

**SUPPLEMENT TO THE AGENDA FOR**

# **Health & Social Care Overview and Scrutiny Committee**

**Friday 16 November 2012**

**10.00 am**

**Council Chamber - Brockington**

	<b>Pages</b>
<b>7. QUARTERLY REPORT OUTLINING SAVINGS THAT ARE BEING ACHIEVED THROUGH THE STRATEGIC PLAN FOR DELIVERING ADULT SERVICES (TO FOLLOW)</b>	<b>25 - 32</b>
<b>9. HEALTH OVERVIEW AND SCRUTINY WORK PROGRAMME</b>	<b>33 - 54</b>



<b>MEETING</b>	<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>DATE:</b>	<b>16 NOVEMBER 2012</b>
<b>TITLE OF REPORT:</b>	<b>QUARTERLY REPORT OUTLINING SAVINGS THAT ARE BEING ACHIEVED THROUGH THE STRATEGIC PLAN FOR DELIVERING ADULT SERVICES</b>
<b>REPORT BY:</b>	<b>ASSISTANT DIRECTOR: PEOPLE'S SERVICES COMMISSIONING (ADULTS, CHILDREN &amp; HEALTH)</b>

**Classification:** Open

### Key Decision

This is not a key decision

### Wards Affected

County-wide

### Purpose

To note the progress being made and risks associated with achieving the savings targets established for adult services for 2012/13

### Recommendation

**THAT:**

- (a) **scrutiny committee note and comment on the report and recommend actions that will enhance the approach being taken**

### Key Points Summary

- The total savings target established for 2012/13 was £7.956m on a budget of £50.04m. This represents a significant challenge and an ambitious programme of work has been established. Some of the results of the work areas have changed from what was originally envisaged, through detailed consultation work (for example changes to the charging proposals).
- Budget savings have been profiled across the financial year and the cumulative target at the end of quarter 2 was £1.849m, of which £1.691m has been achieved.
- A recent review of information across local authorities, published by the Association of Directors of Adult Social Services (ADASS) indicated that:

- The national position for 2011/12 was predicted to be 0.6% under spend on Adult Social Care (ASC) whilst Herefordshire was 11.4% over spent.
  - ❖ Statistical neighbours overall are reporting to be on budget with a range of 97% to 105% spend versus budget.
- Nationally 82% of demographic pressures have been funded for 2012/13 compared to just 16% in Herefordshire.
  - ❖ Our comparator group has funded on average 76% of demographic pressures although this ranges from 100% funding to 41% in York and 46% in Shropshire.
- The national average savings target for adult social care in 2012/13 is 6.75% (median 5.63%) versus 15.9% for Herefordshire.
  - ❖ Our neighbours are predicting savings across ASC of 6.5% which is in line with the national picture.
- Feedback from a recent (September) regional Adult Social Care finance leads meeting also indicated that many other Local Authorities are predicting overspends for 2012/13 in ASC. Other authorities in the region are pursuing many of the same savings and transformation activities as Herefordshire.
- Herefordshire has established a transformation plan for Adult Services, including a vision and guiding principles for the next five years. Contained within this are a range of transformation activities that should improve services for adults, including enabling adults to arrange their own care and support more effectively, whilst also making best use of public money.
- The transformation plan activities are reviewed on a monthly basis by a group chaired by the Director of People and involving senior leaders from Wye Valley NHS Trust and 2gether Foundation Trust. The group has focused on delivery and also what else can be done to address the budget position.
- The recent review of Older People confirmed the activities undertaken or planned by Herefordshire and observed that there were a lot of actions all being planned or put in place at the same time. There are therefore issues of timing and capacity which the Director of People is addressing.
- Work by LG Futures in support of the root and branch approach is highlighting areas specifically with regard to mental health, learning difficulties, and younger adults where the council and partners could investigate whether we can do more to make the best use of public money. This would be covered by the Root and Branch Review of Vulnerable People, but the directorate is planning to incorporate activities to address these areas in its budget planning for 2013/14.

## **Alternative Options**

7.1 No alternatives are proposed.

## **Reasons for Recommendations**

8.1 To enable scrutiny to review and comment upon the actions taken to transform services and achieve budget savings required for 2012/13

## **Introduction and Background**

9.1 Please see attached report for further information.

## **Key Considerations**

10.1 Please see attached report for further information

## **Community Impact**

11.1 The Strategic Delivery Plan for Transforming Adults Services forms part of the council's approach contained in the corporate plan, and in the Health and Wellbeing Strategy. Community impact is assessed as part of the delivery of schemes wherever appropriate.

## **Equality and Human Rights**

12.1 The public authority duty is considered in the implementation of each scheme, and has also been considered as part of the formulation of the Strategic Delivery Plan for Transforming Adults Services.

## **Financial Implications**

13.1 These are set out in the attached report.

## **Legal Implications**

14.1 Steps taken which have the effect of reducing availability of services to clients; reducing payments to providers or increasing charges to clients are vulnerable to legal challenge in relation to both the decision making process or the reasonableness of the decisions themselves. Whereas legal challenge cannot be ruled out care has been taken to comply with all legal requirements to minimise the likelihood of a successful challenge.

