

SUPPLEMENT TO THE AGENDA FOR

Health & Social Care Overview and Scrutiny Committee

Thursday 2 May 2013

7.00 pm

The Council Chamber, Brockington, 35 Hafod Road, Hereford

	Pages
10. CHILDREN'S SOCIAL CARE EXTERNAL AUDIT REPORT	3 - 16
To advise the Committee on the outcome of the audit programme undertaken in response to the Ofsted Inspection Report into Children's Safeguarding Services in Herefordshire	
12. WORK PROGRAMME	17 - 26
To note the Committee's Work Programme.	

MEETING:	HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE
DATE:	2 MAY 2013
TITLE OF REPORT:	AUDIT PROGRAMME FOLLOWING OFSTED INSPECTION
REPORT BY:	Head of Safeguarding & Review

1. Classification

1.1 Open

2. Key Decision

2.1 This is not a key decision

3. Wards Affected

3.1 County-wide

4. Purpose

4.1 To advise the Committee on the outcome of the audit programme undertaken in response to the Ofsted Inspection Report into Children's Safeguarding Services in Herefordshire.

5. Recommendation(s)

5.1 That members note the findings of the audit programme and the actions being taken in response to the resulting recommendations.

6. Key Points Summary

6.1 The findings of the audit reflect the conclusions of the Ofsted inspection in respect of interagency thresholds for service, case work, recording, management decisions and oversight, and the outcomes for children. The findings also reflect Ofsted's areas for improvement including the quality and regularity of supervision, quality assurance and the timeliness and quality of assessments.

6.2 There are a number of recommendations for improvement for inclusion in an action plan arising from the audit programme.

7. Alternative Options

7.1 There are no alternative options as a requirement by Ofsted.

8. Reasons for Recommendations

- 8.1 The recommendations are a direct result of the findings of the audit programme

9. Introduction and Background

- 9.1 The audit was commissioned by Herefordshire County Council and undertaken by Outcomes UK in response to a requirement in the report of an inspection of local arrangements for the protection of children conducted by Ofsted and published on 19 October 2012 to “audit all cases closed in the last three months and risk assess all current cases within children’s social care services (and) ensure that this led to appropriate action to protect children effectively”.
- 9.2 A total of 1,440 cases were audited, including 91 by Herefordshire social workers with support from the audit team.
- 9.3 The audit work was undertaken by a team of 9 auditors over a period of 8 weeks from early November 2012.
- 9.4 Cases were audited against two pro-formas developed by Outcomes UK in consultation with, and approval from, managers from the department. One was comprehensive and designed to be used for closed cases, and the other was to risk assess the current cases (Appendix A). Judgements were made using the Ofsted Grade Descriptors for the inspections of local authority arrangements for child protection services, i.e. Outstanding, Good, Adequate and Inadequate. In addition, to assist staff and managers in responding to cases deemed to be inadequate, a subset of descriptors was developed by the Lead auditor which specified the nature and immediacy the deficiencies identified. (Appendix B)

10. Key Considerations

- 10.1 The below themes have been identified as significantly recurring issues that HCC should attend to.

Recording Practices

- 10.2 Auditors identified a number of common failures within a range of case records. This suggests either that staff were unaware of the required procedures for record keeping, or there was a culture within the service that tolerated noncompliance with them.

Eligibility for service

- 10.3 There would appear to be a culture in the service that suggests that cases that do not include child protection concerns do not fall within eligibility criteria. This can mean that some children in need do not receive an appropriate level of or, subsequently, services to meet their needs.

Lack of analysis or enquiry

- 10.4 There is insufficient analysis of information contained in case records before decisions about contacts, referrals and further action are taken. It would appear that social workers and managers are relying on the recording system to do this rather than questioning, amending and updating information.

Supervision skills

- 10.5 From the audits completed we concluded that supervision appears not to happen regularly or in line with local policy or recognised good practice supervision guidance.

Interagency working

- 10.6 There is a lack of clarity about interagency working practices and the way the lead agency (usually Children's Services) coordinates activity and ensures a coherent approach to the work with the child and family overall.

Casework practise and management oversight

- 10.7 While 22 per cent of cases were judged to be of good quality or better and there was evidence of a more rigorous approach by managers to ensuring that specific approaches should be undertaken in individual cases in the last few months, overall the quality of social work intervention was extremely variable.

