

AGENDA

Overview and Scrutiny Committee

Date: **Monday 16 January 2012**

Time: **10.00 am**

Place: **The Council Chamber, Brockington, 35 Hafod Road,
Hereford**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

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Agenda for the Meeting of the Overview and Scrutiny Committee

Membership

Chairman	Councillor A Seldon
Deputy-Chairman	Councillor JW Millar
	Councillor AM Atkinson
	Councillor PL Bettington
	Councillor WLS Bowen
	Councillor MJK Cooper
	Councillor PGH Cutter
	Councillor EPJ Harvey
	Councillor MAF Hubbard
	Councillor RC Hunt
	Councillor TM James
	Councillor Brig P Jones CBE
	Councillor JLV Kenyon
	Councillor JW Millar
	Councillor R Preece
	Councillor SJ Robertson
	Councillor P Rone
	Councillor PJ Watts

Statutory co-optees

Mr P Burbidge - Roman Catholic Church

Miss E Lowenstein – Secondary School Parent Governor

Mr T Plumer – Primary School Parent Governor

Mr P Sell – Church of England

GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

What is a personal interest?

You have a personal interest in a matter if that matter affects the well-being or financial position of you, your relatives or people with whom you have a close personal association more than it would affect the majority of other people in the ward(s) to which the matter relates.

A personal interest can affect you, your relatives or people with whom you have a close personal association positively or negatively. If you or they would stand to lose by the decision, you should also declare it.

You also have a personal interest in a matter if it relates to any interests, which you must register.

What do I need to do if I have a personal interest?

You must declare it when you get to the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you. You may still speak and vote unless it is a prejudicial interest.

If a matter affects a body to which you have been appointed by the authority, or a body exercising functions of a public nature, you only need declare the interest if you are going to speak on the matter.

What is a prejudicial interest?

You have a prejudicial interest in a matter if;

- a) a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgment of the public interest; and
- b) the matter affects your financial interests or relates to a licensing or regulatory matter; and
- c) the interest does not fall within one of the exempt categories at paragraph 10(2)(c) of the Code of Conduct.

What do I need to do if I have a prejudicial interest?

If you have a prejudicial interest you must withdraw from the meeting. However, under paragraph 12(2) of the Code of Conduct, if members of the public are allowed to make representations, give evidence or answer questions about that matter, you may also make representations as if you were a member of the public. However, you must withdraw from the meeting once you have made your representations and before any debate starts.

AGENDA

		Pages
1.	<p>APOLOGIES FOR ABSENCE</p> <p>To receive apologies for absence.</p>	
2.	<p>NAMED SUBSTITUTES (IF ANY)</p> <p>To receive details of any Member nominated to attend the meeting in place of a Member of the Committee.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>To receive any declarations of interest by Members in respect of items on the Agenda.</p>	
4.	<p>MINUTES</p> <p>To approve and sign the Minutes of the meeting held on 9 December 2011. <i>(To follow)</i></p>	
5.	<p>SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY</p> <p>To consider suggestions from members of the public on issues the Committee could scrutinise in the future.</p> <p><i>(There will be no discussion of the issue at the time when the matter is raised. Consideration will be given to whether it should form part of the Committee's work programme when compared with other competing priorities.)</i></p>	
6.	<p>QUESTIONS FROM THE PUBLIC</p> <p>To note questions received from the public and the items to which they relate.</p> <p><i>(Questions are welcomed for consideration at a Scrutiny Committee meeting so long as the question is directly related to an item listed on the agenda. If you have a question you would like to ask then please submit it no later than two working days before the meeting to the Committee Officer. This will help to ensure that an answer can be provided at the meeting).</i></p>	
7.	<p>KEY MECHANISMS FOR THE MANAGEMENT OF PERFORMANCE IN THE CONTRACT WITH AMEY HEREFORDSHIRE</p> <p>To advise the Committee on the key contractual mechanisms currently in place to manage performance within the contracts with Amey Herefordshire.</p>	1 - 6
8.	<p>BUDGET UPDATE 2011/12</p> <p>To seek Overview and Scrutiny Committee's view on the budget for 2012/13 and the principles underlying the Medium Term Financial Strategy (MTFS).</p>	7 - 14
9.	<p>WORK PROGRAMME</p> <p>To consider the Committee's work programme.</p>	15 - 44

PUBLIC INFORMATION

Public Involvement at Scrutiny Committee Meetings

You can contact Councillors and Officers at any time about Scrutiny Committee matters and issues which you would like the Scrutiny Committee to investigate.

There are also two other ways in which you can directly contribute at Herefordshire Council's Scrutiny Committee meetings.

1. Identifying Areas for Scrutiny

At the meeting the Chairman will ask the members of the public present if they have any issues which they would like the Scrutiny Committee to investigate, however, there will be no discussion of the issue at the time when the matter is raised. Councillors will research the issue and consider whether it should form part of the Committee's work programme when compared with other competing priorities.

2. Questions from Members of the Public for Consideration at Scrutiny Committee Meetings and Participation at Meetings

You can submit a question for consideration at a Scrutiny Committee meeting so long as the question you are asking is directly related to an item listed on the agenda. If you have a question you would like to ask then please submit it **no later than two working days before the meeting** to the Committee Officer. This will help to ensure that an answer can be provided at the meeting. Contact details for the Committee Officer can be found on the front page of this agenda.

Generally, members of the public will also be able to contribute to the discussion at the meeting. This will be at the Chairman's discretion.

(Please note that the Scrutiny Committee is not able to discuss questions relating to personal or confidential issues.)

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- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. (A list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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HEREFORDSHIRE COUNCIL

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MEETING:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	16 JANUARY 2012
TITLE OF REPORT:	KEY MECHANISMS FOR THE MANAGEMENT OF PERFORMANCE IN THE CONTRACT WITH AMEY HEREFORDSHIRE
REPORT BY:	ASSISTANT DIRECTOR - PLACE BASED COMMISSIONING

CLASSIFICATION: Open

Wards Affected

County-wide

Purpose

To advise the Committee on the key contractual mechanisms currently in place to manage performance within the contracts with Amey Herefordshire

Recommendation

THAT the content of the report is noted

Key Points Summary

- Amey Herefordshire (AH) provide a range of place based services for Herefordshire Council. This strategic partnership is founded on two base contracts. The Council renegotiated elements of the contract to form a managing agent type contract or MAC.
- Performance is managed through a range of contractual mechanisms. In addition to this, for the MAC services, monthly performance reports are submitted by AH, quarterly a Strategic Partnership Board reviews performance and overall performance of all services is reported through the Integrated Corporate Performance Report to Cabinet.
- The original contracts entered into in 2003 included limited mechanisms to drive performance improvement. A key achievement of the renegotiation of the contracts in relation to the majority of services which led to the establishment of the MAC in 2009 was the introduction of a contractual requirement for the development and maintenance of a performance framework that measures the outcomes being attained by Amey Herefordshire for the County of Herefordshire and its communities. This is the key contract mechanism through which performance is driven and provides incentives and penalties to drive correct behaviour from the provider.
- The potential to achieve contract extension beyond the initial guaranteed term to September 2013 is linked to the level of performance as measured through the performance framework.