## **Risk Management**

15.1 Risks associated with this area of work are significant in terms of service delivery, safeguarding and ensuring the council meets its statutory responsibilities effectively. There are risks to the wider council if the budget savings are not achieved in year. The Director of People is actively managing the delivery programme in close consultation with the rest of Herefordshire Public Services Leadership Team, the Chief Finance Officer, and Lead Member for Health and Wellbeing.

## **Consultees**

16.1 not applicable for this report

## **Appendices**

17.1 Adult Social Care Transformation Plan Update Report.

## **Background Papers**

18.1 None identified.



# Adult Social Care Transformation Plan Update Report to End of Quarter 2

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## Executive Summary

The results for the second quarter are now compiled and are slightly below the budget profile with £1.691 million of savings delivered which is £158k below the profiled target. This represents 21.3% of the full year target as 16 schemes were planned to deliver savings in the first half. This however does mean that there is a heavier weighting on savings targets for the latter part of the year with 9 schemes planned to begin delivering savings from October 2012.

Five schemes are flagged as red with a total value of £2.518m and a number are flagged as amber with risks attached to achievement, as has been reported through the year.

## Headlines

- Total Savings Plan target is £7.956m
- Cumulative savings target (to end of quarter two 2012/13) £1.849m which equates to 23.2% of the full year target
- Actual savings achieved are £1.691m which is 21.3% of the full year target and leaves a shortfall of £158k. This achievement is significant and has involved a considerable amount of work which is to be recognised. However, the scale of the challenge is also recognised, and has been debated with members, including at Overview and Scrutiny.
- Currently there are 34 schemes with identified savings targets
- Balance of savings targets to achieve a balanced budget is £436k, which is 5.5% of the overall savings target
- Schemes Status
  - 13 schemes are currently RAG rated green and are planned to deliver £2.367m or 29.75% of the total. Some do not have year to date actual figures entered as these are being verified, but there is confidence that these will be achieved.
  - 5 schemes are currently RAG rated RED with a total value of £2.518m (31.6% of the total savings). The scheme for increased charges had a target value of £0.933m and has been agreed, with the proposals adjusted to take into account the decision not to charge carers for services. It is estimated that £250k will be achieved through charging this year. A significant proportion of the savings identified for assistive technology will actually result in cost avoidance for the council, rather than changes to the base budget. Work is taking place to quantify the position.
  - 16 schemes are currently on RAG rating Amber with a value of £2.634m (33.1% of the total savings)
  - Some of the schemes need to have updated figures that capture some savings, including reducing voids and new packages negotiated at new rates via the care funding calculator. This should move some schemes to green.

A summary of the current status by scheme is attached.

**Peoples Services - Improvement and Transformation Plan 2012-13**

Scheme no	RAG status	Saving Summary	Recurrent/ Non Recurrent	Full year budget	Year to date budget	Year to Date actual	Balance still to achieve	Projected shortfall
1	RED	Transfer -out of county placements to Supported Accommodation.	R	50,000	0	0	50,000	50,000
7	RED	Market development of major homecare provider	R	143,000	47,672	0	143,000	143,000
8	RED	Homecare market development - rest of market	R	192,000	0	0	192,000	192,000
15	RED	Assistive Technology	R	1,200,000	0	0	1,200,000	1,200,000
16a	RED	Increase charges for those who can afford	R	933,338	133,334	0	933,338	700,338
		Additional savings requirement to balance the budget		436,298	0		436,298	414,298
				2,954,636	181,006	0	2,954,636	2,699,636
2Bii	AMBER	Reduce Learning Difficulties block contract	R	86,805	65,280	78,114	8,691	0
2C	AMBER	Renegotiate Older People partner provider inflation	R	150,000	60,000	0	150,000	0
3	AMBER	Provide guidance to practitioners on respite allocation via matrix - standardise respite reduced weeks	R	22,000	10,998	0	22,000	0
4	AMBER	Eliminate subsidies on meals	R	70,000	17,500	0	70,000	0
6a	AMBER	Reduction in packages due to regular review	R	360,000	144,000	106,827	253,173	0
9	AMBER	Care Funding Calculator applied to existing clients	R	350,000	175,002	42,000	308,000	0
16a	AMBER	Reducing Voids	R	44,000	22,002	0	44,000	0
11	AMBER	New packages negotiated at new rates via Care Funding Calculator	NR	76,000	30,400	0	76,000	0
12a	AMBER	Section 75 savings with partner	R	138,000	69,000	61,844	76,156	0
12bii	AMBER	Section 75 savings with partner	R	443,000	0	0	443,000	0
13	AMBER	Council not paying 12 week disregard – “My Care My Home”	NR	148,000	59,200	0	148,000	0
14a	AMBER	Reablement	R	379,000	0	0	379,000	0
14b	AMBER	Enablement liveability contract (Physical Disabilities)	R	150,000	0	0	150,000	0
17	AMBER	Reduction in care needs due to effective transitions	R	70,000	0	0	70,000	0
18a	AMBER	Reduction in value of carers contract	R	20,000	8,000	0	20,000	0
20b	AMBER	Transfer clients from residential to supported accommodation	R	128,000	64,002	0	128,000	0