Recommendations for Improvement

- 10.8 The following proposals complement and in some instances add to the understanding of the key areas identified in the Ofsted inspection, September 2012.

10.8.1 A quality assurance system will assist in embedding a service improvement culture aimed providing better outcomes for children through improved management oversight and clearer and more consistent recording practices.

10.8.2 Current guidance on record keeping should be reviewed to ensure it complements the Framework structure and to provide clarity for staff about recording practice and file structures, and ease of access for service users when required. It should include the requirement to maintain up to date chronologies and transfer summaries where appropriate. Its application should be monitored via the QA and audit processes described above.

10.8.3 All case records should be accessible, accurate and up to date, in particular case plans, and running records should be complete and timely.

10.8.4 Interagency eligibility criteria should reviewed (preferably using the LSCB processes) to ensure that they are clearly understood by all partners and implemented by practitioners. Their application should be monitored by the LSCB and through the LA's QA system.

10.8.5 The council should explore the possibility of developing a joint protocol for responding to reports of domestic violence with West Mercia Police. This could be developed in collaboration with neighbouring local authorities.

10.8.6 The quality, timeliness and recording of assessments should be considered and appropriate training provided to staff and first line managers. There are a number of easily accessible methodologies which can be used to analyse risk, e.g. Signs of Safety, London Safeguarding Board Risk Analysis tool, Positively Safe, The Victorian Risk Assessment Framework (State of Victoria Australia) among others.

10.8.7 Multi-agency collaboration on individual cases should include clear roles for each professional and organisation and clearly specify the lead agency with responsibility for coordinating each agency's contribution.

10.8.8 CAFs should not be used as a substitute for child protection or children in need plans.

10.8.9 Individual case supervision decisions should be routinely and regularly included on the relevant record at a frequency and level of detailed defined by local procedures.

10.8.10 The application of supervision requirements should be rigorously monitored.

Response to the Report

- 10.9 The Report has identified similar issues and themes to those within the Ofsted Report and the findings are an accurate representation of the standard of casework within the department. All

of the recommendations have been fully accepted are being addressed via the existing Improvement Plan with progress already having been made in a number of areas.

- 10.10 The Audit has been hugely demanding but has assisted in:
- Identifying under performance with specific cases;
 - Identifying issues in LAC services;
 - Reinforcing key messages from the Inspection;
 - Confirming under performance within sections of the department;
 - Reinforcing the worth of systematic case auditing;
 - Improving auditing skills within the department;
 - Engaging staff in critical analysis and problem solving.

Progress

- 10.10 Seven briefing sessions for all members of staff plus sessions for partner agencies via the HSCB have been held. These have focusing on key messages and learning from the audit and are assisting in planning and reinforcing the improvement agenda. Further analysis of the audits will be undertaken to refine our knowledge.
- 10.11 The internal Quality Assurance System has been upgraded and commenced on 1st April. The system will include:
- Regular case auditing by Team and Service Managers, Heads of Service, ADs and DCS;
 - RAG ratings of all CPCs and LAC Reviews;
 - Thematic Audits;
 - Feedback from parents and children;
 - Peer Case Audits;
 - Independent Dip Sample Audits of cases;
 - Staff Surveys;
 - Peer Service Reviews;
 - Regular reports to Management Teams within the Council and to HSCB.

11. Community Impact

- 11.1 Contribution to Herefordshire Safeguarding and Protecting Children Improvement Plan.

12. Equality and Human Rights

- 12.1 These have been taken into account in constructing the audit process and tools.

13. Financial Implications

- 13.1 Payments made to Outcomes UK.

14. Legal Implications

- 14.1 Required by Ofsted and no other legal implications identified.

15. Risk Management

- 15.1 The audit has assisted in identifying the risks in relation to practice which have been linked into the HSCB and Departmental Risk Registers and are being mitigated through the implementation of the Safeguarding and Protecting Children Improvement Plan. Failure to adequately meet these will place children at risk and negatively impact upon the Council's reputation.

16. Consultees

- 16.1 Herefordshire Safeguarding and Protecting Children Improvement Board, Herefordshire Safeguarding Children Board.

