

**Corporate and Performance Scrutiny Committee
DRAFT Forward Work Programme**

| Dates | Topic | Purpose | Lead | Executive / Council |
|---|---|--|-----------------|----------------------------|
| Tuesday 13th September 2022 | Proposed Forward Work Programme 2022/23 | Approval To agree the Forward Work Programme for 2022/23, recognising the fluidity of the document. | Chair | N/A |
| | Revenue Budget Monitoring 2022/23 | Budget Monitoring To provide members with an expenditure forecast at the end of quarter 1 across all portfolios. | Rhian Hayden | Executive – 14.09.22 |
| | Forecast Capital Expenditure 2022/23 | Budget Monitoring To provide details of each portfolio's forecast capital expenditure against allocation at the end of quarter 1 | Rhian Hayden | Executive – 14.09.22 |
| Friday 23rd September 2022 | Cost of Living Discretionary Scheme | Pre-Decision Member to consider and recommend adoption by the Executive | Rhian Hayden | Executive – 26.10.22 |
| | Review of staffing arrangements | Performance Monitoring To consider the annual review of staff sickness absence. | Andrea Prosser | Executive – 26.10.22 |
| INFORMATION ITEMS | | | | |
| | Welsh Language Annual Report | Information Members to receive the report for information. | Emma Scherptong | |
| | Annual Health and Safety Report | Information Member to receive the Annual Health and Safety report. | Andrea Prosser | |

| Dates | Topic | Purpose | Lead | Executive / Council |
|---|--|--|--------------|---|
| Special Meeting 19th October 2022 | Annual Self-Assessment of Council Performance 2021/22 To be published by 31st October each year | Pre-Decision To consider and endorse the Annual Self-Assessment of Council performance 2021/22 against the Corporate Plan prior to approval by Council. | Gemma Wasley | Special Council – 26.10.22 Special Governance and Audit – 20.10.22 |
| | Treasury Management – Outturn 2021/22 | Budget Monitoring Provides the Treasury Management out-turn position for the 2021/22 financial year, including details of all Treasury management activities undertaken during the year. | Rhian Hayden | Council – 14.11.22 |

| Dates | Topic | Purpose | Lead | Executive / Council |
|---|--|---|-----------------|----------------------|
| Friday 11th November 2022 | Joint Finance and Performance report | Performance Monitoring Members to receive quarter 1 for consideration. | Gemma Wasley | Executive – 07.12.22 |
| | Welsh Language Promotion Strategy | Pre-Decision To consider the Strategy and recommend approval by the Executive Committee | Emma Scherptong | Executive – 07.12.22 |
| | Workforce Strategy Review and year 2 action plan | Pre-Decision | Andrea Prosser | Council – 14.11.22 |

| Dates | Topic | Purpose | Lead | Executive / Council |
|--|--------------------------------------|--|----------------|----------------------|
| Friday 16 th December 2022 | Revenue Budget Monitoring 2022/23 | Budget Monitoring To provide members with an expenditure forecast at the end of quarter 2 across all portfolios. | Rhian Hayden | Executive - 18.01.23 |
| | Forecast Capital Expenditure 2022/23 | Budget Monitoring To provide details of each portfolio's forecast capital expenditure against allocation at the end of quarter 2 | Rhian Hayden | Executive – 18.01.23 |
| | Review of the Agile Working Policy | Performance Monitoring To consider progress of the Agile Working Policy. | Andrea Prosser | Executive - 18.01.23 |

| Dates | Topic | Purpose | Lead | Executive / Council |
|---|---|--|----------------------------------|----------------------|
| Friday 3 rd February 2023 | Medium Term Financial Strategy / Bridging the Gap | Performance Monitoring To provide Members with an update on the MTFS / Bridging the Gap programme. | Rhian Hayden Bernadette Elias | Executive – 01.03.23 |
| | Treasury Management – Mid-Year Review | Budget Monitoring To scrutinise the Treasury Management activities carried out by the Authority during the first half of the 2022/23 financial year. | Rhian Hayden | Council – 30.03.23 |
| | Procurement Strategy | Pre-Decision To consider the strategy prior to approval by the Executive. | Bernadette Elias | Executive – 01.03.23 |