				2,634,805	725,384	288,785	2,346,020	0
Scheme no	RAG status	Saving Summary	Recurrent/ Non Recurrent	Full year budget	Year to date budget	Year to Date actual	Balance still to achieve	Projected shortfall
2A	GREEN	Reduction in funding of Block contract.	R	380,000	190,002	0	380,000	0
2Bi	GREEN	Reduce Learning Difficulties Block contract	R	163,195	0	0	163,195	0
2D	GREEN	Renegotiation of inflation with partner providers	R	35,000	35,000	35,000	0	0
5	GREEN	Re-commissioning third sector and supporting people contracts	R	363,000	121,002	350,000	13,000	0
6b	GREEN	Financial review of direct payments	NR	250,000		236,146	13,854	0
10	GREEN	Efficiencies achieved via electronic monitoring	NR	50,364	0	50,364	0	0
12b i	GREEN	Section 75 savings agreed with partner	R	491,000	491,000	491,000	0	0
16b	GREEN	Charging efficiencies	R	200,000		114,721	85,279	0
18b	GREEN	Redesign of carers services	R	40,000	13,336	24,082	15,918	0
19	GREEN	Alignment of budgets across the directorate	R	77,000	38,502	76,766	234	0
20a	GREEN	Provide supported accommodation	R	120,000	0	0	120,000	0
20c	GREEN	Making full use of voids within existing Learning Difficulty contracts	R	108,000	54,000	0	108,000	0
21	GREEN	Improved transportation planning	R	89,000	0	24,258	64,742	0
				2,366,559	942,842	1,402,337	964,222	0
		<b>TOTAL</b>		<b>7,956,000</b>	<b>1,849,232</b>	<b>1,691,122</b>	<b>6,264,878</b>	<b>2,699,636</b>



<b>MEETING:</b>	<b>HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>DATE:</b>	<b>16 NOVEMBER 2012</b>
<b>TITLE OF REPORT:</b>	<b>OVERVIEW AND SCRUTINY WORK PROGRAMME</b>
<b>REPORT BY:</b>	<b>ASSISTANT DIRECTOR – LAW, GOVERNANCE AND RESILIENCE</b>

**CLASSIFICATION:** Open

### **Wards Affected**

County-wide

### **Purpose**

To consider the Committee's work programme.

### **Recommendation**

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

### **Key Points Summary**

- The Committee is asked to note its work programme and to note progress on current work. .

### **Alternative Options**

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

### **Reasons for Recommendations**

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

### **Introduction and Background**

- 3 An outline work programme only is appended for this meeting. This is because the programme is under review.

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Further information on the subject of this report is available from  
David Penrose, Democratic Services, on (01432) 383690

## **Community Impact**

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

## **Financial Implications**

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

## **Legal Implications**

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

## **Risk Management**

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

## **Consultees**

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

## **Appendices**

- 10 Health Overview and Scrutiny Committee outline Work Programme  
Herefordshire Public Services Rolling Programme

## **Background Papers**

- None identified.

**HEALTH AND SOCIAL CARE OVERVIEW & SCRUTINY COMMITTEE  
ITEMS IDENTIFIED FOR INCLUSION IN THE WORK PROGRAMME**

**DRAFT WORK PROGRAMME**

<b>14 DECEMBER 2012</b>	
Discussion with 2gether NHS Trust	<b>NOTE:</b> Content of future updates to ensure they present clear picture of service delivery; with performance information to be provided in advance of the meeting and with each meeting to have a particular purpose. (May 12)
Completed Task & Finish Reviews: Monitoring progress against the Executive Action Plans	To monitor progress against the Executive Action Plan arising from the Task & Finish Review on Adult Safeguarding in Herefordshire.
Discussion with Wye Valley NHS Trust	To receive a report on the financial position of the Trust, and to discuss potential out comes should the Trust's required savings not be achieved
Work Programme	To consider the Committees Work Programme
<b>11 JANUARY 2013</b>	
Discussion with: Clinical Commissioning Group NHS West Mercia Cluster	<b>NOTE:</b> Content of future updates to ensure they present clear picture of service delivery; with performance information to be provided in advance of the meeting and with each meeting to have a particular purpose. (May 12)  Cluster performance data to be monitored quarterly. Committee to assess the impact on population. (July 12)
Executive Responses to Task and Finish Review - Safeguarding of Children	To receive the Executive response to the Task & Finish Review into Safeguarding of Children and to consider the Executive's Action Plan.
Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.
Work Programme	To consider the Committees Work Programme
<b>7 FEBRUARY 2013 at 7pm</b>	
Health & Wellbeing Board – governance and operation	To receive a report on the Health & Wellbeing Board prior to the Board becoming formally constituted on 1 April 2013
Governance of Health Watch	To receive a report on the Governance of Health Watch
Work Programme	To consider the Committees Work Programme
<b>22 MARCH 2013</b>	
2gether NHS Trust	To provide a report on the Trust's Annual Plan for 2013/14.
West Midlands Ambulance NHS Trust	To provide a report on the Trust's Annual Plan for 2013/14.
Strategic Plan for Delivering Adult Services	To consider a quarterly report containing a schedule of performance reports outlining the savings that are being achieved through the Strategic Plan. (July12)
Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.
Work Programme	To consider the Committees Work Programme
<b>12 APRIL 2013</b>	