17. Appendices

- 17.1 Audit Pro Forma – Herefordshire Audit Tool document attached separately
- 17.2 Sub-set of descriptors for Cases Judged to be Inadequate

18. Background Papers

- 18.1 Herefordshire Audit Tool
- 18.2 Ofsted Evaluation Schedule and Grade Descriptors

**Children and Young People Provider Services
CASE FILE AUDIT**

Date of Audit:

Team Manager:

Social Worker:

ICS Ref:

Auditor: Case type:

Name of child/young person: D.O.B:

Requirement	Yes/No or N/A	Notes
All cases		
Are the Basic Details or Demographic information in Protocol/ICS up to date?		
Was a decision made regarding Contact / Referral within 24 hours?		
At allocation is there evidence of: <ul style="list-style-type: none"> Action required? How it will be reviewed? 		
Are the names of the allocated worker and responsible line manager clear?		
Has an acknowledgement letter been sent to the referrer indicating action to be taken		
Has a letter been sent to the person(s) with parental responsibility regarding the outcome of the Contact / Referral		
Has a Fair Processing Notice been sent to family (and child over 12) informing them of CIN Census?		
Chronology of significant factual events on current file/ present in Chronology tab in Protocol? Is this up to date? Does it show that significant events are recorded appropriately in line with case notes?		

<p>Has an assessment been completed?</p> <p>Within what timescale?</p> <p>Is there evidence of the rational for the agreed timescale and agreements reached?</p>		
<p>Is there evidence of signed consent being sought from the person(s) with parental responsibility within ICS?</p>		
<p>Are Risks assessed appropriately within forms</p>		
<p>Are Case Notes in ICS/Protocol up to date?</p> <p>Do they reflect meetings, discussions, placements, matching etc And are they appropriate?</p>		
<p>Is there evidence on the file/ in Case Notes tab in Protocol of management oversight?</p>		
<p>Is there a record of the child's views and feelings? (<i>observations through play/visits re child's attachment, emotional presentation etc should be recorded with young children - This should be within case notes and within assessments and discussions</i>)</p> <p>Does this include their health, education, placement, matching and helping them to stay safe?</p>		
<p>If the child/young person is subject to a Court Order is it (or a copy) on the file?</p>		
<p>Is the child's legal status recorded on the paper file or in ICS/Protocol (if applicable)?</p>		
<p>Is there a copy of the Statement of Educational Need on the file (if applicable)?</p> <p>Is this up to date and have appropriate individuals participated in the review of the SEN?</p>		
<p>Is there evidence that information on the following has been given:</p> <ul style="list-style-type: none"> • Complaints • Access to records 		

For cases being transferred:		
<ul style="list-style-type: none"> • Has the transfer been confirmed in writing to the receiving authority/team? • Is there a full transfer summary? • Was an introductory visit made and or a transfer meeting held? • If there is a delay in the transfer please explain why? 		
Is there evidence of a separate needs assessment of the parent/carer (if applicable)? [i.e. "Whole Family Approach.]		
Is there evidence of end of service questionnaires being sent to families/feedback being sought on the service received?		
Children in Need cases (s17)		
Is there a CIN plan/Initial plan recorded in ICS/Protocol?		
Has the plan been agreed by the line manager?		
Has the plan been reviewed or is there a date for the plan to be reviewed?		
Is there evidence of the child's wishes and feelings being sought through this process?		
Is this case being worked by Family Support/Early Intervention and being reviewed despite the key worker being in the duty team?		
Is Family Support or Early Intervention, de facto, holding too much case responsibility?		
Is this case appropriately assessed? Should it be a CP or a CAF case and not CiN?		
Child Protection Planning		
In the case of recent referrals has the agency checks form been completed in Protocol and the responses recorded?		
Is there evidence of police/other agencies and CSC manager's involvement in strategy discussions?		
Did the original referral constitute a criminal offence?		
Was this reported to the police?		
Was the LADO alerted?		

