

# AGENDA

## General Overview & Scrutiny Committee

Date: **Monday 14 January 2013**

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Time: **10.00 am**

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

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

For any further information please contact:

**Paul James, Governance Services**

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Email: [pjames@herefordshire.gov.uk](mailto:pjames@herefordshire.gov.uk)

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If you would like help to understand this document, or would like it in another format or language, please call Paul James, Governance Services on 01432 260460 or e-mail [pjames@herefordshire.gov.uk](mailto:pjames@herefordshire.gov.uk) in advance of the meeting.

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

## **Membership**

**Chairman**                      **Councillor A Seldon**  
**Vice-Chairman**              **Councillor EPJ Harvey**

**Councillor EMK Chave**  
**Councillor BA Durkin**  
**Councillor DW Greenow**  
**Councillor EPJ Harvey**  
**Councillor JW Hope MBE**  
**Councillor RC Hunt**  
**Councillor TM James**  
**Councillor Brig P Jones CBE**  
**Councillor R Preece**  
**Councillor GR Swinford**  
**Councillor DB Wilcox**

**Statutory co-optees (for educational matters only)**  
**Mr P Burbidge – Roman Catholic Church**  
**Miss E Lowenstein – Secondary School Parent Governors**  
**Mr T Plumer – Primary School Parent Governors**  
**Mr P Sell – Church of England**

## **GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS**

The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.

A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is. A Councillor who has declared a prejudicial interest at a meeting may nevertheless be able to address that meeting, but only in circumstances where an ordinary member of the public would be also allowed to speak. In such circumstances, the Councillor concerned will have the same opportunity to address the meeting and on the same terms. However, a Councillor exercising their ability to speak in these circumstances must leave the meeting immediately after they have spoken.

## AGENDA

		Pages
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence.</p>	
2.	<p><b>NAMED SUBSTITUTES (IF ANY)</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 in respect of items on the Agenda.</p>	
4.	<p><b>MINUTES</b></p> <p>To approve and sign the minutes of the meeting held on 10 December 2012.</p>	5 - 10
5.	<p><b>SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY</b></p> <p>To consider suggestions from members of the public on issues the Committee could scrutinise in the future.</p> <p><i>(There will be no discussion of the issue at the time when the matter is raised. Consideration will be given to whether it should form part of the Committee's work programme when compared with other competing priorities.)</i></p>	
6.	<p><b>QUESTIONS FROM THE PUBLIC</b></p> <p>To note questions received from the public and the items to which they relate.</p> <p><i>(Questions are welcomed for consideration at a Scrutiny Committee meeting so long as the question is directly related to an item listed on the agenda. If you have a question you would like to ask then please submit it <b>no later than two working days before the meeting</b> to the Committee Officer. This will help to ensure that an answer can be provided at the meeting).</i></p>	
7.	<p><b>MEDIUM TERM FINANCIAL STRATEGY</b></p> <p>To receive a presentation on the Medium Term Financial Strategy and consider the report to Cabinet and make recommendations to Cabinet.</p>	
8.	<p><b>HEREFORD FUTURES GOVERNANCE UPDATE</b></p> <p>To update the Committee on the governance and oversight arrangements of Hereford Futures Ltd.</p>	11 - 18
9.	<p><b>COMMITTEE WORK PROGRAMME</b></p> <p>To consider the Committee work programme.</p>	19 - 34



## **PUBLIC INFORMATION**

### **Public Involvement at Scrutiny Committee Meetings**

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

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

#### **1. Identifying Areas for Scrutiny**

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

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

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

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

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

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- Attend all Council, Cabinet, Committee and Sub-Committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- 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.
- Copy any of the documents mentioned above to which you have a right of access, subject to a reasonable charge (20p per sheet subject to a maximum of £5.00 per agenda plus a nominal fee of £1.50 for postage).
- Access to this summary of your rights as members of the public to attend meetings of the Council, Cabinet, Committees and Sub-Committees and to inspect and copy documents.

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- The nearest bus stop to Brockington is located in Old Eign Hill near to its junction with Hafod Road. The return journey can be made from the same bus stop.

