

Meeting of:	<b>Resources Scrutiny Committee</b>
Date of Meeting:	<b>Wednesday, 19 November 2025</b>
Relevant Scrutiny Committee:	Resources Scrutiny Committee
Report Title:	Updated Forward Work Programme Schedule 2025/26
Purpose of Report:	To agree the Updated Forward Work Programme Schedule for 2025/26.
Report Owner:	Director of Corporate Resources
Responsible Officer:	Liz Whitaker, Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	<p>Director of Corporate Resources</p> <p>Head of Finance / Section 151 Officer</p> <p>Head of Digital</p> <p>Head of Legal and Democratic Services</p> <p>Head of HR and Organisational Development</p> <p>Other relevant officers of the Council</p>
Policy Framework:	This report is in accordance with the recommendations of the Audit Wales Democratic Renewal report and follows a review of the Council's scrutiny function.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• An updated Forward Work Programme (FWP) Schedule for 2025/26 is attached at Appendix A, and Members of the Committee are asked to consider the contents for approval.</li> <li>• Updates since the Committee's approval of the FWP on 21<sup>st</sup> May 2025 are set out in Section 2 of the report.</li> </ul>	

## **Recommendations**

1. That the Committee considers and agrees items for its Forward Work Programme Schedule for 2025/26 (Appendix A).
2. T H A T a summary of the Decision Tracking Data relevant to the Resources Scrutiny Committee be presented to the Committee as part of the biannual Forward Work Programme Monitoring Reports.

## **Reasons for Recommendations**

1. To agree the items, topics and delivery methods that the Resources Scrutiny Committee will consider for the remainder of the 2025/26 Municipal year, and to update the Forward Work Programme published on the Council's website.
2. To provide a six-monthly update to Committee Members on the data readily available, and to maintain an understanding of the Committee's impact in supporting the Council's decision-making processes.

## **1. Background**

- 1.1 On 10<sup>th</sup> April 2025, Cabinet agreed proposals for new Scrutiny arrangements to take effect 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 28<sup>th</sup> April 2025. This included a new Committee structure resulting in four Scrutiny Committees (Start Well, Live Well, Place and Resources). The Full Council report can be found here:  
[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/minutes,\\_agendas\\_and\\_reports/agendas/council/2025/25-04-28.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes,_agendas_and_reports/agendas/council/2025/25-04-28.aspx)
- 1.3 As well as the four Scrutiny Committees, the Council also has a broader Scrutiny Function which includes the following Committees:
  - Performance Joint Scrutiny Committee. This is a joint forum bringing together all four Scrutiny Committees into a singular space to monitor the Council's performance and finances against its Corporate Plan.
  - Governance and Audit Committee. The purpose of this Committee is to maintain assurance in relation the Council's finances, policies and procedures, making sure they are robust and fit for purpose. As well as keeping track of the Council's control environment and maintaining its risk register.

- These Committees also make recommendations to Cabinet for approval.

**1.4** The Resources Scrutiny Committee is one of the four Scrutiny Committees and its remit covers the Council’s Wellbeing Objective of Being the Best Council We Can Be. The Committee considers reports from the following Council Service Areas: Corporate Policies and Performance, Communication and Participation, Customer Relations, Finance, Procurement, Digital, Property, Human Resources, Equalities (internal policy) and Welsh (internal policy), amongst others.

**1.5** On 21<sup>st</sup> May 2025, Members of the Committee were presented with a newly structured Forward Work Programme (FWP) to align with the recently agreed Scrutiny arrangements to enable more effective scrutiny, the types of scrutiny to take place being:

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 (Committee Meetings)	Policies are in development and are seeking Scrutiny feedback and recommendations to help shape the Council’s future direction.
Briefings / For Information Reporting (Committee HUB)	Information only or update items which are for noting and where scrutiny can add limited value, but the Member call-in procedure is used as required.

At the Committee meeting on 21<sup>st</sup> May 2025, the Resources Scrutiny Committee agreed its FWP Schedule for 2025/26 (Appendix A to that report). A way forward was also agreed concerning areas for deeper dive Task and Finish review investigations, which included further Committee Member consideration and consultation on the topics to be chosen.

