

Meeting of:	Live Well Scrutiny Committee
Date of Meeting:	Tuesday, 27 May 2025
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Forward Work Programme Schedule 2025/26.
Purpose of Report:	To determine the Annual Forward Work Programme Schedule for 2025/26, to consider co-opted membership on the Committee, as well as topics for Task and Finish Review Activity.
Report Owner:	Director of Corporate Resources.
Responsible Officer:	Amy Rudman, Principal Democratic and Scrutiny Services Officer.
Elected Member and Officer Consultation:	<p>Director of Social Services</p> <p>Head of Resource Management and Safeguarding</p> <p>Head of Adult Services and Vale Alliance</p> <p>Head of Children and Young People Services</p> <p>Operational Manager – Neighbourhood Services – Healthy Living and Performance</p> <p>Head of Shared Regulatory Services</p> <p>Head of Housing and Building Services</p> <p>Head of Strategy, Community Learning and Resources</p> <p>Operational Manager – Corporate Strategy and Insight</p>
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales (formerly Wales Audit Office) Democratic Renewal report and follows a review of the Council's scrutiny function.

Executive Summary:

- A draft Forward Work Programme Schedule for 2025/26 is attached at Appendix A, and Members of the Committee are asked to consider the contents for approval.
- In addition, the Committee is asked to note the remit of the Live Well Scrutiny Committee, as shown in paragraph 1.2 of this report.
- Committee are also requested to consider future arrangements for the following inherited Working Groups from the previous Healthy Living and Social Care Scrutiny Committee:
 - Leisure Management Contract
 - Budget

Recommendations

1. T H A T the Committee considers and agrees items for its Forward Work Programme Schedule for 2025/26 (Appendix A) including Task and Finish review investigations and co-opted membership for the Committee.
2. T H A T the remit of the Live Well Scrutiny Committee, be noted.
3. T H A T the Members of the Live Well Leisure Management Contract Working Group be appointed.
4. T H A T the inherited Healthy Living and Social Care Scrutiny Committee Budget Working Group be disbanded.

Reasons for Recommendations

1. To agree the items, topics and delivery methods that the Live Well Scrutiny Committee will consider for the 2025/26 municipal year.
2. To note the changes in remit for the new Live Well Scrutiny Committee.
3. In preparation for future Leisure Centre visit arrangements following Committee Membership, as agreed at the 7th May 2025 Council Annual Meeting.
4. In recognition of the new Scrutiny arrangements for the Council.

1. Background

- 1.1 On 10th April 2025, Cabinet agreed proposals for new Scrutiny arrangements to take affect for the 2025/26 Municipal year and which were aligned to the new objectives contained within the Council’s new Corporate Plan – Vale 2030. A copy of the Cabinet report can be found in the following link:

[https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Cabinet/2025/25-04-10/Reshaping-Scrutiny.pdf](https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2025/25-04-10/Reshaping-Scrutiny.pdf)

- 1.2 The new arrangements were subsequently agreed by Council at its meeting held on 28th April 2025. Which included a new Committee structure as follows:

N.B. Committees will not be required to cover all areas within their remit within a Municipal year.

Committee Name	Corporate Plan Objective	Remits
Start Well	Giving Everyone a Good Start in Life	Schools, Schools Improvement, Post 16 Education and Training, Skills, Additional Learning Needs (ALN), Youth Services, Flying Start/Families First, and Play.

Committee Name	Corporate Plan Objective	Remits
Live Well	Supporting and Protecting Those Who Need Us Creating Great Places to Live, Work and Visit	Adult Services, Children and Young People's Services, Libraries, Arts, Culture, Leisure, Sports, Community Learning, Homelessness, and Public Protection.
Place	Creating Great Places to Live, Work and Visit Respecting and Celebrating the Environment	Economic Development and Regeneration, Tourism, Countryside and Parks, Waste management and cleansing, Highways and Engineering, Planning, Transportation, Climate and Nature Emergency, Placemaking and Public and Private Sector Housing.
Resources	Being the Best Council We Can Be	Corporate Policies and Performance, Communication and Participation, Customer Relations, Finance, Procurement, Digital, Property, Human Resources, Equalities (internal and external policy) and Welsh (internal policy).