Wye Valley NHS Trust; Clinical Commissioning Group; and NHS West Mercia Cluster.	To provide a report on the Trust's Annual Plan for 2013/14. Content of future updates to ensure they present clear picture of service delivery; with performance information to be provided in advance of the meeting and with each meeting to have a particular purpose. (May 12) Cluster performance data to be monitored quarterly. Committee to assess the impact on population. (July 12)
Stroke Services	To receive an update.
Work Programme	To consider the Committees Work Programme
<b>3 MAY 2013 at 7pm</b>	
Quality Accounts: Wye Valley NHS Trust West Midlands Ambulance NHS Trust 2gether NHS Trust	To consider the Quality Accounts
Work Programme	To consider the Committees Work Programme
<b>JULY 2013</b>	
Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.
Strategic Plan for Delivering Adult Services	To consider a quarterly report containing a schedule of performance reports outlining the savings that are being achieved through the Strategic Plan. (July12)

**The following issues have been identified for consideration but not scheduled:**

Root and Branch Reviews – (relating to this Committee - pre consideration by Cabinet)
Children's health and wellbeing (a focus on Childhood obesity)
Access to health – Task and Finish Group
Health Trust Quality Accounts (annually in spring if required)
National Health Policies
Committee visit to 2Gether Trust followed by update on user feedback.

Task and Finish Reviews –Progress Report

<b>REVIEWS IDENTIFIED FOR FEASIBILITY STUDY</b>		
<b>Proposed Review</b>	<b>Status</b>	
Safeguarding of Adults in their own homes (with Healthwatch and CQC)	Feasibility Work commenced. Review Group will meet on 7 <sup>th</sup> September.	
GP and Out of Hours Services	Feasibility Study work commenced.	
Children and Mental Health Service	Feasibility Study yet to commence. (See Minute No 120)	
<b>REVIEWS IN PROGRESS</b>		
<b>Review</b>	<b>Meetings</b>	<b>Comment</b>
NHS Midlands and East Stroke Services Review	4/9/12	On-going for information for the Review Group Members - will meet when required.
Safeguarding arrangements for Children		Report finalised
<b>REVIEWS COMPLETED AND AWAITING RESPONSE FROM THE EXECUTIVE</b>		
<b>Review</b>	<b>Comment</b>	
There are currently no reviews in this section.		
<b>REVIEWS COMPLETED AND SUBJECT TO MONITORING OF THE EXECUTIVE ACTION PLAN</b>		
<b>Review</b>	<b>Comment</b>	
Safeguarding Adults in Herefordshire	Executive response to review reported to OSC 4 July. Six month monitoring of Executive action plan programmed for December 2012.	




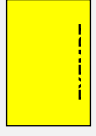




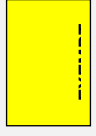
Executive Rolling Programme – INTERNAL WORKING DOCUMENT


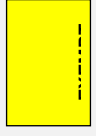

November 2012

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES		REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION – O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
								
A&G 12/11/12								
A&G 12/11/12		Work Programme 2012/13		N/A		26/10/12	2/11/12	Daren Gilbert
A&G 12/11/12		Annual accounts action plan		N/A		26/10/12	2/11/12	DCE/ CO F&C / Heather Foster?
A&G 12/11/12		Monitoring Officer's annual report		N/A		26/10/12	2/11/12	DCE/MO
A&G 12/11/12		The role of SMT in relation to the constitution		N/A		26/10/12	2/11/12	DCE/MO
A&G 12/11/12		Changes to the constitution		N/A		26/10/12	2/11/12	DCE/John Jones
A&G 12/11/12		Health and safety		N/A		26/10/12	2/11/12	DCE/Erica Hermon
A&G 12/11/12		Standards Panel Report		N/A		26/10/12	2/11/12	DCE/John Jones
<b>CABINET MEMBER</b>								
CABINET MEMBER 15/11/12	<b>Cabinet Member Education &amp; Infrastructure</b> Decision 31/10/12 HPSLT 16/10/12 LB 25/10/12	Schools funding	Schools funding/ SEN funding consultation. This schools consultation will take place from mid-September to mid-October. Response to DforE consultation on national funding formula.	N/A		30/10/12	N/A	DforPS / Malcolm Green
<b>CABINET 15/11/12</b>								