Following the recording of an allegation of significant harm was the child seen and spoken to within 24 hours? If not was the reason for non contact within 24 hours recorded on the file?		
Where the case has been closed did the following happen: <ul style="list-style-type: none"> • Child spoken to? • Child's carer spoken to? • Child's accommodation visited? • Views of other professionals sought? • A plan for the promotion and safeguarding of the child's welfare agreed? 		
Is there an up to date Child Protection Plan? Is it robust enough?		
Under what category has the child/young person been made subject of a CP plan?		
Is there evidence of clear decision making in this case?		
Does the child subject to CP planning have a needs assessment which includes an analysis of risk?		
Is there evidence of IRO challenge to Herefordshire staff?		
Is there evidence of challenge to Herefordshire's partners?		
What proportion of the CP plan is undertaken by Herefordshire's partners?		
Is there evidence of the child/young person's involvement in the process of assessment and their wishes and views?		
How is progress measured in this case? [A brief description.]		
Is there evidence of parent/carers involvement in the process of assessment and their wishes and views?		
Have copies of the Child Protection Plan/agreement been circulated to involved agencies?		
Has a copy of the Child Protection Plan/agreement been sent to the parents/carers?		
Are Statutory Child Protection visits complete and up to date?		
Are CP initial and review conference outcomes and minutes complete?		

Are the notes of Core Group meetings recorded?		
Was the first Core Group Meeting held within timescale?		
State timescales for Core Group Meetings		
Is there evidence of drift in this case and if so where and by whom?		
Is there evidence of a Genealogy being completed and family makeup being explored?		
Is the child still living at home if not where are they and why? <i>(comment on appropriateness of this arrangement)</i>		
For cases deemed 'NFA'		
Direction of Case evidenced		
Outcomes and Comments	<p>What is your judgement in how well the actions which services have taken have improved the outcome for the child/young person in the context of the child's journey and experiences? This also includes how their wishes and views have been sought and how well they have been listened to.</p> <p>Use this section to identify key areas of good practice and key areas for improvement, challenge and learning. Please comment on the quality of the recording and planning.</p>	

Specific Recommendations for Improvement:
Assessment – please rate the file according to the following criteria:
<ol style="list-style-type: none"> 1. Outstanding – all requirements applicable and relevant to the type of case are met and there is good evidence of effective care planning and record keeping and there are no comments which indicate deficiencies in the standards of assessment and practice on the case 2. Good – all requirements applicable and relevant to the type of case are met and there are no comments indicating deficiencies in the standards of assessment and practice on the case. 3. Adequate – all requirements applicable and relevant to the type of case are met. 4. Inadequate – cases which do not meet the above criteria, and/or where comments on the standards of assessment and practice indicate serious deficiencies.
Rating:

Actions Taken to Rectify Recommendations for Improvement:

Actions Required:

Action Taken (including date):

By Whom:

Manager checked completion:

Managers and Social Workers Comments:

Auditors Return Comments:

Comments on action taken, including timescale to achieve improvements and quality of information provided:

Explain if any further action is required, including escalation:

Outcomes UK.

23rd October 2012.

Sub-set of descriptors for Cases Judged to be Inadequate

Inadequate/Low risk – Failure to follow process, such as required forms not completed within timescales or to a sufficient standard, although case notes/episodes etc. might suggest that the work is being done. Lack of evidence of supervision; out of date recording. Required HCC action: Management review and remedial action required within 10 working days

Inadequate/Medium risk – Statutory visits late or not taking place within required timescales, management decisions on action on contacts and referrals being insufficiently assertive in view of the presenting information not taking into account of antecedent history of family, poor recording, late reviews, child not being seen alone by social worker with sufficient regularity, families' assertions about the way they are caring for child, or in explaining allegations of harm, being taken at face value without cross checking. Management review and visit to child/young person and family to satisfy managers about wellbeing. Required HCC action: plan to rectify shortcomings within 5 working days

Inadequate/High Risk – There are immediate concerns about the wellbeing of the child/children, required action has not been taken in line with guidance, i.e. child not seen within 24 hours of child protection concern being reported, statutory visits not taking place, CP plan not developed or implemented. Family are non-compliant with requirements of Care Plan/CP plan or other necessary requirements. Required HCC action: child to be seen within 24 hours and managers to be reassured about wellbeing or other appropriate action to be taken.

MEETING:	HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE
DATE:	2 May 2013
TITLE OF REPORT:	COMMITTEE WORK PROGRAMME
REPORT BY:	ASSISTANT DIRECTOR – LAW, GOVERNANCE AND RESILIENCE

1. Classification

Open.

2. Key Decision

This is not a key decision.

3. Wards Affected

County-wide.

4. Purpose

To consider the Committee's work programme.

