

Meeting of:	Learning and Culture Scrutiny Committee
Date of Meeting:	Monday, 06 January 2025
Relevant Scrutiny Committee:	Learning and Culture
Report Title:	3rd Quarter Scrutiny Recommendation Tracking 2024/25 and Updated Committee Forward Work Programme Schedule 2024/25.
Purpose of Report:	To report progress on Scrutiny recommendations and to consider the updated Forward Work Programme together with any slippage for 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 updated Forward Work Programme Schedule for 2024/25:</p> <ul style="list-style-type: none"> - 3rd Quarter Recommendation Tracking October to December 2024 (Appendix A); - 2nd Quarter Recommendation Tracking July to September 2024 (Appendix B); and - Updated Forward Work Programme Schedule for 2023/24 (Appendix C) 	

Recommendations

1. That the status of the actions listed in Appendices A and B be agreed.
2. That the updated 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. For public information.

1. Background

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

2. Key Issues for Consideration

- 2.1 Appendices A and B, 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 Quarterly Cabinet Forward Work Programme (FWP) October to December 2024 as considered and agreed by Cabinet on 10th October, 2024.
- 2.4 Members are also requested to confirm approval of the updated 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. The schedule includes notes on reports that were scheduled to be reported in the previous quarters (Q1 and Q2).
- 2.5 The Operational Manager for Corporate Strategy and Insight has confirmed that the format of the 'Annual Delivery Plan Consultation Draft' report would be changed to an Annual statement informed by Directorate Plans and linked with

the Directorate plans and the new Corporate Plan 2025-30. Therefore, the report in its current format will no longer be received.

- 2.6** The Scrutiny and Cabinet Roles and Responsibilities Protocol Point 7.6 states *“It is essential that the Cabinet Work Programme is taken into account when Scrutiny Committees are drawing up their own Work Programmes and also details reports that have been requested by the Scrutiny Committee together with items that require regular monitoring and scrutiny”*. Other reports will be added to the schedule as and when necessity arises.
- 2.7** The schedule will also detail “Requests for Consideration” that have been received and the consideration given by officers of the likely date they can be reported to the relevant Committee.
- 2.8** With regard to Call-in Requests that are made following decisions of Cabinet, as these are required to be dealt with within 20 working days of a Cabinet decision (as per the Council's Constitution), they will be included within the Programme as and when received.
- 2.9** In response to an Audit Wales (formerly Wales Audit Office) review into Scrutiny, the Council has aimed to deliver an annual scrutiny-driven issues planning process for each Scrutiny Committee. The Committee is therefore asked to consider its FWP (attached at Appendix 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.
- 2.10** The Scrutiny Forward Work Programmes should provide a clear rationale as to why particular issues have been selected; be outcome focused; ensure that the method of scrutiny is best suited to the topic area and the outcome desired; align Scrutiny Programmes with the Council’s performance management, self-evaluation and improvement arrangements as well as having regard to Council resources.
- During the year there may be a number of ways in which additional issues can be considered for inclusion in the Scrutiny Work Programme with topics coming from a number of sources such as:
 - Individual Councillors.
 - Performance or budget monitoring information.
 - Inspection reports.
 - Referrals from Council (such as Notices of Motion), Cabinet/Audit or other Scrutiny Committees.
 - Service users.
 - Monitoring the implementation of recommendations previously made by the Committee,

- residents of the Vale of Glamorgan,

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

- 2.12** A re-launch of the [Scrutiny topic suggestion form](#) that exists on the Council's website for residents has been undertaken to assist with the Work Programme planning of topics for Task and Finish work for consideration by Scrutiny Committees.
- 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** 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 January, 2025 (subject to Chair approval).
- 2.15** 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.
- 2.16** The action outlined in the Scrutiny and Cabinet Protocol agreed by Cabinet in 2021 has been 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. [21-05-12 - Scrutiny and Cabinet Roles and Responsibilities - Cabinet Approved Version \(valeofglamorgan.gov.uk\)](#).
- 2.17** To assist Members following the Member Induction Programme, an Effective Scrutiny Workshop was held in March 2024 regarding the tools to support effective Scrutiny roles and the responsibilities as set out in the Council's Constitution (Elected Members and in their Roles as Chairs / Vice-Chairs and Members of Scrutiny Committees). This also included the re-launch of the Scrutiny and Cabinet Roles and Responsibilities Protocol approved by Cabinet on

21st May, 2021 and hyperlinked in the paragraph above. A report on the outcomes of the Effective Scrutiny Workshop was presented to the Scrutiny Committee Chairs and Vice-Chairs Group on 28th May which subsequently referred the report to the Democratic Services Committee on 1st July.