Further information on the subject of this report is available from
Clive Hall, Head of Highways & Community Services on (01432) 260786

- The 2009 performance framework included for 38 measures.
- A future performance framework is being developed which would apply for future years. This will consolidate and build upon the 2009 framework and includes measures covering improved asset, market development, improved education and awareness, increased community engagement, locality working & parish liaison, reduction in environmental impact, continuous improvement, investing in people, investment in inventory and improved financial management.
- Budget management is also a key aspect of performance monitoring. The MAC contract requires Amey to deliver spend in accordance with agreed budgets with unauthorised underspends and overspends being repaid to the Council.
- For those services that were not covered by the MAC negotiation, the base contracts from 2003 still apply. Performance is managed by the client on a project by project basis and through the Integrated Corporate Performance Report.

Alternative Options

- 1 There are no Alternative Options as this report is for information only

Reasons for Recommendations

- 2 This report is in response to a request for information from the committee

Introduction and Background

- 3 Amey provides a range of place based services for Herefordshire Council, a briefing on the commissioning arrangements for these services was reported to the committee on the 17 October 2011.
- 4 This strategic partnership is founded on two base contracts, which commenced on the 1 September 2003. The Council renegotiated those elements of the contract with new arrangements commencing on the 1 September 2009. This built upon the 2003 base contracts to form a managing agent type contract or MAC. This contract form sees AH deliver 'end to end' services. The remaining services (Property) continue to be delivered through the original contracts.
- 5 The base contracts use the New Engineering Contract (NEC) as the form of contract, which includes for a range of contract management mechanisms, which can be used to manage performance. In addition to this the base contracts include bespoke clauses in regard to defects, uncorrected defects, works not done and damage and other matters.
- 6 The Deed of Variation that built these base contracts into the MAC introduced the requirement for the development and maintenance of a performance framework that measures the outcomes being attained by AH for the County of Herefordshire and its communities. Whilst the Deed of Variation also reinforces a number of the base contract mechanisms which assist in the management of performance, it is this performance framework that is the key contract mechanism through which performance is driven. No such performance framework exists in the base contracts, as used for non-MAC services. Here the management of performance across the service is a client activity and the contracts enable contractor performance to be addressed on a project by project basis.

- 7 The overall performance of all services is reported through the Integrated Corporate Performance Report to Cabinet.
- 8 Overall governance of this Strategic Service Delivery Partnership is provided through a Strategic Partnership Board who meets quarterly.

Key Considerations

- 9 AH are incentivised to perform as contract extensions are linked to the level of performance as measured through the performance framework.
- 10 The performance framework includes a number of Partnership Performance Indicators (“PPIs”) that were agreed as important successes for the contract or priorities for the Council. Targets for the PPIs were based on available baseline data and comparative data or as an improvement over the measurement period. The PPIs are designed to be particularly challenging to justify the award of up to a five-year contract extension, based on Year 1 performance.
- 11 A full set of performance measures have also been established for the remaining period. The remaining years’ extensions would be awarded in response to meeting ever stretching performance targets. This will include the possibility of gaining any shortfall in contract extension upon the achievement of further stretching targets. For each of these PPIs an upper and lower threshold of performance is established where performance below the lower threshold reflects a poor level of performance, the upper threshold reflects an excellent level of performance and performance between the thresholds represents an acceptable level of performance. The purpose of the thresholds is to drive continual improvement in the delivery of services and to deepen the service delivery partnership.
- 12 Each PPI have a procedure or equivalent document that defines:
 - the actual indicator (or reference to National Indicator methodology if applicable) and any calculations if applicable;
 - the specific method for collection of data;
 - the people responsible for managing the indicator (both owner and collator);
 - actions to be taken to deliver the target level of performance; and
 - auditing and self-certification regimes.
- Performance is reported monthly.
- The performance framework agreed in 2009 included for 38 measures. See Appendix 1 for a list of the headings from this performance framework.
- A future performance framework for future years is being developed and will consolidate and build upon the 2009 framework and will include measures covering improved asset, market development, improved education and awareness, increased community engagement, locality working & parish liaison, reduction in environmental impact, continuous improvement, investing in people, investment in inventory and improved financial management.

- 13 Monthly performance reports are produced by AH and audited by the client team. Performance is also reviewed at a quarterly Strategic partnership Board meeting chaired by the Cabinet Member for H & T attended by the Director of Places and Communities, Chief Finance Officer and AD Place Based Commissioning. This contributes to the Integrated Corporate Performance Report presented to Cabinet.
- 14 Performance against the 2009 framework is currently being examined. This will determine the basis for any negotiation with Amey over the next few months regarding the extent to which a contract extension beyond the initial guaranteed term to September 2013 could be awarded. It is suggested that a further report be submitted to this committee at a suitable future meeting to provide an update as this work progresses.

Community Impact

- 15 Through this service delivery partnerships HPS provide a wide range of place based services that are regarded as important or essential 'council services' to most if not all of Herefordshire's communities. As such AH's performance is intrinsically linked to the success of HPS in achieving the outcomes desired for Herefordshire by its communities.

Financial Implications

- 16 For the 2011/12 financial year AH are responsible, through the MAC for the delivery of a revenue budget of £7,718,297, a 'non pay' revenue budget of £685,332 and a capital budget of £9,971,982 a total of £18,375,611. All AH managed budgets are projecting spend to budget. The overall spend with AH includes for these MAC budgets, together with contributions to major projects and the delivery of non-MAC services. The financial management of these projects and services is a client activity.

Legal Implications

- 17 None as a result of this report

Risk Management

- 18 For the MAC risk is managed dynamically through the exchange of early warnings which highlight matters which may impact on time, quality and/or cost, providing the opportunity for partners to minimise the impact and/or actively manage the consequences. A risk register is also maintained by the partners and is used to inform management activity. This register is reviewed at both operations and performance and compliance meetings.

Consultees

- 19 None

Appendices

List of performance indicator areas from 2009 MAC Performance Framework

Background Papers

- None identified

Appendix 1 - List of performance indicator areas from 2009 MAC Performance Framework:

- defect management;
- programme delivery;
- asset management;
- street and environmental cleanliness;
- place audits;
- carbon reduction;
- waste and recycling;
- apprenticeships;
- support to the voluntary sector;
- new deal placements;
- the use of local products and services;
- satisfaction, penalty points incurred;
- road safety;
- road and footway condition;
- efficiency;
- biodiversity;
- cycling; and
- congestion

MEETING:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	16 JANUARY 2012
TITLE OF REPORT:	BUDGET UPDATE 2012/13
REPORT BY:	CHIEF OFFICER – FINANCE AND COMMERCIAL SERVICES

CLASSIFICATION: Open

Wards Affected

County-wide

Purpose

To seek Overview and Scrutiny Committee's view on the budget for 2012/13 and the principles underlying the Medium Term Financial Strategy (MTFS).

The Committee's views will be considered by Cabinet on 19 January 2012, when Cabinet will make recommendations to Council on 3 February 2012 about the budget, including the level of Council Tax for 2012/13 and the Medium Term Financial Strategy for 2012/13 to 2015/16.

Note: This report needs to be read in conjunction with the Budget report to Cabinet, which will be published on 11 January 2012. Copies will be circulated to the Committee.