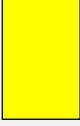

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE	REPORT TITLE	PURPOSE	STATUTORY NOTICE		REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION – O&S START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR
				FINAL PUBLICATION DATES	28 clear days' notice required 28 clear days' notice required AND 5 clear days' notice of reasons required			
								<b>AND</b> LEAD OFFICER
CABINET 15/11/12	Cabinet Council Committee Briefing OSC or HOSC Leadership Team Leaders Briefing <b>Cabinet</b> 15/11/12 HPSLT 22/10/12 LB 01/11/12	ICPR	2 <sup>nd</sup> Quarter report	N/A	N/A	01/11/12	07/11/12	DCX/Jenny Lewis
CABINET 15/11/12	<b>Cabinet</b> 15/11/12	Council Tax Discount Scheme	Council Tax Benefit (CTB) is being abolished 1/4/13 and this is to agree a local scheme to replace CTB.	N/A	N/A	01/11/12	07/11/12	DCE/CO F&C
<b>CABINET MEMBER</b>								
CABINET MEMBER 15/11/12	<b>Cabinet Member Corporate Services</b> 15/11/12	West Mercia Supplies <b>Entered on RP</b> 12/10/12	To ask Cabinet to terminate the existing agreement with WMS	N/A	N/A	01/11/12	07/11/12	DCE/David Powell
CABINET MEMBER 15/11/12	<b>Cabinet Member Education &amp; Infrastructure</b> 15/11/12 HPSLT Briefing – by circulated report 29/10/12 CMI Briefing – 01/11/12 LB – by circulated report 02/11/12	Holme Lacy Primary school – Determination of proposal to discontinue	To consider a report on responses to the Statutory Notice to discontinue Holme Lacy Primary School and to determine if the school should close with effect from 31 December 2012.	N/A	N/A	14 November 2012	N/A	DforPS / DforP&C Rob Reid
<b>CABINET MEMBER</b>								
 CABINET MEMBER 22/11/12	<b>Cabinet Member Corporate Services</b> Key Decision 14/11/12	Accommodation Programme – funding for technology and associated support	To seek approval to use part of the existing accommodation-related capital expenditure budget for the implementation of a corporate records management system. The corporate records management systems is a key enabler to delivering the reduced accommodation programme through the Better Ways of Working programme	04/10/12	04/10/12	14/11/12	15/11/12	DCE/David Powell



FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE		REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION – O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
				FINAL PUBLICATION DATES	28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required 			
 CABINET MEMBER 22/11/12	<b>Cabinet Member Corporate Services</b> Key Decision 14/11/12	Approval to progress with revised schemes for Plough Lane and Civic Hub as part of the accommodation strategy programme	To approve the revised and reduced refurbishment schemes for Plough Lane and Civic Hub as part of the accommodation strategy programme.	04/10/12		14/11/12	15/11/12	DCE/ David Powell
CABINET MEMBER 22/11/12	<b>Cabinet Member Environment Housing &amp; Planning</b> LB 6/9/12	Disposal of Wilson Brook Cottages, Glewstone and the Retention of the Clawback by Herefordshire Housing Ltd	To seek cabinet member approval for Herefordshire Housing Ltd (HHL) to retain a proportion of the claw-back from the sale of 3 properties known as Wilson Brook Cottages, Glewstone Ross on Wye following disposal on the open market.	N/A		21/11/12	N/A	DCE/CO F&C/ Richard Gabb
CABINET MEMBER 22/11/12	<b>Cabinet Member Environment Housing &amp; Planning</b> HPSLT 4/9/12 LB 6/9/12	The Vortex, Newton Farm, Hereford	To endorse the disposal of an undesignated piece of land known as the Vortex at Newton Farm, Hereford currently in the ownership of the Local Authority to Herefordshire Housing Ltd, to assist in facilitating the wider regeneration of the site known as the Oval.	N/A		21/11/12	N/A	DCE/CO F&C/ Jane Thomas
<b>OFFICER DECISION</b>								
Officer Decision 22/11/12	Director of Corporate Services	Approval to let contracts for accommodation strategy component schemes through West Midlands contractor network	To seek approval to let those construction contracts associated with the accommodation strategy component schemes through the west Midlands contractor framework					DCX/ David Powell

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE	REPORT TITLE	PURPOSE	STATUTORY NOTICE		REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION – O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR
				FINAL PUBLICATION DATES	28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required 			
<b>COUNCIL</b> 23/11/12								
COUNCIL 23/11/12 B&PF item	Council 23/11/12 HPSLT 02/10/12 LB 04/10/12 Joint HPSLT & LB 08/10/12	Corporate Plan  <b>Listed for October Cabinet and November Council to fit in with the budget process.)</b>	To receive the report and recommendations from Cabinet to recommend the Corporate Plan (to Council. The Corporate Plan is one of a suite of plans and strategies that form the Council's Budget & Policy Framework. It incorporates the organisation's vision and priorities, and outlines a number of outcomes to be pursued to realise those priorities. It is supported by a delivery plan which provides the milestones and targets against which performance is reported.		09/11/12	15/11/12	DCE/Jenny Lewis	
COUNCIL 23/11/12	<b>Council</b> 23/11/12	Council Tax Discount Scheme	Council Tax Benefit (CTB) is being abolished 1/4/13 and this is to agree a local scheme to replace CTB.		09/11/12	15/11/12	DCE/CO F&C	
COUNCIL 23/11/12	<b>Council</b> 23/11/12	Independent Remuneration Panel <b>entered on RP 15/08/12</b>	To receive a report from the IRP on Town and Parish Cllr allowances & aspects of Members' allowances.	N/A	09/11/12	15/11/12	DCE/Tim Brown	
COUNCIL 23/11/12	<b>Council</b> 23/11/12	Constitution updates	To receive the recommendations of the A&G cttee. (May be held over to next meeting.)		09/11/12	15/11/12	DCE/ MO	
COUNCIL 23/11/12	<b>Council</b> 23/11/12	Employment Panel Report	To receive an exempt report and recommendations from the Employment Panel (exempt part 1&2)		09/11/12	15/11/12		
COUNCIL 23/11/12	<b>Council</b> 23/11/12	Audit and Governance Committee - Standards Panel	To receive a report from the Audit and Governance Committee on the outcomes of the Standards Panel meeting held on 2 November.		09/11/12	15/11/12	DCE/ MO / John Jones	
COUNCIL 23/11/12	Council 23/11/12	Future Dates	To receive a report confirming the dates of Council up to May Annual Council. To agree a date for a special meeting of council in January 2013.		09/11/12	15/11/12	DCE/ MO / John Jones	






FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES		REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION – O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
				 28 clear days' notice required	 28 clear days' notice required AND 5 clear days' notice of reasons required			
<b>OFFICER DECISION</b>								
<b>OFFICER DECISION</b>		The Planning Application Process – Notification to Parish Councilors	To establish the operating procedure with respect to how the Council undertakes the notification of planning applications to Parish Councils.	N/A		N/A	N/A	DforP&C / Mike Willmont
<b>OFFICER DECISION</b>		Planning Application Neighbour Notification	To review the operation of the requirement to undertake the neighbour notification on planning applications	N/A		N/A	N/A	DforP&C / Mike Willmont
<b>OFFICER DECISION</b>		Planning Applications Requirements	To set out a project plan for the review of the Council's Planning Application Requirements	N/A		N/A	N/A	DforP&C / Mike Willmont
<b>OFFICER DECISION</b>		Pre-Application Advice Charging	To review and revise the operation of the service	N/A		N/A	N/A	DforP&C / Mike Willmont
<b>CABINET MEMBER</b>								
 <b>CABINET MEMBER</b> 29/11/12	<b>Cabinet Member Health &amp; Wellbeing</b> Key Decision 29/11/12	Procurement of Telecare	To seek approval of the procurement of a remodelled and re-managed telecare service.	Notice published 04/09/12	24/09/12 20/10/12	24/09/12 22/10/12	24/09/12 22/10/12	DforPS Chris Baird
<b>CABINET MEMBER</b>	<b>Cabinet Member Environment Housing &amp; Planning</b> <b>Decision date?</b> CM November HPSLT 06/11/12 LB 08/11/12	Tenancy Strategy		N/A		At least one working day before Decision due to be taken	N/A	<b>Lead Officer?</b>

# DECEMBER 2012

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES  28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required	REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION - O&S START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
<b>CABINET MEMBER</b>							
CABINET MEMBER December 2012	<b>Cabinet Member Education &amp; Infrastructure</b> Decision December 2012 CM Briefing 23/8/12 HPSLT 4/9/12 LB 20/9/12	Community Infrastructure Levy Date entered on RP 5/09/12	To endorse the schedule of infrastructure schemes identified in the Infrastructure Delivery Plan which informs the Community Infrastructure Levy charging schedule and, approve the Council's prioritisation approach to the delivery of those schemes	N/A	At least one working day before Decision due to be taken	N/A	DforP&C / Andrew Ashcroft / Yvonne Coleman
<b>A&amp;G COMMITTEE</b> 5/12/12							
A&G 5/12/12				N/A	21 November 2012	27 November 2012	
<b>CABINET</b> 13/12/12							
CABINET 13/12/12 	Cabinet 13/12/12	The Waste Contract Issue	To consider future options for Waste Contract Entered on RP 5/10/12	06/11/12 (General Exception – Notice was due to be published 2/11/12)	29/11/12	05/12/12	DforP&C/Andy Tector
CABINET 13/12/12	CMB 29/10/12 HPSLT 06/11/12 LB (policy session) – 08/11/12 LB (sign off) – 22/11/12	Major Scheme Funding	Major Scheme Funding Devolution and the establishment of the Local Transport Body across Herefordshire, Shropshire and Telford local authorities		29/11/12	05/12/12	
<b>OFFICER DECISION</b>							
OFFICER		Deployment of	To brief Peoples Services Directorate	N/A		N/A	DforPS



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DECISION 26/12/12	Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	Home to School Transport Escorts	Leadership Team on the options regarding the deployment of Home to School Escorts.	<div style="border: 1px solid black; padding: 5px;">  <p>28 clear days' notice required</p>  <p>28 clear days' notice required AND 5 clear days' notice of reasons required</p> </div>			