| Dates | Topic | Purpose | Lead | Executive / Council |
|---|------------------------|--|--------------|---------------------|
| Special Meeting Date to be confirmed | Revenue Budget 2023/24 | Members to consider the proposed Revenue Budget for 2023/24. | Rhian Hayden | Executive Council |

| Dates | Topic | Purpose | Lead | Executive / Council |
|---|--|---|--------------|----------------------|
| Friday 17th March 2023 | Treasury Management – Strategy Statement 2023/24 | Budget Monitoring To present the Treasury Management Strategy, Investment Strategy and Minimum Revenue Provision (MRP) Policy recommended for adoption in the 2023/24 financial year. | Rhian Hayden | Council - 30.03.23 |
| | Capital Strategy Review | Performance Monitoring To consider the implementation of the Capital Strategy 2023/24. | Rhian Hayden | Council - 30.03.23 |
| Additional Meeting end of March early April – date TBC | Revenue Budget Monitoring 2022/23 | Budget Monitoring To provide members with an expenditure forecast at the end of quarter 3 across all portfolios. | Rhian Hayden | Executive – 19.04.23 |
| | Forecast Capital Expenditure 2022/23 | Budget Monitoring To provide details of each portfolio’s forecast capital expenditure against allocation at the end of quarter 3. | Rhian Hayden | Executive – 19.04.23 |

| Dates | Topic | Purpose | Lead | Executive / Council |
|--|--------------------------------------|--|--------------|----------------------------|
| Friday 28th April 2023 | Joint Finance and Performance report | Performance Monitoring Members to receive quarter 3 for consideration. | Gemma Wasley | Executive |

| Member Briefing Sessions | | | |
|---|--|--|---|
| Date | Topic | Purpose | Lead Officer |
| Quarterly | Directorate Briefings | <p>A closely focused directorate update session to provide information and detail on service areas in order to raise the interest and enthusiasm of members. This also provides a legitimate avenue to raise local issues outside of the scrutiny process.</p> <ul style="list-style-type: none"> Annual Health and Safety report | All |
| Monday 26 th September 2022 10.00am – 11.30am | Session 1 – Performance Management and Data – The Basics | To inform Elected Members of the characteristics of performance management within the Local Authority and how it can be used. | <p>External Provider – Data Cymru</p> <p>Head of Democratic Services, Governance and Partnerships</p> <p>Service Manager – Performance and Democratic</p> |
| Tuesday 11 th October 2022 2.00pm – 3.30pm | Session 2 – Performance Management and Data – The Basics | <p>Using Data to Inform Service Delivery and Improvement.</p> <p>A session for Elected Members to look at data, how to use and interpret it, including questions to ask to interrogate data and inform service improvement.</p> | <p>External Provider – Data Cymru</p> <p>Head of Democratic Services, Governance and Partnerships</p> <p>Service Manager – Performance and Democratic</p> |

| Date | Topic | Purpose | Lead Officer |
|---|---|---|--|
| Friday 21 st October 2022 9.30am – 12.30pm (includes 15 minute break) | Diversity in Democracy – Women’s Rights and Gender Equality Training for Councillors | Case studies and exercises to reflect on how this applies to the various roles of Members and the Council and will cover: 1. A brief history of women’s rights in Wales and the UK. 2. Key equalities legislation. 3. Wales’ current situation in key areas like finance, health, care and violence against women. 4. What is intersectionality and why does it matter. 5. What you can do | External Provider – Women’s Equality Network (WEN) Wales |
| Early September 2022 – date TBA | Budget Provisional Outturn 2021/22 | To provide an update to Members of the Provisional Outturn 2021/22 for Revenue, Capital and General Services | Rhian Hayden |
| TBC | Commercially minded Organisation (TBC) | | Bernadette Elias |