- 1.3** A revised and reformatted Work Programme Schedule has been devised by Democratic Services and provides a breakdown of items anticipated to be considered by the Live Well Scrutiny Committee over the forthcoming months/ Municipal year (May 2025 to April 2026). It is also designed to indicate topics of Task and Finish investigatory review as well as topics for information and noting that will be shared with Members either by report, presentation or briefing.
- 1.4** The Live Well Scrutiny Committee has inherited the Healthy Living and Social Care Scrutiny Committee Leisure Centre Working Group which was re-established by the Committee on the 12th September, 2023, following a recommendation raised within the 2021 Leisure Services Audit Wales report that identified a need for Elected Members to be involved in the monitoring processes for the Council's Leisure Management Contract. The Group meet on an ad hoc basis by invitation from the Operational Manager for Neighbourhood Services, Healthy Living & Performance, and conduct site visits of the Vale of Glamorgan Leisure Centres and relevant services. Impacts on the membership of the Working Group are set out in paragraph 2.10 below.
- 1.5** The Live Well Scrutiny Committee has inherited the Healthy Living and Social Care Scrutiny Committee Budget Working Group which was established by the Committee on the 6th February 2024 following a Budget Party Meeting arranged on the 24th January 2024. The objective of which was to provide an appointed group of Committee Members with additional insight and understanding of the

significant and increased spending for the Social Services Directorate, identified savings, as well as future transformational opportunities for Members to better scrutinise future spending. Impacts on the membership of the Working Group are set out in paragraph 2.11 below.

2. Key Issues for Consideration

- 2.1** The draft Work Programme schedule for 2025/26, attached at Appendix A, has been devised by Democratic Services in consultation with Service Area Officers in preparation for member consideration. As per historical Forward Work Programmes, the document is a rolling document and will continually evolve under the close supervision of the Committee Chair and supporting Democratic Officer for the Committee. Therefore, the work programme is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.
- 2.2** There will now be six formal meetings of the Live Well Scrutiny Committee through-out the Municipal year. The dates of which are provided within the Work Programme. Therefore, it is proposed that the Committee be requested to consider the Forward Work Programme biannually in May and November.
- 2.3** Tracking of the Committee’s decisions and subsequent impact will continue to be monitored by the Democratic Services Team and presented to the Committee in due course. In light of the new scrutiny arrangements, the method for collating and maintaining decision tracking across the scrutiny function as a whole is required to be reviewed. This is currently being explored by the Head of Democratic Services and Members will be provided with an update as soon as possible.
- 2.4** To enable more effective scrutiny, the Council has defined the types of scrutiny and how these will take place within the Council. Types of scrutiny will include:

Scrutiny Type	Summary Description
Briefings	Information only or update items which are for noting and where scrutiny can add limited value N.B. Members can utilise the call-in procedure if required
Monitoring	Scrutiny Members consider performance against the Corporate Plan, considering objectives, measures and outcomes at a strategic level at meetings of the Performance Joint Scrutiny Committee.
Proposal	Policies are in development and are seeking Scrutiny feedback and recommendations to help shape the Council’s future direction
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

2.1 Briefings

Information only type items will be cascaded through an alternative medium, likely to be a shared folder, with a notification indicating when new material is available. This will include elements such as 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. This information could be accessed by all Members on a remote basis whenever they need to access the information. Additionally, sessions will be arranged, often before relevant Scrutiny sessions, to invite officers or wider partners to provide whole Member briefing sessions and presentations as appropriate. This will be facilitated by the Democratic Services team.