Recommendation

THAT Overview and Scrutiny Committee comments on the approach to budget setting, so that Cabinet is informed of its views.

Key Points Summary

- Cabinet has recommended that Council accepts the 2012/13 Council Tax freeze grant and does not increase its level of Council Tax.
- The Council will set its Council Tax on 2 March 2012. This must be based on a balanced budget. It cannot budget for a deficit.
- The Council continues to be affected by the reducing level of central government funding.
- The 2012/13 net budget total is £143.183m excluding schools funding.

Alternative Options

- 1 HPS Leadership Team (HPSLT) are in the process of formulating a balanced budget for 2012/13 for consideration by Cabinet on 19 January 2012. It incorporates inflation, service pressures and other spending requirements, the financing of which has been identified from within the Formula Grant, service efficiencies and council tax.

Reasons for Recommendations

- 2 The Council has a legal obligation to set a balanced budget as required by the Local Government Finance Act 1992. Overview and Scrutiny Committee plays an important role in the process and its comments on the approach taken are reflected upon by Cabinet before the budget is put before Council on 3 February 2012..

Introduction and Background

- 3 On 19 January 2012, Cabinet is requested to consider the budget proposals and the Medium Term Financial Strategy (MTFS) in order to make a recommendation to Council for setting the 2012/13 revenue budget based on holding council tax at current levels.
- 4 The provisional local government settlement was announced on 8 December 2011. The key component is the Formula Grant, which includes Revenue Support Grant and redistributed business rates, which is set at £54.462m (£56.615m after including council tax freeze grant). This is a £5.7m cash reduction on the amount received in 2011/12 and it is unlikely this will change when the final settlement is published in late January 2012.

Provisional Local Government Settlement 2012/13

- 5 Local government will enter the 2012/13 financial year without certainty about the funding position for 2013/14 onwards. This is because CSR10 announced in October 2010 only provided a finance settlement for two years (2011/12 and 2012/13). However, the council's assessment of funding for budget planning purposes assumes at least 10% reduction over the 2013/14 to 2015/16 period. A more fundamental review of local government funding is anticipated from 2013/14 so outline assumptions are used at this stage.
- 6 The provisional local government settlement for 2012/13 was announced on 8 December 2011. The formula grant (Revenue Support Grant and redistributed business rates) remains unchanged from the figure previously announced of £54.462m (before the council tax freeze). This compares to £60.191m in 2011/12, a cash reduction of £5.7m (9.5%). Some additional funding is provided for in the provisional 2012/13 settlement:
 - a. £1.5m social care funding within formula grant;
 - b. £2.1m of funding for the 2011/12 council tax freeze. This will cease after 2014/15; and
 - c. £2.3m NHS funding to support social care.
- 7 The New Homes Bonus match funds the additional council tax raised for new homes and empty properties brought back into use. The scheme commenced in April 2011 and is paid for six years. Herefordshire was awarded £591k per annum for 2011/12 and has been provisionally awarded £824k for 2012/13 (paid for six years from 2012/13). The council's financial model now reflects the national top slice expected from 2013/14 that will reduce the allocation.

- 8 The Department for Education has indicated that Dedicated Schools Grant (DSG) remains at £4,723.65 per pupil.

Council Tax Freeze Grant for 2012/13

- 9 On 3 October 2011 the Chancellor of the Exchequer announced that the Government will pay a grant to authorities which freeze their council tax for 2012/13. This grant is for one year only.
- 10 By accepting the grant the council will freeze council tax bills for a second successive year. However, a careful approach is needed in order to manage the consequences for council tax and budgets in subsequent years as the grant will only fund one year of grant payment at 2.5%.
- 11 The grant covers 2012/13 only and is therefore very different from the funding for the 2011/12 council tax freeze where the government will pay the grant for the four years of the spending review (up to 2014/15).
- 12 The grant on offer covers the equivalent of 2.5% increase in council tax (this equates to £2.16m for Herefordshire Council). The grant for Police and Fire and Rescue Authorities is 3%. The grant does not cover parish and town council precepts.
- 13 Payment to the council will be made by a single amount in March or April 2012 and will be made as soon as the council confirms it will freeze the 2012/13 council tax. For Herefordshire this would follow council tax setting. The grant is not ring fenced and can be used for any purpose. It could also be carried forward if not fully used in 2012/13.
- 14 As indicated, accepting the grant rather than increasing council tax by the same amount means losing the “base” effect of a 2.5% council tax increase. Therefore it is proposed, subject to final Council approval, to use the grant as a one off source of funding for transformation and budget contingency in 2012/13. The approach to the use of the funding will be developed before the end of March but it will be based on supporting transformation to enable sustainable budget reductions to be made, with a particular emphasis on Adult Social Care.

Grants for 2012/13

- 15 In 2010 the government announced a significant reduction in grants. The allocations for 2011/12 and 2012/13 (excluding Council Tax Grant and Dedicated Schools Grant) are as follows:

List of Grants	2011/12	2012/13
	£000	£000
Early Intervention Grant	6,501	7,097
HCTB Admin	1,228	1,177
Music grant	263	236
Community Safety	158	80
Hone to school transport	435	540
Lead Local Flood Authorities	130	200
Learning Disability	3,657	3,738
Preventing Homelessness	225	225
TOTAL	12,597	13,293

- 16 In 2011/12 £13.5m of specific grants and Area Based Grant were moved into formula grant, but reduced to an estimated £10.8m, leaving a funding shortfall of £2.7m. A further £932k reduction in these grants is estimated to be included in the Formula Grant reduction in 2012/13.
- 17 The Council Tax and Dedicated Schools Grants are the only ring fenced grants. This gives greater flexibility when using the grants outlined above.
- 18 In 2012/13 the Early Intervention Grant increases by £596k but the additional amount is to cover the responsibilities to provide pre-school places for vulnerable two year olds.

Budget and Policy Process

- 19 The 2012/13 budget process has seen greater alignment between policy and budget setting. This builds on the process that commenced in the previous year and led to a series of star chambers in late 2011. The star chambers had the following aims:
- a. To sign off the savings agreed in 2010 as part of the two year process;
 - b. To seek additional savings to meet the emerging gap resulting from the Council Tax freeze grant for 2012/13; and
 - c. To test the requirement for additional funding built into the current financial model.
- 20 As part of the overall process the following core principles set out what the council stands for and what residents can expect of it.

PRINCIPLE	IMPACT
Valued Services	<ul style="list-style-type: none"> • <i>Focusing on our priorities & what matters to people, stopping things we don't need to do</i>
Reducing Bureaucracy	<ul style="list-style-type: none"> • <i>Less regulation and red tape, smaller local government; right first time delivery</i>
Supporting the Vulnerable	<ul style="list-style-type: none"> • <i>Targeting resources on individuals, families, communities at risk or disadvantaged; early intervention & prevention; a shift in social care provision</i>
Value for Money	<ul style="list-style-type: none"> • <i>Reducing the pay bill; third party spend savings; smarter delivery; cutting costs</i>
Local Delivery	<ul style="list-style-type: none"> • <i>Devolution to parishes and the VCS, local decision making; working through 9 localities</i>
Personal Responsibility	<ul style="list-style-type: none"> • <i>Self reliance, people and communities helping themselves, behavioural change; increase in personalisation</i>

- 21 It is important to note that Cabinet of 15 December 2011 agreed to recommend to Council that the 2012/13 Council Tax Freeze Grant announced on 3 October 2011 by the Secretary of State be accepted, which means, subject to Council approval, there will not be an increase in council tax in 2012/13. However, the one year nature of the funding means the permanent ongoing increase that would have occurred from the assumed 2.5% increase in Council Tax is foregone. As a result the Cabinet's policy is to use this as "one off" funding split between transformation (£1.2m) and budget contingency (£1.0m).