# JANUARY 2013




FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES  28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required	REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION - O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
<b>CABINET 17/01/13</b>							
CABINET 17/1/13 Remove (19/10/12) decision to be taken spring 2013	Cabinet Jan/Feb 13 HPSLT-17/07/12 & 11/12/12 LB-20/12/12	Small Schools Policy	Consultation document to be sent out to schools.	N/A	3 January 2013	9 January 2013	DforPS and Rob Reid
CABINET 17/1/13 B&PF item = 		Medium Term Financial Strategy		04/12/12	03/01/13	09/01/13	DCE/ CO F&C
CABINET 17/01/13 	Cabinet 17/01/13 LT - 04/12/12 LB - 13/12/12	Public Health Annual Report	To receive the annual Public Health report	04/12/12	03/01/13	09/01/13	DofPH
CABINET 17/01/13 B&PF item = 		Local Transport Plan		04/12/12	03/01/13	09/01/13	DforP&C / Richard Ball
<b>A&amp;G 18/1/13</b>							
A&G 18/1/13				N/A	4 January 2013	10 January 2013	






# FEBRUARY 2013

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES  28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required	REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION - O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
<b>COUNCIL</b> 18/02/13							
COUNCIL 18/02/12 B&PF item =		Medium Term Financial Strategy including Pay Policy Statement		08/01/13	04/02/13	08/02/13	
<b>A&amp;G</b> 19/2/13							
A&G 19/2/13				N/A	5 February 2013	11 February 2013	
<b>CABINET</b> 21/02/13							
CABINET 21/2/13	Cabinet 21/02/13 HPSLT 22/01/13 LB 31/01/13	ICPR	Third Quarter report	N/A	7 February 2013	13 February 2013	DCE/Jenny Lewis
CABINET 21/2/13	Cabinet 21/02/13 CM Oct HPSLT 08/02/13 LB 10/01/12	Allocations Adoption Policy		N/A	7 February 2013	13 February 2013	DforP&C / Richard Gabb



# MARCH 2013

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES  28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required	REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION - O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
<b>COUNCIL</b> 08/03/13							
COUNCIL 08/03/13 B&PF item		Council Tax		28/01/13	22/02/13	28/02/13	DCE/ CO F&C
COUNCIL 08/03/12 B&PF item	Cabinet 17/01/12	Local Transport Plan		28/01/13	22/02/13	28/02/13	DforP&C / Richard Ball
<b>CABINET</b> 14/03/13							
CABINET 14/3/13	Cabinet 14/03/13	Response to Local Government Boundary Commission warding proposals		N/A	28/02/13	06/03/13	DCE/HofG
CABINET 14/3/13 B&PF item = 	Cabinet 14/03/13 HPSLT 11/02/13 LB 21/02/13	Corporate Plan	To approve plan for 2013/14	01/02/13	28/02/13	06/03/13	DCE/Jenny Lewis
<b>A&amp;G</b> 15/3/13							
A&G 15/3/13				N/A	1 March 2013	7 March 2013	



APRIL 2013



FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES  28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required	REPORT DEADLINE	AGENDA / PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION - O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
<b>A&amp;G</b> 16/4/13							
A&G 16/4/13				N/A	2 April 2013	8 April 2013	
<b>CABINET MEMBER</b>  CABINET MEMBER 25/10/12 Revised date April 2013	<b>Cabinet Member Corporate Services &amp; Cabinet Member Enterprise &amp; Culture</b> Decision 25/10/12	Buttermarket Refurbishment	To establish if and how the Council wishes to fund the refurbishment of the Buttermarket and to clearly set out the options available in managing the delivery of the project should it progress.			N/A	DforP&C Chris Jenner
<b>CABINET</b> 18/04/13							
<b>CABINET</b> 18/4/13					4 April 2013	10 April 2013	

**MAY 2013**

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES  28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required	REPORT DEADLINE	AGENDA / PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION - O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
<b>A&amp;G</b> <b>13/5/13</b>							
A&G 13/5/13				N/A	2 May 2013		
<b>CABINET</b> <b>16/05/13</b>							
CABINET 16/5/13					1 May 2013	8 May 2013	
<b>COUNCIL</b> <b>31/05/13</b>							
COUNCIL 31/5/13				N/A	16 May 2013	22 May 2013	

**JULY 2013**

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES  28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required	REPORT DEADLINE	AGENDA / PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION - O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
<b>A&amp;G</b> <b>July 2013</b>							
A&G July 13		Annual Audit Fee Letter and Plan		N/A			

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES  28 clear days' notice required  28 clear days' notice required AND 5 clear days' notice of reasons required	REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION – O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR  AND LEAD OFFICER
A&G July 13		Annual Governance Statement		N/A			
A&G July 13		Annual Internal Audit Plan		N/A			
A&G July 13		A&GC Work Programme		N/A			

