

# AGENDA

## General Overview & Scrutiny Committee

Date: **Tuesday 21 July 2015**

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Time: **10.00 am**

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Place: **Council Chamber, Shire Hall, St. Peter's Square,  
Hereford, HR1 2HX**

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

For any further information please contact:

**Ben Baugh, Governance Services**

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If you would like help to understand this document, or would like it in another format, please call Ben Baugh, Governance Services on 01432 261882 or e-mail [bbaugh@herefordshire.gov.uk](mailto:bbaugh@herefordshire.gov.uk) in advance of the meeting.

# Agenda for the Meeting of the General Overview & Scrutiny Committee

## Membership

<b>Chairman</b>	<b>Councillor WLS Bowen</b>
<b>Vice-Chairman</b>	<b>Councillor MJK Cooper</b>
	Councillor JM Bartlett
	Councillor CA Gandy
	Councillor J Hardwick
	Councillor DG Harlow
	Councillor EPJ Harvey
	Councillor JF Johnson
	Councillor RL Mayo
	Councillor AJW Powers
	Councillor NE Shaw
	Councillor A Warmington
	Councillor SD Williams

## **Co-optees** (education items)

Mr P Burbidge  
Mrs A Fisher  
Mr RJ Fuller  
Mr P Sell

Roman Catholic Church  
Parent Governor Representative: Primary Schools  
Parent Governor Representative: Secondary Schools  
Church of England

## AGENDA

		Pages
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence.</p>	
2.	<p><b>NAMED SUBSTITUTES</b></p> <p>To receive details of members nominated to attend the meeting in place of a member of the committee.</p>	
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>To receive any declarations of interest by members.</p>	
4.	<p><b>MINUTES</b></p> <p>To receive the minutes of the meeting held on 10 June 2015.</p>	7 - 14
5.	<p><b>SUGGESTIONS FROM THE PUBLIC</b></p> <p>To consider suggestions from the public on issues the committee could scrutinise in the future.</p> <p>(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.)</p>	
6.	<p><b>QUESTIONS FROM THE PUBLIC</b></p> <p>To note questions received from the public and the items to which they relate.</p> <p>(Questions are welcomed for consideration at a scrutiny committee meeting subject to the question being directly relevant to an item listed on the agenda below. If you have a question you would like to ask then please submit it <b>no later than 10.00am on Friday 17 July 2015</b> to <a href="mailto:bbaugh@herefordshire.gov.uk">bbaugh@herefordshire.gov.uk</a>)</p>	
7.	<p><b>EXECUTIVE RESPONSE TO COMMITTEE RECOMMENDATIONS ON SCHOOL EXAMINATION PERFORMANCE</b></p> <p>To receive the Executive response to committee recommendations made in relation to school examination performance.</p>	15 - 26
8.	<p><b>EXECUTIVE RESPONSE TO THE TASK AND FINISH GROUP REPORT ON DEVELOPMENT MANAGEMENT (PLANNING)</b></p> <p>To receive the draft Executive response to the task and finish group report on development management (planning).</p>	27 - 56
9.	<p><b>UPDATE ON WASTE PERFORMANCE</b></p> <p>To receive a verbal update on performance changes since the introduction of fortnightly bin collection.</p>	Verbal Report
10.	<p><b>WORK PROGRAMME</b></p> <p>To consider the committee's work programme and related scrutiny activities.</p>	57 - 68
11.	<p><b>DATE OF NEXT MEETING</b></p> <p>Subject to committee approval, it is proposed that the next scheduled meeting be held on Wednesday 30 September 2015, at 10.00am.</p>	



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- Inspect agenda and public reports at least five clear days before the date of the meeting.
- Inspect minutes of the Council and all committees and sub-committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- 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.
- Access to a public register stating the names, addresses and wards of all Councillors with details of the membership of Cabinet and of all committees and sub-committees.
- Have a reasonable number of copies of agenda and reports (relating to items to be considered in public) made available to the public attending meetings of the Council, Cabinet, committees and sub-committees.
- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
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HEREFORDSHIRE COUNCIL

**MINUTES of the meeting of General Overview & Scrutiny Committee held at Council Chamber, Shire Hall, St. Peter's Square, Hereford, HR1 2HX on Wednesday 10 June 2015 at 10.00 am**

**Present:** Councillor WLS Bowen (Chairman)  
Councillor MJK Cooper (Vice-Chairman)

**Councillors:** JM Bartlett, BA Durkin, CA Gandy, J Hardwick, DG Harlow, EPJ Harvey, JF Johnson, AJW Powers, A Seldon and SD Williams

**In attendance:** Councillors H Bramer (Cabinet Member, Contracts and Assets), PD Price (Cabinet Member, Infrastructure), P Rone (Cabinet Member, Transport and Roads)

**Officers:** R Ball (Assistant Director, Place Based Commissioning), B Baugh (Democratic Services Officer), A Featherstone (Head of Corporate Asset Management), G Hughes (Director of Economy, Communities and Corporate), C Lloyd (Democratic Services Officer), P Robinson (Director of Resources), M Willimont (Head of Development Management and Environmental Health)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillors NE Shaw and A Warmington. Apologies had also been received from Mr P Sell.

**2. NAMED SUBSTITUTES**

Councillor BA Durkin substituted for Councillor NE Shaw, and Councillor A Seldon substituted for Councillor A Warmington.

**3. DECLARATIONS OF INTEREST**

No declarations of interest were made.

**4. MINUTES**

The minutes of the previous meeting were received.

In response to a question from a committee member, the Chairman confirmed that it was established practice within the authority that remarks and questions recorded within the minutes were not attributed to individual committee members.

**RESOLVED:** That the minutes of the meeting held on 10 March 2015 be approved as a correct record.

**5. SUGGESTIONS FROM THE PUBLIC**

No suggestions from the public had been received.

## **6. QUESTIONS FROM THE PUBLIC**

In response to a question made at the meeting by a member of the public, it was reported that the listing of a decision in respect of 'Review of Small Holdings' had been entered onto the council's Forward Plan before a proposal for a scrutiny task and finish group had been made. The Forward Plan timing had been reviewed and amended accordingly.

In response to comments about a document by Fisher German that had not yet been shared with the Chairman or committee members, the Head of Asset Management advised that: the document was only in draft form; it was meant to feed into a formal review but this had not taken place during the previous municipal year; information from that document could be used to inform the task and finish review and subsequent executive decision; and, as it contained commercially sensitive information, it was anticipated the document would be shared with the group in a redacted and suitable form by the end of June 2015. Some committee members commented on the need for relevant information to be made available to inform scrutiny deliberations.

In response to comments that further delays could exacerbate uncertainties for tenants, the Chairman noted the need for a focused and time limited review.

## **7. EXECUTIVE RESPONSES TO COMMITTEE RECOMMENDATIONS**

The Chairman advised that the executive responses appended to the report had been circulated to committee members in March 2015 and the purpose of this report was to enable the committee to receive the responses formally.

### **Review of Lease Restructuring with Hereford United (1939) Ltd**

The Cabinet Member, Contracts and Assets reported that seven of the nine recommendations made by the committee had been accepted; with one partially accepted and another to be subject to a further report to Cabinet and the committee in Autumn 2015. It was noted that the new lease, with Hereford Football Club, was for five seasons and that dialogue would continue with the club about their tenure of the ground.

In response to a question from a committee member, it was reported that consideration would be given to scrutiny activity in respect of football provision later in the year.

### **Balfour Beatty Living Places – Public Realm Services (BBLP)**

The Cabinet Member, Roads and Transport reported that all thirteen of the recommendations arising from the scrutiny task and finish group had been accepted. The Cabinet Member commented: on the success of the locality steward approach; that average call responses had reduced to five seconds; that a locality manager had been appointed recently; and that Herefordshire Council had been commended at the Chartered Institution of Highways and Transportation Awards 2015 in the Highway Asset Management category.

The Assistant Director, Place Based Commissioning welcomed the task and finish group's report and, whilst acknowledging that there was more work to do, considered it pleasing that the progress to date had been recognised. It was reported that at least 106 town and parish councils were interested in the lengthsman scheme, with many intending to put their own funds into the work.



In response to a comment from the Chairman about the potential to tackle multiple potholes in a single resurfacing effort, the Cabinet Member explained the separate responses required for the different categories of road defects.

In response to questions, the Assistant Director advised that the council and BBLP took their responsibilities very seriously in terms of care for employees and there were regular discussions with locality stewards about their workloads which would be kept under review.

A committee member commented on the following: recommendation 3 (decommissioning and commissioning of contracts), it was noted that there had been some issues on the ground in the early stages and it was hoped that there had been some learning from those experiences; recommendation 4 (keep citizens informed of contract changes), there had been some changes to the grass cutting schedule that had not been notified to local ward members and appropriate communication with all stakeholders was essential to ensure that expectations were managed; and emerging best practice about the customisation of contracts and management of the workloads of lengthsman should be identified and shared with parish and town councils. The Assistant Director said that he would have a more detailed conversation with the member about these observations.

A committee member commented on issues with Traffic Regulation Orders (TRO), particularly in relation to the availability of funding to progress the implementation of TROs that had been delayed. The Assistant Director said that an overview of TRO processes could be provided as part of an imminent member seminar and he would respond to the committee member directly about a specific ward issue.

A committee member drew attention to the suggestion in recommendation 8 that ‘...the work of locality stewards should be monitored closely for signs of slippage in programmes...’ but noted that the executive response did not identify the mechanism to manage this. It was commented that blockages to progressing some works were not always communicated widely, resulting in locality stewards having to respond to related queries. The Assistant Director said that the locality manager would provide additional support to the locality stewards and the issues raised would be discussed at a forthcoming meeting.

A number of members commented on the value of the locality stewards and about specific positive responses by BBLP to issues in their areas.

In response to a question, the Assistant Director said that a written response would be circulated to members to outline BBLP response times to queries submitted through the website.

In response to a question, the Cabinet Member said that the council tried to work with utility companies wherever possible to minimise disruption to road users and to update as much infrastructure as possible during major schemes. The Assistant Director added that, where necessary, the authority challenged the quality of reinstatements following emergency works, with a view to achieving satisfactory outcomes rather than pursuing financial penalties.

Responding to a query from a committee member, the Chairman suggested that members should raise questions about specific roads with the Cabinet Member and relevant officers.

**RESOLVED: That**

- (a) the Executive’s responses be noted; and**

- (b) a briefing note on progress with the responses to the task and finish group report on Balfour Beatty Living Places - Public Realm Services be provided within six months.

## 8. TASK AND FINISH GROUP REPORT - DEVELOPMENT MANAGEMENT (PLANNING)

The task and finish group chairman presented its report on Development Management (Planning) for consideration by the committee prior to its submission to the Executive. Attention was drawn to the following:

- i. The group had considered stakeholder perceptions and the report should be seen as an enabling document to support ongoing improvements to the service.
- ii. The key themes identified in the report included: administration and IT systems; planning officers' workload; planning enforcement; customer experience; and consultation process.
- iii. Officers were praised for their efforts in response to the significant increase in the number of planning applications being received.
- iv. The following amendments were made to the recommendations within the report:

Recommendation 1: Since the commencement of this study Herefordshire Council has achieved 'Smarter Planning Status' and are to be commended on this, however every effort should be made to explore ~~'Best Practice'~~ *with and introduce, where beneficial, Best Practice provided and operated* by neighbouring authorities and to explore the implementation of a planning specific I.T administration system.

Recommendation 12: A planning enforcement policy/protocol be developed and implemented with 3 levels of priority *for an assessment of any enforcement requirement and necessary action*

- high, same day ~~assessment~~
- medium, up to five working days
- low, up to 15 working days

Recommendation 18: That there should be a presumption to enforce (in accordance with the principles of fairness, proportionality and the public Interest test) for all breaches of council policy and that any enforcement action should be taken in a timely way, in accordance with the Council's Joint Protocol on Enforcement *and all relevant government guidance*.

- v. Contributors and members of the group were thanked for their input into the report.

Members of the task and finish group commented on the importance of robust planning enforcement to ensure that public confidence was maintained and, referring to a visit undertaken by the group to Shropshire County Council's planning department, the value of exploring and sharing best practice was emphasised.

In response to a question, the Head of Development Management and Environmental Health said that he would check the extent to which parish councils were notified about planning applications in neighbouring parishes which might affect them. The task and finish group chairman said that a number of comments had been made to the group about the need for a consistent approach.

A committee member questioned whether parishes could be recognised for their effective contributions to growth in property stock where developments were within the boundaries of adjoining parishes but had a greater impact on others. The Director of Economy, Communities and Corporate noted that this had not formed part of the remit of the review and suggested that the committee member contact the Neighbourhood Planning team for advice on this matter. The Cabinet Member, Infrastructure said that, in some areas of the country, there were examples of allocations being shared between areas where there were particular capacity and land issues.

Some members considered that the fluctuations in demand for the planning service should not have been unforeseen and commented on the need for a longer term view about workload profiles. The Cabinet Member, Infrastructure gave an overview of the circumstances and said that the pace of the uplift in economic conditions and in the number of planning applications had been greater than expected. In response to questions, the Head of Development Management and Environmental Health said that additional costs for temporary resources had been offset by reduced costs elsewhere and considered current staffing arrangements to be fit for purpose.