- 22 By using this to support the above activity an additional pressure of £2.2m is added to a gap of £750k. The proposals to close the gap are being finalised and will be available when the Cabinet agenda is published on 11 January.

Income Generation

- 23 During 2009/10, the Council generated £18.1m through fees, charges and sales during 2009/10, which was 4.7% of total gross revenue expenditure.
- 24 According to benchmarking analysis undertaken by the council and Price Waterhouse Cooper, in a number of specific expenditure areas (e.g. pest control, highways planning, water safety), the council performs well on recovery relative to nearest neighbour authorities. Overall, though, the council has the lowest recovery rate out of 15 comparators.
- 25 The intention is to become a median performer in terms of income recovery, which would mean generating approximately £2.78m of additional net income per year. A 'stretch' target of £12.43m has also been identified, representing average upper quartile performance.
- 26 The 2011/12 budget includes £712k to be delivered through increases in existing income and the development of new income streams within directorates.
- 27 A set of Charging Principles for the council has been agreed by Cabinet, and a process for approving new income proposals has been put in place by the Commercial Board in response to these.
- 28 Cabinet approved three 'quick win' income proposals in June 2011. These covered car parking, pre-application planning advice and school transport. There are a number of further income projects at varying stages of development across the authority.
- 29 The Overview and Scrutiny Committee have also been tasked with "undertaking a review to identify options for the development of budgetary policy to support further income generation". This will influence the outcome of the PwC work and the council's medium term plan.

Budget Setting Principles

- 30 The MTFS includes the council's financial model. This indicates the variations to the budget including amounts to meet pressures as well as compensating savings. The key points are as follows:
- a. Inflation: the model includes net inflation of £2.35m.
 - b. Additional funding for Adult Social Care: the council will passport to Adult Social Care the £1.48m included in the formula grant along with funding from the NHS included in the CSR10 announcement.
 - c. Further savings from the Shared Services programme amounting to £571k are included for 2012/13.
 - d. Change management: the budget includes £1.0m to support costs associated with staff reductions. If the government permits capitalisation of such costs in 2012/13 (as it did in 2011/12) the council will make a case to take advantage of this approach.
 - e. Council Tax: the 2012/13 budget includes use of the one year Council Tax Freeze Grant announced in 2011. This means for the second year council tax will not be increased. Future years assume 2.5% increase.

- f. Council Tax Freeze Grant: the 2012/13 amount on offer from central government will be used to support transformation activity (£1.2m) and the balance of £1.0m will be used as budget contingency.
- g. Pressures: the budget includes £907k for contract inflation; £785k for service and demographic pressures and £544k for statutory changes. In total the budget includes £2.236m of additional funding to support pressures.

Capital Funding

- 31 The Joint Capital and Asset Management Strategy for 2010 to 2013 lists a series of schemes as priorities and it is now appropriate to plan for their delivery.
- 32 A number of key schemes have been included in the strategy. These include Broadband, Hereford Futures and the continuing development of the infrastructure to support the retail quarter. In line with the strategy the Council's MTFS now includes funding to support scheme delivery.

Financial Management and Reserves

- 33 A key part of the budget process is to ensure the council has appropriate levels of reserves especially at a time of continuing financial challenge. Over the medium term it is proposed that the council will put in place a budget contingency.
- 34 The current level of the general reserve is £6.3m representing 4% of the net budget. Whilst the policy is for a general reserve of 3% it is considered prudent to use any amount in excess of 3% to fund a budget contingency.
- 35 The following table provides a summary of the estimated level of corporate reserves which could be available for temporary use:

Corporate Reserves 2012	Estimated 31/3/12 £'000
General Fund Reserve	6,300
Waste Disposal	2,407
Whitecross School PFI	331
Insurance Reserve	135
TOTAL	9,173

- 36 Robust action plans will be required to focus work on delivering service savings agreed as part of the budget process. However, contingency plans will need to form part of overall budget management in order to give further assurance in 2012/13.

2013/14 Onwards

- 37 The funding position for 2013/14 onwards is much less certain. Currently the government is consulting on a proposal that will see councils retain business rates for their area. This is a

significant change to the current arrangements where Herefordshire collects business rates on behalf of the government and receives a formula grant in return.

- 38 The proposed changes give councils some local control and provide an additional incentive to support economic growth. However local changes to collection rates can lead to income fluctuations in any year. Herefordshire gains from the current system and currently gets more funding through the formula grant than it collects in business rates. Herefordshire will need to ensure the “base” position supports the current level of funding if it is to avoid additional financial pressure.
- 39 In 2013/14 local government will also see a significant change to Housing and Council Tax benefits. Housing Benefit will become part of the new single universal credit. Council Tax benefit will be funded by a specific grant paid to Unitary and District Councils. The amount paid will be subject to a 10% cut compared with 2012/13 levels of funding. Furthermore, those viewed as “vulnerable” by government regulations will receive a greater proportion of the overall grant than at present.

Financial Implications

- 40 These are set out in the report.

Legal Implications

- 41 Local authorities must decide every year how much they are going to raise from council tax. They base their decision on a budget that sets out estimates of what they plan to spend on services. Because they decide on the council tax before the year begins and can't increase it during the year, they have to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by:
- making prudent allowance in the estimates for services; and
 - ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient.
- 42 Local government legislation requires an authority's chief finance officer to make a report to the authority when it is considering its budget and council tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so members will have authoritative advice available to them when they make their decisions.

Risk Management

- 43 The position outlined in the report indicates the state of public finances means a reducing funding envelope for local government. This creates a number of additional risks in addition to those normally associated with any budget setting process. The following lists specific risks:
- a. Directorate Savings: the loss of funding in 2012/13 requires a significant level of savings. There is a risk of slippage should unforeseen delays occur. The use of the £1.0m budget contingency will assist along with using anything in excess of 3% on the general fund reserve as a budget contingency. Directorates' plans for delivery of savings will need robust management to ensure delivery.
 - b. Local Government Resource Review: 2013/14 will see one of the most significant changes to funding for local government. The proposal to allow councils to retain business rates rather than contribute to the national pool could create risk if the “base”

level is set too low by central government. Central government will continue to control the level of business rate increase.

- c. Treasury Management: the council has significant treasury management activity covering borrowing and investment. The current financial climate means this area plays an important part in resource delivery for the council. The decision to refinance existing borrowing and take on additional requirements will need to be timed to take advantage of opportunities provided by historically low interest rates.
- d. Income: the council's budget is supported by income. The level of income receipt could be affected by factors such as the economic climate. The council's review of income and charging levels will need to play an appropriate part delivering the balanced budget.