- 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 2023-24 Annual Report was formally received by Full Council at its 30th September, 2024 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

[Q1 and Q2 Tracking](#)

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

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

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

Uncompleted Recommendations

3rd Quarter – 2024-25

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

07 October 2024				
Min. No. 448 – Summary of Estyn Inspection Outcomes for Summer Term 2024 and Update on Schools in Statutory Follow Up (DLS) – Recommended	Learning & Culture			
(1) That the inspection outcomes of the four schools inspected during the Summer term be noted and congratulations be passed on to the schools as there was no follow up Estyn activity.			Congratulations send to the schools - 16 th October, 2024.	Completed
Min. No. 449 – Primary and Secondary School Attendance Update (DLS) – Recommended	Learning & Culture			
(2) That the Learning and Culture Scrutiny Committee receives a further progress update report in 12 months (September 2025) in order to evaluate progress made in relation to the overall attendance levels and the impact of the “Miss School Miss Out” campaign, the launch of the school attendance toolkit, the enhanced training and support for schools and any intervention pilot projects launched within schools.			Added to the Scrutiny Committee’s Forward Work Programme schedule.	Completed
Min. No. 450 – Youth Service Update 2023-2024 (DLS) – Recommended	Learning & Culture			
(2) That the Learning and Culture Scrutiny Committee receives a further progress update report in December 2025 regarding delivery, awareness of grants and any potential risks post March 2025.			Added to the Scrutiny Committee’s Forward Work Programme schedule.	Completed
Min. No. 451 – Education Other Than at School (EOTAS) and Pupil Engagement Service (DSL) – Recommended	Learning & Culture			
(2) That Learning and Culture Scrutiny Committee receives 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.			Added to the Scrutiny Committee’s Forward Work Programme schedule.	Completed

Uncompleted Recommendations

3rd Quarter – 2024-25

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. 452 – Youth Engagement and Progression Update (DLS) – Recommended	Learning & Culture			
(2) That the Learning and Culture Scrutiny Committee receives a further progress update report in July 2025, moving the annual feedback to a more pertinent time in the annual cycle which would be a more timely update following the official destination release in April each year.			Added to the Scrutiny Committee's Forward Work Programme schedule.	Completed
Min. No. 454 – 1st and 2nd Quarter Recommendation Tracking 2024/25 and Updated Committee Forward Work Programme Schedule 2024/25 (DCR) – Recommended	Learning & Culture			
(2) That the updated Forward Work Programme Schedule for 2024/25 attached at Appendix D to the report be approved and uploaded to the Council's website.			Updated Forward Work Programme Schedule uploaded to the Council's website.	Completed

04 November 2024

Min. No. – Consultation on the Draft School Accessibility Strategy 2025-2027 (REF) – Recommended	Learning & Culture			
That the comments of the Committee be referred back to Cabinet for their consideration, as part of the proposed consultation exercise, including: <ul style="list-style-type: none"> • The importance of assessing and considering the needs of the children that are not in education and not homeschooled and how the Council accounts for them as part of the Strategy, including any additional learning needs they may have; • The positive benefits of building the second Ysgol Y Deri school through providing extra capacity for additional learning needs; • The importance of continued provision of comprehensive and agile specialist outreach services that support children with learning 			Cabinet, at its meeting on 5 th December, 2024 noted and agreed the comments of the Scrutiny Committee as part of the consultation exercise. (Min No C193 refers)	Completed