In response to a question about the potential for full cost recovery to support capacity building, the Head of Development Management and Environmental Health said that various other areas of the council supported the planning function, including highways and environmental health. The Chairman of the committee suggested that it would be helpful if a briefing note was prepared to clarify the distribution of resources to planning and associated services. The Director reminded members of the significant financial pressures faced by the authority and the ongoing need for workforce flexibility. He added that core performance indicators had been met.

In response to comments, the task and finish group chairman emphasised the need for continuous review for the betterment of the service.

A committee member said that the Hoople report on the current processes and systems in use by planning services, as appended to the group's report, was very helpful and suggested that this be distributed to all councillors.

**RESOLVED: That**

- (a) Subject to the amendments to recommendations 1, 12 and 18 above, the report of the task and finish group on Development Management (Planning) be agreed for submission to the Executive; and**
- (b) The Executive's response to the review be reported to the first available meeting of the committee after the Executive has approved its response.**

**9. WORK PROGRAMME AND TASK AND FINISH GROUPS**

A draft work programme was submitted for consideration. The Chairman said that the committee needed to be mindful of the need for the work programme to be manageable, allowing space for urgent or call-in items. The Chairman drew attention to the following matters:

1. An item on Home to School Transport, identified in the draft work programme for 8 September 2015, would be rescheduled for 19 January 2016; this would enable the update to include data and analysis from the new academic year.
2. An item on Community Safety, identified for 19 January 2016, would be rescheduled for the 8 March 2016.

3. An additional meeting was proposed for 27 October 2015 to consider the Community Infrastructure Levy Draft Charging Schedule.
4. Some scrutiny work might be undertaken on football provision and on Hereford racecourse but these issues would need further consideration at subsequent committee meetings.
5. It was proposed that a task and finish group on the smallholdings estate be established. The Chairman said that this would be a major task, to be undertaken within a relatively short time frame, and would need to consider the best outcomes for tenants and for the people of Herefordshire.

The Director of Resources drew attention to the contents of the draft scoping statement for the smallholdings estate review, Appendix 3 to the report, and comments were invited from committee members.

The principal points of the discussion included:

- a. The Chairman commented on the smallholdings estate in the wider context of council assets and suggested that another key question to be included was 'What are the benefits to agriculture in Herefordshire'.
- b. A committee member questioned whether the work of the group would be constrained by the scale of asset sales envisaged in the Medium Term Financial Strategy. In response, the Director of Economy, Communities and Corporate said that no assumptions had been made about the nature of asset sales.
- c. A committee member felt that clarity was needed about the 'What will not be included' section of the scoping statement before it was finalised. The Chairman said that this could be reviewed in detail at the group's first meeting.
- d. A member in attendance commented on the absence of national or local policy on food security and this aspect could be considered by the group. A committee member added that the review needed to align with relevant policies in the Core Strategy, particularly around land use and the environment.
- e. A committee member commented that tenants needed certainty about the options available and about timescales.
- f. The following were identified as members of the group, Councillors Bartlett, Bowen (Chairman), Cooper, Hardwick, Harlow, Harvey and Williams. Consideration was given to the inclusion of non-committee members on the group but, on balance, it was felt that the identified membership should be sufficient but other members might be asked to contribute as witnesses.
- g. The Chairman said that a meeting would be convened as soon as possible to consider further the scoping statement, the arrangements and the timescales for the review.

A committee member noted that the Understanding Herefordshire report was due to be published shortly and suggested that this should inform future work programming. The Chairman suggested that all councillors would benefit from a briefing on this important resource.

In response to a question, the Chairman acknowledged that work on digital strategy had not progressed during 2014/15 due to other work programme and call-in commitments and suggested that a briefing be arranged to apprise councillors of current provision and

developments; this would subsequently enable consideration to be given to specific areas where any future scrutiny activity could be most effective. A committee member commented that digital issues had been discussed by the Health and Social Care Overview and Scrutiny Committee the previous day and suggested that consideration be given to joint scrutiny activity going forward.

A committee member noted that a decision was due to be taken in July 2015 on the introduction of on-street parking charges for the Hereford Central area and sought assurance that a previous scrutiny committee report had been taken into account and that Hereford City Council would be consulted. The Director for Economy, Communities and Corporate confirmed that these matters had featured in discussions between officers and the Cabinet Member, Transport and Roads.

In response to a question, the Chairman advised that he would represent the committee as part of a working group tasked with refreshing the council's Constitution.

**RESOLVED: That**

- (a) the draft work programme, as amended, be noted;**
- (b) a task and finish group on the smallholdings estate be established to undertake the work outlined in the draft scoping statement; and**
- (c) scrutiny activity on football provision be considered at a future meeting.**

**10. DATE OF NEXT MEETING**

Tuesday 21 July 2015 at 10.00 am

The meeting ended at 12.15 pm

**CHAIRMAN**



<b>MEETING:</b>	<b>General Overview and Scrutiny Committee</b>
<b>DATE:</b>	<b>21 July 2015</b>
<b>TITLE OF REPORT:</b>	<b>Executive response to committee recommendations on school examination performance</b>
<b>REPORT BY:</b>	<b>Governance services</b>

## 1. Classification

Open.

## 2. Key Decision

This is not a key decision.

## 3. Wards Affected

County-wide.

## 4. Purpose

To receive the Executive's response to committee recommendations made in relation to the report on school examination performance, as considered by the committee on 10 March 2015.

## 5. Recommendations

**THAT:**

- (a) the Executive's responses be noted, subject to any comments the committee wishes to make.**

## 6. Alternative Options

- 6.1 None. This is an information report to the committee in accordance with the council's Constitution.

## 7. Reasons for Recommendations

- 7.1 To ensure that the committee is aware of the Executive's responses to its recommendations and to comply with the council's Constitution (4.5.13.3).

## **8. Key Considerations**

8.1 The committee considered an annual item on school examination performance at its meeting on 10 March 2015 and, arising from the discussion, made a number of recommendations.

8.2 The report and minutes of the meeting are available here:

<http://go.m-gov.eu/064150009099>

8.3 The response of the Executive to the committee's recommendations is appended.

## **9. Community Impact**

9.1 Any community impact implications have been set out in the appended reports.

## **10. Equality and Human Rights**

10.1 Any equality and human rights implications have been set out in the appended reports.

## **11. Financial Implications**

11.1 Any financial implications have been set out in the appended reports.

## **12. Legal Implications**

12.1 Any legal implications have been set out in the appended reports.

## **13. Risk Management**

13.1 Any risk implications have been set out in the appended reports.

## **14. Consultees**

14.1 Any consultees have been set out in the appended reports.

## **15. Appendices**

Appendix A Cabinet Member report - Executive response to General Overview and Scrutiny Committee recommendations on school examination performance

Appendix 1 Summary of recommendations and Executive response

Appendix 2 Update on virtual school for looked after children activities

## **16. Background Papers**

16.1 None identified.





<b>Decision Maker:</b>	<b>Cabinet member: young people and children's wellbeing</b>
<b>Decision Date:</b>	<b>9 July 2015</b>
<b>Scrutiny Committee Final Call-In Date:</b>	<b>14 July 2015</b>
<b>Date Decision May Be Implemented:</b>	<b>15 July 2015</b>
<b>Title Of Report:</b>	<b>Executive response to general overview and scrutiny committee recommendations on school examination performance</b>
<b>Report By:</b>	<b>Assistant director, education and commissioning</b>

## Classification

Open

## Key Decision

This is not a key decision.

## Wards Affected

County-wide

## Purpose

To agree the executive's response to the recommendations on school examination performance

## Recommendation(s)

That:

- (a) the responses to the general overview and scrutiny committee's recommendations regarding school examination performance, as attached at appendix 1 be approved

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Further information on the subject of this report is available from  
Christopher Baird, Assistant Director Education and Commissioning on Tel (01432) 260 264

## **Alternative options**

- 1 None proposed

## **Reasons for recommendations**

- 2 To provide a response to the recommendations from the general overview and scrutiny committee.

## **Key considerations**

- 3 General overview and scrutiny committee met on 10 March 2015 and reviewed school performance for 2013/14, based on validated examination results.
- 4 The committee made a number of recommendations; these are contained in appendix 1 along with the proposed responses.
- 5 Work has already taken place covering a number of the recommendations and an update on these is included in appendix 1.

## **Community impact**

- 6 A number of the recommendations focus on vulnerable groups such as those eligible for the pupil premium and those who have English as an additional language and will enable the committee to review the effectiveness of support arrangements. These groups are priority groups for the council as outlined in the education strategy, and in the health and wellbeing strategy.

## **Equality and human rights**

- 7 Several of the recommendations and actions relate to groups with protected characteristics to ensure that the Council is having due regard to the need to :  
  
eliminate discrimination, harassment, victimisation and any other conduct prohibited by or under the Equality Act 2010;  
  
advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;  
  
foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

## **Financial implications**

- 8 There are no financial implications to these recommendations other than the use of existing service budgets for planned activity covered in the medium term financial strategy.

## **Legal implications**

- 9 There are no legal implications as a result of this proposal.

## **Risk management**

- 10 There are no risks associated with agreeing the contents of this report as the recommendations provide information and indicate how the work is being taken forward. Risks associated with the actual activity are managed through the directorate risk register and where necessary are escalated to the council's corporate risk register.

## **Consultees**

- 11 None.

## **Appendices**

Appendix 1 Summary of recommendations and executive responses: school examination performance.

Appendix 2 Update for general overview and scrutiny committee on virtual school for looked after children activities

## **Background papers**

- None identified.



## Summary of Recommendations and Executive Responses [School examination performance]

<b>Recommendation No. 1</b>	That officers reprise the actions within the Herefordshire Food Strategy in the context of food provision and education in schools and that the committee be updated with the current position in terms of the delivery of those actions.			
<b>Executive Response</b>	NOT ACCEPTED – The autonomy of schools to make local decisions in the best interests of their pupils is important. The delegation of the responsibility for school meals provides opportunities for schools to make decisions about the suppliers, have immediate oversight of the quality and take action as required. This arrangement provides a more immediate opportunity for feedback and change. Head teachers and governors do commission effectively and there are recent examples of schools changing suppliers to achieve best value.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Specify action			Specify measure/s	Specify status

<b>Recommendation No. 2</b>	That a report be prepared on the monitoring and support provided to vulnerable groups qualifying under the public sector equality duty, particularly in relation to groups with protected characteristics.			
<b>Executive Response</b>	ACCEPTED – A report will be provided on the support for and performance of children with SEN, children with EAL, children eligible for free school meals and children who are looked after.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Report to be circulated to GOSC, to coincide with education performance report to GOSC following verification of summer 2015 results.	Les Knight, head of additional needs	February 2016	Clear information provided to committee that augments the consideration of verified summer 2015 results	

<b>Recommendation No. 3</b>	That officers check whether schools are fulfilling their requirement to publicise the use of pupil premium on their websites.			
<b>Executive Response</b>	ACCEPTED			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>

Audit of schools completed with feedback going to schools. A summary report circulated to committee.	Les Knight, Head of additional needs	August 2015	Summary report available and circulated to GOSC	
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<b>Recommendation No. 4</b>	That an update on progress be prepared on the retention of an element of pupil premium to support looked after children, particularly with regard to the delivery of improved outcomes.			
<b>Executive Response</b>	ACCEPTED			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Update report to be prepared and circulated.	Steve Laycock, virtual school head teacher	June 2015	Report produced and circulated. GOSC is informed of progress and outcomes of looked after children.	Report attached

<b>Recommendation No. 5</b>	That an assessment be made of the distribution of the support demand for English as an additional language (EAL) across Herefordshire schools and suggestions made for the most efficient service and support delivery.			
<b>Executive Response</b>	ACCEPTED			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
A report be provided which sets out the distribution of EAL pupils, success across the county and a strategy to address the different EAL needs	Les Knight, head of additional needs	September 2015	A report is produced and circulated to enable GOSC to review the outcomes and support for pupils with EAL	Specify status

## Update for General Overview and Scrutiny Committee on Virtual School for Looked After Children Activities

This update provides an update on the work of the Herefordshire Virtual School for Looked After Children (LAC) funded by the £300 per pupil top slice of the LAC pupil premium.

