

Meeting of:	Learning and Culture Scrutiny Committee
Date of Meeting:	Thursday, 27 June 2024
Relevant Scrutiny Committee:	Learning and Culture
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 Learning and CultureScrutiny 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 2023

SCRUTINY RECOMMENDATION TRACKING FORM LEARNING AND CULTURE 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

11 January 2024

Min. No. 680 – Industrial Action Pencoedtre High School (DLS) – Recommended	Learning & Culture			
(2) That the Committee considers a visit to Pencoedtre High School.			Visit proposed for 14 th or 21 st June at 9am. To be confirmed.	Ongoing
Min. No. 681 – Youth Service Update 2022-2023 (DLS) – Recommended	Learning & Culture			
(2) That a further progress update report in October 2024 regarding delivery, awareness of grants and potential risks post March 2025, be received by Committee.			Added to the Committee's Forward Work Programme.	Completed
Min. No. 682 – Youth Engagement and Progression Update (DLS) – Recommended	Learning & Culture			
(2) That a further progress update report be received by Committee, in July 2024.			Added to the Committee's Forward Work Programme.	Completed
Min. No. 683 – Education Other Than at School (EOTAS) and Pupil Engagement Service (DLS) – Recommended	Learning & Culture			
(2) That a further progress update report regarding updated information (based on the EOTAS return for Welsh Government) and the impact of learning for those in EOTAS settings, be received by Committee in July 2024.			Added to the Committee's Forward Work Programme.	Completed
Min. No. 684 – Draft Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings (DLS) – Recommended	Learning & Culture			
(1) That the content of the consultation responses, the revised Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings ("the Toolkit"); and the Equalities Impact Assessment, be noted with any recommendations being referred to Cabinet for consideration.			Corporate Performance and Resources Scrutiny Committee, at its meeting on 17 th January, 2024, recommended [1] That the content of the consultation responses, the revised Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings ("the Toolkit"); the Equalities Impact Assessment, and the reference from Learning and Culture Scrutiny	Completed
(2) That the report and appendices be referred to the Corporate Performance and Resources Scrutiny				

Uncompleted Recommendations

4th Quarter 2023-24

Jan – Mar 2023

SCRUTINY RECOMMENDATION TRACKING FORM LEARNING AND CULTURE 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
Committee for their consideration and comment, with any recommendations being referred back to Cabinet.			Committee be noted. [2] That the following comments be referred to Cabinet together with the Report, appendices and reference from Learning and Culture Scrutiny Committee, for their consideration: <ul style="list-style-type: none"> • That a list or table outlining the changes between the previous and new toolkits (appendices A and B of the original report) be included with the latest version. • That consideration be given to Members of the Committee having confidential and secure access to the comments made as part of the consultation on the Transgender Inclusion Toolkit and Guidance Document for Schools and Other Settings by consultees. • The need to place greater emphasis on the toolkit as being a guide rather than a teaching or pupil resource. • Consideration to be given for future consultations on the toolkit for various religious groups to be engaged with this process and to encourage further responses from both adults and children. (Min. No. 706 refers) 	
(3) That Committee accepts that the report and appendices be considered by the Corporate Parenting Panel, and any comments be referred back to Cabinet.			It was noted that the report had already been considered by the Corporate Parenting Panel on 8 th January, 2024, where the report and appendices had been noted.	Completed
Min. No. 687 – 3rd Quarter Scrutiny Recommendation Tracking 2023/24 and Updated Committee Forward Work Programme Schedule 2023/24 (DCR) – Recommended	Learning & Culture			
(2) That the updated Forward Work Programme Schedule for 2023/24 attached at Appendix C be approved and uploaded to the Council's website.			Updated Forward Work Programme uploaded to the Council's website.	Completed