5. Recommendation(s)

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

6. Key Points Summary

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

7. Alternative Options

7.1 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.

8. Reasons for Recommendations

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

9. Introduction and Background

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

10. Key Considerations

- 10.1 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.

11. Community Impact

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

12. Equality and Human Rights

- 12.1 The topics selected need to have regard for equality and Human rights issues.

13. Financial Implications

- 13.1 The cost 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.

14. Legal Implications

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

15. Risk Management

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

16. Consultees

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

17. Appendices

- 17.1 An outline work programme for the Committee.

An update on the Task & Finish reviews.

Executive Rolling Programme (as at the time of going to print).

18. Background Papers

- 18.1 None identified.

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

DRAFT WORK PROGRAMME

7 JUNE 2013	
Wye Valley Trust (tbc)	To consider the Quality Accounts
Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.
Work Programme	To consider the Committees Work Programme
11 JULY 2013 at 7pm	
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)
Health Watch	To receive a progress report on Health Watch
Work Programme	To consider the Committees Work Programme
12 SEPTEMBER 2013 at 7pm	
Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.
Work Programme	To consider the Committees Work Programme
11 OCTOBER 2013	
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)
Work Programme	To consider the Committees Work Programme
7 NOVEMBER 2013 at 7pm	
Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.
Work Programme	To consider the Committees Work Programme
6 DECEMBER 2013	
Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.
Work Programme	To consider the Committees Work Programme

Children's health and wellbeing (a focus on Childhood obesity)
National Health Policies

The following issues are suggestions from the public for inclusion

the impact of housing developments in Herefordshire on Hereford hospital and other social services
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Executive Rolling Programme: May 2013

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
Cabinet Member Portfolio – E&I	May 2013	<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key Non Key	Car Park Charges Review 2013	To consider the annual review of car parking charges and determine the approach to charging for 2013/14	Places & Communities / Richard Gabb / Shane Hancock
Cabinet Member Portfolio – EH&PM	01/05/13	Non Key	Review of Publicity for Planning Applications – Neighbour Notification	To review the operation of the requirement to undertake the neighbour notification on planning applications	Places & Communities – Mike Willmont
Cabinet Member Portfolio – E&I	1/5/13	Non Key	Dedicated Schools Grant Budget 2013/14		People's Services
Cabinet Member Portfolio - EH&P & FM	7/5/13	KEY	The Oval Estate, Newton Farm, Hereford	To agree the approach to land disposal and related provisions in support of the regeneration of the Oval Estate, Newton Farm.	Places & Communities, Richard Gabb
Audit & Governance Committee	13/5/13	N/A	Amendments to the Planning Code		
Audit & Governance Committee	13/5/13	N/A	Internal Audit Progress Report		Corporate Services / David Powell
Audit & Governance Committee	13/5/13	N/A	Review of Complaints Policy	To consult A&G on the review of the policy	Corporate Services: Jenny Lewis
CABINET Portfolio -	16/5/13	KEY	Section 75 Partnership Agreement between Herefordshire Council and Herefordshire Clinical Commissioning Group	To approve the partnership agreement on behalf of the Council	People's Services / Andy Hough
Officer Decision People's Services	22/5/13	Non Key	Transfer of Costume Store		People's Services /
COUNCIL	24/5/13		Election of the Chairman		

Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
			and Vice Chairman		
COUNCIL	24/5/13		Election of the Leader of the Council		
COUNCIL	24/5/13		Appointment of Chairmen to Citees		
COUNCIL	24/5/13	N/A	Allocation of Committee Seats		Corporate Services
COUNCIL	24/5/13		Appointment of Scrutiny Committees		
COUNCIL	24/5/13		Nominations to Outside Bodies		
COUNCIL	24/5/13		Programme of Meetings	To approve the programme of Ordinary Meetings of COUNCIL for the year	
COUNCIL	24/5/13		Constitution Amendments?		
Cabinet Member	30/5/13	KEY	Formal Consultation on the Closure of Whitbourne School		People's Services / Andy Hough