Activity	Comment
Monitoring of attendance	Looked After Call has been engaged to monitor daily the attendance of Herefordshire Looked After Children. This allows the Virtual School to be informed of and respond to any issues relating to non – attendance immediately
Additional Educational Psychology time	<p>Following difficulties with recruitment, an Educational Psychologist has now been recruited and started with the school in April. She is funded to provide one day per week for activities designed to support improved outcomes for looked after children.</p> <p>To date, there have been two assessments which have supported the successful inclusion of pupils in new provision, along with target setting activities; developing a literacy project with a school in special measures and delivering a “clinic” for education and social staff.</p>
Letterbox Club	<p>This scheme provides six parcels with books, literacy and numeracy activities to looked after children in Years 1, 3, 5 and 7. In 2014, 36 children received the packages, 89% (32) of whom made at least the expected level of progress following the receipt of the packages. (Typically 69% of Herefordshire LAC made this level of progress in the corresponding period). The scheme was also evaluated by a Trainee Educational Psychologist, who identified that one super – ordinate theme was that children reported that it helped them with their schoolwork. This built on earlier research which noted an increase in reading ability for those involved in the Letterbox scheme.</p> <p>Comments from young people included:</p> <ul style="list-style-type: none"> <li>• <i>“I was excited because it was my first time opening the parcels”</i></li> <li>• <i>“It made me feel like. When I first opened the parcel and um, it made me feel like someone actually cared about giving the parcels”</i></li> <li>• <i>“Um, yeah because, um when I read at home, I tried to not read without missing any words and understanding as much as I can,</i></li> </ul>

	<p><i>so yeah it helped me with school too”</i></p> <ul style="list-style-type: none"> <li>• <i>“And there is even some bubble things [referring to the bubble wrap in the parcel], which you can pop”</i></li> </ul> <p>Foster carers also commented positively on the scheme, with many saying they appreciated the arrival of the parcels as something exciting and different for the children. They also said that the packages gave them a range of new activities to share with the children.</p> <p>In 2015, 64 pupils are currently receiving packages. Impact will again be measured.</p>
<p>Individual tuition time – delivered with a focus on KS2 SATS and GCSE pupils.</p>	<p>For the first time staff from the Education Liaison Support Service have been able to offer dedicated 1:1 tuition for pupils approaching Key Stage 2 SATS and GCSEs. The success of this will only be evaluated once the results are known</p>
<p>Alternative packages</p>	<p>The Virtual School has engaged Apricot Online Learning to deliver a number of bespoke, online packages to young people for whom a school place cannot be found quickly.</p>
<p>Activities to raise aspiration</p>	<p>Over the course of the year the Virtual School has continued to support a number of activities aimed at raising the aspirations of young people in care. These have included:</p> <ul style="list-style-type: none"> <li>• Visits to University of Birmingham and University College London to give a taste of university life.</li> <li>• Support for two pupils to attend a University of Birmingham Summer School.</li> <li>• Support for those applying to university.</li> <li>• Attendance for some at the Hay Festival, with the opportunity to meet an author of children’s books. The attached e-mail gives a flavor of the positive feedback received.</li> </ul> <p style="text-align: center;"></p> <p style="text-align: center;">FW Hay Festival.msg</p>
<p>Designated Teachers’ Conference</p>	<p>A conference was funded and organized by the Virtual School to help school develop their role, with a particular focus on the understanding of attachment difficulties and its impact on behavior and attainment.</p> <p>Two further sessions on the role of the Designated Teacher for Looked After Children are planned for September 2015.</p>



Further evidence of impact on progress and attainment will be included in the report to be made by the Head of Additional Needs following the publication of results this summer.

Steve Laycock  
Additional Needs Senior Casework Manager  
(Virtual School Headteacher)

9 June 2015



<b>MEETING:</b>	<b>General Overview and Scrutiny Committee</b>
<b>DATE:</b>	<b>21 July 2015</b>
<b>TITLE OF REPORT:</b>	<b>Executive response to the task and finish group report on development management (planning)</b>
<b>REPORT BY:</b>	<b>Governance services</b>

## 1. Classification

Open.

## 2. Key Decision

This is not a key decision.

## 3. Wards Affected

County-wide.

## 4. Purpose

To receive the draft Executive response in relation to the task and finish group report on development management (planning).

## 5. Recommendations

**THAT:**

**(a) the draft Executive response be noted, subject to any comments the committee wishes to make; and**

**(b) a briefing note on progress with the responses to the task and finish group report on development management (planning) be provided within six months.**

## 6. Alternative Options

6.1 None. This is an information report to the committee in accordance with the council's Constitution.

## 7. Reasons for Recommendations

7.1 To ensure that the committee is aware of the Executive's responses to its recommendations and to comply with the council's Constitution (4.5.13.3).

## **8. Key Considerations**

8.1 The committee considered the task and finish group report on development management (planning) at its meeting on 10 June 2015.

8.2 The report and minutes of the meeting are available here:

<http://go.m-gov.eu/064I50010524>

8.3 The draft response of the Executive to the task and finish group report is appended; the response is due for decision by the Cabinet Member, Infrastructure on 21 July 2015.

## **9. Community Impact**

9.1 Any community impact implications have been set out in the appended reports.

## **10. Equality and Human Rights**

10.1 Any equality and human rights implications have been set out in the appended reports.

## **11. Financial Implications**

11.1 Any financial implications have been set out in the appended reports.

## **12. Legal Implications**

12.1 Any legal implications have been set out in the appended reports.

## **13. Risk Management**

13.1 Any risk implications have been set out in the appended reports.

## **14. Consultees**

14.1 Any consultees have been set out in the appended reports.

## **15. Appendices**

Appendix 1 Cabinet Member report - Response to task and finish group report on development management (planning)

Appendix A Summary of recommendations and Executive response

Appendix B Task and finish group report on development management (planning)

## **16. Background Papers**

16.1 None identified.



<b>Decision maker:</b>	<b>Cabinet member: Infrastructure</b>
<b>Decision date:</b>	<b>21 July 2015</b>
<b>Scrutiny committee call-in date:</b>	<b>Governance Services will insert this. Note: You must allow at least 3 clear working days after the date the Decision is taken.</b>
<b>Date decision may be implemented:</b>	<b>Governance Services will insert this. Note: This is the day after the final scrutiny call-in date OR, if the item is called in, the day after the scrutiny meeting.</b>
<b>Title of report:</b>	<b>Response to task &amp; finish group on development management (planning)</b>
<b>Report by:</b>	<b>Head of development management and environmental health</b>

## **Classification**

Open

## **Key Decision**

This is not a key decision.

## **Wards Affected**

Countywide

## **Purpose**

To approve the executive's response to the recommendations of the general overview & scrutiny committee review of development management (planning).

## **Recommendation(s)**

**THAT:**

- (a) the responses as set out in Appendix A are approved.

## Alternative options

- 1 There are no alternative options to consider.

## Key considerations

- 2 In September 2014 general overview and scrutiny committee (GOSC) established a task and finish group to review the development management planning service after its restructure in 2013. It was commissioned with the following brief:

*“In view of the potential impacts on stakeholder perceptions, this task and finish group will consider whether the current system is fit for purpose to ensure that public confidence in the planning function is maintained and enhanced.”*

- 3 The task and finish group interviewed staff, customers, members, parish & town councillors and planning officers from an adjoining council in order to undertake this task. As a consequence, a report was drafted and presented to the GOSC on 10 June 2015. It proposed 26 recommendations.
- 4 The recommendations from the GOSC report are provided in appendix A, together with the proposed executive response. The task and finish group report presented to GOSC on 10 June is provided in appendix B.
- 5 It is considered that the recommendations as accepted in Appendix A will enable the planning service to further improve its performance and in doing improve service delivery.

## Community impact

- 6 Through the implementation of the accepted recommendations highlighted in appendix A, the service will be improved to the benefit of the general public, planning agents, architects, developers, parish councils and other service users and stakeholders. This supports achievement of the corporate plan priorities through the positive impact this will have upon the economy.

## Equality duty

- 7 No changes have been recommended that would have a negative impact on equality or human rights.
- 8 In considering the recommendations from the GOSC, this report has paid due regard to our public sector equality duty as set out below:
  - eliminate discrimination, harassment, victimisation and any other conduct as prohibited by or under the relevant legislation;
  - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

## Financial implications

- 9 The cost of the majority of the accepted recommendations are considered minor, as they entail existing officer time only and different ways of working.

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Further information on the subject of this report is available from  
Marc Willimont, head of development management and environmental health on Tel (01432) 261986

- 10 There will be a small cost associated with the distribution of new ICT tablet hardware to planning officers as well as the software engineering required to enable civic mobile working. Tablet hardware is likely to involve circa 20 planning officers with equipment estimated to be in the region of £500 each, i.e. £10k total. This would be financed from the planning budget arising from income surplus to expenditure from planning services in 2015/16. The cost of software engineering to enable mobile civic working is currently unknown and this will be further scoped and negotiated.
- 11 There will also be a small cost associated with the improvements to the frontage and signage of Blueschool House offices, to entail painting of the window frontage and inclusion of better signage.
- 12 The staffing costs referred to in the recommendations are already accounted for in the planning budget, so this does not add to expenditure.

## **Legal implications**

- 13 The recommendations as accepted and laid out in appendix A will not have any negative legal implications, as their adoption will actually improve the planning service and therefore reduce risk of non-determination, breach of contract and potential challenges arising from this.

## **Risk management**

- 14 The adoption of the accepted recommendations will improve the planning service and therefore reduce the risk of action arising from decisions made by committee contrary to policy, action from applicants in relation to non-determination or breach of contract and any potential ombudsman or judicial review intervention that could arise as a result.
- 15 The recommendations as accepted and laid out in Appendix A should therefore reduce the reputational and legal risk to the council.

## **Consultees**

- 16 The task and finish group took evidence from council officers, planning agents / architects, parish and town councils and planning staff from an adjoining council. The detail of this is included in the task and finish report as presented to the GOSC on 10 June 2015 and attached to this report as appendix B.

## **Appendices**

Appendix A – Summary of recommendations and proposed executive responses

Appendix B – Task and finish group report development management (planning)

## **Background papers**

- None identified.





### Summary of Recommendations and Executive Responses [Task and Finish Group: Development Management (Planning)]

<b>Recommendation No. 1</b>	Since the commencement of this study Herefordshire Council has achieved 'Smarter Planning Status' and are to be commended on this, however every effort should be made to explore and introduce, where beneficial, 'Best Practice' provided and operated by neighbouring authorities and to explore the implementation of a planning specific I.T administration system.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – Planning services will continue to benchmark and to seek to implement best practice. Whilst the costs of moving to a new IT platform for development management are such that this element of the recommendation is rejected, improvements which could be made to the current system will be explored.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Planning services will continue to benchmark.	Marc Willimont	Immediate	Benchmarking and achievement of best practice through the attendance of Worcestershire DC Managers' Forum and liaison with Shropshire Council.	Worcestershire forum regularly attended. Shropshire links have been re-established.

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<b>Recommendation No. 2</b>	Downloadable and/or online editable applications to be developed for all planning related application forms to encourage electronic applications.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – Although the planning portal already does this, planning services will look to improve the way in which we use this. Duplication of a parallel system would not be as efficient, be costly and confusing to the public and planning agents. Time and effort is best spent making the current nationally agreed system work better for Herefordshire.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Planning services will look to improve the way in which we use the planning portal.	Marc Willimont	Ongoing	All improvements and upgrades to the planning portal are adopted in a timely manner.	Planning and Hoople ICT are in dialogue to ensure all possible improvements are adopted.

<b>Recommendation No. 3</b>	That provision of a facility for subscription service to a given planning application giving updates is developed – this would enhance the service and reduce phone calls and planning officer time.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – Everything needed is currently available on the website although improvements can be made to the web pages to give better advice on the stages of a given application and registration/validation times.			

Action	Owner	By When	Target/Success Criteria	Progress
Improvements will be made to the web pages to give better advice on the stages of a given application and the anticipated registration/validation times.	Marc Willimont	Ongoing	Web details to be kept up to date, including current validation/registration times.	In place

<b>Recommendation No. 4</b>	All planning officers to be issued with tablet devices to enable updates to main files in real time. This will contribute to a smarter and more efficient way of working.			
<b>Executive Response</b>	ACCEPTED – Officers are eager to grasp new technology. Such a system will need to be integrated into the Civica so that they can be used in the field.			

Action	Owner	By When	Target/Success Criteria	Progress
Planning officers will move towards the use of mobile tablet devices and their integration with Civica in the mobile environment.	Marc Willimont with Duncan Trumper	2016/17	Officers given tablet devices. Civica package 'switched on' for applications in the field.	Discussions with Hoople underway.

<b>Recommendation No. 5</b>	Alternative means of managing the planning committee work schedule be explored to ensure that efficient and consistent planning decision are made.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – Member training has already been given to committee members and more is planned. Committee reports are carefully balanced and advice from the officers is always available in committee.			

Action	Owner	By When	Target/Success Criteria	Progress
Additional member training will be programmed. Committee reports will remain carefully balanced and advice from the officers is will be available in committee at all times.	Marc Willimont	Immediate	Committee reports continue to remain balanced and member training delivered in those areas needed to inform members.	Training already delivered to all members on general planning and to committee members on both the committee and how this ties in with the constitution. More training will be delivered on new areas as a rolling programme.

<b>Recommendation No. 6</b>	The group noted that improvements have been made to Blue School House; however, further improvements in terms of décor etc. would contribute to an improved working environment. External improvements including external repairs and more prominent signage regarding corporate identity are also recommended.			
<b>Executive Response</b>	ACCEPTED – This is welcomed; and will be scheduled as maintenance budgets/priorities allow.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Exterior painting to frontage of Blueschool House offices and new signage to be installed.	Tony Featherstone / Bryan Williams	Ongoing	Exterior painting to frontage and new signage.	House meetings have flagged this up and Property Services have visited.