Consultees

- 44 Herefordshire Public Services set out to ask local people for their views on funding priorities so that their feedback could help it to begin to plan how its budget should be used in the future. With current pressures on funding being experienced by public services nationwide, it wanted to explore a new way of engaging with the population at an early stage in the process. As a result, a series of 10 public events were held across the range of localities in the county during November and December 2011, attended by over 250 people in total. Alternatively, people could give responses through an on-line questionnaire.
- 45 The consultation included four topic areas, on which people were asked a series of high-level questions about general spending principles on which each could cast their vote using an electronic hand-held device. Each section was first introduced by providing some contextual information. Questions were asked concerning finance, adult social care, clinical commissioning of healthcare, and health and wellbeing. This was followed by an opportunity for people to write further comment for each of the four topic areas, and to ask questions of the presenters. A summary of the views received will be included in the report to Cabinet on 19 January 2012.

Appendices

- 46 None

Background Papers

- 47 None identified.

MEETING:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	16 JANUARY 2012
TITLE OF REPORT:	OVERVIEW AND SCRUTINY WORK PROGRAMME
REPORT BY:	ASSISTANT DIRECTOR – LAW, GOVERNANCE AND RESILIENCE

CLASSIFICATION: Open

Wards Affected

County-wide

Purpose

To consider the Committee's work programme.

Recommendation(s)

THAT: the work programme as appended be noted, subject to any comments the Committee wishes to make.

Key Points Summary

- The Committee is asked to note its work programme and to note progress on the scrutiny reviews approved by the Committee in July.

Alternative Options

- 1 It is for the Committee to determine its work programme as it sees fit to reflect the priorities facing Herefordshire. Any number of subjects could be included in the work programme. However, the Committee does need to be selective and ensure that the work programme is focused on the key issues, realistic and deliverable within the existing resources available.

Reasons for Recommendations

- 2 The Committee needs to develop a manageable work programme to ensure that scrutiny is focused, effective and produces clear outcomes.

Introduction and Background

- 3 The current work programme is appended. The appendix also contains a chart showing progress to date on the six scrutiny reviews commissioned by the Committee in July. The following Task and Finish Groups are currently at work:

Further information on the subject of this report is available from
Tim Brown, Committee Manager (Scrutiny) on (01432) 260239

- Council Procurement Policy and Local Business and Local Employment
- Income and Charging
- Planning System Review – Development Control and the operation of the Constitution
- Safeguarding Adults
- Safeguarding arrangements for Children
- Tourist Signing (Brown Signs)

4. The new Herefordshire Public Services Rolling Programme is also appended.

Community Impact

5. The topics selected for scrutiny should have regard to what matters to the County's residents.

Financial Implications

6. The costs of the work of the Scrutiny Committee will have to be met within existing resources. It should be noted the costs of running scrutiny will be subject to an assessment to support appropriate processes.

Legal Implications

7. The Council is required to deliver an Overview and Scrutiny function.

Risk Management

8. There is a reputational risk to the Council if the Overview and Scrutiny function does not operate effectively. The arrangements for the development of the work programme should help to mitigate this risk.

Consultees

9. Following initial consultation on topics for scrutiny with Directors and Members of the Cabinet, all Members of the Council were invited to suggest items for scrutiny.

Appendices

10. Overview and Scrutiny Committee Work Programme

Background Papers

- None identified.

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

(Methods of Scrutiny the Committee is invited to consider for each item include: briefing note, report to the Overview and Scrutiny Committee (OSC), one day review by Task and Finish Group or in depth review by Task and Finish Group.)

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
Overview and Scrutiny Committee (OSC)	17 October 2011	Accommodation Strategy	To consider options to be put forward to Cabinet on the Accommodati on Strategy.	Report to OSC	Reported 17 October		
OSC (All themes)	17 October 2011	Briefing on the Arney Contract	To brief Members on the Contract.	Report to OSC	Reported 17 October		
OSC (Children and Education)	17 October 2011	Youth Justice Plan	To consider whether to comment on the Plan	Budget and Policy Framework Item Report to OSC	Reported 17 October		
OSC (All themes)	28 November 2011	Report on Budget Preparation and Emerging	To inform the Committee at an early stage of the	Budget and Policy Framework item Report to OSC	Reported 28 November	Follow up consideration scheduled for January 2012	

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
		Options	Executive's thinking about the Budget.	and Interview Leader			
OSC (All themes)	TBC	Scoping reports for Task and Finish work.	To report on Scoping of matters identified in the Work Programme for Future Task and Finish and One day Review.				
OSC (All themes)	TBC	Content of Work Programme	To consider how the Committee might consider the work of Directorates, the Council's performance and hold Cabinet	Report to OSC			

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
			Members and Directors to account.				
OSC (Corporate Services)	TBC	The Population, Management and Communication of the Forward Plan'	To consider this issue/or to propose a one day T&F group???	Report to OSC potentially followed by a T&F Group.			Was proposed to deal with at Ch/Vch mtg
OSC (Corporate services)	TBC	Accommodation Programme	To give further consideration to the accommodation programme	Report to OSC???			Clarification needed re disposals plans
OSC (Enterprise and Culture)	TBC	Report on progress against the Executive's action plans for previous Scrutiny Reviews of Tourism and	To assess progress against the Executive's action plans.	Report to OSC			Delete if no update available

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
		Volunteering					
OSC (Health and Wellbeing)	28 November 2011	Major Trauma Care	To determine formal response to proposals following period of public engagement.	Report to OSC			1
OSC (All themes)	9 December 2011	Local Development Framework	To receive a report on the consultation process.	Budget and Policy Framework Item Half/One day Review by OSC (Cllr Watts to be lead Vice- Chairman)	Reported 9 December	The latest consultation will close on 28 November. The Committee will be informed of the legal requirements governing consultation on the LDF and consultation process undertaken to date by the Council and invited to comment.	

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
OSC (Corporate Services)	December 2011	Report of Income and Charging Task and Finish Group	To consider the Group's report and whether to recommend the findings to the Executive.	Report to OSC		The Committee will then have the opportunity to give consideration to an analysis of responses to the latest round of consultation and the proposals in the LDF in the New Year before consideration by Cabinet and Council.	Delayed because of PWC work. New timetable
OSC (All themes)	16 January 2012	Medium Term Financial Strategy and Budget 2012/13	To consider the Executive's Budget Proposals	Budget and Policy Framework item Report to OSC.			1

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
			inviting the Committee's comments to Cabinet.				
OSC (All themes)	16 January 2012	Amey Performance and Funding Arrangements	To review current performance and consider whether there are any issues to which the Committee wishes to give further consideration.	Report to OSC			1
OSC (All themes)	January/February	Local Development Framework	To give consideration to an analysis of responses to the latest round of consultation and the	Budget and Policy Framework item One Day Review by OSC		Consideration needs to be given as to whether to consider the LDF in conjunction with the Local Transport Plan.	1 Timing to be adjusted April/May?