## **HEREFORDSHIRE COUNCIL**

**BROCKINGTON, 35 HAFOD ROAD, HEREFORD.**

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HEREFORDSHIRE COUNCIL

**MINUTES of the meeting of General Overview & Scrutiny Committee held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Monday 10 December 2012 at 10.00 am**

**Present:** Councillor A Seldon (Chairman)  
Councillor EPJ Harvey (Vice Chairman)

Councillors: EMK Chave, BA Durkin, JW Hope MBE, TM James,  
Brig P Jones CBE, R Preece, GR Swinford and DB Wilcox

**In attendance:** Councillors: RB Hamilton, J Hardwick, MAF Hubbard, RI Matthews and  
AJW Powers

**Officers:** Mr A Ashcroft; Mr D Powell; Mr J Jones; Mr W Welsby; Mrs Y Coleman; Mr R  
Hemblade; Miss G Dean; Mr P James.

**8. APOLOGIES FOR ABSENCE**

There were no apologies.

**9. NAMED SUBSTITUTES (IF ANY)**

There were no substitutes.

**10. DECLARATIONS OF INTEREST**

No declarations of interests were made.

**11. MINUTES**

**RESOLVED:** That subject to amending the last paragraph of Minute 7 on page 6 to read 'accounting records of companies delivering' the Minutes of the meeting held 9 November 2012 be confirmed as a correct record and signed by the Chairman.

**12. SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY**

No suggestions for areas of scrutiny were received.

**13. QUESTIONS FROM THE PUBLIC**

A question had been received from Mrs Wegg-Prosser who was concerned about the short comings, principally the lack of underlying evidence, and whether the Committee could be assured that the Community Infrastructure Levy (CIL) Review was not proceeding with undue haste and with a lack of evidence. The Chairman of the Review Group undertook to address the issues during consideration of the agenda item.

**14. BUDGET AND EMERGING OPTIONS 2013/14**

The Committee received a presentation on the budget and emerging options for 2013/14 and considered the report to Cabinet on 13 December.

The Chief Officer Finance and Commercial (COFC) gave a presentation and commented on the development of the medium term financial strategy; the overall approach being taken by central government and the implications of the Chancellors Autumn Statement. His principal points were:

- That government had lowered the threshold for a council tax referendum from 3.5% to 2%.
- The original assumption for 2013/14 was a council tax increase of 2.5% but this has been reduced to 1.9% following government's announcement in November. The financial planning assumption for 2014/15 and 2015/16 had now been reduced to zero council tax increase. This would be revised in line with any government indications concerning the referendum threshold level.
- The Government had again offered for 2013/14 a further grant to freeze council tax. This was equivalent to 1% for Herefordshire worth approximately £800K.
- He indicated the negative cumulative impact of accepting the council tax freeze grant.
- In the last two years the Council had made budget reductions of £21.1m
- Following changes to local government funding methodology comparison with individual funding lines was not now possible.
- Following the Autumn Statement £10.997m is the calculated government funding reduction over the next two years.
- A number of specific government grants had been moved into the general funding.
- The 2013/14 budget proposed a £2m top up to replace reserves or add to existing ones and a total of £5.18m of revenue pressures have been recognised e.g. adult safeguarding; children's safeguarding, corporate transformation etc.
- Nationally the adult social care funding system needed radical reform however any resolution had been delayed until the next comprehensive spending review expected early 2013.
- Anticipated savings from adult social care finding derived from the transformation programme had slipped.
- In September 2012 a £3m overspend had been predicted. This was now estimated to be an overspend of £5m. While recovery plans had been put in place to address the overspend he expressed doubts about whether the full overspend could be brought back into balance without the use of reserves.
- The Root and Branch review process had identified £5m of savings but a further £5m was being sought by accelerating the review process.

During the course of debate the following principal points were noted:

- Concern was expressed about how the level of overspend could have increased so much, particularly in the short timescale.
- While the £1.2m used to drive corporate transformation was starting to deliver savings these were not materialising as quickly as anticipated.
- Concern was expressed that 'agency spend' should not be increased to pay for additional staff to sort out the problems caused by the financial pressures.
- The 2011/12 revenue account would use the underspends across the Council to offset the overspend in adult social care. The Committee expressed concern that this was penalising and damaging other service areas.
- Following continued overspends to the adult social care budget the level of budget management was questioned. In response the COFC reported that budgets were regularly monitored. The funding of delegated care packages was now administered via a central panel. The Committee expressed concern that the level and timeliness of care should not be compromised.
- The Committee questioned the rationale for the recommendation to Cabinet on 13 December that a council tax increase of 1.9% be assumed when the provisional

Local Government Settlement announcement would not be made until 19 December. The COFC responded that the report to Cabinet set out the current financial planning assumptions as the Council needed to have some assumptions about council tax levels for budget planning, however, the decision concerning the level of council tax increase would be a matter for the political process.