2.2 Monitoring

Monitoring of performance information (including objectives, measures and outcomes) would take place in Q2 and Q4 (including end of year self-assessment) only. This will be held in a single joint forum bringing together all existing Scrutiny Committees. Whilst a large meeting, this will encourage cross-Committee working and learning, and Members would be encouraged to focus questioning upon their “home” Committee’s remits. Areas of interest within this forum could be used to shape individual Committee’s Forward Work Programmes moving forward, including the potential commissioning of investigative scrutiny.

Finance and Performance Monitoring items will be presented to the Performance Joint Scrutiny Committee and are therefore not included within the Forward Work Programme at Appendix A.

2.3 Proposals

When a policy is still in its development stage, and where decisions have yet to be taken, there will be opportunities for the Scrutiny Committees to make individual recommendations on these areas which will in turn be fed back to Cabinet to consider as a policy develops. In turn, it is the expectation that Cabinet will provide a response to these recommendations including any rationale for accepting, partially accepting or rejecting.

2.4 Investigative

A Committee may identify an area of work which would benefit from a deeper dive to explore the issue further. These will be in addition to formal committee meetings and facilitated by Democratic Services, with topics initially identified at the start of the year when a Committee is identifying and agreeing its forward work programme. This cross-party work will have a clearly defined scope (defined using systems thinking methodology) with the Cabinet Member sighted upon and proposed to occur over a 12-week period (with the knowledge that there may need to be flexibility based upon scope).

2.5 Task and Finish will leverage the expertise of officers, partners, wider stakeholders alongside evidence and insight from the people of the Vale of Glamorgan. Investigative scrutiny is to hold the Cabinet and officers accountable on specific topics while proactively shaping the Council’s policy direction. This

approach will provide a platform for more active participation in the Council’s decision-making processes for all members of the public, who will be invited and encouraged to participate as expert witnesses and share their lived experiences.

- 2.6** Reports and recommendations from these smaller groups will be fed back to the Cabinet Member, Scrutiny Committee and Cabinet for consideration. This feedback loop will help the Council in shaping its future policy direction, ensuring that decisions are informed by a broad range of perspectives and expertise.
- 2.7** Groups would be brought together on a voluntary basis by Members, and anticipated to consist of 4 to 8 Members, and be as politically balanced as practicable, with the Chair decided by the “home” Scrutiny Committee. This also presents the opportunity for cross-Committee working (dependent upon the nature of a topic). It is at the group’s discretion as to how they operate in terms of ways of working, and to agree a meeting frequency and time. An exercise to map the skills, knowledge and experience of Elected Members will be undertaken to create an index to support this work and draw upon the talents of all Members in shaping policy.
- 2.8** The proposed timeline guidance, which may be subject to change dependent upon the scope of the work, is outlined below:

Week	Stage	Stage Description
Pre	Initiation	Identification of topic based; sourced from areas such as performance, Reshaping, Corporate Plan, audit reports and Members interests
1	Start up	Appoint Members, agree meeting dates, Members ways of working and Terms of Reference
2-3	Planning and Scoping	Agree key outcomes, action points, evidence collation, including wider stakeholders
4-9	Delivery	Delivery of content of T&F receiving, challenging and sharing information to support direction of travel
10-12	Concluding Report	Production of final report by T&F Chair, including recommendations, to be considered by the commissioning Scrutiny Committee and Cabinet.

- 2.9** Paragraph 2.24 of the Cabinet Reshaping Scrutiny report referred to the new scrutiny arrangements providing the opportunity to co-opt members, with non-voting rights, on to each of the Scrutiny Committees. Also, that co-option would be considered with individual committees when they were appointed following the Council’s Annual Meeting. Therefore, the Committee is now requested to suggest individuals and/or organisations for co-option on to the Committee with particular knowledge and/or expertise relevant to the remit of the Live Well Committee.