**1.6** The agreed FWP also set out that there would be six formal meetings of the Resources Scrutiny Committee throughout the Municipal year, the (provisional) dates of which were provided within the FWP, and that the Committee would consider the FWP biannually (in May and November).

## **2. Key Issues for Consideration**

**2.1** Since the Committee’s approval of the FWP on 21<sup>st</sup> May 2025, the work programme has been maintained by Democratic Services in consultation with Service Area Officers in preparation for Member consideration, and the latest version of the document (at the time of report publication) is attached at Appendix A to this report. Any subsequent updates will be presented to the Committee verbally by the Democratic and Scrutiny Services Officer present. The work programme is a proposed list of items for consideration and may be subject to change depending on prevailing circumstances.

- 2.2** The Committee has established a Task and Finish Working Group to look at Tackling Misinformation. A particular focus of discussion to date has been around the role of Elected Members and the tools and support required to counter misinformation, so that Vale of Glamorgan residents are as well informed as possible. The Group Members consist of Councillors B. Loveluck-Edwards (Chair), E. Goodjohn (Vice-Chair), J. M. Norman, S. Campbell, J. Protheroe, Dr. I. Johnson, and R. Fisher. The Group has met on four occasions so far and is working towards presenting its findings to the Committee in early 2026.
- 2.3** The Committee has considered ten proposal reports, including references from Cabinet and Full Council.
- 2.4** Tracking of the Committee’s decisions and subsequent impact continues to be monitored by the Democratic and Scrutiny Services Team. Due to the new scrutiny arrangements, it was necessary to review the method for collating and maintaining decision tracking across the scrutiny function as a whole. As such, a new automated system has been developed to record and publish Scrutiny Committee recommendations more efficiently.
- 2.5** Decision tracking data has been compiled into a PowerBI format and is now continuously available to Members, via MemberNet, at any time. This data will be regularly updated by Democratic Officers as and when updates arise. Therefore, Members no longer need to wait for decision tracking information to be formally reported to Committee, and may raise queries with Democratic Officers at any time.
- 2.6** The Democratic Services Team are currently working with ICT colleagues to ensure that the same decision tracking data will also be readily available to members of the public via the Council’s Scrutiny Webpage
- 2.7** Now that decision tracking data is more readily available, it is proposed that the information is no longer formally reported to the Scrutiny Committee on a quarterly basis; however, Democratic and Scrutiny Services Officers will provide a summary on Committee decisions within the biannual FWP reports going forward.
- 2.8** In light of the Resources Scrutiny Committee’s remit and reflecting upon the role of the Governance and Audit Committee’s oversight of audit and risk, it is useful to draw scrutiny committee’s attention to Governance and Audit Committee’s consideration of the Council’s annual [Statement of Accounts](#), which were presented as an unaudited draft to that Committee [on 21<sup>st</sup> July 2025](#); with a final version being considered on 20<sup>th</sup> November, 2025.

### **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 (biannually) via the [Scrutiny webpage](#), which encourages public involvement in the decision-making process.
- 3.2** The [Scrutiny Public Participation Guide](#) is available on the Council's Public Participation Webpage as well as advice on the Scrutiny Request for Consideration process via the Council's [Scrutiny Committee Request for Consideration](#) webpage. These methods of engagement support the commitment set out within Vale 2030 to 'Provide residents with more meaningful and engaging opportunities to participate and have a greater say in our work.'
- 3.3** Scrutiny Committee decision tracking data is available to both Elected Members and Members of the Public. This supports the commitments set out within Vale 2030 to 'Improve accountability and transparency by sharing more information about how decisions are made and scrutinised, priorities set, and budgets determined' as well as 'Use digital technology more innovatively to improve services whilst ensuring that services are accessible to everyone.'

