Self-Assessment Report 2023/24	Cabinet Forward Work Programme Item.	To seek endorsement of the Draft Vale of Glamorgan Annual Self-Assessment Report for consultation.	For Scrutiny oversight of the Draft Vale of Glamorgan Annual Self-Assessment report	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
17 th September 2024	Annual Delivery Plan - Quarter 1 2024/25 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 1 performance results for the period 1 st April 2024 to 30 th June 2024 for the Corporate Plan.	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate Plan Well-being Outcomes.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
17 th September 2024	Quarter 1 Revenue Monitoring 2024/25.	Cabinet Forward Work Programme Item.	To advise Committee of the Quarter 1 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.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
17 th September 2024	Capital Monitoring 1 st April 2024/ to 30 th June 2024.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to capital expenditure for	That Members are aware of the progress on the Capital Programme, the use of Delegated Authority, the use of Emergency	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			the period 1 st April to 30 th June 2024.	Powers and changes to the Capital Programme.	migoldsworthy@valeofglamorgan.gov.uk	
22 nd October 2024	6-month update report on Local Bus Services in the Vale of Glamorgan.	Initial report April 2024 .	To provide the Committee with a 6 monthly update on bus services in the Vale of Glamorgan.	To allow the Committee to assess developments in relation to bus services since April 2024.	Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Kyle Phillips, Operational Manager Transport Services kwphillips@valeofglamorgan.gov.uk	
22 nd October 2024	Vale of Glamorgan Local Development Plan 2011-2026: Annual Monitoring Report 2023/24	Cabinet Forward Work Programme Item. Reference from Cabinet	To report to Cabinet the findings of the Council's first Local Development Plan Annual Monitoring Report and to seek approval to submit it to the Welsh Government by the 31st October 2024.	To provide Cabinet with the views of the Scrutiny Committee.	Marcus Goldsworthy, Director of Place MJGoldsworthy@valeofglamorgan.gov.uk	
22 nd October 2024	2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2024/25.	Previous update 16 th July 2024.	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the Committee's work programme for 2024/25.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
12 th November 2024	Coastal Monitoring Update	Previous update to Committee Nov 2021	To provide an update on coastal erosion,	To allow the Committee to assess the impact of coastal erosion.	Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Clive Moon, Engineering Manager – Environment crmoon@valeofglamorgan.gov.uk	
12 th November 2024	Shared Prosperity Fund	Cabinet Forward Work Programme Item.	Shared Prosperity Fund update.	To inform progress against the Shared Prosperity Fund Local Investment Plan	Marcus Goldsworthy, Director of Place MJGoldsworthy@valeofglamorgan.gov.uk Phil Chappell, Operational Manager, Regeneration prchappell@valeofglamorgan.gov.uk	
12 th November 2024	Refresh of Medium Term Financial Plan 2025/26 to 2029/23	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.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
12 th November 2024	Quarter 2 Revenue Monitoring 2024/25.	Cabinet Forward Work Programme Item.	To advise Committee of the Quarter 1 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.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
12 th November 2024	Capital Monitoring 1 st April 2024/ to 30 th September 2024.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to capital expenditure for the period 1 st April to 30 th September 2024.	That Members are aware of the progress on the Capital Programme, the use of Delegated Authority, the use of Emergency Powers and changes to the Capital Programme.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
10 th December 2024	Initial Budget 2024/25 and Medium Term Financial Plan 2024/25 to 2028/29 Proposals for Consultation	Reference from Cabinet.	To refresh spend and funding assumptions and update Cabinet on the next steps for approving the Medium Term Financial Plan and setting the next Budget in March.	To ensure an open and transparent approach to financial management in line with the approved Financial Strategy.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
10 th December 2024	Draft Capital Programme Proposals 2024/25 to 2028/29	Reference from Cabinet.	To gain approval for the Draft Capital Programme Proposals for 2024/25 to 2028/29.	In order that Cabinet be informed of the comments of Scrutiny Committees and other consultees before making a final proposal on the budget.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
10 th December 2024	Annual Delivery Plan - Quarter 2 2024/25 Performance Report.	Cabinet Forward Work Programme Item.	To present quarter 2 performance results for the period 1 st July 2024 to	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			30 th September 2024 for the Corporate Plan Well-being Outcomes.	Plan Well-being Outcomes aimed at making a positive difference to the lives of Vale of Glamorgan citizens.	Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	
10 th December 2024	UPDATE - Bathing water quality at designated bathing beaches in the Vale of Glamorgan.	Initial report April 2024	To provide Committee with an updated of issues pertaining to bathing water quality in the Vale of Glamorgan, and to advise of the multi-agency arrangements aimed at improving bathing water quality.	To allow Scrutiny to assess progress and make recommendations.	Miles Punter, Director of Environment and Housing. mepunter@valeofglamorgan.gov.uk Daniel Humphrys (Welsh Water Dwr Cymru) David Letellier (Natural Resources Wales)	
14 th January 2025	Draft Annual Delivery Plan – 2025/26	Cabinet Forward Work Programme Item.	Member Consultation.	To seek Members' views.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
14 th January 2025	Project Zero – Climate Change Challenge Plan	Cabinet Forward Work Programme Item.	To consider the progress to achieve the Climate Change Challenge Plan.	To seek Members' views.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	
14 th January 2025	Update - Vale of Glamorgan Tree Strategy	Initial report January 2024.	To provide a progress update on the Vale of Glamorgan Council Tree Strategy 2024/39.	To allow assessment of progress and to make recommendations.	Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Adam Sargent Neighbourhood Services Manager. asargent@valeofglamorgan.gov.uk	
14 th January 2025	Vale of Glamorgan Council – Proposed Fees and Charges	Cabinet Forward Work Programme Item.	To propose service changes.	To allow scrutiny of proposals.	C. James, Accountant. cjames@valeofglamorgan.gov.uk	
14 th January 2025	3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2024/25.	Previous update in October 2024.	To report progress on the Scrutiny recommendations [Oct, Nov & Dec] and to confirm the Committee's work programme for 2024/25.	To maintain effective tracking of the Committee's recommendations.	Mark Thomas Democratic and Scrutiny Services Officer 01446 709279 methomas@valeofglamorgan.gov.uk	
11 th February 2025	Update on Recycling and Waste Service Changes	Service Changes to Waste and Recycling – 14 th February 2023.	To report the update position on the service changes.	To allow the Scrutiny Committee to assess progress.	Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Colin Smith, Operational Manager ccsmith@valeofglamorgan.gov.uk	
11 th February 2025	Levelling Up Fund Round 3 Update	Cabinet Forward Work Programme Item.	To update on progress with regard to Levelling Up Fund	To allow the Scrutiny Committee to assess progress.	Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk Phil Chappell, Operational Manager, Regeneration	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			Round 3 projects		prchappell@valeofglamorgan.gov.uk	
11 th February 2025	Quarter 3 Revenue Monitoring 2024/25.	Cabinet Forward Work Programme Item.	To advise Committee of the Quarter 1 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.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place migoldsworthy@valeofglamorgan.gov.uk	
11 th February 2025	Capital Monitoring 1 st April 2024/ to 31 st December 2024.	Cabinet Forward Work Programme Item.	To advise Committee of the progress relating to capital expenditure for the period 1 st April to 31 st December 2024.	That Members are aware of the progress on the Capital Programme, the use of Delegated Authority, the use of Emergency Powers and changes to the Capital Programme.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place migoldsworthy@valeofglamorgan.gov.uk	
11 th March 2025	Service Plans and Target Setting to Deliver the Vale of Glamorgan Annual Delivery Plan 2025/26.	Cabinet Forward Work Programme Item.	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 (Improvement Plan Part 1)	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place migoldsworthy@valeofglamorgan.gov.uk	
8 th 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 st October 2024 to 31 st December 2024	To ensure the Council clearly demonstrates the progress being made towards achieving its Corporate	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Emma Reed, Head of Neighbourhood Services and Transport	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			for the Corporate Plan Well-being Outcome.'	Plan Well-being Outcomes.	elreed@valeofglamorgan.gov.uk Marcus Goldsworthy, Director of Place mjgoldsworthy@valeofglamorgan.gov.uk	