Uncompleted Recommendations

3rd Quarter – 2024-25

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
difficulties across mainstream schools in the Vale of Glamorgan, to the same high standard.				
Min. No. – Draft Vale of Glamorgan Council Corporate Plan 2025-30 (REF) – Recommended	Learning & Culture			
<p>That the following comments from Committee be shared with the Director of Corporate Resources to inform revisions to the Corporate Plan, prior to Cabinet considering a final draft in due course:</p> <ul style="list-style-type: none"> • The importance of outlining further how the consultation will be funded and how comments and resident feedback will be heard, managed, organised and addressed; • The importance of ensuring that those not in mainstream school or homeschooling are considered as part of the Corporate Plan and Additional Learning Needs Strategy; • As part of the Corporate Plan and consultation, it was important that the Vale of Glamorgan Council communicated to residents the focus on, the proportion of the budget used and spending undertaken for education and schools, through its Communications team and other means; • The importance of efforts made by the Council through its schools and educational establishments in addressing poverty and the impact of this on children and their family such as missed opportunities, through providing support in areas such as developing essential and basic skills and other opportunities; • The need to ensure that the Corporate Plan was as accessible, easy and simple to understand as possible, in order to reach younger people and other groups of people within the Vale of Glamorgan; • The need to strengthen engagement and further empower younger people within the Vale of Glamorgan and to reach out to people who do not 			Comments shared with the Director of Corporate Resources – 6 th November, 2024.	Completed

Uncompleted Recommendations

3rd Quarter – 2024-25

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
<p>normally engage and respond around the Corporate Plan and consultation. This should include collaboration with the Vale of Glamorgan Council's Head of Digital and Youth Service to help improve engagement with younger people, etc. through digital communication and other similar cost-effective means;</p> <ul style="list-style-type: none"> • To ensure that there is ongoing monitoring and scrutiny of the Corporate Plan, in order that its targets and objectives are delivered, met and that it remains on track to achieve these objectives; • Consideration to be given to including in the Plan's efforts to tackle poverty, the means to tackle poor educational outcomes and to ensure that children receive and reach the appropriate educational outcomes and standards at the various stages of their educational journey. 				
09 December 2024				
Min. No. – Elective Home Education (EHE) Update (DLS) – Recommended	Learning & Culture			
<p>(2) That the Learning and Culture Scrutiny Committee receives a further progress update report in 12 months in relation to the ongoing delivery and further measures to raise awareness of the use and impact of the Elective Home Education grants for the support of Elective Home Education learners. The progress report to also include the likely impact of any implementation of the proposed amended statutory guidance on Home Education and the proposed draft regulations which incorporate the requirement for all Local Authorities to maintain a Child Missing Education (CME) data base.</p>			<p>Added to the Scrutiny Committee's Forward Work Programme schedule.</p>	<p>Completed</p>

Uncompleted Recommendations

3rd Quarter – 2024-25

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. – Ysgol Pen y Garth: Update on School in Statutory Follow-Up (DLS) – Recommended	Learning & Culture			
That the Estyn monitoring outcomes for Ysgol Pen y Garth made against the recommendations for their core inspection in November 2022, be noted and the school to be congratulated on their removal from the list of schools requiring special measures.			Congratulations sent to the school on 13 th December, 2024.	Completed

Uncompleted Recommendations

2nd Quarter – 2024/25

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

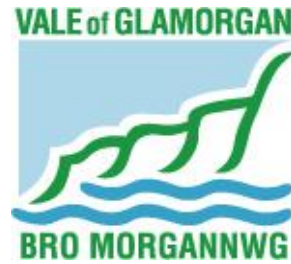
19 September 2024				
Min. No. 371 – Welsh Language Standards Annual Monitoring Report 2023-24 (REF) – Recommended				
(2) That the comments made by the Committee be referred to Cabinet for their consideration, which included the following: <ul style="list-style-type: none"> That the Council considers a bid to host the 2029 Urdd Eisteddfod at Barry. That the Council looks to maximise the opportunities to recruit and retain teaching staff and others with Welsh language skills. 			Cabinet, at its meeting on 24 th October, 2024, noted the comments and recommendations of the Scrutiny Committee. (Min No C150 refers)	Complete
Min. No. 372 – Annual Corporate Safeguarding Report 2023-24 (REF) – Recommended				
(2) T H A T the comments made by the Committee be referred to Cabinet for their consideration, which included the following: <ul style="list-style-type: none"> The inclusion of more data on the impact of teaching staff implementing safeguarding measures, such as time taken away from other schoolwork in order to do this. The importance of School Governors completing the relevant safeguarding modules. 			Cabinet, at its meeting on 24 th October, 2024, noted the comments and recommendations of the Scrutiny Committee. (Min No C151 refers)	Complete
Min. No. 373 – Draft Vale of Glamorgan Council Annual Self-Assessment 2023/24 (REF) – Recommended				
RECOMMENDED – That the comments made by the Committee be referred to Cabinet for their consideration, which included the following: <ul style="list-style-type: none"> To ensure a continued focus on monitoring and tackling school deficits and other issues impacting upon teaching staff. The importance of highlighting to residents, through the use of public communications, the data on expenditure, etc. contained with the infographics 			Cabinet, at its meeting on 10 th October, 2024, noted the comments of the Scrutiny Committee. (Min Nos C129 and C134 refer)	Completed