- Responding to concerns about how any change to the national credit rating may affect capital borrowing interest rates the COFC reported that borrowing was actively managed and undertaken via the Public Works Loan Board. A degree of Council borrowing had been delayed with expenditure being supported from cash balances.
- Discussions were on-going with Hoople regarding £540k of savings in 2013/14.

**RESOLVED: that the General Overview and Scrutiny Committee recommend that in considering the report to Cabinet on 13 December, Cabinet should not commit to a Council Tax increase of 1.9% until the announcement of the local government settlement on 19 December 2012 has been fully assessed.**

At this point the Committee adjourned for 10 minutes and resumed at 11.30am.

#### **15. TASK & FINISH GROUP REPORT - COMMUNITY INFRASTRUCTURE LEVY (CIL) REVIEW**

The Committee considered the findings arising from the Scrutiny Task & Finish Group – Community Infrastructure Levy (CIL).

The Chairman of the Task & Finish Review Group presented the report setting out the findings and recommendations of the Group and briefly highlighted the key points from the review.

During the course of debate the following principal points were noted:

- Referring to the earlier public question the Chairman of the Review commented that the Group had received an outline report from the Three Dragons Consultants into their initial assessment of the evidence base. The consultants had subsequently been asked by the Council to undertake further work and the results of that work would not be available until later in the month. The Group had produced this report to meet the timetable for informing the imminent Cabinet decision.
- It was clarified that CIL would be in addition to Section 106 agreements.
- Consultation with the development industry had been undertaken by the Three Dragons consultants. Further consultation and work-shops would be undertaken.
- Responding to whether CIL will depress the development market the Committee were informed that development viability evidence would be used to support the level of CIL fee as different areas of the county had different economic viability.
- How the phasing of the CIL fee payment was set was also a key element to determining the economic viability of a development.
- The findings of the Group would inform the recommendation to Cabinet on the likely direction of travel.
- It was suggested that 'locality areas' didn't neatly match Councillor ward boundaries and therefore confusion could arise if Councillors had to discuss potential planning applications with the public or parish councils.
- The Local Development Framework (LDF), to which the CIL contributed, was still to timetable (2014).
- The payment of CIL fees was not negotiable.

- Not all the county was covered by local or neighbourhood plans, however, where plans had been agreed they would contain more detail than in the Core Strategy.
- An Infrastructure Delivery Plan (IDP) would need to be published annually.
- The Task & Finish Group had been conscious of the need not to adversely affect the viability of affordable housing projects.

The Cabinet Member (Environment Housing & Planning) thanked the Group for their report into a complex area of work. He appreciated that a pragmatic approach was needed as any CIL scheme needed to be approved as part of the LDF. He reported that he had attended one of the developer consultation workshop sessions and had found it to be well attended and engendered a good level of debate.

**RESOLVED: that**

- a) subject to the deletion of the word ‘City’ from references to ‘Hereford City Locality’ the Committee agreed the findings and recommendations contained in the report of the Task & Finish Group – Community Infrastructure Levy (CIL) and forward the report to the Executive for consideration; and**
- b) The Executive’s response to the Review including an action plan be reported to the first available meeting of the Committee after the Executive has approved its response.**

**16. UPDATE TO THE OVERVIEW & SCRUTINY TASK & FINISH GROUP REPORT ON FEES & CHARGING**

The Committee received an update on progress against the executive action plan following the Task & Finish Review report into fees and charging.

The Chief Officer Finance and Commercial presented the report and took the Committee through the Executive Action Plan indicating the latest position against each of the Task & Finish recommendations.

The Committee questioned the lack of detail in paragraphs 13 to 16 of the covering report concerning financial, legal and risk implications.

Noting that benchmarking against other organisations was proving difficult the Committee urged that this aspect be pursued. It was also noted that a review of the charging process formed part of the Root & Branch process.

Recommendation 8, which suggested that services be classified to distinguish between those that are mandatory, discretionary and commercial, which had been completed. The Committee hoped this would prove beneficial to when considering the budget.

**RESOLVED: that progress against the Executive Action Plan be noted.**

**17. UPDATE TO THE OVERVIEW & SCRUTINY TASK & FINISH GROUP REPORT ON COUNCIL PROCUREMENT POLICY AND LOCAL BUSINESS AND LOCAL EMPLOYMENT**

The Committee received an update on progress against the executive action plan following the Task & Finish Review report into the Council procurement policy and local business and local employment.