<b>Recommendation No. 7</b>	The group is highly supportive of the Hoople I.T report of November 2014 and the group recommends that all findings in the report are progressed and implemented.			
<b>Executive Response</b>	ACCEPTED – the Hoople report will be used as a list of actions to deliver.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
The Hoople report will be used as a list of actions to deliver.	Marc Willimont	2016/17	All measures in Hoople report are adopted / enacted.	<ol style="list-style-type: none"> <li>1) Review carried out. (done)</li> <li>2) Review document created (done)</li> <li>3) Reviewed by scrutiny committee (done)</li> <li>4) Action plan created (done)</li> <li>5) Actions on plan (already elements have been completed)</li> <li>6) Review of outstanding elements (03/07/2015)</li> <li>7) Plan discussion with planning (w/c 06/07/2015)</li> </ol>

				8) Formulate a business case for sign off (2016/17)
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<b>Recommendation No. 8</b>	A proactive approach should be taken in terms of variations in the economy and appropriate staffing levels.			
<b>Executive Response</b>	ACCEPTED – This is already the practice. It is acknowledged that there is a lag between changes in demand/income and staffing levels and management monitoring is in place to reduce this lag in future.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Staff resource to be continually reviewed to match demand.	Marc Willimont	Ongoing	Staff resource matches demand. To be measured by performance figures on determination times and time taken to validate/register applications.	Ongoing review. Staffing level is currently deemed to be sufficient, although it is reviewed monthly at the time of performance reporting.

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<b>Recommendation No. 9</b>	All short term employment contracts to be reviewed and consideration given to them being made permanent.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – Contracts are routinely review in line with corporate HR policies. In order to respond more rapidly to future changes in demand it may be advisable to retain some flexibility through renewable contracts.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Contracts to be reviewed.	Marc Willimont	Ongoing	Staff resource matches demand. To be measured by performance figures on determination times and time taken to validate/register applications. If workload drops consideration to be given to non-renewal of fixed term contracts. If workload remains high, they will be extended. If workload increases,	Ongoing review. Staffing level is currently deemed to be sufficient, although it is reviewed monthly at the time of performance reporting.

			consideration will be given to new fixed term contracts.	
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<b>Recommendation No. 10</b>	Management to review skill sets and capabilities of all officers to ensure the provision of an efficient service. All planning and planning enforcement officers should attend relevant and appropriate training courses, to maintain and continue their professional competence and development.			
<b>Executive Response</b>	ACCEPTED – This is already in place through the council’s corporate staff appraisal and performance review process.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
All planning enforcement staff to be effectively trained.	Simon Withers & Mark Tansley	Ongoing	All planning enforcement staff to be adequately trained.	In place

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<b>Recommendation No. 11</b>	That employees’ well-being in terms of stress management should be monitored as part of the annual appraisal process.			
<b>Executive Response</b>	ACCEPTED – This is already in place through a combination of sickness absence management appraisal and performance processes and staff opinion surveys. Two health and wellbeing days have also been undertaken in 2015 so far and will be repeated annually.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Employees to be monitored as part of the annual appraisal process and health & wellbeing day(s).	Marc Willimont	Already taken place for 2015, to be repeated annually.	Annual and interim appraisals to be undertaken each year. Health & wellbeing days to be repeated annually for planning staff.	In place

<b>Recommendation No. 12</b>	A planning enforcement policy/protocol be developed and implemented with 3 levels of priority for an assessment of any enforcement requirement and necessary action <ul style="list-style-type: none"> <li>• high, same day</li> <li>• medium, up to five working days</li> <li>• low, up to 15 working days</li> </ul>			
<b>Executive Response</b>	PARTIALLY ACCEPTED – A policy is already in place but will be reviewed and appropriate targets set which comply with national guidelines and policies.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Revised policy to be drafted and adopted, incorporating three levels of priority for enforcement.	Marc Willimont	End of 2015.	Current policy is revised, adopted and published.	Draft version completed.

<b>Recommendation No. 13</b>	That adequate resource should be available within the planning enforcement team in order to ensure that the team has the capacity to proactively enforce planning decisions and to publicise the message that the council will robustly enforce its planning decisions.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – There are now 5 planning enforcement officers, making up 4 FTE. Proactive enforcement would require a much greater resource, potentially three fold at considerable and significant expenditure above the current establishment costs.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Adequate resource will be made available within the planning enforcement team.	Marc Willimont	Ongoing	Enforcement in accordance with the revised policy	Policy being reviewed. New staff recently appointed.

<b>Recommendation No. 14</b>	That the member development plan should incorporate training to ensure members understand the council's scope for action on enforcement and to equip councillors with the information they require to advise constituents without having to refer to officers.			
<b>Executive Response</b>	ACCEPTED – Some training has already been delivered for new and existing members. Specific training on planning enforcement can be programmed in and delivered.			

Action	Owner	By When	Target/Success Criteria	Progress
Specific training on planning enforcement will be programmed and delivered.	Marc Willimont	2015/16	Planning enforcement training is delivered to members.	Some planning enforcement training has been delivered already in May and June 2015. Additional training will be delivered and briefings made available to all members via the councillors' handbook link.

<b>Recommendation No. 15</b>	A comprehensive planning enforcement summary report to be provided to all members on an annual basis to include a breakdown of Planning Enforcement costs.			
<b>Executive Response</b>	ACCEPTED – This can be achieved through inclusion of performance in the first planning committee report at the beginning of the financial year.			
Action	Owner	By When	Target/Success Criteria	Progress
Annual planning enforcement performance will be reported back to the first planning committee at the beginning of the financial year.	Marc Willimont with Kevin Bishop	April/May 2016 and annually thereafter.	The first planning committee in April/May (once data is available) will summarise planning performance for the proceeding year.	Data is already captured and reported on monthly. This can be used to draft an end of year report.

<b>Recommendation No. 16</b>	Planning enforcement officers to ensure that ward members receive notification and progress activity reports on all enforcement investigations or actions in their respective wards.			
<b>Executive Response</b>	ACCEPTED – This is already the practice.			
Action	Owner	By When	Target/Success Criteria	Progress
Planning enforcement officers to keep local members informed on all enforcement investigations in their respective wards.	Simon Withers and Mark Tansley	Ongoing	All members are updated on planning enforcement cases in their wards.	In place

<b>Recommendation No. 17</b>	Inclusion within the corporate calendar for regular in depth training and briefing session for planning committee members relating to planning and enforcement. In addition, planning and enforcement training should be available to all members at the appropriate level.			
<b>Executive Response</b>	ACCEPTED – Some training has already been delivered for new and existing members. Specific training on planning enforcement will be programmed in and delivered.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Specific training on planning enforcement will be programmed and delivered.	Marc Willimont and Ruth Goldwater	Ongoing	Planning enforcement training is delivered to members.	Some initial training has been delivered already in May and June 2015. Additional training will be delivered.

<b>Recommendation No. 18</b>	That there should be a presumption to enforce (in accordance with the principles of fairness, proportionality and the public Interest test) for all breaches of council policy and that any enforcement action should be taken in a timely way, in accordance with the Council's Joint Protocol on Enforcement and all relevant government guidance.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – This would be contrary to government policy as well as the Council's own overarching enforcement policy. However, resourcing of planning enforcement will be continually reviewed to ensure that enforcement matches the service level set in policy.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Resourcing for planning enforcement will be continually reviewed to ensure that delivery matches levels set in policy.	Marc Willimont	Ongoing	Planning enforcement staffing will be continually reviewed to ensure that enforcement matches the service level set in policy.	5 staff making up 4 FTE currently appointed to post, two posts being filled in June 2015.

<b>Recommendation No. 19</b>	Training should be offered to town and parish council members on planning and planning enforcement at the appropriate level.			
<b>Executive Response</b>	ACCEPTED – Parish council training has already programmed in for September.			



Action	Owner	By When	Target/Success Criteria	Progress
Parish council training programmed in for September.	Marc Willimont and Anthony Bush	2 September 2015	PC training delivered.	Date set for Shire Hall training on 2 September 2015.

<b>Recommendation No. 20</b>	That representatives from all of enforcement teams across the authority meet regularly to share knowledge and good practice between the teams and learn from their collective experience and that enforcement staff are supported with training and development opportunities to enable them to build strong cases.
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<b>Executive Response</b>	ACCEPTED – By co-locating environmental health, trading standards, licensing and building control staff in the same offices as planning, this has been achieved. Shared management ensures joint working and sharing of knowledge and skills.
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Action	Owner	By When	Target/Success Criteria	Progress
Enforcement officers across EHTS and planning will meet regularly to share knowledge and good practice. Enforcement staff to be supported with training.	Marc Willimont and Mike Pigrem	Ongoing	Joint working, knowledge sharing, training and liaison with other council enforcement officers and the planning enforcement staff.	In place and promoted through joint management and shared enforcement training packages.

<b>Recommendation No. 21</b>	To improve the public facing experience a dedicated phone number and email address is made available for the Planning Desk at Franklin House.
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<b>Executive Response</b>	ACCEPTED – Franklin House already has a dedicated telephone number for planning calls and planning services already have a dedicated email mailbox for enquiries.
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Action	Owner	By When	Target/Success Criteria	Progress
Dedicated phone number will continue to be made available for the Planning Desk at Franklin House and planning series will continue to respond to all enquiries made to their enquiry mailbox.	Marc Willimont & Natalia Silver	Immediate	Public can phone into a dedicated 'planning' hotline to receive advice/enable contact and public can email a generic enquiry mailbox for direct responses.	Franklin House currently uses the number 01432 260386, which is answered by a customer service officer trained in planning. If unable to answer the call from the script, it is then referred to the Planning Service.

				<p>This number need not change.</p> <p>The planning service operate a generic enquiry mailbox answered daily, which is <a href="mailto:planning_enquiries@herefordshire.gov.uk">planning_enquiries@herefordshire.gov.uk</a></p>
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<b>Recommendation No. 22</b>	Adequate resources are made available to ensure that pre-planning applications receive the service they are paying for in a timely manner.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – Officers prioritise planning applications as this is a statutory requirement and therefore a priority. Staffing has been increased to enable pre-application advice to be processed efficiently with performance management being reported on monthly against each case officer. However, the varying nature of the workload will inevitably mean that resources may not always enable officers to meet pre-application targets at times of full load.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Adequate resources to be made available to ensure that pre-planning applications are effectively responded to and determined in time.	Marc Willimont	Immediate	Pre-applications are responded to within the time stated for that category of application.	In place and monitored monthly.

<b>Recommendation No. 23</b>	The impact of staffing levels for specialist officers should be continually assessed against the planning activity in the county.			
<b>Executive Response</b>	ACCEPTED – This has been demonstrated by increasing the staffing levels of both the building conservation and planning enforcement officers. This will continue to be reviewed against workload.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Staffing levels for specialist officers to be continually reviewed.	Marc Willimont	Ongoing	Specialist officers respond to planning consultations in the time requested and service requests from the public within the council's target response times.	In place and monitored monthly.

<b>Recommendation No. 24</b>	A planning duty officer system similar to the Public Protection (EHTS) function be considered for planning / planning enforcement.			
<b>Executive Response</b>	ACCEPTED – Planning officers will be utilised for this role on a rota.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Public enquiries unable to be actioned by the customer services officer will be directed to a duty planning officer at Blueschool House, working on a rota basis.	Simon Withers and Mark Tansley	September 2015	Public enquiries unable to be actioned by the customer services officer will be directed to a duty planning officer.	Discussed with planning managers and rota incorporating HC7 grade planning officers to be set up for September 2015.

<b>Recommendation No. 25</b>	That ward members be notified in all matters of planning applications adjacent to ward boundaries.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – Planning officers will notify members of all <i>major or significant</i> applications in adjacent wards, but not every application made, as this would not be the most efficient use of both officer and member time / resource.			
<b>Action</b>	<b>Owner</b>	<b>By When</b>	<b>Target/Success Criteria</b>	<b>Progress</b>
Planning officers will notify members of all major / significant applications in adjacent wards that might impact upon them.	Kevin Bishop, Simon Withers and Mark Tansley	Immediate	Members always made aware of significant / major applications in adjacent wards that may impact upon their own.	In place

<b>Recommendation No. 26</b>	All officers in the consultation process should be required to provide a verifiable response so that an effective decision audit trail can be followed.			
<b>Executive Response</b>	PARTIALLY ACCEPTED – Internal council officers will do this, although the planning services cannot insist on comments being made and received from external agencies. Internal consultees not making a comment will in future be recorded as making “no response” rather than being recorded as “no objection received”.			

Action	Owner	By When	Target/Success Criteria	Progress
Planning consultations 'no responses' will be referred to as "no response" rather than "no objections".	Kevin Bishop, Simon Withers and Mark Tansley	Immediate	Planning consultations referred to in cases of "no response" will be referred to as "no response" rather than "no objections".	In place

DRAFT



# **Task and Finish Group Report**

## **Development Management (Planning)**

[as amended and approved by the General  
Overview and Scrutiny Committee on 10 June  
2015 for submission to the Executive for  
consideration]



## Development Management (Planning) - Review Report

### 1. Chairman's Foreword

Planning and planning services are recognised as vital to the economic growth of Herefordshire. They are also key factors in supporting one of the Council's core strategic aims of securing growth of the local economy. Planning ensures that the right development happens in the right place at the right time, benefitting communities and the economy. It plays a critical role in identifying what development is needed and where, what areas need to be protected or enhanced and in assessing whether proposed development is suitable. The planning process enables sustainable development delivering the homes and jobs communities needed with decisions taken at the lowest possible level with the involvement of local people, while ensuring strong protections are in place to conserve and maintain the natural and historic environment.