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
			proposals in the LDF before consideration by Cabinet and Council.				
OSC (All themes)	January/February	Local Transport Plan	To review proposals in the Local Transport Plan in advance of their consideration by Cabinet.	Budget and Policy Framework item One Day Review by OSC (See LDF above)		See comment on LDF above	
OSC (Highways Transportation and Waste)	April/May 2012	Development of Waste Facility	To consider the proposed development of a waste facility in Worcestershire under the Joint Waste Disposal Contract and	Report to OSC			3

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
			express views to Cabinet in advance of Cabinet consideration.				
OSC (All themes)	January 2012	Consideration of reports of first tranche of other Task and Finish Groups.	To consider whether to recommend the findings of the reviews to the Executive.	Report to OSC			1 Jan/Feb
OSC (Health and Wellbeing)	18 January 12	Meeting with Wye Valley NHS Trust and Herefordshire Healthcare Commissioning Group	To receive an update from each body.	Report to OSC			
OSC (Health and Wellbeing)	February 2012 (Tbc)	Meeting with 2gether Trust and West Midlands	To receive an update from each body.	Report to OSC			

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
		Specialist Commissioning Team (TBC)					
OSC (Enterprise and Culture)	21 February 2012	Management Options For Cultural Services	To respond to request from Cabinet that the Committee consider the options	Report to Committee for ½ day review.			
OSC (Health and Wellbeing)	5 March 2012	Meeting with West Midlands Ambulance NHS Trust (and West MerciaCluster (tbc))	To receive an update from the Trust (and Cluster (tbc))				

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
OSC (Health and Wellbeing)	19 March 12	National Health Policies	To ensure members of the Committee are up to date with the latest national initiatives and their implications.	Report to OSC		A small informal group of OSC Members, including the Vice Chairman for Health and Well-Being will receive regular updates on health matters.	? 3 or 1
OSC (Corporate Services)	19 March 12	Executive Response to Income and Charging Review	To consider whether the Committee agrees with the Executive's response to the findings of the Income and Charging Review	Report to OSC			1
OSC	19 March 12	Review of Safer Herefordshire	To review performance	Report to Committee in			1

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
(Health and Wellbeing)		proposals (Community Safety Partnership).	of Safer Herefordshire and priorities for the year ahead	accordance with statutory requirement to undertake Crime and Disorder Scrutiny.			
OSC (All themes)	23 April 2012	Executive Responses to first tranche of Task and Finish Reviews	To consider whether the Committee agrees with the Executive's response to the findings of the various reviews.	Report to OSC			1
OSC (Health and Wellbeing)	September 12 March 12	Make Ready and Pathways Ambulance Service	To review the new system of managing deployment of ambulances after 9 months	Report to OSC/one day review by OSC if appropriate.			1

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
OSC (Children and Education/ Health and Wellbeing)	TBC	Children's health and wellbeing (a focus on Childhood obesity)	of operation. To examine the data on Childhood weight and obesity, consider the implications and make recommendati ons on any action needed by Herefordshire Public Services.	One day Review by OSC			1
Children and Education	February/Ma rch 2012	Education in Herefordshire	To consider the implications of national policy changes for the Herefordshire	Task-and-Finish Review Report to Cttee (decide then if more in-depth work required.			

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
			Learning Community. In particular to consider the changes as a result of the Academies Act and associated legislation and national changes, as well as the guiding vision and principles being developed for Herefordshire. (To be scoped)				
Corporate	TBC	Community Infrastructure Levy	To respond to Cabinet's request that Scrutiny look into the principles that	Task and Finish Review		It has been suggested that a Task and Finish Review should be undertaken prior to a consultation exercise and a further Task and	1

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
			might underpin a Community Infrastructure levy			Finish Review undertaken following the consultation exercise to make recommendations to Cabinet.	
Enterprise and Culture	TBC	Tourism and the use of the River Wye	Scope to be determined	Task and Finish review		What outcomes are achievable?	2
Enterprise and Culture	TBC	Proposals for methods of service delivery within this themed area (eg heritage services.)	Scope to be determined	Report to OSC			Was 2 (now 1 given request from Cabinet?)
Enterprise and Culture	Spring 2012	Broadband	To consider progress in delivering Broadband within the County. Pre	One day Task and Finish review			4 Park for now – appears to be

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
			decision scrutiny prior to letting joint contract.				progressing
Environment, Housing and Planning	TBC	Affordable Housing	Scope to be determined	Task and Finish Review		Management and Allocation Community Land Tax	1 ?
Health and Wellbeing	TBC	Access To Health	To consider access to a range of services including Stroke Services. Scope to be determined	Task and Finish Review			2 Meeting with WVT will allow considerati on of how Hereford will roll out services?
Highways Transportation and Waste	TBC	Park and Ride	To review park and ride provision for Hereford City	Task and Finish Review		Consideration needs to be given to timing of this work and whether it is to take	Check with Asst Director.

Committee/ Themed Area	Date	Item	Purpose	Method of Scrutiny	Progress	Comment	Priority
			in the context of the Local Transport Plan.			place prior to consideration of the LTP or afterwards.	
Highways Transportation and Waste	TBC	Variable speed limits within short distances	To investigate examples of roads having speed zones changing for a short distance to a higher limit and then reverting to a lower limit.	One day Task and Finish review		Consideration needs to be given to timing of this work and whether it is to take place prior to consideration of the LTP or afterwards.	3

Progress on Current Reviews

Review	Meetings	Comment
Council Procurement Policy and Local Business and Local Employment	<p>20/9</p> <p>14/10</p> <p>25/10</p> <p>9/11</p> <p>16/11</p> <p>7/12</p> <p>5/1/12</p> <p>13/1</p>	<p>Background documentation has been prepared and circulated to the Group. T Presentation received on current procurement arrangements.</p> <p>Meetings held with Chamber of Commerce, Halo and Shaw Homes, Director of Places and Communities, Chief Officer – Finance and Commercial. A public meeting also held to which local businesses were invited. Meeting held with Amey and vist undertaken..</p>
Income and Charging	<p>28/9</p> <p>10/10</p> <p>24/10</p> <p>13/12</p>	<p>Background documentation has been circulated to the Group and additional information requested.</p> <p>Scope of review was tightened following clarification on the timescale within which the Group needs to report. However, the Council has now commissioned a piece of work by PriceWaterhouseCoopers (PWC) which covers ground the Group had proposed to cover. The Group is therefore refocusing its approach and as its next step intends to analyse and comment on the work produced by PWC. Presentation received from PWS can some initial comments submitted to the Commerical Board. Further report from PWC awaited.</p>
Planning System Review – Development Control and the operation of the Constitution	<p>22/9</p> <p>10/10</p> <p>18/10</p>	<p>Background documentation has been prepared, circulated to the Group and discussed.</p> <p>Arrangements made for visit to Planning Department to walk through the planning process.</p>

Review	Meetings	Comment
	14/11	Further meeting held to discuss further issues contained in the scoping statement. Arrangements are being made for the Group to visit another planning authority. Results from the government's Planning Advisory Service questionnaire of services users is awaited. initial drafting of the final report has commenced.
Safeguarding Adults	21/9 21/10 21/11 2/12 26/01//12	Background documentation has been prepared and circulated to the Group. The scope of the review has been discussed and refined. The next meeting will seek the views of the Care Homes Providers Forum. Meeting to consider operational safeguarding Visits to Care Homes on Leominster and Lyonshall Interviews with CQC and Adult Safeguarding Meeting to discuss initial draft report
Safeguarding arrangements for Children	25/8 15/9 14/10 22/11 8/12 13/01/12	Background documentation has been prepared and circulated to the Group. Interviews held with Police and Heads of Service. Next meeting is to consider arrangements for looked after children. Review Group will meet with Foster Carers in Moor House Meeting with young people in care at Centre 18 Meeting to discuss initial draft report
Tourist Signing (Brown Signs)	6/9 29/9/11 (Site visit)	Background documentation has been prepared and circulated to the Group. The terms of reference have been widened to include a review of guidance provided on temporary event signage and a review of temporary signage

