DRAFT Corporate and Performance Scrutiny Committee Forward Work Programme

Dates	Topic	Purpose	Lead	Cabinet / Council
Meeting: 22nd June 2023 Deadline: 8th June 2023	Proposed Forward Work Programme 2023/24	**Approval** To agree the Forward Work Programme for 2023/24, recognising the fluidity of the document.	Liz Thomas	N/A
	Fire Safety at Work Policy	**Pre-Decision** To support the policy.	Andrea Prosser	Council
	Welsh Language Annual Report 2022/23	**Performance Monitoring** To monitor the performance.	Emma Scherptong	Cabinet
	Engagement and Participation Strategy	To support the planning and consultation process for the development of an Engagement and Participation Strategy.	David Arnold	N/A

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Special Meeting 5th July 2023 Deadline: 21st June 2023	Provisional Outturn 2022/23 for Revenue, Capital and General Reserves	**Budget Monitoring** To provide members with the provisional Outturn 2022/23 for Revenue, Capital and General Reserves.	Rhian Hayden	Cabinet
	SEP Annual Report / Approach for development the New SEP 2024-28	**Pre-Decision** To support the approach for development of new SEP.	Emma Scherptong	Cabinet

Dates	Topic	Purpose	Lead	Cabinet / Council
14th September 2023 Deadline: 31st August 2023	Welsh Language Compliance	**Performance Monitoring** To present progress on implementing the Action Plan in response to the open Welsh Language investigation.	Emma Scherptong	Cabinet
	Digital Strategy	**Pre-Decision** To support the policy.	Bernadette Elias	Cabinet
	Commercial Strategy	**Pre-Decision** To support the policy.	Bernadette Elias	Cabinet
	Health and Safety Annual Review	**Pre-Decision** To consider the review.	Andrea Prosser	Council

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26th October 2023 Deadline: 12th October 2023	Annual Self-Assessment of Council Performance 2022/23 **To be published by 31st October each year**	**Pre-Decision** To consider and endorse the Annual Self-Assessment of Council performance 2022/23 against the Corporate Plan prior to approval by Council.	Gemma Wasley	Special Council Special Governance and Audit
	Workforce Strategy Review and year 3 action plan	**Pre-Decision** To consider the review and year 3 action plan.	Andrea Prosser	Cabinet
	Sickness Absence Performance 2022/23	**Performance Monitoring** To consider the annual review of staff sickness absence.	Andrea Prosser	Cabinet
	Treasury Management – Outturn 2023/24	**Budget Monitoring** Provides the Treasury Management out-turn position for the 2023/24 financial year, including details of all Treasury management activities undertaken during the year.	Rhian Hayden	Council

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14th December 2023 Deadline: 30th November 2023	Customer Service Strategy	**Pre-Decision**	Bernadette Elias	Cabinet

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18th January 2024	Treasury Management – Mid-Year Review	**Budget Monitoring** To scrutinise the Treasury Management activities carried out by the Authority during the first half of the 2023/24 financial year.	Rhian Hayden	Council
Deadline: 4th January 2024	Joint Finance and Performance report – Quarters 1 and 2 – 2023/24	**Performance Monitoring** Members to receive quarters 1 and 2 for consideration.	Gemma Wasley	Cabinet

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Special Meeting Date to be confirmed	Revenue Budget 2024/25	Members to consider the proposed Revenue Budget for 2024/25.	Rhian Hayden	Cabinet Council

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14th March 2024 Deadline: 29th February 2024	Capital Strategy Review	**Performance Monitoring** To consider the implementation of the Capital Strategy 2024/25.	Rhian Hayden	Council
	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

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25th April 2024 Deadline: 11th April 2024	Welsh Language Compliance	To present progress on implementing the Action Plan in response to the open Welsh Language investigation.	Emma Scherptong	Cabinet

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To be confirmed	Audit Wales – Digital Strategy	To present the Audit Wales report.	Bernadette Elias	G & A Cabinet
	Audit Wales – Performance Data Review	To present the Audit Wales report.	Sarah King	G & A Cabinet
	Engagement and Participation Strategy	**Pre-Decision**	Sarah King	Council
	Foster Friendly Policy	**Pre-Decision**	Andrea Prosser	Council
	Communications Strategy Review	**Pre-Decision**	Bernadette Elias	Cabinet
FWP 2023/24 June 2024	Joint Finance and Performance End of Year report – 2023/24	**Performance Monitoring** Members to receive End of Year report for consideration.	Gemma Wasley	Cabinet

Member Briefing Sessions			
Date	**Topic**	**Purpose**	**Lead Officer**
Quarterly	Directorate Briefings	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.	All
	Commercial Strategy		Bernadette Elias
	Budget Monitoring	Members to receive updates on Revenue and Capital budgets during the year.	Rhian Hayden
	Digital Strategy		Bernadette Elias
	Results of Agile Working Survey		Andrea Prosser