In undertaking this review the task and finish study group met with local members, council officers, representatives of parish councils, planning consultants and officers from Shropshire Council planning department, all of which were knowledgeable and contributed a great deal to the review. During the review, it was clear that the planning processes in place are fit for purpose. That is to say that the required business operation(s) can be completed from start to finish using the existing processes and systems in place.

Clear processes were evident and therefore provide reassurance that the appropriate continuous improvement conditions are in place to support and deliver the planning process. A number of good ideas for improvement of the service have already been identified and the group supports the implementation of these as soon as possible.

It is however, the intention that this review will provide recommendations that will improve the future service delivery of the planning function. These recommendations are self-evident and in many cases have already been identified by the planning department as areas of improvement.

This review report should be seen as an enabling document, whereby betterment of the service should continue to be considered and if ideas are found to be capable of providing a better service, they be implemented.

Finally, I would like to thank my elected member colleagues that made up the group, for their assistance and support in the completion of this task. Thanks also go to the people interviewed in undertaking this review including officers from the council. I would particularly like to thank colleagues from the parish councils and officers from Shropshire Council Planning Department for their attendance and valued input. The candour of all these contributors to our thoughts and questions has proved to be very helpful in coming to our conclusions.

Finally, our sincerest thanks go to both Clive Lloyd Democratic Services Officer and Marc Willimont Head of Development Management and Environmental Health for their support in undertaking this task and finish review.

## 2. Executive Summary

- 2.1 It is recognised that there are talented specialist planning and enforcement officers within the Council's planning team who work extremely hard. Their abilities and the collective skills of the planning department as a whole deserve recognition for their work in what is a challenging and difficult environment.
- 2.2 However, as reflected in comments received during the review the administration function can be improved. This report is designed to provide a focus for this task and finish group to provide enablement.
- 2.3 As a result of undertaking this review the group has identified a number of recommendations contained herein to improve the delivery and performance of the planning function.

## 3. Composition of the Task and Finish Group

### 3.1 Members of the Task and Finish group were:

- Councillor BA Durkin (Vice-Chair of General Overview and Scrutiny Committee and Chair of this task and finish group)
- Councillor WLS Bowen
- Councillor ACR Chappell
- Councillor AJW Powers
- Councillor A Seldon

### 3.2 Lead Officer – Marc Willimont Head of Development Management and Environmental Health

### 3.3 Democratic Services Officer – Clive Lloyd

## 4. Context

### Why did we set up the group?

- 4.1 The Development Management (Planning) and Build & Natural Environment Teams were restructured in 2013 to reflect the economic situation and income projections at that time. With the recent upturn in economic recovery, the number of planning applications has increased significantly with a consequential impact on the length of time taken to validate, register and determine applications. The upturn brings its own challenges in terms of impacts on the planning department.
- 4.2 As a result of the members suggestions, this task and finish group was commissioned with the following brief:

*“In view of the potential impacts on stakeholder perceptions, this task and finish group will consider whether the current system is fit for purpose to ensure that public confidence in the planning function is maintained and enhanced.”*

What were we looking at?

- 4.3 In September 2014, a scoping statement was agreed by GOSC for the task and finish group.

The full scoping statement is attached at Appendix A.

Who did we speak to?

- 4.4 In undertaking this review the group spoke to the following people:
- Helen Mills – Team Leader Technical Support Planning
  - Adrienne Davies – Development Manager
  - Dominic Latham – I.T Commissioner
  - Duncan Trumper - Business Applications Team Leader
  - Susie Jones – Operational Business Systems Manager, Shropshire Council
  - Graham French – Principal Planning Officer, Shropshire Council
  - Councillor PGH Cutter – Chairman of Herefordshire Council Planning Committee
  - Councillor JG Jarvis
  - Bernard Eacock – Planning Consultant, Bernard Eacock Ltd
  - James Spreckley – Planning Consultant
  - Councillor Roger Page - Bromyard Town Council
  - Steven Kerry – Hereford City Council Town Clerk
  - Olena Barrett – Information and Administration Officer, Hereford City Council

How did we engage with people?

- 4.5 The task and finish group wanted to use as many different ways as possible to engage with interviewees. The methods used were:
- Face to face interviews.
  - Site visits to Herefordshire Council Planning Department (Blue School House) and Shropshire Council Planning Department
  - Email correspondence

What did we read?

- 4.6 The group was provided with background information to undertake this review. The documents that were used are appended to this report.
- Hoople, Report on Herefordshire Council Planning Services (November 2014) (Appendix B)

## 5. Key Themes

- 5.1 Through the task and finish review the following key themes were identified:
- Administration and I.T systems
  - Planning Officers` workload
  - Planning Enforcement
  - Customer experience
  - Consultation process



Administration and I.T. systems

- 5.2 In the provision of public services, it is recognised that there is a proportionate balance between the very highest standards of administration and sheer affordability, and the group does recognise that balanced decisions have to be taken. However, it is agreed that resource constraints should not be used as an excuse for poor service or poor administration.
- 5.3 Poor or inadequate administration systems can prove to be an Achilles heel in relation to the success of any service delivery. There is a recognition that the planning department must ensure that internal processes are in order if it is to provide an effective service to all stakeholders.
- 5.4 During the task and finish review the group heard that staff have had difficulty coping effectively with the workload and that this has had a detrimental effect on registration and validation times. The administration systems and in particular the I.T systems currently in place have been identified during the course of this study as significant contributing factors in obstructing satisfactory progress of the planning process.
- 5.5 The current I.T system used is primarily designed for the Environmental Health/Public Protection function and does therefore have some shortcomings in terms of the planning function. The group visited Shropshire Planning Department and was impressed with the planning specific I.T system demonstrated.
- 5.6 Although the processes and systems used are fit for purpose it has been identified throughout the study that the Planning Services are to some degree reliant on paper methods and with the governments digital by default programme in mind there are electronic methods that should be explored that can enhance business workflow efficiency.
- 5.7 The group heard that in conjunction with Hoople I.T the planning department had completed a two day review of the planning administration and processes in November 2014. From the review a number of improvements were identified.
- 5.8 The group has noted that recently, due to the increase in planning applications received, full day Planning Committee meetings appear to be the norm rather than the exception. The group views this development as unsustainable and could have a detrimental effect on efficient and consistent planning decisions.
- 5.9 Comments were received from planning consultants regarding frustrations in the inability to download or gain access to online editable application forms. The view being that this facility would reduce paper administration for both agents and the Planning Department. The introduction of a subscription service to a given planning application which would give updates to subscribers was also suggested. This facility would reduce enquiries and demands on planning staff.
- 5.10 The study group visited the planning offices at Blue School House in November 2014. The group noted that initial refurbishment to the building was carried out following EHTS's move from their previous location of Bath Street. Further improvements in the general facilities and décor would contribute to an improved working environment.

**Recommendation 1:** Since the commencement of this study Herefordshire Council has achieved 'Smarter Planning Status' and are to be commended on this, however every effort should be made to explore and introduce, where beneficial, 'Best Practice' provided and operated by neighbouring authorities and to explore the implementation of a planning specific I.T administration system.

**Recommendation 2:** Downloadable and/or online editable applications to be developed for all planning related application forms to encourage electronic applications.

**Recommendation 3:** That provision of a facility for subscription service to a given planning application giving updates is developed – this would enhance the service and reduce phone calls and planning officer time.

**Recommendation 4:** All planning officers to be issued with tablet devices to enable updates to main files in real time. This will contribute to a smarter and more efficient way of working.

**Recommendation 5:** Alternative means of managing the Planning Committee work schedule be explored to ensure that efficient and consistent planning decision are made.

**Recommendation 6:** The group noted that improvements have been made to Blue School House; however, further improvements in terms of décor etc. would contribute to an improved working environment. External improvements including basic repairs and more prominent signage regarding corporate identity are also recommended.

**Recommendation 7:** The group is highly supportive of the Hoople I.T report of November 2014 and the group recommends that all findings in the report are progressed and implemented.

#### Planning Officers' workload

- 5.11 The group heard that the 2013 planning restructure resulted in a loss of 19.9 FTE staff. The subsequent upturn in economic conditions during the latter part of 2013 and early 2014 was not anticipated. This resulted in a greatly increased workload for all planning staff, not least the planning officers themselves. The consequences of the reduction in staff and the increased workload have been detrimental in terms of registration and determination periods for applications. The reduction in staff and the consequent increase in workload can result in an increase in officer stress levels and should be considered in future resource planning.
- 5.12 The group heard that 8.8 FTE staff have been recruited since 2013 and this has seen some improvement in performance. However, there has still been a net reduction in staff since 2013. There appeared to be the view amongst some employees that their efforts in what can be a stressful and demanding environment are not fully recognised.
- 5.13 During the review it was noted that a number of employees within the planning function are employed on either short term or temporary contracts. It is accepted that these contracts can enable flexibility within the department however, for employee

job security and business continuity contracts should be reviewed with a view to making posts permanent.

- 5.14 With the recent upturn in planning activity the planning department is seeing an increase in generated income. Where appropriate this income should be redirected back into the planning service including an investment in the department to promote smarter working practices and improved I.T. systems.

**Recommendation 8: A proactive approach should be taken in terms of variations in the economy and appropriate staffing levels.**

**Recommendation 9: All short term employment contracts to be reviewed and consideration given to them being made permanent.**

**Recommendation 10: Management to review skill sets and capabilities of all officers to ensure the provision of an efficient service. All planning and planning enforcement officers should attend relevant and appropriate training courses, to maintain and continue their professional competence and development.**

**Recommendation 11: That employees' well-being in terms of stress management should be monitored as part of the annual appraisal process.**

#### Planning Enforcement

- 5.15 The group discussed a number of issues relating to planning enforcement and noted that Herefordshire Council follows government guidance contained in Planning Policy Guidance 18 (PPG18). Some authorities interpret the guidance differently which can have a bearing on the level of resources that authorities devote to enforcement activity.
- 5.16 The enforcement department appears to be an undervalued and 'poor' relative of the planning function. Enforcement should be viewed as a vital part of the planning process that reinforces the activities of the planners and plays a vital part in providing a credible planning 'end to end' function and ultimately gives the public confidence that any infringements are effectively dealt with in an appropriate manner.
- 5.17 The group considered whether the public and Town and Parish Councils understood the enforcement processes and timescales. The group was also aware that in many instances the public perception was that enforcement action was either not undertaken or that it was exceedingly slow. The group fully appreciated that it is at times not as clear cut as the public may think. It was also agreed that while local authorities have discretion to take enforcement action it should be pursued when expedient to do so, having regard to the development plan and any other material considerations.
- 5.18 Ward Councillors should receive timely notification of enforcement cases in their ward, however, the group suggests that this isn't always the case and this should be specifically included in planning enforcement policy/protocol. Following the identification process there needs to be a consequence or expectation of an action e.g. that the alleged infringement should be visited within agreed time frames and any further actions identified.

**Recommendation 12:** A planning enforcement policy/protocol be developed and implemented with 3 levels of priority for an assessment of any enforcement requirement and necessary action

- high, same day
- medium, up to five working days
- low, up to 15 working days

**Recommendation 13:** That adequate resource should be available within the planning enforcement team in order to ensure that the team has the capacity to proactively enforce planning decisions and to publicise the message that the council will robustly enforce its planning decisions.

**Recommendation 14:** That the member development plan should incorporate training to ensure members understand the councils' scope for action on enforcement and to equip councillors with the information they require to advise constituents without having to refer to officers.

**Recommendation 15:** A comprehensive planning enforcement summary report to be provided to all members on an annual basis to include a breakdown of Planning Enforcement costs.

**Recommendation 16:** Planning Enforcement Officers to ensure that ward members receive notification and progress activity reports on all enforcement investigations or actions in their respective wards.

**Recommendation 17:** Inclusion within the corporate calendar for regular in depth training and briefing session for planning committee members relating to planning and enforcement. In addition, planning and enforcement training should be available to all members at the appropriate level.

**Recommendation 18:** That there should be a presumption to enforce (in accordance with the principles of fairness, proportionality and the public Interest test) for all breaches of council policy and that any enforcement action should be taken in a timely way, in accordance with the Council's Joint Protocol on Enforcement and all relevant government guidance.

**Recommendation 19:** Training should be offered to town and parish council members on planning and planning enforcement at the appropriate level.

**Recommendation 20:** That representatives from all of the enforcement teams across the Authority meet regularly to share knowledge and good practice between the teams and learn from their collective experience and that enforcement staff are supported with training and development opportunities to enable them to build strong cases.

#### Customer experience

5.19 A common theme from all interviewees was a frustration in not being able to speak directly with the planning department, whether this is to planning administration staff or to the relevant planning officers, resulting in delays and inaccurate information being received. In addition, there is a lack of timely responses to emails. Although it

is accepted that the most effective form of communication is in an electronic format, the personal element must not be ignored.

