



## Resources Scrutiny Committee Forward Work Programme 2025 - 26

Corporate Plan Objectives
Being the best Council we can be.
<b>Remit:</b> Corporate Policies and Performance, Communication and Participation, Customer Relations, Finance, Procurement, Digital, Property, Human Resources, Equalities (internal policy) and Welsh (internal policy).

Cabinet Members	Directors
Cabinet Member - Performance and Resources Cllr Lis Burnett	Director of Corporate Resources Tom Bowring
Cabinet Member – Community Engagement, Equalities and Regulatory Services. Cllr Ruba Sivagnanam	SLT: Head of Finance – Matt Bowmer Head of Digital – Nickki Johns Head of Legal and Democratic Services – Victoria Davidson Head of HR and Organisational Development – Tracy Dickinson

Democratic Services Contact	Committee Membership
Liz Whitaker Democratic and Scrutiny Services Officer ewhitaker@valeofglamorgan.gov.uk 01446 709144	<a href="#">Committee Membership</a>  <a href="#">Scrutiny Information</a>

Co-opted Membership - TBC	
[NAME]	[Organisation]

Forms of Scrutiny	
Investigative (Task and Finish)	Committees can take deeper dives into topics using a range of methods based upon the Committee's forward work programme and identified priorities.
Proposal	Policies are in development and are seeking Scrutiny feedback and recommendations to help shape the Council's future direction.
Briefings	Information only or update items which are for noting and where scrutiny can add limited value but the Member call-in procedure can be used.

Task and Finish Working Groups [Investigative]		
<ul style="list-style-type: none"> <li>• Cross-party work, with a clearly defined scope, and the Cabinet Member sighted.</li> <li>• Brought together on a voluntary basis by 4 to 8, politically balanced (where practical) Members, with the Chair decided by the "home" Scrutiny committee.</li> <li>• Leverage the expertise of officers, partners, wider stakeholders alongside evidence and insight from the people of the Vale of Glamorgan who will be invited and encouraged to participate as expert witnesses and share their lived experiences.</li> <li>• Hold the Cabinet and officers accountable on specific topics while proactively shaping the Council's policy direction.</li> <li>• Reports and recommendations fed back to the Cabinet Member, Scrutiny Committee and Cabinet for consideration.</li> </ul>		
Topic	Officer Lead	Timeframe (Max 12 Week Period)
<b>Procurement T&amp;F (CPR)</b>	<b>Mark Thomas</b>	<b>Due to conclude in May/June 2025</b>

Resources Committee Meetings [Proposal]		
<ul style="list-style-type: none"> <li>• Six scheduled meetings per Municipal Year.</li> <li>• Opportunity for Committees to make individual recommendations on policies that are still in their development stage, and where decisions have yet to be taken.</li> <li>• Committee recommendations fed back to Cabinet to consider as a policy develops, with Cabinet providing a response to recommendations, including any rationale for accepting, partially accepting or rejecting.</li> <li>• Arena for responding to Cabinet Member Decision Call-ins and/or Committee Requests for Consideration.</li> </ul>		
Topic	Officer Lead	Meeting Date
<b>Proposed Annual Resources Forward Work Programme</b>	<b>Liz Whitaker – Democratic Services Officer</b>	<b>21<sup>st</sup> May 2025</b>
<b>Procurement Task and Finish Group Report (CPR)</b>	<b>Mark Thomas Democratic Services Officer</b>	<b>9<sup>th</sup> July 2025</b>
<b>Q4 Sickness Absence Report</b>	<b>Laithe Bonni</b>	<b>9<sup>th</sup> July 2025</b>

	<b>Operational Manager Employee Services</b>	
<b>Vale of Glamorgan Public Services Board Annual Report</b>	<b>Tom Bowring Director of Corporate Resources</b>	<b>17<sup>th</sup> September 2025</b>
<b>Draft People Strategy</b>	<b>Tracy Dickinson Head of HR and Organisational Development</b>	<b>19<sup>th</sup> November 2025 (TBC)</b>
<b>Draft Procurement Policy and Strategy</b>	<b>Matt Bowmer Head of Finance / Section 151 Officer</b>	<b>19<sup>th</sup> November 2025</b>
<b>Resources Scrutiny Committee Recommendation Tracking and Updated FWP</b>	<b>Liz Whitaker Democratic Services Officer</b>	<b>19<sup>th</sup> November 2025</b>
<b>Q2 Sickness Absence Report</b>	<b>Laithe Bonni Operational Manager Employee Services</b>	<b>21<sup>st</sup> January 2025</b>
<b>Annual Equality Monitoring Report</b>	<b>Tom Bowring / Rob Jones Operational Manager - Corporate Communications</b>	<b>25<sup>th</sup> March 2025</b>
<b>Pay Policy 2026/2027</b>	<b>Tracy Dickinson Head of HR and Organisational Development</b>	<b>25<sup>th</sup> March 2025</b>
<b>Quarterly Revenue Monitoring</b>	<b>Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy</b>	<b>To be scheduled on a quarterly basis.</b>
<b>Quarterly Capital Monitoring</b>	<b>Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy</b>	<b>To be scheduled on a quarterly basis.</b>
<b>Welsh Language Standards Annual Monitoring Report</b>	<b>Tom Bowring / Rob Jones Operational Manager - Corporate Communications</b>	<b>To be scheduled.</b>
<b>Let's Talk About Life in The Vale Survey</b>	<b>Helen Moses Operational Manager - Corporate Strategy and Insight</b>	<b>To be scheduled.</b>
<b>Carbon Management Plan</b>		<b>To be confirmed / scheduled.</b>

Member Briefings		
<ul style="list-style-type: none"> <li>Information only reports provided to Elected Members, with a notification indicating when new material is available.</li> <li>Ad hoc reports and presentations from the Council and Partner organisations which would likely not benefit from Scrutiny time but be useful information to support Members in improving their awareness of local, regional and national policy direction.</li> <li>Member briefing sessions would be arranged, often before relevant Scrutiny Committee meetings, to invite officers or wider partners to provide whole Member briefing sessions and presentations as appropriate.</li> </ul>		
Topic	Officer Lead	Method and Timeframe e.g. FOI report, Presentation, Member Briefing Session
Customer Relations Service / C1V Update	Tony Curliss	TBC
Glamorgan Voluntary Services Annual Report	Rachel Connor (GVS)	TBC

Working Group. – (If Required)
[Purpose of Group]
[Membership]