# People and Resources Committee
# Forward Programme 2025

| ITEM | EXEC SPONSOR | PRESENTER | WHERE BEFORE | WHERE AFTER | 13 March<br>Agenda items: 17 Feb<br>Papers: 4 March | 12 June<br>Agenda items: 12 May<br>Papers: 3 Jun | 19 September<br>Agenda items: 18 Aug<br>Papers: 10 Sep | 13 November<br>Agenda items: 13 Oct<br>Papers: 4 Nov |
|---|---|---|---|---|---|---|---|---|
| **Opening Items** | | | | | | | | |
| Approval of agenda | N/A | Committee Chair | N/A | N/A | X | X | X | X |
| Declaration of members' interests | N/A | Committee Chair | N/A | N/A | X | X | X | X |
| Minutes of the previous meeting (public and private sessions) | N/A | Committee Secretary | N/A | N/A | X | X | X | X |
| Matters arising (public and private sessions) | N/A | Committee Secretary | N/A | N/A | X | X | X | X |
| **Performance Reports** | | | | | | | | |
| Resources directorate report (including project portfolio summary) | AB | ED of Resources | N/A | N/A | X | X | X | X |
| HR performance report (including mentoring programme updates when appropriate and quarterly employee pulse survey results as shown) | AB | Head of HR and OD | ELT | N/A | X<br>Q3 2024-25 | X<br>Q4 2024-25 | X<br>Q1 2025-26 | X<br>Q2 2025-26 |
| Finance report | AB | Financial Planning and Analysis Manager | ELT | Council | X | X | X | X |

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| Partner report | CA | Partner Project Lead | ELT | N/A | X<br>Q3 2024-25 | X<br>Q4 2024-25 | X<br>Q1 2025-26 | X<br>Q2 2025-26 |
| **People** | | | | | | | | |
| Employee Forum update | AB | Employee Forum Chair | N/A | N/A | X | X | | X |
| Annual pay gap report (gender and ethnicity) | AB | Head of HR and OD | ELT | Website | X | | | |
| People strategy update | AB | Head of HR and OD | ELT | Council | | | | X |
| Partner project updates | CA | Partner Project Lead | ELT | RemCom /Council | X | X | X | X |
| Partners EDI annual report | CA | Partner Project Lead | ELT | N/A | | X | | |
| **Finance and investment** | | | | | | | | |
| Annual budget (including investment plan and medium term financial plan) | AB | Head of Finance | N/A | Council | X | | | |
| Procurement policy | AB | Commercial Business Partnering Manager | N/A | Council | | X | | |
| Financial strategy | AB | Head of Finance/ Financial Controller | N/A | | | X | | |
| Reserves policy | AB | Financial controller | N/A | Council | | | X | |

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| Partner remuneration policy | | Partner Project Lead | N/A | Remcom | | | X | |
| Investment policy (next due 2027) | AB | Financial controller | N/A | Council | - | - | - | - |
| Financial regulations (next due 2027) | AB | Head of Finance | N/A | ARAC/ Council | - | - | - | - |
| Review and award of major contracts (as required) | AB | Head of Finance | ELT | Council | | | | |
| Technology roadmap delivery update | AB | Head of IT and Digital Transformation / Head of Business Change | N/A | ARAC | | X | | X |
| Estates update (as required) | AB | Head of Estates, Facilities Management and Sustainability | N/A | N/A | | X | | |
| Sustainability strategy update | AB | Head of Estates, Facilities Management and Sustainability | ELT | N/A | | | X | |
| **Governance** | | | | | | | | |
| Committee forward plan | CA | Committee Secretary | N/A | N/A | X | X | X | X |

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| Review of Committee effectiveness/standing orders | CA | Committee Chair/Committee Secretary | N/A | N/A | X | | | |
| **Closing items** | | | | | | | | |
| Committee reflection | N/A | Committee Chair | N/A | N/A | X | X | X | X |
| Any other business (with the agreement of the Chair) | N/A | Committee Chair | N/A | N/A | X | X | X | X |
| Date/time of next meeting | N/A | Committee Chair | N/A | N/A | X | X | X | X |
| Resolution to move meeting to private session (as required) | N/A | Committee Chair | N/A | N/A | X | X | X | X |