- 5.20 Where communication is received through telephone, the group heard that all calls are received by the corporate customer service team who forward these enquiries to the planning department. This system appeared confusing and ineffective for the public. There is a Planning Helpdesk at Franklin House but it was found that there is no direct number available for this facility and again all calls are routed via the corporate customer service team.
- 5.21 It was noted that the council has a 'Digital by Default' strategy to maximise communications via online systems.
- 5.22 The group heard that recent improvements have been made to the Planning website however; there are still further gains that can be made in this area. An example being that there is no provision for a downloadable or online editable pre-application advice form which does not support the Digital by Default Strategy.
- 5.23 The group also heard from Planning Agents of some concern regarding the number and availability of appropriately trained specialist planning officers e.g. ecology, landscape and particularly listed buildings officers. This element of the service has become under resourced and thus not providing a sufficiently robust service.
- 5.24 The group heard that there were delays in responses for pre-planning advice. It was the view of the group that delays in the provision of pre-planning advice were unacceptable particularly as this is a fee paying service. It should be recognised, not just by the planning department but for all fee charging services that customers expect and should receive the service they are paying for in an efficient and timely manner.

**Recommendation 21: To improve the public facing experience a dedicated phone number and email address is made available for the Planning Desk at Franklin House.**

**Recommendation 22: Adequate resources are made available to ensure that pre-planning applications receive the service they are paying for in a timely manner.**

**Recommendation 23: The impact of staffing levels for specialist officers should be continually assessed against the planning activity in the county.**

**Recommendation 24: A planning duty officer system similar to the Public Protection function be considered for Planning/Planning Enforcement.**

#### Consultees process

- 5.25 The study group heard that ward members are not routinely notified of planning applications submitted in neighbouring wards. Notification does take place but only if an application is located on a ward boundary or in instances of particularly contentious applications. The notification of adjoining ward members in matters of

planning applications is to be encouraged with the view that ward members should be notified of all planning applications in neighbouring wards.

5.26 The group heard that the overall postage bill for planning is considerable however it was confirmed that from November 2014 parish councils will be consulted electronically and although a mixed response has been received from parish councils no objections have been received.

5.27 It was noted that on numerous occasions no response has been received from specialist officers and that the non-response was perceived as a tacit consent to the application. Notwithstanding, each application should receive a response from all internal consultees for the sake of clarity and avoidance of doubt.

**Recommendation 25: That ward members be notified in all matters of planning applications adjacent to ward boundaries.**

**Recommendation 26: All officers in the consultation process should be required to provide a verifiable response so that an effective decision audit trail can be followed.**

## 6. Summary of recommendations

**Recommendation 1: Since the commencement of this study Herefordshire Council has achieved 'Smarter Planning Status' and are to be commended on this, however every effort should be made to explore and introduce, where beneficial, 'Best Practice' provided and operated by neighbouring authorities and to explore the implementation of a planning specific I.T administration system.**

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**Recommendation 4: All planning officers to be issued with tablet devices to enable updates to main files in real time. This will contribute to a smarter and more efficient way of working.**

**Recommendation 5: Alternative means of managing the Planning Committee work schedule be explored to ensure that efficient and consistent planning decision are made.**

**Recommendation 6: The group noted that improvements have been made to Blue School House; however, further improvements in terms of décor etc. would contribute to an improved working environment. External improvements including external repairs and more prominent signage regarding corporate identity are also recommended.**

**Recommendation 7: The group is highly supportive of the Hoople I.T report of November 2014 and the group recommends that all findings in the report are progressed and implemented.**

**Recommendation 8:** A proactive approach should be taken in terms of variations in the economy and appropriate staffing levels.

**Recommendation 9:** All short term employment contracts to be reviewed and consideration given to them being made permanent.

**Recommendation 10:** Management to review skill sets and capabilities of all officers to ensure the provision of an efficient service. All planning and planning enforcement officers should attend relevant and appropriate training courses, to maintain and continue their professional competence and development.

**Recommendation 11:** That employees' well-being in terms of stress management should be monitored as part of the annual appraisal process.

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**Recommendation 19:** Training should be offered to town and parish council members on planning and planning enforcement at the appropriate level.

**Recommendation 20:** That representatives from all of enforcement teams across the Authority meet regularly to share knowledge and good practice between the teams and learn from their collective experience and that enforcement staff are supported with training and development opportunities to enable them to build strong cases.

**Recommendation 21:** To improve the public facing experience a dedicated phone number and email address is made available for the Planning Desk at Franklin House.

**Recommendation 22:** Adequate resources are made available to ensure that pre-planning applications receive the service they are paying for in a timely manner.

**Recommendation 23:** The impact of staffing levels for specialist officers should be continually assessed against the planning activity in the county.

**Recommendation 24:** A planning duty officer system similar to the Public Protection function be considered for Planning/Planning Enforcement.

**Recommendation 25:** That ward members be notified in all matters of planning applications adjacent to ward boundaries.

**Recommendation 26:** All officers in the consultation process should be required to provide a verifiable response so that an effective decision audit trail can be followed.

## 7. Appendices

### 7.1 Appendix A - Scoping Statement

[http://councillors.herefordshire.gov.uk/documents/s50026348/Appendix%20A\\_Scoping%20statement.pdf](http://councillors.herefordshire.gov.uk/documents/s50026348/Appendix%20A_Scoping%20statement.pdf)

### 7.2 Appendix B - Hoople, Report on Herefordshire Council Planning Services (November 2014)

[http://councillors.herefordshire.gov.uk/documents/s50026349/Appendix%20B\\_Hoople%20report%20on%20Herefordshire%20Council%20Planning%20Services.pdf](http://councillors.herefordshire.gov.uk/documents/s50026349/Appendix%20B_Hoople%20report%20on%20Herefordshire%20Council%20Planning%20Services.pdf)



<b>MEETING:</b>	<b>General Overview and Scrutiny Committee</b>
<b>DATE:</b>	<b>21 July 2015</b>
<b>TITLE OF REPORT:</b>	<b>Work programme</b>
<b>REPORT BY:</b>	<b>Governance services</b>

## 1. Classification

Open.

## 2. Key Decision

This is not an executive decision.

## 3. Wards Affected

County-wide.

## 4. Purpose

To consider the committee's work programme and related scrutiny activities.

## 5. Recommendations

**THAT:**

**(a) the draft work programme (Appendix 1) be noted, subject to any amendments the committee wishes to make; and**

**(b) the meeting scheduled for 8 September be moved to Wednesday 30 September 2015 at 10.00 am.**

## 6. Alternative Options

6.1 It is for the committee to determine its work programme to reflect the priorities facing Herefordshire. The committee needs to be selective and ensure that the work programme is focused, realistic and deliverable within existing resources.

## 7. Reasons for Recommendations

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

## **8. Key Considerations**

### **Draft work programme**

- 8.1 The work programme needs to focus on the key issues of concern and be manageable allowing for urgent items or matters that have been called-in.
- 8.2 A revised work programme is appended (Appendix 1). The work programme will remain under continuous review during the year.
- 8.3 In particular, members' attention is drawn to a proposed change of date of the next meeting, from Tuesday 8 September to Wednesday 30 September 2015, at 10.00am (see paragraph 8.8 below).
- 8.4 Should committee members become aware of issues please discuss the matter with the Chairman, Vice-Chairman and the Statutory Scrutiny Officer.
- 8.5 The topic selection criteria flowchart should be used to consider the rationale for reviewing each topic (Appendix 2).

### **Task and finish groups**

- 8.6 The committee can allocate activities drawn from the work programme to a task and finish group.
- 8.7 A scrutiny task and finish group on the smallholdings estate is currently underway; the group was commissioned and a [draft scoping statement](#) considered at the last committee meeting.
- 8.8 To ensure that the task and finish group has sufficient opportunity to consult with stakeholders and to prepare a report for consideration by the committee, it is recommended that the September committee meeting of be moved until later in the month.

### **Issues for possible scrutiny activity**

- 8.9 Arising from the issues discussed by the committee at its February 2015 meeting, in relation to Review of Lease Restructuring with Hereford United (1939) Ltd, it is suggested that any further scrutiny activity be considered following the receipt of a report on the longer term options for Edgar Street Athletic Ground in January 2016.
- 8.10 Similarly, it is suggested that any scrutiny activity in relation to the Hereford racecourse be considered following the receipt of a report on property review in January 2016.

### **Briefing notes**

- 8.11 Briefing notes are provided to committee members on matters that are for information only. For example, further updates on progress with Executive responses to committee recommendations will be circulated in this way.

## **Seminars / workshops**

- 8.12 Some topics may be dealt with through member seminars / workshops initially. Arrangements are being made for sessions on digital strategy and Understanding Herefordshire. The Chairman has also suggested that matters relating to transport issues, including parking, public transport and highway maintenance, should be part of the next phase of seminars / workshops.

## **Forward plan**

- 8.13 The forward plan, as at 13 July 2015, is attached for information (Appendix 3).

## **9. Community Impact**

- 9.1 The topics selected for scrutiny should have regard to what matters to residents.

## **10. Equality and Human Rights**

- 10.1 The topics selected need to have regard for equality and human rights issues.

## **11. Financial Implications**

- 11.1 The costs of the work of the 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.

## **12. Legal Implications**

- 12.1 The council is required to deliver an overview and scrutiny function.

## **13. Risk Management**

- 13.1 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 mitigate this risk.

## **14. Consultees**

- 14.1 The Chairman and Vice-Chairman meet on a regular basis to consider the work programme.

## **15. Appendices**

- Appendix 1 Draft work programme  
Appendix 2 Topic selection criteria flowchart  
Appendix 3 Forward plan (as at 13 July 2015)

## **16. Background Papers**

- 16.1 None identified.



## General Overview and Scrutiny Committee: Draft Work Programme 2015/16

### Agenda items

<b>Tuesday 8 September 2015 at 10.00 am</b>	
It is recommended that this meeting be moved to <b>Wednesday 30 September 2015, 10.00 am</b>	
Education capital investment strategy	To receive an update on the development of the strategy.
Task and finish group on the smallholdings estate	To consider the findings of the task and finish group and to recommend the report to the Executive for consideration.
Housing strategy 2015-2018	To consider the proposed strategy.
Revision to the Council Tax reduction scheme	To consider the scheme for 2016-17.

<b>Tuesday 27 October 2015 at 10.00 am</b>	
Community infrastructure levy	To consider the draft charging schedule.
Capital investment programme	To consider the proposed programme.

<b>Tuesday 17 November 2015 from 10.00 am</b>	
(the budget presentation is received by the overview and scrutiny committees jointly, followed by formal meetings of each committee)	
Budget 2016/17	To consider the budget proposals for the next financial year.
Corporate plan	To consider the updated corporate plan.

<b>Tuesday 19 January 2016 at 10.00 am</b>	
School examination performance	To consider school performance for summer 2015.
Home to school transport	To receive an update on home to school transport provision.
Edgar Street Athletic Ground	Review of options for the longer term arrangements for Edgar Street Athletic Ground.
Property review	To receive a report on the review.

<b>Tuesday 8 March 2016 at 10.00 am</b>	
Community safety update	To consider current community safety issues in Herefordshire.

<b>Tuesday 10 May 2016 at 10.00 am</b>	
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### Task and finish groups

<b>Work currently in progress:</b>	<b>Status:</b>
Smallholdings estate	Meetings are in progress, with the intention of reporting findings to the September 2015 committee meeting.

### Issues for possible future scrutiny activity

<b>Work to be considered later in the year:</b>	Status:
Football provision	It is suggested that scrutiny activity be considered following the receipt of the report on Edgar Street Athletic Ground in January 2016.
Racecourse	It is suggested that scrutiny activity be considered following the receipt of a property review report in January 2016.