Review	Meetings	Comment
	20/10	<p>delivery.</p> <p>A site visit has been held for the Group to observe signing issues.</p> <p>Interviews are also being programmed.</p>
	8/11	<p>Further aspects considered and conclusions considered for drafting of the final report.</p>
	21/12/11	<p>A draft of the final report has been issued to the Group for comment. Depending on the views expressed the Chairman will decide whether a further meeting is required.</p>

HPS Rolling Programme

MEETING / BRIEFING DATE	CONSULT:	REPORT TITLE	PURPOSE	FINAL DECISION MAKER	DIRECTOR / LEAD OFFICER
Cabinet Council Committee Cabinet Member Briefing HPSLT Leaders Briefing	A&G Cttee Clinical Comm Grp H&WB Brd NHS Brd O&S Cttee Planning Cttee Regulatory Cttee SMT				
ALLOCATED ITEMS					
CABINET 19/01/12 L/B – 10/11/11	O&SC 16/01/12	Joint Medium Term Financial Strategy (Budget)	To agree the budget and Joint Medium Term Financial Strategy (MTFS) for recommendation to Council on 3 February 2012	B&PF Council	DCE/ CO F&C
L/B – 22/12/11	NHSH Board – 25/01/12	Compact	The compact is an agreement between the public sector, the third sector and potentially the private sector to work together in mutual respect, transparency and fairness for the good of people in the county with regards to financial relationships, volunteering and consultation with communities and others; providing the cornerstone behind community development and localism. Non-key decision to endorse the renewed compact following countywide consultation.	Cabinet Member 19/01/12	DforP&C/ Alex F
CMB 19/01/12		Further investment in energy efficient street lighting	To approve additional funding to further reduce the energy usage and carbon emissions, on street lighting installations throughout Herefordshire.	Cabinet Member 20/01/12	DforP&C / Clive Hall
		Adoption of Hfdshire Food Strategy	To adopt a food strategy for Herefordshire.	Cabinet Member (Leader to sign off) 26/01/12	DforP&C / Andy Dawson

MEETING / BRIEFING DATE	CONSULT:	REPORT TITLE	PURPOSE	FINAL DECISION MAKER	DIRECTOR / LEAD OFFICER
Cabinet Council Committee Cabinet Member Briefing HPSLT Leaders Briefing	A&G Cttee Clinical Comm Grp H&WB Brd NHS Brd O&S Cttee Planning Cttee Regulatory Cttee SMT				
CMB – 19/01/12		Cessation of providing black bags	To review the policy and make cost savings through the Cessation of providing black refuse sacks to all households across the county.	Cabinet Member 26/01/12	DforP&C/ Julie Teague
CMB – 19/01/12		Rationalisation Of Recycling “Bring” Sites	Cost savings through the rationalisation of recycling “bring” sites across the county.	Cabinet Member 26/01/12	DforP&C/ Julie Teague
CMB – 15/12/11		Section 106 Suspensions	Section 106 Suspensions	Cabinet Member 26/01/12	DforP&C/ Julie Teague
AUDIT & GOVERN. 27/01/12					
		Audit Plan	To agree the annual audit work plan.	Audit & Govern.	DCE/David Powell
		Interim Audit Assurance Report from KPMG			DCE/David Powell
		Risk Registers			DCE/Erica Hermon
		Constitution update report	To inform the committee of constitutional amendments/updates following Council on 18 November		DCE/Chris Chapman
COUNCIL 03/02/12					
		JMT Financial Strategy	To agree the budget and Joint Medium Term Financial Strategy (MTFS) for recommendation to Council on 3 February 2012	B&PF - Council	DCE/David Powell
CABINET 9/02/12					
		Waste PFI Contract Moved forward to February	To discuss the proposals being made by Mercia Waste Management for the treatment of residual waste.	Key Decision Cabinet	DforP&C / Andy Tector

MEETING / BRIEFING DATE	CONSULT:	REPORT TITLE	PURPOSE	FINAL DECISION MAKER	DIRECTOR / LEAD OFFICER
Cabinet Council Committee Cabinet Member Briefing HPSLT Leaders Briefing	A&G Cttee Clinical Comm Grp H&WB Brd NHS Brd O&S Cttee Planning Cttee Regulatory Cttee SMT				
		to be in line with Worcestershire.			
CABINET 16/02/12 HPSLT – 25/10/11 L/B – 3/11/11	H&WB – 20/12/11	Child Poverty Strategy (This item has been moved from its original Nov. date to Feb. 2012 in order that it can be discussed by the H&WB Brd prior to a Cabinet decision).	That cabinet approve the child poverty strategy for Herefordshire in order to make an assessment of child poverty in the county and provide a co-ordinated approach to tackling the issues.	Cabinet	DforPS/Chris Baird
HPSLT – 24/01/12		New local pay policy	Pay Policy Statement	Council	DCE/John Gorman
HPSLT – 24/01/12 L/B – 26/01/12	A&G cttee 09//03/12	B&PF items	To review the current list of budget and policy framework items in the Council's constitution.	Council	AD LG&R
COUNCIL 02/03/12		Council tax setting	To agree the budget	Council B&PF	DCE/David Powell
HPSLT – 24/01/12		New local pay policy	Pay Policy Statement		DCE/John Gorman
		Health & Wellbeing Board Report			DCE
		Local Government Boundary Review Report	To agree a proposal for submission to the LG boundary commission		Head of Governance
		Implications of the Localism Act			DCE / AD LG&R
		Changes to Members' Register of Interest			

MEETING / BRIEFING DATE	CONSULT:	REPORT TITLE	PURPOSE	FINAL DECISION MAKER	DIRECTOR / LEAD OFFICER
Cabinet Council Committee Cabinet Member Briefing HPSLT Leaders Briefing	A&G Cttee Clinical Comm Grp H&WB Brd NHH Brd O&S Cttee Planning Cttee Regulatory Cttee SMT				
HPSLT 21/02/12 L/B 23/02/12	n/a	Procurement of Services to support the delivery of Herefordshire's Yes We Can Plan for children and young people The date of decision has been revised from February to March to allow for the tendering process to be completed	To seek approval to commit funding over £500k in the procurement of services for children and young people, in line with the priorities set out in Herefordshire's Yes We Can Plan and based on evaluation of current contracts, equality impact assessments and information from the Joint Strategic Needs Assessment.	Key Decision Cabinet Member 15/03/12	DforPS / Chris Baird / Head of Children's Services Commission.
HPSLT 21/02/12 L/B 23/02/12	n/a	Procurement of services to support the delivery of Herefordshire's Adult Services The date of decision has been revised from February to March to allow for the tendering process to be completed	To seek approval to commit funding over £500k in the procurement of services for Adults in line with the Service Plan and based on an evaluation of current contracts, equality impact assessments and information from the Joint Strategic Needs Assessment.	Key Decision Cabinet Member 15/03/12	DforPS / Chris Baird / Interim Programme Director, Adult Social Care
CABINET 15/03/12 L/B 23/02/12		ICPR	To provide Cabinet with an overview of performance against the Joint Corporate Plan 2011-14	Cabinet	DCE / Jenny Lewis
		Budget Monitoring Report 2011/12		Cabinet	DCE/ CO F&C
HPSLT 11/10/11 Plan. 01/02/12 Reg.	Public Planning Cttee	Single Enforcement Policy	To introduce a new single enforcement policy to replace various area specific policies.	Cabinet	DforP&C / Paul Nicholas