Uncompleted Recommendations

4th Quarter 2023-24

Jan – Mar 2023

SCRUTINY RECOMMENDATION TRACKING FORM LEARNING AND CULTURE 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

08 February 2024				
Min. No. 802 – Proposed Corporate Strategy for Children who Need Care and Support 2024-28 (DSS) – Recommended	Learning & Culture			
(2) That having considered the proposed Strategy and the associated Action Plan, Committee's feedback inform the final draft of the Strategy.			Feedback provided to the Director of Social Services.	Completed
Min. No. 803 – Annual Equality Monitoring Report 2022-23 (REF) – Recommended	Learning & Culture			
That having considered the reference from Cabinet, and the appended report, Committee's comments be referred back to Cabinet for consideration and inclusion in the final version of the Annual Equality Monitoring Report.			Cabinet, at its meeting on 11 th April, 2024, noted the Scrutiny Committee's discussion and comments. (Min No C300 refers)	Completed
Min. No. 804 – Review of Vale of Glamorgan Council Strategic Equality Objectives for Period 2024-25 (REF) – Recommended	Learning & Culture			
That, having considered the report and appendices as part of the consultation process, their contents be noted, and this Committee's comments regarding Mental Health be considered by Cabinet.			Cabinet, at its meeting on 11 th April, 2024, noted the Scrutiny Committee's discussion and comments. (Min No C301 refers).	Completed
Min. No. 805 – Initial Budget 2024/25 and Medium Term Financial Plan 2024/25 to 2028/29 Proposals for Consultation (REF) – Recommended	Learning & Culture			
That the revised funding and spend assumptions, along with the draft savings proposals be noted, and this Committee's views be referred for scrutiny at the Corporate Performance and Resources Scrutiny Committee, and for a composite response to be developed and referred back to a Special Cabinet on 29 th February, 2024.			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 the Corporate Performance and Resources Scrutiny 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 2023

SCRUTINY RECOMMENDATION TRACKING FORM LEARNING AND CULTURE 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) Cabinet, at its meeting on 29 th February, 2024 resolved that the content of the discussions at the Scrutiny Committees be noted and be considered alongside the Quarter 3 Revenue Monitoring 2023/24 report listed as Item 6 on the meeting agenda. (Min No C256 refers)	
Min. No. 806 – Draft Capital Programme Proposals 2024/25 to 2028/29 (REF) – Recommended	Learning & Culture			
That, having considered the draft Capital Programme for 2024/25 to 2028/29, the comments of this Committee regarding Pencoedre High School be passed to the Corporate Performance and Resources Scrutiny Committee, as the lead Scrutiny Committee, in order for the Committee's views to be forwarded to Cabinet.			Corporate Performance and Resources Scrutiny Committee, at its Extraordinary meeting on 15 th February, 2024, recommended that the Capital reference received from the Learning and Culture Scrutiny Committee and the views / comments of that Committee be forwarded to Cabinet for their consideration. (Min No 816 refers) Cabinet, at its meeting on 29 th February, 2024, noted the content of the discussions at both Scrutiny Committees. (Min No C257 refers)	Completed
18 March 2024				
Min. No. 951 – Service Plans and Target Setting to Deliver the Vale of Glamorgan Council's Annual Delivery Plan 2024/25 (DLS) – Recommended	Learning & Culture			
(3) That Cabinet be informed going forward of the Scrutiny Committee's requests to receive information for consideration, as outlined above, relating to cultural aspects and sustainable travel options being considered in relation to schools.			Cabinet, at its meeting held 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 C305 and C308 refer)	Completed

Uncompleted Recommendations

4th Quarter 2023-24

Appendix A
Jan – Mar 2023

SCRUTINY RECOMMENDATION TRACKING FORM LEARNING AND CULTURE 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. 952 – Annual Delivery Plan Monitoring Report: Quarter 3 Performance 2023/24 (DLS) – Recommended	Learning & Culture			
(3) That a future report on the usage of libraries and initiatives that are being undertaken in libraries be presented to a future meeting of the Committee and that this request be added to the Committee's Forward Work Programme.			Added to the Committee's Forward Work Programme.	Completed