Uncompleted Recommendations

2nd Quarter – 2024/25

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
<p>used in the ‘What our budget was spent on’ section of the Annual Self-Assessment.</p> <ul style="list-style-type: none"> The importance of highlighting what the Council had achieved in areas such as school inspection reports and what additional work teachers undertook outside of school time. As well spending on education, it was important to show what teaching staff undertook in terms of work and these details should be combined. The ongoing importance of improving school attendance figures. 				
<p>Min. No. 378 – Annual Delivery Plan Monitoring Report: Quarter 1 Performance 2024/25 (DLS) – Recommended</p>				
<p>(2) That the comments made by the Committee be referred to Cabinet, for their consideration, including:</p> <ul style="list-style-type: none"> That efforts be made to ensure continued effective monitoring of primary and secondary school pupil attendance, as referred to under ‘Emerging Areas of Concern’ under Objective 2, in Appendix A to the report. That the Annual Delivery Plan Monitoring Report should detail the efforts to ensure that schools were a safe working place for teachers and the support provided to them. 			<p>Cabinet, at its meeting on 10th October, 2024, resolved</p> <p>[1] THAT the comments of the Learning and Culture Scrutiny Committee held on 19th September, 2024 be noted.</p> <p>[2] THAT Q1 performance results and progress towards achieving the Annual Delivery Plan 2024/25 commitments as aligned to the Council’s Corporate Plan Wellbeing Objectives be noted.</p> <p>[3] THAT the views and recommendations of Scrutiny Committees in relation to Q1 performance and approved identified remedial actions as the basis to address areas of underperformance and to tackle the key challenges identified, be endorsed.</p> <p>(Min Nos C126 and C133 refer)</p>	<p>Completed</p>



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	Director of Learning & Skills	To update Members on the	In order that Members are aware of Estyn	Paula Ham/Liz Jones Director of Learning and Skills	Presented to Committee.

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	inspections of the Local Authority's Education Service and the Youth Service spring term 2024		outcome of Estyn's inspections of the Vale of Glamorgan's Education Service and Youth Services	findings about the Council's Education Service and Youth Service.		
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	Presented to Committee
27 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.	Paula Ham/Liz Jones Director of Learning and Skills Tom Bowring, Director of Corporate Resources 01446 709766 TBowring@valeofglamorgan.gov.uk	Presented to Committee
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	Presented to Committee
8 th July 2024	Closure of Accounts 2023/24 (Revenue)	Cabinet Forward Work	The accounts are complete and this report is to inform	To review Revenue expenditure for 2023/24.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Presented to Committee 19 th

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
19 th September 2024		Programme Item.	Cabinet of the provisional financial position of the Council for the 2023/24 financial year.			September 2024
8 th July 2024 19 th September 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	Presented to Committee 19 th September 2024
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	Presented to Committee

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 7 th October 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	Slipped to October meeting
8 th July 2024 7 th October 2024	Education Other than 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	Slipped to October meeting

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8 th July 2024 19 th September	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	Presented to Committee on 19 th September.
8 th July 2024 7 th October 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	Slipped to October meeting.
AUGUST RECESS – NO MEETINGS						
9 th September 2024 4 th November 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	Slipped to November meeting

