

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

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

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<b>Special Meeting 19<sup>th</sup> October 2022</b>	Annual Self-Assessment of Council Performance 2021/22 <b>To be published by 31<sup>st</sup> October each year</b>	<b>Pre-Decision</b> 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	<b>Budget Monitoring</b> 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

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<b>Friday 11<sup>th</sup> November 2022</b>	Joint Finance and Performance report	<b>Performance Monitoring</b> Members to receive quarter 1 for consideration.	Gemma Wasley	Executive – 07.12.22
	Welsh Language Promotion Strategy	<b>Pre-Decision</b> 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	<b>Pre-Decision</b>	Andrea Prosser	Council – 14.11.22

Dates	Topic	Purpose	Lead	Executive / Council
<b>Friday 16<sup>th</sup> December 2022</b>	Revenue Budget Monitoring 2022/23	<b>Budget Monitoring</b> 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	<b>Budget Monitoring</b> 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	<b>Performance Monitoring</b> To consider progress of the Agile Working Policy.	Andrea Prosser	Executive - 18.01.23

Dates	Topic	Purpose	Lead	Executive / Council
<b>Friday 3<sup>rd</sup> February 2023</b>	Medium Term Financial Strategy / Bridging the Gap	<b>Performance Monitoring</b> 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	<b>Budget Monitoring</b> 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	<b>Pre-Decision</b> To consider the strategy prior to approval by the Executive.	Bernadette Elias	Executive – 01.03.23

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<b>Special Meeting Date to be confirmed</b>	Revenue Budget 2023/24	Members to consider the proposed Revenue Budget for 2023/24.	Rhian Hayden	Executive Council

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<b>Friday 17<sup>th</sup> March 2023</b>	Treasury Management – Strategy Statement 2023/24	<b>Budget Monitoring</b> 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	<b>Performance Monitoring</b> To consider the implementation of the Capital Strategy 2023/24.	Rhian Hayden	Council - 30.03.23
<b>Additional Meeting end of March early April – date TBC</b>	Revenue Budget Monitoring 2022/23	<b>Budget Monitoring</b> 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	<b>Budget Monitoring</b> 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
<b>Friday 28<sup>th</sup> April 2023</b>	Joint Finance and Performance report	<b>Performance Monitoring</b> 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"> <li>• Annual Health and Safety report</li> </ul>	All
Monday 26 <sup>th</sup> 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 <sup>th</sup> October 2022 2.00pm – 3.30pm	Session 2 – Performance Management and Data – The Basics	<p><b>Using Data to Inform Service Delivery and Improvement.</b></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 <sup>st</sup> 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