### **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**

[Scrutiny report on Resources Forward Work Programme 2025/26 – 21<sup>st</sup> May 2025.](#)



## Resources Scrutiny Committee Forward Work Programme 2025 - 26

<b>Corporate Plan Objectives</b>
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).

<b>Cabinet Members</b>	<b>Directors</b>
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

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

<b>Co-opted Membership - TBC</b>	
[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>Reported to Committee and Cabinet in July 2025 (Cabinet deferred to their meeting of 4<sup>th</sup> September 2025)</b>
<b>Tackling Misinformation</b>	<b>Rob Jones / Liz Whitaker</b>	<b>To be reported to Committee in January 2026</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>Reported to Committee on 21<sup>st</sup> May 2025</b>
<b>Procurement Task and Finish Group Report (CPR)</b>	<b>Cllr. Protheroe / Mark Thomas Democratic Services Officer</b>	<b>Reported to Committee on 9<sup>th</sup> July 2025</b>

Q4 Sickness Absence Report	Laithe Bonni Operational Manager Employee Services	<a href="#">Reported to Committee on 9<sup>th</sup> July 2025</a> Reference from Cabinet
Closure of Accounts 2024/25	Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy	<a href="#">Reported to Committee on 9<sup>th</sup> July 2025</a> Reference From Cabinet
Capital Closure of Accounts 2024/25	Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy	<a href="#">Reported to Committee on 9<sup>th</sup> July 2025</a> Reference From Cabinet
Task and Finish Activity Report	Liz Whitaker – Democratic Services Officer	<a href="#">Reported to Committee on 9<sup>th</sup> July 2025</a>
Vale of Glamorgan Public Services Board Annual Report	Tom Bowring Director of Corporate Resources	<a href="#">Reported to Committee on 17<sup>th</sup> September 2025</a>
Financial Strategy 2026/27 to 2030/31	Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy	<a href="#">Reported to Committee on 17<sup>th</sup> September 2025</a>
Q1 Capital Monitoring	Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy	<a href="#">Reported to Committee on 17<sup>th</sup> September 2025</a>
Q1 Revenue Monitoring	Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy	<a href="#">Reported to Committee on 17<sup>th</sup> September 2025</a>
Welsh Language Standards Annual Monitoring Report 2024/25	Tom Bowring / Rob Jones Operational Manager - Corporate Communications	19 <sup>th</sup> November 2025 Reference From Cabinet
Draft Procurement Policy and Strategy	Matt Bowmer Head of Finance / Section 151 Officer	19 <sup>th</sup> November 2025 Reference From Cabinet
Resources Scrutiny Committee Recommendation Tracking and Updated FWP	Liz Whitaker Democratic Services Officer	19 <sup>th</sup> November 2025
Q2 Sickness Absence Report	Laithe Bonni Operational Manager Employee Services	19 <sup>th</sup> November 2025
Q2 Capital Monitoring	Matt Bowmer	21 <sup>st</sup> January 2026

	Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy	TBC - Due to be reported to Cabinet in early December and be referred to Committee
Q2 Revenue Monitoring	Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy	21 <sup>st</sup> January 2026 TBC - Due to be reported to Cabinet in early December and be referred to Committee
Draft People Strategy	Tracy Dickinson Head of HR and Organisational Development	21 <sup>st</sup> January 2026 TBC
Task and Finish Review on Tackling Misinformation	Cllr Loveluck-Edwards Liz Whitaker / Rob Jones	21 <sup>st</sup> January 2026
Pay Policy 2026/2027	Tracy Dickinson Head of HR and Organisational Development	25 <sup>th</sup> March 2026
Quarterly Revenue Monitoring	Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy	To be scheduled on a quarterly basis.
Quarterly Capital Monitoring	Matt Bowmer Head of Finance/Section 151 Officer Gemma Jones Operational Manager - Accountancy	To be scheduled on a quarterly basis.
Let's Talk About Life in The Vale Survey	Helen Moses Operational Manager - Corporate Strategy and Insight	To be scheduled.
Carbon Management Plan		To be confirmed / scheduled.

### 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 e.g. FIO report, Presentation, Member Briefing Session
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