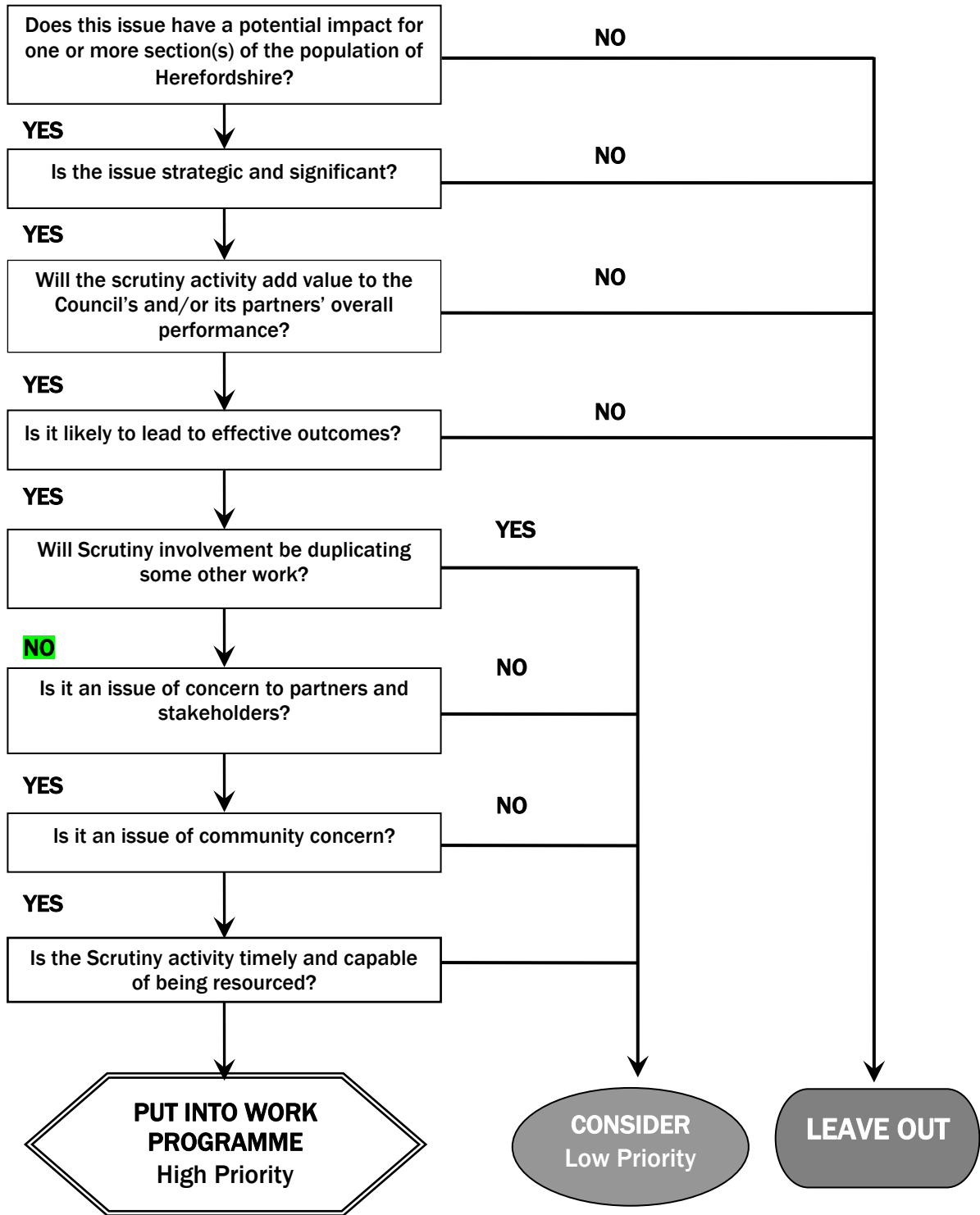
### Briefing Notes

<b>The following topics shall be dealt with via briefing notes for committee members:</b>	Status:
Update on the Executive responses to the task and finish group report on Balfour Beatty Living Places	This update will be included as part of an annual update to committee members to be circulated by November 2015.
Update on the Executive responses to the task and finish group report on development management (planning)	A briefing note to be prepared by the end of January 2016.

### Seminars / Workshops

<b>The following seminars / workshops have been suggested:</b>	Status:
Balfour Beatty Living Places	Session to be hosted by Balfour Beatty on Monday 20 July 2015.
Transport	It is proposed that a seminar / workshop be arranged for members on transport issues, including parking, public transport and highway maintenance.
Digital strategy	Being programmed as part of the next phase of member seminars / workshops beginning in September 2015.
Understanding Herefordshire	"

Topic selection criteria flowchart







Decision Date	Decision Month	Decision Maker	Directorate	Portfolio Holder	(SURNAME FIRST) Councillor / Officer Name	Issue Type	Report Title	Description	(SURNAME FIRST) Report Writer
10-Jun-15	June	Officer	Economy, Communities & Corporate		Hughes, Geoff	Non key	ESG Procurement	To approve procurement strategy and commence procurement of construction contract	Lane, Mairead
10-Jun-15	June	Officer	Economy, Communities & Corporate		Hughes, Geoff	Non Key	Stretton Sugwas Closed Landfill Renewable Energy	To seek approval to appoint a delivery partner to assess the feasibility of a solar farm project on the Stretton Sugwas closed landfill site, and if feasible for the delivery partner to develop this into a community energy project delivering community, financial and environmental savings	Vaughan, Richard
10-Jun-15	June	Officer	Economy, Communities & Corporate		Robinson, Peter	Non Key	Award of enforcement officer contract	To award a three year contract, at a statutory provision cost, to enforce the recovery of bad debts in relation to council tax, business rate and parking fines	Rushgrove, Josie
22-Jun-15	June	Officer	Economy, Communities & Corporate	Economy & Corporate Services		Non Key	Changes to hire fees for Town Hall and Shire Hall	price changes	Elaine James/ N Silver
24-Jun-15	June	Officer	Economy, Communities & Corporate		Hughes, Geoff	Non Key	Approval of the Decoration Contractor for the Business Units within Plot C21 on the Enterprise Zone	To seek approval for the appointment of BG Brain Decorators Limited to undertake the decoration of the new business units on plot C21 of the Hereford Enterprise Zone.	Webster, Nick
26-Jun-15	June	Officer	Assistant Director Place Based Commissioning	Officer	PROW, Balfour Beatty Living	Non key	Highways Act 1980, Section 119 proposed public path diversion order bridleway PD16 (part) in the parish of Pudleston	To consider an application under the Highways Act 1980, section 119, to make a public path diversion order to divert part of bridleway PD16 in the parish of Pudleston	White, Susan
30-Jun-15	June	Officer	Economy, Communities & Corporate	Economy, Communities & Corporate	Hughes, Geoff	Non Key	Disposal of land within the Enterprise Zone at Vincent Carey Road, Rotherwas	To seek the approval of the Corporate Director ECC to the disposal of development land within the Enterprise Zone at Vincent Carey Road, Rotherwas	Pearce, Mark
01-Jul-15	July	Officer	Children's Wellbeing		Hughes, Geoff	Non-Key	Teaching Trade Union Facilities Time	To provide a standardised approach to facilities time payments for teaching trade union representatives and to remove the historic situation of three trade union representatives being employed on council contracts to carry out this role	Baird, Chris
09-Jul-15	Jul-15	Young People & Children's Services	Young People & Children's Services	Young People & Children's Services	Lester, Jonathan	Non key	Executive response to general overview and scrutiny committee recommendations on school examination performance	To agree the executive's response to the recommendations on school examination performance	Baird, Chris
09-Jul-15	July	Cabinet Member Corporate Strategy & Finance	Economy, Communities & Corporate	Corporate, Strategy & Finance	Johnson, Anthony	Non Key	Social Value Statement	To secure member approval for a council 'Social Value Statement'	Welsby, Wayne
10-Jul-15	July	Officer	Adults & Wellbeing	Health & Wellbeing	Helen Coombes	Non Key	Paypoint Quick Credit Voucher Agreement	Procurement of voucher payment facilities	Susie Binns
13-Jul-15	July	Cabinet Member-Economy & Corporate Services	Economy, Communities & Corporate	Economy, Communities & Corporate	Powell, Graham	Non Key	Zero Tolerance Policy for Rogue Trading and Rogue Traders	To approve and adopt a Policy of 'zero tolerance' in respect of 'Rogue Trading and Rogue Traders' (see appendix a) who operate within the County and that in accordance with the Council's Enforcement and Prosecution Policy, where such individuals and or, companies are identified and where sufficient evidence is obtained, the offender will be prosecuted.	Pigrem, Mike
13-Jul-15	July	Cabinet Member Health & Wellbeing	Adults & Wellbeing	Cabinet Member Health & Wellbeing	Morgan, Patricia	Key	Contract Award for Substance Misuse Service	The purpose of the report is to secure approval of the contract award for the delivery of the Substance Misuse Service for Herefordshire	Hallam, Clive
15-Jul-15	July	Cabinet Member Contracts & Assets	Economy, Communities & Corporate	Contracts & Assets	Bramer, Harry	Key	Disposal of Bath Street Offices	To approve the disposal of the former Bath Street Offices	Featherstone Tony
15-Jul-15	July	Cabinet Member Contracts & Assets	Economy, Communities & Corporate	Contracts & Assets	Bramer, Harry	Key	Disposal of land to the HWFRS	To approval the disposal of land to HWFRS for the construction of a new fire station	Featherstone Tony
15-Jul-15	July	Officer	Children's	Young People & Children's Wellbeing	Davidson, Jo	Non Key	Aylestone and Broadlands	To approve the virement of funding for Broadlands school and children's centre onto the Aylestone School	Andy Hough
16-Jul-15	Jul-15	Officer	Economy, Communities & Corporate	Economy & Corporate Services	Hughes, Geoff	Non key	Dog Policy	Dog Policy	Nikki White
16-Jul-15	July	Audit & Governance Committee	Economy, Communities & Corporate	Economy, Communities & Corporate	Hughes, Geoff	Non Key	Closure of 2013/14 accounts	To update A&GC on their closure of the 2013/14 accounts and publication of Grant Thornton's statement of reasons for rejecting the objection received	Rushgrove, Josie
17-Jul-15	July	Officer	Economy, Communities & Corporate	Economy, Communities & Corporate	Robinson, Peter	Non Key	Disposal of LEA Pool and land at Hollybush Walk, St Martin's Hereford to a Registered Social Landlord (RSL) for demolition and erection of an affordable housing scheme	To seek approval to dispose of the land that currently accommodates the derelict St Martins swimming pool to a Registered Social Land (RSL) for demolition and delivery of affordable housing units.	Featherstone, Tony
20-Jul-15	July	Cabinet Member - Transport & Roads	Economy, Communities & Corporate	Economy, Communities & Corporate	Rone, Paul	Non Key	B42134 Cope Cross Street, Ross On Wye - Review of Priority Give Way	To review the existing unofficial priority give way system along Cope Cross Street, Ross On Wye and consider the appropriate way forward to address the highway issues at this location	Evans, Bruce

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20-Jul-15	July	Officer	Adults and wellbeing		Helen Coombes	Non Key	<b>Approval to fund building works to provide premises for the Information, Advice and Signposting Hub</b>	Approval to allocate funds from AWB Capital budget to essential works to the City Library to enable operation of the new Information, Advice and Signposting Hub.	Archibald, Ewen
21-Jul-15	July	Cabinet Member Economy & Corporate Services	Economy, Communities & Corporate	Economy, Communities & Corporate	Powell, Graham	Non Key	<b>Proposed use of lamp columns in High Town for commercial advertising</b>	To seek approval to amend an existing procedure for the use of the lamp columns in High Town for banner/flag display purposes. Specifically to introduce an element for commercial advertising	Ball, Richard
21-Jul-15	July	Cabinet Member Infrastructure	Economy, Communities & Corporate	Economy, Communities & Corporate	Price, Philip	Non Key	<b>Response to Task &amp; Finish Group on Development Management (Planning)</b>	To consider which recommendations can be approved from the GOSC	Willimont, Marc
22-Jul-15	June	Cabinet Member Contracts & Assets	Economy, Communities & Corporate	Contracts & Assets	Bramer, Harry	Non Key	<b>Approval of support for Courtyard Centre for the Arts Capital Development Scheme</b>	To give approval of Council support for Courtyard Centre of the Arts Capital Development Scheme	Ligema, Mick
23-Jul-15	July	Cabinet	Children's	Young People & Children's Wellbeing	Lester, Jonathan	Non-Key	<b>Children's Safeguarding Update</b>	To inform Cabinet of the letter dated 24 March 2015 from the Department for Education (DFE) lifting the intervention notice. To update Cabinet on the progress to date on the Ofsted improvement plan	Roughton, John
23-Jul-15	July	Cabinet	Corporate Strategy & Finance	Economy, Communities & Corporate	Johnson, Anthony	Non Key	<b>May budget monitoring report</b>	To report the financial position of the Council for both revenue and capital	Robinson, Peter
23-Jul-15	July	Cabinet	Economy & Corporate Services	Economy, Communities & Corporate	Powell, Graham	Non Key	<b>May corporate performance report</b>	To review performance	Ball, Richard
23-Jul-15	July	Cabinet	Health & Wellbeing	Cabinet Member Health & Wellbeing		Non Key	<b>Understanding Herefordshire - the Joint Strategic Needs Assessment and Herefordshire Health &amp; Wellbeing Strategy</b>	To note and use the Joint Strategic Needs Assessment for Herefordshire as the overarching primary evidence base for the Health and Wellbeing board, and other key partnerships, to determine key local priorities. Understanding Herefordshire will be a shared resource for commissioners and other decision makers, such as the clinical commissioning group, the local authority and key players in the LA area (community organisations and service providers). To note the Herefordshire Health & Wellbeing Strategy approved by the Health & Wellbeing Board	Unny, Latha / Helun Sandifort Robins, Jo
23-Jul-15	July	Transport & Roads	Economy, Communities & Corporate	Economy, Communities & Corporate	Rone, Paul	Non key	<b>Review of parking provision and charges</b>	To commence a period of consultation on a proposal to implement both, on-street parking charges within the Hereford historic core and a new set of tariffs for on-street, off-street and staff parking.	Jenner, Chris and Steve Burgess
23-Jul-15	July	Young People & Children's Wellbeing	Children's	Young People & Children's Wellbeing	Lester, Jonathan	Non-Key	<b>Development of Schools Capital Investment Strategy</b>	To comment on the process for the schools capital investment strategy	Hough, Andy
24-Jul-15	July	Officer	Adults and Wellbeing	Coombes, H	Non Key		<b>Decision to issue sub grant award and award evaluation of Active HERE</b>	To issue sub grant award for provision of Active HERE and award provision of evaluation of Active HERE from the Sport England award	Ellison, G
27-Jul-15	July	Cabinet Member Health & Wellbeing	Adults & Wellbeing	Cabinet Member Health & Wellbeing	Morgan, Patricia	Key	<b>Learning Disability Community Health Service</b>	To approve the change in contractual arrangements for the council's funding of this service provided by 2gether NHS Foundation Trust.	Nick Griffiths
28-Jul-15	July	Cabinet Member Health & Wellbeing	Adults & Wellbeing	Cabinet Member Health & Wellbeing	Morgan, Patricia	Key	<b>Rose Garden - Extra Care Future provision</b>	Award of the extra care contract at Rose Gardens, following the procurement of a remodelled service via a competitive tender process	Lloyd, Laura
28-Jul-15	July	Director of ECC	Economy, Communities & Corporate		Hughes Geoff	Non-Key	<b>Council acquisition of the Three Elms Trading Est, Hfd</b>	To approve the council's purchase of the Three Elms Trading Estate from the Homes and Communities Agency.	Featherstone Tony
28-Jul-15	July	Director of Resources	Economy, Communities & Corporate		Robinson Peter	Non-Key	<b>Sale of the property known as 47A New Street, Ross-on-Wye</b>	To approve the sale of the property known as 47A New Street, Ross-on-Wye	Featherstone Tony
30-Jul-15	July	Assistant Director Place Based Commissioning	Economy, Communities & Corporate	Economy, Communities & Corporate	Sue White, BBLP	Non key	<b>Proposed Public Path Diversion Order Footpath LR10 (part) in the Parish of Ledbury</b>	To consider an application under the Highways Act 1980, section 119, to make a public path diversion order to divert part of footpath LR10 in the parish of Ledbury	Sue White, BBLP
30-Jul-15	July	Assistant Director Place Based Commissioning	Economy, Communities & Corporate	Economy, Communities & Corporate	Sue White, BBLP	Non key	highways act 1980, section 119. proposed public path diversion order footpath MA18 (part) and MA23 (part) in the parish of mathon	To consider an application under the Highways Act 1980, section 119, to make a public path diversion order to divert part of footpath MA18 (part) and MA23 (part) in the parish of Mathon with associated creation orders	Sue White, BBLP
31-Jul-15	July	Cabinet Member Health & Wellbeing	Adults & Wellbeing	Cabinet Member Health & Wellbeing	Morgan, Patricia	Key	<b>Care and Support contract extension for learning disability services</b>	Approve a waiver to the 31st March 2016 with the current provider Midland Heart for the care and support contract, learning disability services	Lloyd, Laura
31-Jul-15	July	Officer	Adults & Wellbeing		Helen Coombes	Non-Key	<b>To vary the current contract with the Learning Disability provider Aspire Living Ltd for residential accommodation at Chatsworth Road and Markyds Close.</b>	To vary the current contractual arrangement with the Learning Disability provider Aspire Living Ltd, for the provision of residential accommodation for learning disability clients; to bring this into line with the choice directive and similar residential contracts.	Saveker, Graham
31-Jul-15	July	Officer	Adults & Wellbeing	Health & Wellbeing	Coombes, Helen	Non Key	<b>To formalise current situation with Older person Day activity providers (out of contract)</b>	To formalise existing contract extension until 31 March 2016	Saveker, Graham
31-Jul-15	July	Officer	Adults & Wellbeing	Health & Wellbeing	Coombes, Helen	Non Key	<b>To formalise current situation with Learning Disability Day activity providers (out of contract)</b>	To formalise existing contract extension until 31 March 2016	Saveker, Graham