VALE of GLAMORGAN COUNCIL CABINET OFFICE

Cabinet Annual Strategic Forward Work Programme

May 2024 – April 2025



www.valeofglamorgan.gov.uk

Contents

Forward Work Programme: May / June 2024	1
Forward Work Programme: July 2024	2
Forward Work Programme: September 2024	4
Forward Work Programme: October 2024	6
Forward Work Programme: November 2024	8
Forward Work Programme: December 2024.....	11
Forward Work Programme: January 2025.....	12
Forward Work Programme: February 2025.....	14
Forward Work Programme: March 2025.....	16
Forward Work Programme: April 2025.....	18

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: - 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
Learning and Culture 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
27 th June 2024	4th Quarter Scrutiny Recommendation Tracking 2023/24 and Proposed Annual Forward Work Programme Schedule 2024/25.	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.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@valeofglamorgan.gov.uk	May meeting cancelled due to lack of business.
27 th June 2024	Summary of Estyn's inspections of the Local Authority's Education Service and the Youth Service spring term 2024	Director of Learning & Skills	To update Members on the outcome of Estyn's inspections of the Vale of Glamorgan's Education Service and Youth Services	In order that Members are aware of Estyn findings about the Council's Education Service and Youth Service.	Paula Ham/Liz Jones Director of Learning and Skills	
27 th June 2024	Summary of Estyn inspection outcomes for spring term 2024 and update on schools in statutory follow-up.	Termly report	To update Members on Estyn outcomes of schools inspected during the spring term 2024 and progress of schools in statutory follow-up	In order that Members are aware of Estyn findings about local schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	
27 th June 2024	Vale of Glamorgan Council: Annual	Previously received June 2023.	To present the Vale of Glamorgan	To allow the Scrutiny Committee to comment	Paula Ham/Liz Jones Director of Learning and Skills	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	Performance Calendar 2024/25		Council: Annual Performance Calendar 2024/25	on the Annual Performance Calendar.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	
8 th July 2024	Update on Library Services	Committee meeting held on 18 th March 2024.	To be confirmed.	To be confirmed.	Trevor Baker Head of Strategy, Community Learning and Resources. tbaker@valeofglamorgan.gov.uk	
8 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
8 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	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@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
8 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 202 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 Liz Jones Director of Learning and Skills	
8 th July 2024	Youth Engagement and Progression Update	Update following report provided January 2024.	To make members aware of the progress made since January 2024 of the Youth Engagement and Progression Framework and the current levels of young people Not in Education, Employment or Training (NEET)	To allow the Scrutiny Committee to assess progress.	Peter Williams, Lead NEETs Project Officer	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
8 th July 2024	Education Other that at School (EOTAS) and Pupil Engagement Service	Update following report provided January 2024.	To update members of EOTAS delivery and numbers within the Vale of Glamorgan and recent changes in its delivery.	To allow the Scrutiny Committee to assess progress.	Peter Williams, Lead NEETs Project Officer	
8 th July 2024	Welsh Language Standards Annual Monitoring Report 2023-24.	Cabinet Forward Work Programme Item.	To consider the Annual Welsh Monitoring Report for 2023/24.	To allow the Scrutiny Committee to assess Council performance.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@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
8 th July 2024	1 st Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule.	Last municipal year 4th Quarter received June '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.	Gareth Davies Democratic and Scrutiny Services Officer gjdavies@valeofglamorgan.gov.uk	
AUGUST RECESS – NO MEETINGS						
9 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.	Liz Jones Director of Learning and Skills Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	
9 th September 2024	Corporate Safeguarding Annual Report	Cabinet Forward Work Programme Item.	To update Cabinet on the work that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working and be assured of effective safeguarding taking place.	Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@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
9 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 Liz Jones Director of Learning and Skills	
9 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 Liz Jones Director of Learning and Skills	
9 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
9 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 the period 1 st April to 30 th June 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@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
7 th October 2024	Youth Services Update	Update following report provided January 2024	To update members of the progress made by the Youth Service this year	To provide the Scrutiny Committee with an update position report.	Martin Dacey, Lead Officer for Social Inclusion and Wellbeing	
7 th October 2024	Governor Training Report for the 2023/24 Academic Year.	Annual update	To report on governor training for the 2023/24 Academic Year	To allow the Scrutiny Committee to assess the Governor Training report.	John Sparks, Head of Governor Support	
7 th October 2024	2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2024/25.	Previous update 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.	Gareth Davies Democratic and Scrutiny Services Officer gjdavies@valeofglamorgan.gov.uk	
4 th November 2024	School Admission Arrangements 2026-2027.	Cabinet Forward Work Programme Item.	To consult on the Local Authority's school admission arrangements as required by the Welsh Governments School Admission Code issued in July 2013.	To allow the Scrutiny Committee to assess the Council's school admission arrangements for 2026-27.	Liz Jones Director of Learning and Skills	
4 th November 2024	Elective Home Education	Update following report provided November 2023.	A further update following the Elective Home Education (EHE) Update of November 2023.	To allow the Scrutiny Committee to assess progress made in the area of Elective Home Education during the last 12 months.	Martin Dacey, Lead Officer for Social Inclusion and Wellbeing	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
4th November 2024	Summary of Estyn Inspection Outcomes for Summer Term 2024 and Update on Schools in Statutory Follow Up.	Termly report	To update Members on Estyn outcomes of schools inspected during the summer term 2024 and progress of schools in statutory follow-up	In order that Members are aware of Estyn findings about local schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	
4 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
4 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
4 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	That Members are aware of the progress on the Capital Programme, the use of	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@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
			expenditure for the period 1 st April to 30 th September 2024.	Delegated Authority, the use of Emergency Powers and changes to the Capital Programme.		
9 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
9 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
9 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 30 th September 2024 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	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Liz Jones Director of Learning and Skills	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
				Vale of Glamorgan citizens.		
9 th December 2024	Corporate Safeguarding Summary Report	Cabinet Forward Work Programme Item.	To provide a summary on the activity that has been undertaken in relation to Corporate arrangements for Safeguarding across the Council. To provide assurance around safeguarding activity taking place across the Council.	To ensure that Committee is aware of recent developments in corporate arrangements for safeguarding. To allow Committee to exercise effective scrutiny of this key area of corporate working and be assured of effective safeguarding taking place.	Jason Redrup, Safeguarding Officer - 01446 709867, jdredrup@valeofglamorgan.gov.uk	
6 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 Liz Jones Director of Learning and Skills	
6 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@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
6 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.	Gareth Davies Democratic and Scrutiny Services Officer gjdavies@valeofglamorgan.gov.uk	
3 rd 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
3 rd 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	
10 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 Liz Jones Director of Learning and Skills	