The Head of Commercial Services presented the report and took the Committee through the Executive Action Plan indicating the latest position against each of the Task & Finish recommendations.

Noting that the recommendations from the Task & Finish Group had been accepted by the Executive the Committee noted with disappointment that little or no progress had been made against several of the actions.

The Chief Officer Finance and Commercial reported that a number of actions in the executive action plan were on hold pending the recruitment of additional Commercial Services resources which was proving difficult to attract applicants to. Without sufficient resources the actions could not be delivered.

The Head of Commercial Services commented that in his view the Proactis System (supplier portal; electronic tendering; contract management) may not be performing entirely as anticipated and that other potential solutions were being reviewed. The Chief Officer Finance and Commercial reported that in response to a number of concerns from potential suppliers that had used the system it was being reviewed or modified to ensure that Proactis performed to specification. The approach being taken was to ensure the system performed as required.

The Committee questioned when the failings in the Proactis system had come to light, whether this had been a failing in the procurement process and whether the Task & Finish Group had been made aware the issues. It was suggested that the Task & Finish Group be reformed to undertake a short review of these concerns.

The Committee noted that Proactis was being applied to tenders with a value above £10,000. The Committee questioned what proportion of the business came below this threshold.

**RESOLVED: that**

- 1. the report and progress against the Executive Action Plan be noted and;**
- 2. the Task & Finish Group be reformed to undertake a further short review of the concerns now arising.**

**18. UPDATE TO THE OVERVIEW & SCRUTINY TASK & FINISH GROUP REPORT ON TOURIST AND TEMPORARY EVENT SIGNAGE**

The Committee received an update on progress against the executive action plan following the Task & Finish Review report into tourist and temporary event signage and considered a number of draft documents supporting the revised policy.

The Parks, Countryside and Leisure Development Manager presented the report and took the Committee through the Executive Action Plan indicating the latest position against each of the Task & Finish recommendations and highlighted that arising from the review a draft Tourism and Temporary Event Signage Policy, together with three supporting guidance notes had been produced and were appended to the agenda report.

Councillor EMK Chave, a member of the Task & Finish Group, provided the Committee with a draft guidance note for advertisements and business signs.

The Committee noted the intention that local communities would be more involved in the decision making in respect of new permanent signage. However, concern was expressed regarding who would remove the signs as few parish councils are involved in the Parish Lengthsman Scheme.

The Committee requested sight of the final policy and it's supporting guidance notes.

**RESOLVED: that**

- 1. the report and progress against the action plan, including the draft policy and supporting guidance, be noted; and**

2. the final policy and it's supporting guidance notes be reported back to Committee in due course.

## 19. COMMITTEE WORK PROGRAMME

The Committee considered its work programme.

The Chairman reported that he and the Vice-Chairman were talking to Locality Lead Officers to establish whether there were any common trends of concern requiring investigation or areas of good practice to disseminate.

The Vice-Chairman would be taking the scrutiny lead on monitoring progress with the Local Development Framework.

It was suggested that a Task & Finish Group be formed to investigate whether the council's policy towards financially supporting the arts, namely The Courtyard and other arts/theatre establishments in the County, was still appropriate.

It was also suggested that the Committee or task and finish groups could look at a) the Council's Communications policy and b) whether measures were in place to monitor public service vision as appended to the report to 23 November Council entitled Council Corporate Plan 2013/15.

The Committee requested that an informal workshop be arranged to discuss issues for the work programme. The workshop should take into particular account the intentions of Cabinet via its Executive Rolling Programme; the Corporate Plan and evidence of public opinion/concern from the Quality of Life Survey.

The meeting ended at 1.15 pm

**CHAIRMAN**

<b>MEETING / DECISION MAKER:</b>	<b>GENERAL OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>DATE:</b>	<b>14<sup>TH</sup> JANUARY 2013</b>
<b>TITLE OF REPORT:</b>	<b>HEREFORD FUTURES GOVERNANCE UPDATE</b>
<b>REPORT BY:</b>	<b>NICK WEBSTER</b>

### 1. Classification

Open

### 2. Key Decision

This is not a key decision

### 3. Wards Affected

Not applicable

### 4. Purpose

To provide the Committee with an update on the governance and oversight arrangements of Hereford Futures Ltd.