- 2.10** The Live Well Scrutiny Committee Leisure Management Contract Working Group currently consists of six Elected Members from the previous Healthy Living and Social Care Scrutiny Committee, not subject to political balance, with the last appointments being Councillors J.E. Charles (Previous Committee Chair), N.C. Thomas (Previous Committee Vice-Chair), C.A. Cave, J.M. Norman, C. Stallard and J. Lynch-Wilson.

It is therefore proposed that the six seats on the working group be appointed from Members of the now Live Well Scrutiny Committee, to include the Committee Chair and Vice-Chair (once appointed) as standard, with the only returning Member being Councillor Cave

- 2.11** The Live Well Budget Working Group currently consists of six Elected Members from the previous Healthy Living and Social Care Scrutiny Committee, not subject to political balance, with the last appointment being Councillors J.E. Charles (Previous Committee Chair), N.C. Thomas (Previous Committee Vice-Chair), G.M. Ball, C.A. Cave, R. Fisher and J.M. Norman.

Since establishment, two further six monthly meetings have been arranged for the working group but subsequently cancelled due to lack of business.

Therefore, given the establishment of both the Performance Joint Scrutiny Committee and Task and Finish elements of the new scrutiny function for the Council, it is proposed that the Budget Working Group be disbanded.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** Scrutiny Committee FWPs are published by the Council on a regular basis which encourages engagement / involvement by the public in the decision-making process.

- 3.2** The Scrutiny Public Participation Guide can be found at <https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Committee%20Information/Public-Speaking-Guides/23-12-04-%E2%80%93-Approved-by-Council-Version.pdf>

4. Climate Change and Nature Implications

- 4.1** None as a direct result of this report.

5. Resources and Legal Considerations

Financial

- 5.1** None as a direct result of this report.

Employment

5.2 None as a direct result of this report.

Legal (Including Equalities)

5.3 None as a direct result of this report.

6. Background Papers

Cabinet report with new Scrutiny proposal – 10th April 2025:

[https://www.valeofglamorgan.gov.uk/Documents/ Committee%20Reports/Cabinet/2025/25-04-10/Reshaping-Scrutiny.pdf](https://www.valeofglamorgan.gov.uk/Documents/Committee%20Reports/Cabinet/2025/25-04-10/Reshaping-Scrutiny.pdf)



Live Well Scrutiny Committee Forward Work Programme 2025 - 26

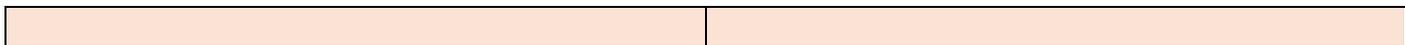
Corporate Plan Objectives	
Supporting and Protecting Those Who Need Us	Creating Great Places to Live, Work and Visit
Adult Services, Children and Young People’s Services, and Resource Management & Safeguarding, Leisure and Sports.	Libraries, Arts, and Culture, Adult Community Learning, Community Safety, Homelessness, Public Protection – Shared Regulatory Services, and Equalities (external policy)

Cabinet Members	Directors
Cabinet Member – Social Care and Health	Director of Social Services
Cabinet Member - Education, Arts and the Welsh Language	Director of Learning and Skills
Cabinet Member - Leisure, Sport and Wellbeing	Director of Environment and Housing
Cabinet Member - Public Sector Housing and Tenant Engagement	
Cabinet Member - Community Engagement, Equalities and Regulatory Services	

Democratic Services Contact	Committee Membership
Amy Rudman Principal Democratic & Scrutiny Services Officer arudman@valeofglamorgan.gov.uk 07784 239 277 / 01446 709 855	Committee Membership Webpage Scrutiny Information Webpage(s)

Co-opted Membership	
Osian Carroll osian.carroll@cacv.org.uk	Cardiff & Vale Citizens Advice, Housing Caseworker





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 is used required.