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
10 th March 2025	Annual Equality Monitoring Report 2025 - 2026.	Cabinet Forward Work Programme Item.	To seek approval of the Annual Equality Monitoring Report.	Allows the Council to meet its reporting duty under the specific duties for Wales and continue to make progress towards meeting the public sector equality duty and ensure its equality work is available for scrutiny by the Equality and Human Rights Commission and others.	Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	
31 st March 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 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.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Liz Jones Director of Learning and Skills	
31 st March 2025	Summary of Estyn Inspection Outcomes for Autumn Term 2024 and Update on Schools in Statutory Follow Up.	Termly report	To update Members on Estyn outcomes of schools inspected during the Autumn term 2024 and progress of schools in statutory follow-up	In order that Members are aware of Estyn findings about local schools.	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	

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

Report/Presentations	Responsible Officer and Contact Details	Commentary
<p>1. Update on the progress of the new Religion, Values and Ethics curriculum (as requested for 12 months' time at the July 2023 meeting within the CSC presentation).</p>		

Site Visit –

Pencoedtre High School.

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**/**.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in July each year.
Capital Outturn Closure of Accounts 20**/**.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in July each year.
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Pre-settlement.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in November each year
Revenue Refresh MTFP - Initial Revenue Programme Budget Proposals. Post-settlement.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in December each year.
Capital Strategy - Initial Capital Programme Budget Proposals. Post-settlement.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Usually in December each year.

Quarterly Reports

Report	Responsible Officer and Contact Details	Commentary
4 th Quarter Scrutiny Decision Tracking of Recommendations and Updated Work Programme Schedule 2023/24.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@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.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@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.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@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.	Gareth Davies Democratic and Scrutiny Services Officer 01446 709249 gjdavies@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.