### 5. Recommendation(s)

**THAT: that the contents of this briefing report are noted.**

### 6. Key Points Summary

- Hereford Futures Limited is a not for profit private company limited by guarantee.
- The company is led by a highly experienced Chairman, CEO and board of non-executive directors.
- The work of Hereford Futures is monitored through the forum of the Hereford Futures Gateway Committee established jointly with the Council and the Homes & Communities Agency.
- Hereford Futures manages delivery through a series of Task Groups.
- Hereford Futures operates a budget which relates to and reflects the delivery of the priorities agreed by the Gateway Committee.

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Further information on the subject of this report is available from Nick Webster, Economic Development Manager on Tel: (01432) 260601

## **7. Alternative Options**

- 7.1 There are no alternative options identified in this report.

## **8. Reasons for Recommendations**

- 8.1 Overview and Scrutiny have requested a report detailing the governance and oversight arrangements of Hereford Futures. A number of specific questions were asked by Overview and Scrutiny Members and this report details a response to each of these in turn.

## **9. Introduction and Background**

- 9.1 Hereford Futures Limited is a not for profit private company limited by guarantee, with the members of the Board being the guarantors. All of the Board live and/or work in Herefordshire and have been recruited based upon their commitment to the county and their individual skills and knowledge relevant to the remit of the company, providing an invaluable resource which the Council can draw upon for commercial advice. All Board members sign letters of appointment on joining the Board, serving two terms of three years plus an option for one further term.
- 9.2 The company has been operating since February 2006, originally being established as ESG Herefordshire Limited at the instigation of Herefordshire Council and Advantage West Midlands (AWM) in order to lead the physical redevelopment of 100 acres (40 hectares) of land immediately to the north of the historic centre of Hereford.
- 9.3 The modus operandi of the three partners in relation to this work was set out in a formal Joint Venture Contract. As a result of the abolition of AWM and the vesting of various responsibilities in the Homes and Communities Agency, the latter body has succeeded AWM in respect of the JV Contract. The company changed its name to Hereford Futures Limited on 30 June, 2010 to reflect its new city-wide regeneration role.
- 9.4 The objectives of the company are to assist, promote, encourage, develop and secure development and growth in the physical and economic environment of the whole of Hereford and its environs ("Hereford"). To achieve its objectives Hereford Futures operates as a public-private partnership, co-ordinating a wide range of challenging projects on behalf of the Council which combine into a multi-million pound programme.
- 9.5 The company is led by a highly experienced board of non-executive directors, chaired by Major General Ted Willmott CB OBE MA CEng FICE, including the Leader and Chief Executive of the Council and Chief Executive of the Company (the sole executive director) with the Homes & Communities Agency having observer status at meetings.
- 9.6 The company has put in place corporate governance procedures, including sub-committees of the Board (Task Groups) actively engaging Board members in the process. Separate Nominations, Audit and Remuneration Committees are in place.

## **10. Key Considerations**

- 10.1 At its meeting on the 12th October 2012 the Overview and Scrutiny Committee requested that additional information be reported as to the operation of Hereford Futures Ltd. The Committee subsequently requested that the following five specific questions be answered:



## 1. What is Hereford Futures internal project management structure?

- A. The Futures Board has established four Task Groups, each being chaired by a non-executive director of the Board and supported by a senior Council Officer. Progress is reported back to the main Board, and into Herefordshire Council through to the Joint Executive Team which reviews and co-ordinates project progress on behalf of the Gateway Committee.

Each Task Group operates at a strategic level, with individual project managers reporting on decisions at an operational level. Task Group membership brings together Board members, officers of Hereford Futures, officers of Herefordshire Council and co-opted members required to add relevant support and expertise.

The four Task Groups are:

- **Commercial Task Group**, chaired by Robert Maskrey, focuses principally on the city centre, most notably delivery of the Old Market redevelopment by Stanhope plc and the Buttermarket. This task group also supports the economic viability and vitality of the city centre as a whole, and looks to act in support initiatives which will enhance and support its attractiveness as a destination of choice.
- **Community & Housing Task Group**, chaired by Richard Clare, focuses on housing delivery within Hereford, and currently has two principal projects moving forward. The Urban Village in partnership with Sanctuary Housing, and City Living which is encouraging private landlords to bring the upper floors of commercial properties into residential use.
- **Economy, Education & Training Task Group**, chaired by Ray Stone, focuses on Higher Education, skills training and strategic employment issues. This group has a key role in matching opportunities presented by major projects with the training needs of the local workforce through training providers; existing and potential, to ensure that people can capitalise on the new job opportunities offered on the Enterprise Zone and within the expanded city centre.
- **Infrastructure Task Group**, chaired by Doug Barrat, leading on key infrastructure issues related to the Futures Programme and supporting the EZ including the link road, city-wide services and flooding. Given the fundamental importance of statutory bodies in the successful planning and deployment of infrastructure, a Strategic Infrastructure Task Group has been created to dovetail with this Task Group, including senior management level representation of statutory bodies and essential utilities such as Western Power

