DRAFT Corporate and Performance Scrutiny Committee Forward Work Programme

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

Dates	Topic	Purpose	Lead	Cabinet / Council
Special Meeting 5 th July 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
Deadline: 21st June 2023	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
14 th September	Welsh Language	Performance Monitoring	Emma	Cabinet
2023	Compliance	To present progress on implementing the	Scherptong	
		Action Plan in response to the open Welsh		
Deadline: 31st		Language investigation.		
August 2023	Digital Strategy	Pre-Decision	Bernadette Elias	Cabinet
		To support the policy.		
	Commercial Strategy	Pre-Decision	Bernadette Elias	Cabinet
		To support the policy.		
	Health and Safety	Pre-Decision	Andrea Prosser	Council
	Annual Review	To consider the review.		

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

Dates	Topic	Purpose	Lead	Cabinet / Council
14 th December 2023	Customer Service Strategy	Pre-Decision	Bernadette Elias	Cabinet
Deadline: 30 th November 2023				

Dates	Topic	Purpose	Lead	Cabinet / Council
18 th 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: 4 th 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

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

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

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

Topic	Purpose	Lead	Cabinet / Council
Audit Wales – Digital	To present the Audit Wales report.	Bernadette Elias	G & A
Strategy			Cabinet
Audit Wales –	To present the Audit Wales report.	Sarah King	G & A
Performance Data			Cabinet
Review			
Engagement and	Pre-Decision	Sarah King	Council
Participation Strategy			
Foster Friendly Policy	Pre-Decision	Andrea Prosser	Council
Communications	Pre-Decision	Bernadette Elias	Cabinet
Strategy Review			
=			
		Gemma Wasley	Cabinet
	·		
	Audit Wales – Digital Strategy Audit Wales – Performance Data Review Engagement and Participation Strategy Foster Friendly Policy Communications	Audit Wales – Digital Strategy Audit Wales – Performance Data Review Engagement and Participation Strategy Foster Friendly Policy Communications Strategy Review Pre-Decision Pre-Decision	Audit Wales – Digital Strategy Audit Wales – To present the Audit Wales report. Performance Data Review Engagement and Participation Strategy Foster Friendly Policy Communications Strategy Pre-Decision Strategy Review Performance Monitoring Members to receive End of Year report for Bernadette Elias Sarah King Sarah King Sarah King Andrea Prosser Bernadette Elias Gemma Wasley

Member Briefing	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			