Executive Rolling Programme: June 2013

Final Decision Maker	Meeting / Decision Date	Issue Type: • KEY • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
CABINET	13/06/13 Additional Meeting	KEY & EXEMPT	Future Contractual Arrangements	Future contractual arrangements to replace the Amey contract.	Places and Communities / Richard Ball / Rob Ewing
CABINET Portfolio – CM EH&P	20/6/13	KEY	Housing Allocations Adoption Policy	The Housing Allocation Policy describes the criteria that Herefordshire Council uses to prioritise affordable housing for those with a housing need. The Local Authority is using powers under the Localism Act 2011 which gives increased flexibility to review its policy to enable	Places and Communities / Richard Gabb

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
		<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key 		them to manage their housing registers which better reflects local demand, whilst still protecting the most vulnerable.	
CABINET Portfolio – CM FM	20/6/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
CABINET Portfolio – CM CS	20/06/13	Non Key	Understanding Herefordshire Annual Report 2012/13		Corporate Services / Jenny Lewis
CABINET Portfolio – CM CS	20/06/13	Non Key	Year end report (Performance)		Corporate Services / Jenny Lewis
CABINET Portfolio – CM E&I	20/6/13	B&PF decision of Council - July requires 28 day notice	Local Development Framework core strategy	To consider the revised LDF for adoption by Council	Places & Communities Andrew Ashcroft
CABINET Portfolio -	20/06/13	Non Key	Review of Complaints Policy	To agree any changes to the policy in the light of the review	Corporate Services: Jenny Lewis
CABINET Portfolio -	20/6/13	KEY	Open Book Review of Residential and Nursing Home Fees for Older People	To approve the future pricing model for fee increases in the future.	People's Service

Executive Rolling Programme: July 2013

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
		<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key 			
CABINET Portfolio CM EH&P	4/7/13	B&PF	Local Development Framework & Community Infrastructure Levy		Places and Communities / Yvonne Coleman
Audit & Governance Committee	5/7/13	N/A	Annual Audit Fee Letter and Plan		Corporate Services / David Powell

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
Audit & Governance Committee	5/7/13	N/A	Annual Governance Statement		Corporate Services / David Powell
Audit & Governance Committee	5/7/13	N/A	Annual Internal Audit Plan		Corporate Services / David Powell
Audit & Governance Committee	5/7/13	N/A	Audit and Governance Committee Work Programme		Corporate Services / David Powell
COUNCIL	19/7/13	N/A	Hereford and Worcester Fire and Rescue Authority Report		
COUNCIL	19/7/13	N/A	Leader's Report	To receive the Leader's report, which provides an overview of the Executive's activity since the last COUNCIL meeting.	
COUNCIL	19/7/13	N/A	Audit and Governance Committee Report including Standards Panel Report	To receive a report on standards case (Cllr Glenda Powell)	Corporate Services
COUNCIL	19/7/13	B&PF same as KD requires 28 day notice	Local Development Framework core strategy	To consider the revised LDF for adoption by Council	Places & Communities Andrew Ashcroft
COUNCIL	19/7/13	N/A	Electoral Review of Herefordshire	To receive a report on the Boundary Commission's final recommendations of the Electoral Review of Herefordshire	Corporate Services
COUNCIL	19/07/13	N/A	Appointment of Returning Officer & Electoral Registration Officer		Corporate Services John Jones
CABINET Portfolio – CM CS	25/7/13		Integrated Corporate Performance Report Q1		Corporate Services
CABINET Portfolio – CM FM	25/7/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
CABINET Portfolio -	25/7/13	Non Key	Local Account	To approve the Local Account relating to Adult Social Care Performance.	People's Services / Peter Sowerby
CABINET	25/7/13	KEY	Post 16 Learners with Learning Difficulties & Disabilities (LLDD)		People's Services

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
		<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key 	Review		
CABINET	25/7/13	KEY	Short breaks and Respite Procurement		People's Services
CABINET	25/7/13	KEY	Next Stage Integration – Wye Valley		People's Services
CABINET	25/7/13	KEY	Short Breaks		People's Services / Philippa Granthier
Cabinet Member	25/7/13	Non Key	School Transport Review		People's Services
Cabinet Members	25/7/13	KEY	Troubled Families Commissioning		People's Services / Philippa Granthier
CABINET MEMBERS CS & E&C	July 2013 (TBC)	KEY	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	Places and Communities / Chris Jenner

Executive Rolling Programme: **August 2013**

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
Audit & Governance Committee	6/8/13	<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key 			
		N/A			