**NOTE: THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012:**



<b>GENERAL OVERVIEW AND SCRUTINY ITEMS</b>				
<b>MEETING/ BRIEFNG DATE</b>	<b>ITEM</b>	<b>PURPOSE</b>	<b>O&amp;SC PRE-DECISION PRIOR TO:</b>	
			<b>A&amp;G Committee Cabinet Council</b>	<b>Meeting Date</b>
10 December 2012	Budget and Emerging Options 2013/14	To consider the position		
	Task & Finish Review: Community Infrastructure Levy	To consider the findings of the Community Infrastructure Levy (CIL) Task & Finish Group. (Cabinet on 17 December)		
	Completed Task & Finish Reviews: Monitoring progress against the Executive Action Plans	To monitor progress against the Executive Action Plan arising from the following Task & Finish Reviews: <ul style="list-style-type: none"> <li>• Planning System Review – Development Control and the operation of the Constitution.</li> <li>• Council Procurement Policy and Local Business and Local Employment.</li> <li>• Income and Charging.</li> <li>• Tourist and Temporary Event Signage.</li> </ul>		
14 January 2013				
	Medium Term Financial Strategy	To receive a presentation on the Medium Term Financial Strategy and consider the report to Cabinet and make recommendations to Cabinet.	Cabinet Council	17 Jan 13 18 Feb 13
11 February 2013				
	LDF Core Strategy	To consider the Core Strategy process and make recommendations to Cabinet	Cabinet	
	Annual consideration of the Community Safety Strategy	To consider and comment on the Community Safety Strategy (Scrutiny is obliged to consider community safety issues at least once per year).		
4 March 2013				
8 April 2013				
13 May 2013				
July 2013				
July 13	Music Service	Agreed in July 2011 to review after 2 years.		
October 2013				
October 13	Task and Finish Group – Income and Charging – Projected additional income			

## HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY ITEMS

MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
16 November 2012	Strategic Plan for Delivery Adult Services	To consider a quarterly report containing a schedule of performance reports outlining the savings that are being achieved through the Strategic Plan. (July12)		
	Safeguarding of Children in Herefordshire	To receive the review of Safeguarding of Children		
	OFSTED Safeguarding Report	To consider the OFSTED Safeguarding Report published on 18 October, and the Improvement Board Action Plan that has been put in place as a result of the report's findings.		
14 December 2012	Discussion with 2gether NHS Trust	<b>NOTE:</b> Content of future updates to ensure they present clear picture of service delivery; with performance information to be provided in advance of the meeting and with each meeting to have a particular purpose.		
	Completed Task & Finish Reviews: Monitoring progress against the Executive Action Plans	To monitor progress against the Executive Action Plan arising from the following Task & Finish Reviews: <ul style="list-style-type: none"> <li>• Adult Safeguarding in Herefordshire.</li> <li>• Planning System Review – Development Control and the operation of the Constitution.</li> <li>• Council Procurement Policy and Local Business and Local Employment.</li> <li>• Income and Charging.</li> <li>• Tourist and Temporary Event Signage.</li> </ul>		
	Completed Task & Finish Reviews: Monitoring progress against the Executive Action Plans	To monitor progress against the Executive Action Plan arising from the Task & Finish Review on Adult Safeguarding in Herefordshire.		
	Discussion with Wye Valley NHS Trust	To receive a report on the financial position of the Trust, and to discuss potential out comes should the Trust's required savings not be achieved		
11 January 2012	Discussion with: Clinical Commissioning Group NHS West Mercia Cluster	<b>NOTE:</b> Content of future updates to ensure they present clear picture of service delivery; with performance information to be provided in advance of the meeting and with each meeting to have a particular purpose.  Cluster performance data to be monitored quarterly. Committee to assess the impact on population. (July 12)		

	Executive Responses to Task and Finish Review - Safeguarding of Children	To receive the Executive response to the Task & Finish Review into Safeguarding of Children and to consider the Executive's Action Plan.		
	Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.		
<b>7 February 2012</b>	Health & Wellbeing Board – governance and operation Governance of Health Watch	To receive a report on the Health & Wellbeing Board prior to the Board becoming formally constituted on 1 April 2013 To receive a report on the Governance of Health Watch		
<b>22 March 2012</b>	2gether NHS Trust West Midlands Ambulance NHS Trust	To provide a report on the Trust's Annual Plan for 2013/14. To provide a report on the Trust's Annual Plan for 2013/14.		
	Strategic Plan for Delivering Adult Services	To consider a quarterly report containing a schedule of performance reports outlining the savings that are being achieved through the Strategic Plan. (July 12)		
<b>12 April 2012</b>	Wye Valley NHS Trust; Clinical Commissioning Group; and NHS West Mercia Cluster.  Stroke Services	To provide a report on the Trust's Annual Plan for 2013/14. Content of future updates to ensure they present clear picture of service delivery; with performance information to be provided in advance of the meeting and with each meeting to have a particular purpose. (May 12) Cluster performance data to be monitored quarterly. Committee to assess the impact on population. (July 12) To receive an update.		
<b>2 May 2012</b>	Wye Valley NHS Trust; Clinical Commissioning Group; and NHS West Mercia Cluster.  Stroke Services	To provide a report on the Trust's Annual Plan for 2013/14. Content of future updates to ensure they present clear picture of service delivery; with performance information to be provided in advance of the meeting and with each meeting to have a particular purpose. (May 12) Cluster performance data to be monitored quarterly. Committee to assess the impact on population. (July 12) To receive an update.		