On a day to day basis Futures is generally responsible for taking projects through from conception and getting them to a stage where they can be delivered, with that delivery being charged to either Herefordshire Council or other partner organisation. For example Futures was responsible for securing planning permission and external funding for the Credenhill Flood Alleviation

Scheme (FAS), the construction phase being passed back to Herefordshire Council.

Completion of the FAS has allowed Sanctuary to progress their proposals for the Urban Village, and Futures is negotiating with them to secure a planning application for the first phase of residential development. In developing the projects Futures executive team work in very close partnership with wide range of Council Officers, companies and external agencies.

## **2. How do Hereford Futures metricate their target measurement and target tracking system?**

- A. Since the inception of the company, the Futures Executive has produced a 3 year Business Plan for approval by the Board, which sets out the company's key priorities (as debated by the Gateway Committee) and how it proposes to achieve them by setting them into a managed programme. The latest reiteration of the business plan covers the period 2012-2015.

Timescales within the programme are managed by the Task Groups who report through to the Futures Board. Project Managers report progress of individual projects against the agreed programme into the appropriate Task Group, thereby allowing the Task Groups to effectively monitor and evaluate progress.

To allow for benefits to be measured, it is necessary to use consistent, established and cost effective sources of data. For example by choosing information which falls within the existing work of the Herefordshire Partnership research unit, or other publicly available sources, augmented by field survey work undertaken by Futures or its partners.

Examples of the types of outputs which will be measured are

### **Economic:**

- Local wages compared to regional and national
- County GDP (as and when published)
- High Street vacancy
- Footfall
- Inward investment

### **Employment:**

- New jobs created on the Retail Quarter and elsewhere

### **Housing:**

- Urban Village – In construction & completed
- City Centre Living – In construction & completed
- Number of new affordable units – In construction & completed

## **3. What self-assurance systems do Hereford Futures use to track against targets?**

- A. The programme is tightly managed by the Futures Board, through its Task Groups, with both receiving regular updates on progress, timescale, risk management and delivery of the various projects forming the programme.

Each project has a risk register maintained by the Project Manager which is reported to the relevant Task Group. Each Task Group then presents the key risks within its area of responsibility to the Board, who can then take appropriate action if required to ensure that those risks do not impede delivery, or impact on other parts of the programme, for example delayed infrastructure improvements holding up construction of the Urban Village.

The Board regularly undertakes strategic reviews of the Risk Register and the findings are available to the Council which may then take whatever action it considers necessary or desirable.

**4. With commercial confidentiality high on the agenda, how do Hereford Futures assess what should be confidential and what is not?**

- A. This is a difficult balance to achieve. Communications on behalf of the Company are the responsibility of the Chief Executive. The Company exercises a level of confidentiality similar to what would be expected of a firm of professional advisers acting on the Council's behalf, whilst acknowledging that the Council has requested the Company, through custom and practice, to routinely provide non-commercially confidential information through a variety of channels.

Reasons for maintaining confidentiality focus upon the need to protect information which would, or would be likely to, prejudice the commercial interests of any party, which will normally include Herefordshire Council itself. By the very nature of the work it has been charged with undertaking by Herefordshire Council, the Futures Board is presented with information which is commercially sensitive, particularly when it involves discussions with private sector partners.

In the ordinary course of business, that information is provided on an understanding of commercial confidence; commonly under industry standard legal agreements to that effect, by partner organisations. Such undertakings place a legal obligation upon the signatories to respect the commercial confidentiality of the information supplied.

Consequently, disclosure of some or all of that information would result in, at the very least, a breach of trust, prejudicing Futures ability to negotiate effectively from a position of integrity and good standing on behalf of Herefordshire Council.

Futures is involved in negotiations on a number of developments; the combined values of which ultimately run into hundreds of millions of pounds, which when delivered will have positive outcomes; both direct and indirect, for the local economy. Futures is also routinely in receipt of confidential information provided by private individuals and businesses, disclosure of which could damage their respective interests.