MEETING / BRIEFING DATE	CONSULT:	REPORT TITLE	PURPOSE	FINAL DECISION MAKER	DIRECTOR / LEAD OFFICER
Cabinet Council Committee Cabinet Member Briefing HPSLT Leaders Briefing	A&G Cttee Clinical Comm Grp H&WB Brd NHS Brd O&S Cttee Planning Cttee Regulatory Cttee SMT				
	Regulatory Cttee O&S Cttee?				
CABINET 29/03/12		Herefordshire Community Safety Partnership (changed from Community Safety & Drugs Partnership)		B&PF – Council	DforP&C/ Richard Gabb
HPSLT -18/10/11 & 03/01/12 L/B – 10/11/11		Joint Corporate Plan	For Cabinet to commend the Joint Corporate Plan (JCP) to Council. The JCP is one of a suite of plans and strategies that form the Council's Budget & Policy Framework. It incorporates the vision and the priorities for the HPS partnership and outlines a number of outcomes to be pursued to realise those priorities. It is supported by a delivery plan which provides the milestones and targets against which performance is reported.	B&PF Council	DCE/Jenny L
HPSLT – 21/02/12 L/B – 08/03/12		Shared Services Update		Cabinet	CO F&C
CABINET 19/04/12	O&S Feb/March 2012	Vision for Education - renamed Guiding Principles for the Herefordshire Learning Community (moved to April as currently carrying out consultation)	To agree the guiding principles for a council perspective to agree the steps to turn guiding principles into action.	Cabinet	DforP&S
HPSLT -06/03/12 L/B – 22/03/12		Older People's Strategy – renamed Vision for Adults in Herefordshire (moved to April to carry out	The vision for Adults in Herefordshire will be significant in informing future service planning across the county, giving a clear message to citizens, staff and stakeholders of the way in which we the council wish to work with residents of	Cabinet	DforPS
HPSLT – 18/10/11 L/B – 27/10/11					

MEETING / BRIEFING DATE	CONSULT:	REPORT TITLE	PURPOSE	FINAL DECISION MAKER	DIRECTOR / LEAD OFFICER
Cabinet Council Committee Cabinet Member Briefing HPSLT Leaders Briefing	A&G Cttee Clinical Comm Grp H&WB Brd NHH Brd O&S Cttee Planning Cttee Regulatory Cttee SMT				
HPSLT – 11/10/11		consultation).	Herefordshire, particularly vulnerable adults. Cabinet is asked to approve the vision.		
		Future direction of Public Health	Transformation plan	Cabinet	DofPH
CABINET 10/05/12		Local Transport Plan		B&PF – Council	DforP&C / Steve Burgess
LB 23/02/12 LDF Grp 23/02/12		Local Development Framework	To consider a submission draft version of the Core Strategy.	B&PF – Council	DforP&C / Dave Nicholson
COUNCIL 25/05/12		B&PF items	Report on review of current list of budget and policy framework items in the Council's constitution.	Council	DCE / AD LG&R
HPSLT - February? L/B – March?	O&S cttee 19/03/12	Herefordshire Community Safety Partnership (changed from Community Safety & Drug Partnership)		B&PF	DforP&C Richard Gabb
CABINET 14/06/12 HPSLT – 15/05/12 L/B – 24/05/12	Public consultation to be carried out January to March 2012	Children's Centre Review	The report will detail the results of a consultation on the future model for children centre delivery in Herefordshire. The options being consulted on are: 1. Local authority continues to run children centre delivery directly, through a strategic delivery model; 2. A mixture of commissioned and directly delivered services 3. Children centre delivery is fully commissioned 4. A social enterprise model of delivery.	Cabinet Key Decision	DforPS/Tina McGrath

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Cabinet Council Committee Cabinet Member Briefing HPSLT Leaders Briefing	A&G Cttee Clinical Comm Grp H&WB Brd NHS Brd O&S Cttee Planning Cttee Regulatory Cttee SMT				
			Cabinet will be asked to agree the preferred model. Decision will have significant effect on one or more wards.		
COUNCIL 20/07/12		Local Transport Plan		B&PF - Council	DforP&C/ Steve Burgess
HPSLT LB 23/02/12 LDF Grp 23/02/12		Local Development Framework	To consider a submission draft version of the Core Strategy.	B&PF	DforP&C/Dave Nicholson
		Local Government Boundary Review	To receive a report in response to the Local Government Boundary Review		Head of Governance
HPSLT 24/01/12	O&S 16/01/12	Joint Corporate Plan	For Cabinet to commend the Joint Corporate Plan (JCP) to Council. The JCP is one of a suite of plans and strategies that form the Council's Budget & Policy Framework. It incorporates the vision and the priorities for the HPS partnership and outlines a number of outcomes to be pursued to realise those priorities. It is supported by a delivery plan which provides the milestones and targets against which performance is reported.	B&PF	DCE/Jenny Lewis
CABINET July '12					
CABINET Sep '12		Approval of Winter Service Plan	To approve the plan		DforP&C/ Head of H&CS
CABINET Oct. '12		Public Health Annual Report	To receive the annual Public Health report	Cabinet	DofPH

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Cabinet Council Committee Cabinet Member Briefing HPSLT Leaders Briefing	A&G Cttee Clinical Comm Grp H&WB Brd NHS Brd O&S Cttee Planning Cttee Regulatory Cttee SMT				
OVERVIEW AND SCRUTINY ITEMS					
O&S Cttee January 2012		Report on budget preparation and emerging options	Follow up to 28 November meeting to inform the cttee at an early stage of the Executive's thinking about the budget		Interview Leader
O&S Cttee February 2012		Management Options for Cultural Services	Following Cabinet of 15 December and as part of consultation process options to be considered by O&S		DforP&C / Natalia Silver
T&F Group February 2012		Council Procurement Policy and Local Business and Local Employment			Nick Webster/Tim Brown
T&F Group February 2012		Income and Charging			CO F&C/ Tim Brown
T&F Group February 2012		Community Infrastructure Levy			CO F&C/ Tim Brown
T&F Group February 2012		Planning System Review – Development Control and the operation of the Constitution			Andrew Ashcroft/ Paul James
T&F Group February 2012		Safeguarding Arrangements for children in Herefordshire			Julie Gethin David Penrose
T&F Group February 2012		Safeguarding Adults			Julie Gethin David Penrose
T&F Group February 2012		Tourist Signing (Brown Signs)			Rob Hemblade/Paul James