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	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	Presented to Committee
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	Presented To Committee
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	Presented to Committee
9 th September 2024	Quarter 1 Revenue Monitoring 2024/25.	Cabinet Forward Work Programme Item.	To advise Committee of the Quarter 1 Revenue	That Members are aware of the projected revenue outturn for the period and the original	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Presented to Committee

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
			Monitoring position for 2024/25	budget for 2024/25 for virement requests.		
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	Presented to Committee
7 th October 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 withing the Vale of Glamorgan and recent changes in its delivery.	To allow the Scrutiny Committee to assess progress.	Peter Williams, Lead NEETs Project Officer	Presented to Committee
7 th October 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	Presented to Committee

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	Presented to Committee
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	Presented to Committee
7 th October 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	Brought forward from November's meeting.
7 th October 2024	Primary and Secondary School Attendance Update	Additional report for Committee to consider.	To raise Members' awareness of the current attendance rates in Vale of Glamorgan schools and the plans to improve.	To allow the Scrutiny Committee to assess levels of attendance and plans for improvement.	Amanda Geddes Inclusion Manager	Presented to Committee
7 th October 2024	2 nd Quarter Scrutiny Decision Tracking of Recommendations and Updated Work	Previous update July 2024.	To report progress on the Scrutiny recommendations [Jul, Sept] and to confirm the	To maintain effective tracking of the Committee's recommendations.	Gareth Davies Democratic and Scrutiny Services Officer gjdavies@valeofglamorgan.gov.uk	Presented to Committee

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	Programme Schedule 2024/25.		Committee's work programme for 2024/25.			
4 th November 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	Presented to Committee
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	Not referred by Cabinet
4 th November 2024 9 th December 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	Presented to Committee
4 th November 2024 7 th October 2024	Summary of Estyn Inspection Outcomes for Summer Term 2024 and Update on Schools in	Termly report	To update Members on Estyn outcomes of schools inspected during the	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	Brought forward to October

Month	Report Title	Origin of Report	Purpose of Report	Actual Impact of Report	Responsible Officer and Contact Details	Comment / Update / Reason for Slippage
	Statutory Follow Up.		summer term 2024 and progress of schools in statutory follow-up			
4 th November 2024 9 th December 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	Presented to Committee
4 th November 2024 9 th December 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	Presented to Committee
4 th November 2024 9 th December 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.	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	Presented to Committee

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 December 2024 3 rd February 2025	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	Slipped to 3 rd February 2025
9 th December 2024 3 rd February 2025	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	Slipped to 3 rd February 2025
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 Vale of Glamorgan citizens.	Julia Archampong, Corporate Performance Manager. 01446 709 318 jarchampong@valeofglamorgan.gov.uk Liz Jones Director of Learning and Skills	Presented to Committee

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 December 2024 6 th January 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	Scheduled for 6 th January 2024
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	No longer required. Annual statement to be received instead that will be informed by Directorate Plans and link the Directorate plans and the new Corp Plan.

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6 th January 2025 3 rd February 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	Slipped to 3 rd February 2025
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	Presented to Committee
6 th January 2025	Presentation: Curriculum For Wales Update – Autumn 2024	Following recommendation by Committee at 8th July, 2021 meeting (Min. No. 202).	To update members on the implementation of the Curriculum for Wales,	Members are well informed about curriculum reform and aware of the approaches being developed by schools	Carys Pritchard Principal Improvement Partner, Central South Consortium. Carys.pritchard@cscjes.org.uk	Presented to Committee
3 rd February 2025	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	Slipped from December 2024.
3 rd February 2025	Quarter 3 Revenue	Cabinet Forward Work	To advise Committee of the Quarter 1	That Members are aware of the projected revenue outturn for the	Gemma Jones/Victoria Lloyd – Accountancy. ghjones@valeofglamorgan.gov.uk	

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	Monitoring 2024/25.	Programme Item.	Revenue Monitoring position for 2024/25	period and the original budget for 2024/25 for virement requests.		
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	
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	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
				Human Rights Commission and others.		
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
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).		
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Site Visit –
Pencoedre 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	Usually in July each year.

	jarchampong@valeofglamorgan.gov.uk	
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.	Usually October each year. Reporting on April, May and June.

	01446 709 318 jarchampong@valeofglamorgan.gov.uk	
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.