Therefore there is a greater public interest to be achieved by respecting commercial interests, to ensure that partners have confidence in both Futures

and Herefordshire Council.

Furthermore the effect of disclosure could be to prejudice Herefordshire Councils own commercial interests, as it would undermine its ability to negotiate competitively and therefore realise best value in achieving its vision for the regeneration of Hereford.

Ultimately, any decision as to what information should be published in relation to dealings with Council land rests with the Council and any private partners that are party to a contract dealing with that land and will be assessed by them against the terms of any such relevant contract.

## **5. What future arrangements are to be put in place to share information with the Council and the public?**

- A. Herefordshire Council, through the Board, the Gateway Committee and the Task Groups are fully engaged with the work being undertaken by Hereford Futures. In addition Futures also provide regular Member Briefings, and attend the Hereford Localities meetings which is a forum in which local Parish Council can also engage in the debate.

Full details of the projects Futures is tasked with delivering can be found on the company's website ([www.herefordfutures.co.uk](http://www.herefordfutures.co.uk)) as well through its social media on Facebook and Twitter. The company also produce periodic newsletters, the most recent example being the one which was circulated to all Members of Herefordshire Council in December 2012.

In terms of better informing the public, going forward Futures will be publishing the minutes of its Board Meetings, on its website. However for the reasons set out in response to question 4 above, some elements of those meetings will have to remain confidential.

## **11. Community Impact**

- 11.1 There are no community impacts of this update report.

## **12. Equality and Human Rights**

- 12.1 As a report giving an update on the Hereford Futures governance arrangements there is no impact on Equality and Human Rights or on the 9 protected characteristics (as outlined in the Equality Act 2010).

## **13. Financial Implications**

- 13.1 There are no financial implications arising from this update report.

## **14. Legal Implications**

- 14.1 There are no legal implications arising from this update report.

## **15. Risk Management**

- 15.1 The recommendation asks Members to note the contents of the report which sets out an update of adopted Hereford Futures governance arrangements. As a consequence there is no risk associated with this report.

## **16. Consultees**

- 16.1 N/A

## **17. Appendices**

- 17.1 None.

## **18. Background Papers**

- 18.1 Overview and Scrutiny report - 'Hereford futures update' dated 12<sup>th</sup> October 2012



<b>MEETING:</b>	<b>GENERAL OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>DATE:</b>	<b>14 JANUARY 2013</b>
<b>TITLE OF REPORT:</b>	<b>COMMITTEE WORK PROGRAMME</b>
<b>REPORT BY:</b>	<b>ASSISTANT DIRECTOR – LAW, GOVERNANCE AND RESILIENCE</b>

## 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

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.  
Herefordshire Public Services Rolling Programme.

## **18. Background Papers**

- 18.1 None identified.



# GENERAL OVERVIEW AND SCRUTINY COMMITTEE

## ITEMS IDENTIFIED FOR INCLUSION IN THE WORK PROGRAMME

### DRAFT WORK PROGRAMME

<b>Monday 11 FEBRUARY 2013 at 10..00am</b>	
LDF Core Strategy	To consider the Core Strategy process and make recommendations to Cabinet (Cabinet on 21 Feb).
Completed Task & Finish Reviews: Community Infrastructure Levy	To consider the Executive response to the Task & Finish review of the Community Infrastructure Levy.
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> </ul>
<b>Monday 4 MARCH 2013 at 10.00am</b>	
Root and Branch Reviews	To consider Phase 2 of the Reviews (as they relate to this Committee)
Annual consideration of the Community Safety Strategy	To consider and comment on the Community Safety Strategy.  Note: 1) Scrutiny is obliged to consider community safety issues at least once per year. 2) The timing of this report may be subject to on-going discussions between the Community Safety Partnership and the new Police & Crime Commissioner.
<b>Monday 8 APRIL 2013 at 10.00am</b>	
<b>Monday 13 MAY 2013 at 2.30pm</b>	
<b>JULY 2013</b>	
Music Service	Agreed in July 2011 to review after 2 years.
<b>OCTOBER 2013</b>	
Root and Branch Reviews	To consider Phase 3 of the Reviews (as they relate to this Committee)
T&F – Income & Charging - Projected additional Income	O&SC 19 March 2012 added to the T&F Report that a report be made in Oct 2013 setting out how much of the projected additional income had been achieved and reviewing the intended and unintended consequences of new/additional charges.