Corporate Safeguarding Reports – sent out as “For Information Reports”

- Annual Report 2023/24
- Mid Year Update 2023/24

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

Report/Presentations	Responsible Officer and Contact Details	Commentary
1. Cardiff Region City Deal.	Marcus Goldsworthy, Director of Place.	

Site Visit –

Visit to be arranged to the Food Recycling – Anaerobic site – Colin Smith.

Possible Task and Finish Group Suggestions:

<u>Subject</u>	<u>Responsible Officer</u>	<u>Commentary</u>

Annual Reports

Report	Responsible Officer and Contact Details	Commentary
Performance Monitoring Reports		
Service Plans and Target Setting to deliver the Annual Delivery Plan 20**/**.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year.
Annual Delivery Plan Monitoring Report: End of Year Quarter 4 Performance 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in July each year.
Consultation Draft - Council Annual Self-Assessment Report 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in September each year via a reference from cabinet.
Vale of Glamorgan Council: Annual Performance Calendar 20**/**	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually in June each year.

Annual Delivery Plan 2023-24 Consultation Draft. (Reference from Cabinet).	Helen Moses, Strategy and Partnership Manager. 01446 709366 HMoses@valeofglamorgan.gov.uk	Usually in December each year.
Financial Reports		
Revenue Outturn Closure of Accounts 20**/**.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk	Usually in July each year.
Capital Outturn Closure of Accounts 20**/**.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk	Usually in July each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Pre-settlement.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk	Usually in November each year
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Post-settlement.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk	Usually in December each year.
Capital Strategy - Initial Capital Programme Budget Proposals. Post-settlement.	Claire James, Accountant. cjames@valeofglamorgan.gov.uk	Usually in December each year.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
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4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Mark Thomas, Democratic & Scrutiny Services Officer. 01446 709 279 methomas@valeofglamorgan.gov.uk	Usually May each year. Reporting on Jan, Feb and Mar.
1st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Mark Thomas, Democratic & Scrutiny Services Officer. 01446 709 279 methomas@valeofglamorgan.gov.uk	Usually July each year. Reporting on Apr, May and Jun.
2nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Mark Thomas, Democratic & Scrutiny Services Officer. 01446 709 279 methomas@valeofglamorgan.gov.uk	Usually October each year. Reporting on July and September.
3rd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Mark Thomas, Democratic & Scrutiny Services Officer. 01446 709 279 methomas@valeofglamorgan.gov.uk	Usually January each year. Reporting on October, November and December.
Quarter 1 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually October each year. Reporting on April, May and June.
Quarter 2 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually December each year. Reporting on July and September.
Quarter 3 2023/24 Performance Report:	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk	Usually March each year. Reporting on October, November and December.

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