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31-Jul-15	July	Officer	Adults & Wellbeing	Health & Wellbeing	Coombes, Helen	Non Key	To formalise current situation with Residential Scheme Livability provider (Wall Street) (not incontract)	To formalise existing contract extension until 31 March 2016	Saveker, Graham
31-Jul-15	July	Officer	Adults and wellbeing		Helen Coombes	Non Key	Extension of contract with Onside for advocacy services	Approval of extension of existing contract with Onside for provision of advocacy, along with increase in resourcing to enable appropriate response to increasing demand arising from Care Act 2014 and increasing deprivation of liberty assessments.	Fitzpatrick, Alex
05-Aug-15	August	Cabinet Member Contracts & Assets	Economy, Communities & Corporate	Economy, Communities & Corporate	Bramer, Harry	Key	Disposal of Hereford Butter Market	To seek approval for the disposal of Hereford Butter Market	Featherstone, Tony
19-Aug-15	August	Cabinet Member Infrastructure	Economy, Communities & Corporate	Economy, Communities & Corporate	Price, Philip	Non Key	Option Appraisal for 16-18 High Town, Hereford (burnt out shops adjacent to Old House)	To consider which option is appropriate for the council to adopt in relation to these properties	Willimont, Marc
04-Sep-15	September	Officer	Economy, Communities & Corporate	Economy, Communities & Corporate	Neill, Alistair	Non Key	Employee Benefits	To propose the introduction of an on-line employee benefits scheme	Robinson, Peter
08-Sep-15	September	Overview and Scrutiny	Economy, Communities & Corporate	Peter Robinson		Key	Revision to the Council tax Reduction Scheme	To consider the council tax reduction scheme for 2016-17	Anne Bradbury
10-Sep-15	September	Cabinet Member - Infrastructure	Economy, Communities & Corporate	Economy, Communities & Corporate	Price, Philip	Key	Rotherwas Rail	To consider whether or not to progress feasibility on the Rotherwas Rail proposal and draw down up to £125k from Council reserves	Burgess, Steve
10-Sep-15	September	Cabinet Member Health & Wellbeing	Adults and Wellbeing	Cabinet Member Health & Wellbeing	Morgan Patricia	Key	Procurement of Carer's Health & Wellbeing Service	To award the contract(s) for the Carer's Health & Wellbeing Service following procurement of a remodelled carer's service via competitive tender.	Gardner, Ian
11-Sep-15	September	Cabinet	Children's	Young People & Children's Wellbeing	Lester, Jonathan	Budget and Policy Framework	Youth Justice Plan	To approve the Youth Justice Plan for 15/16	Jo Davidson
11-Sep-15	September	Cabinet	Children's	Young People & Children's Wellbeing	Lester, Jonathan	Budget and Policy Framework	Children and Young People's Plan	To approve the children and young people's plan	Chris Baird
11-Sep-15	September	Cabinet	Children's	Young People & Children's Wellbeing	Lester, Jonathan	Key	Colwall Primary School	To approve the replacement Colwall Primary School building	Andy Hough
11-Sep-15	September	Cabinet	Children's	Young People & Children's Wellbeing	Lester, Jonathan	Key	Adult Community Learning Plan 2015/16	To approve the adult community learning plan 2015/16	Heath, Alexia
17-Sep-15	September	Cabinet Member Transport & Roads	Economy, Communities & Corporate	Transport & Roads	Rone, Paul	Non key	High Town Refurbishment Scheme	To approve scheme for consultation	Lane, Mairead
23-Sep-15	September	Cabinet Member Health & Wellbeing	Adults & Wellbeing	Cabinet Member Health & Wellbeing	Morgan, Patricia	Key	Re-procurement of learning disability services (Midland Heart)	Award of the care and support contract(s) for learning disability services, following the procurement of a remodelled service via a competitive tender process	Archibald, Ewen
23-Sep-15	September	Cabinet Member Health & Wellbeing	Adults & Wellbeing	Health & Wellbeing	Morgan, Patricia	Non Key	Herefordshire Tenancy Strategy 2012-2015	To review and update current Strategy in accordance with the Localism Act 2011 (s.150). The Strategy sets out matters to which the registered providers of social housing for its district are to have regard in formulating policies.	Jackson, Christa
25-Sep-15	September	Council	Children's	Young People & Children's Wellbeing	Lester, Jonathan	Budget and Policy Framework	Youth Justice Plan	To approve the Youth Justice Plan for 15/16	Jo Davidson
25-Sep-15	September	Council	Children's	Young People & Children's Wellbeing	Lester, Jonathan	Budget and Policy Framework	Children and Young People's Plan	To approve the children and young people's plan	Chris Baird
30-Sep-15	September	Cabinet Member Contracts & Assets	Economy, Communities & Corporate	Contracts & Assets	Bramer, Harry	Key	Disposal of land within the Enterprise Zone at the South Magazine	To seek the approval of the Cabinet Member contracts and assets to the disposal of development land on the Enterprise Zone at the South Magazine, for the relocation and expansion of an advanced manufacturing business	Pearce, Mark
15-Oct-15	October	Cabinet	Adults & Wellbeing	Cabinet Member Health & Wellbeing	Cabinet	Non Key	Local Account	To receive a copy of the Local Account for sign off, following discussion at DLT, Leaders Briefing and HOSC	Harris, Paul
15-Oct-15	October	Cabinet	Economy, Communities & Corporate	Peter Robinson	key	Key	Revision to the Council tax Reduction Scheme	to agree the council tax reduction scheme for 2016-17	Anne Bradbury
15-Oct-15	October	Cabinet	Adults and Wellbeing	Cabinet Member Health & Wellbeing	Morgan Patricia	Key	Carers Strategy 2016 - 2019	To adopt a Carers Strategy for Herefordshire	Gardner, Ian
15-Oct-15	October	Cabinet	Health & Wellbeing		Morgan, Patricia	Key	Revisions to the Herefordshire Allocation Policy	To approve amendments to the housing allocation policy	Connon, Trea
21-Oct-15	October	Cabinet Member	Health & Wellbeing		Morgan, Patricia	Non key	Agreement for the provision of temporary accommodation for the homeless	To approve agreements with housing providers for the use of stock as temporary housing.	Connon, Trea
05-Nov-15	November	Cabinet	Corporate Strategy & Finance	Economy, Communities & Corporate	Johnson, Anthony	Non Key	August budget monitoring report	To report the financial position of the Council for both revenue and capital	Robinson, Peter
05-Nov-15	November	Cabinet	Economy, Communities and Corporate	Contracts & Assets	Bramer, Harry	Key	Review of Small Holdings Estate	To seek Cabinet approval for future management arrangements for the Councils small holdings estate	Featherstone, Tony

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24-Nov-15	November	Audit & Governance Committee	Economy, Communities & Corporate	Economy, Communities & Corporate	Hughes, Geoff	Non Key	<b>Energy from waste loan update</b>	To update A&GC on the progression of the energy from waste loan and associated risk register	Rushgrove, Josie
27-Nov-15	November	Employment Panel	Economy, Communities & Corporate	Economy, Communities & Corporate		Non Key	<b>Living Wage</b>	Introduction of Living Wage	Robinson, Peter
03-Dec-15	December	Cabinet	Corporate Strategy & Finance	Economy, Communities & Corporate	Johnson, Anthony	Non Key	<b>September budget monitoring report</b>	To report the financial position of the Council for both revenue and capital	Robinson, Peter
03-Dec-15	December	Cabinet	Economy & Corporate Services	Economy, Communities & Corporate	Powell, Graham	Non Key	<b>Quarter two corporate performance report</b>	To review performance	Ball, Richard
03-Dec-15	December	Cabinet	Adults & Wellbeing	Cabinet Member Health & Wellbeing	Cabinet	Key	<b>Housing Strategy 2015-2018</b>	To approve Housing Strategy 2015-2018	Sandie Rogers
03-Dec-15	December	Cabinet	Children's Wellbeing	Young People & Children's Services	Cabinet	Non Key	<b>Herefordshire Safeguarding Boards Business Plan and Annual Report</b>	To inform Cabinet of progress made towards the implementation of the Safeguarding Board Business Plan and Annual Report	Roughton, John
18-Dec-15	December	Council	Economy, Communities & Corporate	Peter Robinson		Key	<b>Revision to the Council tax Reduction Scheme</b>	to agree the council tax reduction scheme for 2016-17	Anne Bradbury
08-Jan-16	January	Employment Panel	Economy, Communities & Corporate	Economy, Communities & Corporate		Non Key	<b>Pay Policy Statement</b>	To recommend the Pay Policy Statement to Council	Robinson, Peter
21-Jan-16	January	Cabinet	Corporate Strategy & Finance	Economy, Communities & Corporate	Johnson, Anthony	Non Key	<b>November budget monitoring report</b>	To report the financial position of the Council for both revenue and capital	Robinson, Peter
01-Feb-16	February	Council	Economy, Communities & Corporate	Economy, Communities & Corporate	Neill, Alistair	Non Key	<b>Living Wage</b>	Introduction of Living Wage	Robinson, Peter
01-Feb-16	February	Council	Economy, Communities & Corporate	Economy, Communities & Corporate	Neill, Alistair	Non Key	<b>Pay Policy Statement</b>	To approve the Pay Policy Statement	Robinson, Peter
11-Feb-16	February	Cabinet	Corporate Strategy & Finance	Economy, Communities & Corporate	Johnson, Anthony	Non Key	<b>December budget monitoring report</b>	To report the financial position of the Council for both revenue and capital	Robinson, Peter
11-Feb-16	February	Cabinet	Economy & Corporate Services	Economy & Corporate Services	Powell, Graham	Non Key	<b>Quarter three corporate performance report</b>	To review performance	Ball, Richard