Task and Finish Working Groups [Investigative]		
<ul style="list-style-type: none"> • Cross-party work, with a clearly defined scope, and the Cabinet Member sighted. • Brought together on a voluntary basis by 4 to 8, politically balanced (where practical) Members, with the Chair decided by the "home" Scrutiny committee. • 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. • Hold the Cabinet and officers accountable on specific topics while proactively shaping the Council's policy direction. • Reports and recommendations fed back to the Cabinet Member, Scrutiny Committee and Cabinet for consideration. 		
Topic	Officer Lead	Timeframe
		<i>(max 12 week period)</i>

Live Well Committee Meetings [Proposal]		
<ul style="list-style-type: none"> • Six scheduled meetings per Municipal Year. • Opportunity for Committees to make individual recommendations on policies that are still in their development stage, and where decisions have yet to be taken. • 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. • Arena for responding to Cabinet Member Decision Call-ins and/or Committee Requests for Consideration. 		
Topic	Officer Lead	Meeting Date
Request for Consideration: Colcot Sports Centre – Next Steps	Dave Knevett Operational Manager, Neighbourhood Services, Healthy	27th May 2025



	Living & Performance. DPKnevelt@valeofglamorgan.gov.uk	
Committee Forward Work Programme	Amy Rudman Democratic Services arudman@valeofglamorgan.gov.uk	27 th May 2025
Performance Evaluation Inspection of Vale of Glamorgan Social Services	Lance Carver Director of Social Services. lcarver@valeofglamorgan.gov.uk	27 th May 2025 Last iteration of the report.
Social Care Records System	Lance Carver Director of Social Services. lcarver@valeofglamorgan.gov.uk	27 th May 2025 Last iteration of the report.
Annual Report of the Director of Social Services - Challenge Version	Lance Carver Director of Social Services. lcarver@valeofglamorgan.gov.uk	27 th May 2025 Last received July '24.
Annual Review of Commissioned Services to Adults with a Care and Support Need	Ian McMillan Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	8 th July 2025 Last received June '24.
Work to tackle poverty and the current cost of living crisis – End of Year Update 2024/2025.	Helen Moses Operational Manager for Corporate Strategy and Insight. HMoses@valeofglamorgan.gov.uk	8 th July 2025 Last received January '25
Libraries Annual Report	Trevor Baker Head of Strategy, Community Learning and Resources. tbaker@valeofglamorgan.gov.uk	8 th July 2025 Last received July '24.
Annual Children and Young People Services Placements Review	Rachel Evans Head of Children and Young People Services. RJEvans@valeofglamorgan.gov.uk	11 th November 2025 Last received December '24.
Committee Forward Work Programme – Six Monthly Update	Amy Rudman Democratic Services arudman@valeofglamorgan.gov.uk	11 th November 2025
Leisure Management Contract – Year 13 Annual Performance Report	Dave Knevelt Operational Manager, Neighbourhood Services, Healthy Living & Performance. DPKnevelt@valeofglamorgan.gov.uk	13 th January 2026 Year 12 received January '25.
Housing Support Grant Delivery Plan	Mike Ingram Head of Housing and Building Services. MIIngram@valeofglamorgan.gov.uk	13 th January 2026 Last received November '24
Review of Vale of Glamorgan Council Strategic Equality Objectives for Period 2025-26	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	17 th March 2026

Member Briefings

- Information only reports provided to Elected Members, with a notification indicating when new material is available.

- 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.
- 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.

Topic	Officer Lead	Method and Timeframe
Family Information Service Annual Report	Ian McMillan Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	For Information Only Report Due June 2025. Last received June '24.
Leisure Management Contract – Year 13 Six-monthly update on performance data	Dave Knevet Operational Manager, Neighbourhood Services, Healthy Living & Performance. DPKnevet@valeofglamorgan.gov.uk	For Information Only Report First iteration, as agreed at 07/01/25 meeting. Due June 2025.
Shared Regulatory Services Business Plan Annual Report	Helen Picton Operational Manager - Corporate Strategy and Insight HMoses@valeofglamorgan.gov.uk	For Information Only Report (post-cabinet consideration) Due July 2025. Last received July '24.
Local Housing Market Assessment	Mike Ingram Head of Housing and Building Services. MIIngram@valeofglamorgan.gov.uk	For Information Only Report Due June 2025. Last received May '24.
Vale, Valleys and Cardiff Regional Adoption Collaborative Annual Report	Rachel Evans Head of Children and Young People Services. RJEvans@valeofglamorgan.gov.uk	Method TBC Due November 2025. Last received November '24.
Annual Reports for Sports Development, 60+ Active Leisure Scheme and National Exercise Referral Scheme	Dave Knevet Operational Manager, Neighbourhood Services, Healthy Living & Performance. DPKnevet@valeofglamorgan.gov.uk	For Information Only Report Due November 2025. Last received November '24.
Update on the Cardiff and Vale of Glamorgan Regional Partnership Board	Cath Doman, Director of Health and Social Care, Integration at Cardiff and Vale Integrated Health and Social Care Partnership. Cath.Doman@wales.nhs.uk	Presentation Due January 2026. Last received January '25.
Annual Monitoring Report (Vale 2030): Quarter 2 2025/26.	Tom Bowring Director of Corporate Resources TBowring@valeofglamorgan.gov.uk	To be determined. Due February 2026.
Annual Update regarding Unpaid Carers and Regional Carers Strategy	Ian McMillan Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	For Information Only Report Due March 2026. Last received March '25.
Youth Justice and Early Support Service: Annual Plan & Performance	Rachel Evans	For Information Only Report Due April 2026. Last received April '25.

	Head of Children and Young People Services. RJEvans@valeofglamorgan.gov.uk	
Deprivation of Liberty Safeguards (DoLs)	Ian McMillan Head of Resource Management and Safeguarding. imcmillan@valeofglamorgan.gov.uk	For Information Only Report To be determined. Last received October '24.
Corporate Safeguarding (Reference from Cabinet)	Lance Carver Director of Social Services. lcarver@valeofglamorgan.gov.uk	For Information Only Report Annual version last received September '24. Six monthly version last received January '25
Food Vale, the Vale of Glamorgan's Sustainable Food Partnership	Helen Moses Operational Manager - Corporate Strategy and Insight HMoses@valeofglamorgan.gov.uk	To be determined. As agreed at June '24 meeting. Last received June '24.
Development of the Vale Alliance – an integrated model for the delivery of health and social care to adult citizens in the Vale of Glamorgan	Jason Bennett Head of Adult Services and Vale Alliance jbennett@valeofglamorgan.gov.uk	To Be Determined. As agreed at 08/03/22 HLSC Scrutiny meeting.
Art Spaces across the Vale of Glamorgan	Trevor Baker Head of Strategy, Community Learning and Resources. tbaker@valeofglamorgan.gov.uk	To be determined. During 2025.

Leisure Management Contract Members Working Group.

The Live Well Scrutiny Committee Leisure Management Contract Working Group was re-established by the Committee on the [12th September 2023](#), following a recommendation raised within the 2021 Leisure Services Audit Wales report that identified a need for Elected Members to be involved in the monitoring processes for the Council's Leisure Management Contract.

The Group meet on an ad-hoc basis by invitation from the Operational Manager for Neighbourhood Services, Healthy Living & Performance, and conduct site visits of the Vale of Glamorgan Leisure Centres and relevant services.

The Group consists of eight Elected Members from the historical Healthy Living & Social Care Scrutiny Committee, not subject to political balance, with the last appointments, on 14th May 2024, being: Councillors J.E. Charles (Committee Chair), N.C. Thomas (Committee Vice-Chair), C.M Cowpe, R.E Godfrey, C.A. Cave, J.M. Norman, C. Stallard and J. Lynch-Wilson.