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

Local Development Framework (see item scheduled for 11 Feb 2013)
Local Transport Plan
Corporate Delivery Plan
Root and Branch Reviews – (pre consideration by Cabinet)
Performance Report on Amey
Performance Report on Hoople
Performance Report on Waste Management
Broadband
Performance Monitoring
Document control and information including the website;
Legal Services Improvement Plan
Tourist & Temporary Event Signage Policy (see Minute No18 held 10 December 2012)

Previously the agenda included a schedule of suggestions for scrutiny made by the public. As the majority of those suggestions related to the Local Transport Plan and/or Local Development Framework the issues raised have been logged and will be raised when the subject comes before the Committee.

<b>REVIEWS IDENTIFIED FOR FEASIBILITY STUDY</b>	
<b>Proposed Review</b>	<b>Status</b>
Free Schools	The Chairman has requested information concerning free schools and will decide whether a review is required. The Chairman is monitoring the situation.
Scrutiny of arm’s length public companies	Chairman is in discussion with the Deputy Chief Executive concerning the scrutiny of Council public limited companies.
Road Surfaces (Potholes)	Feasibility Study complete. Officer response is that topic will be covered by Street Scene Root and Branch Review.
Legal Services	Feasibility Study complete. Scoping to be confirmed.
Governance & Management of Joint Ventures/Partnering Arrangements –	Feasibility Study complete. Scoping to be confirmed
Accommodation Strategy	Feasibility Study complete. Scoping to be confirmed.
Digital Channels Strategy	Feasibility Study complete. Report on digital channels strategy and links with Broadband to be made to the Committee in October to identify what needs to be reviewed. Since the above the Vice Chair has been in discussion with the Assistant Director People Policy and Partnership and further work is being undertaken on scoping of the review (27.11.12)
Locality Working	Feasibility Study complete. Scoping to be confirmed. Report to be made to Committee in October to identify what needs to be reviewed. Chairman & Vice-Chairman to meet with Locality Lead Officers on 8 January. Subject will be monitored.
Traffic Speed Signs	Feasibility Study complete. Officer response is that topic will be covered by Street Scene Root and Branch Review.
Market Towns Shop Fronts	Feasibility Study on-going. Officer response is that this could be incorporated in a Root and Branch Review looking into the part that building conservation work in general and market town shop fronts can play in a conservation-led regeneration of our market towns.

Financial Support to the Arts	The Chairman suggested this review at the Committee on 10 December 2012. Scoping of the review is at very early stages.
Review the Council's Communication Policy	This review was suggested at the Committee on 10 December 2012.
Monitoring the Council's 'Public Services Vision'	This review was suggested at the Committee on 10 December 2012. This relates to the vision contained in the Corporate Plan 2013/15 reported to Council 23 November 2012.
Council Procurement Policy and Local Business and Local Employment (Further Review)	The Committee on 10 December decided to undertake a further short review to investigate a number of concerns arising from the update.

<b>REVIEWS IN PROGRESS</b>		
<b>Review</b>	<b>Meetings</b>	<b>Comment</b>
Housing Allocations Policy and Effective Use of the Housing Stock	18/6/12	Consideration of background material.
	6/9/12	Met to discuss policy options.
	8/10/12	Discussion with representatives of Forces
	15/11/12	Consideration of further evidence prior to drafting of the report. Project continuing.
Community Infrastructure Levy – draft policy for Herefordshire (Part 2)	-	The report of the T&F Group was considered by the Committee on 10 December and forwarded to the Executive for consideration. Arising from that review it was acknowledged that further work was needed. The Group will be recommissioned to undertake that work.
<b>REVIEWS COMPLETED AND AWAITING RESPONSE FROM THE EXECUTIVE</b>		
<b>Review</b>	<b>Comment</b>	
Community Infrastructure Levy – draft policy for Herefordshire	Scheduled in the work programme for reporting to Committee 11 February.	

<b>REVIEWS COMPLETED AND SUBJECT TO MONITORING OF THE EXECUTIVE ACTION PLAN</b>	
<b>Review</b>	<b>Comment</b>
Council Procurement Policy and Local Business and Local Employment	Six month monitoring of the Executive action plan was reported to 10 December 2012. The Committee decided to undertake a further short review.
Income and Charging	Six month monitoring of the Executive action plan was reported to 10 December 2012. The position was noted.
Planning System Review – Development Control and the operation of the Constitution	Executive response to review reported to OSC 4 July. Six month monitoring of Executive action plan programmed for February 2013.
Tourist Signing (Brown Signs)	Six month monitoring of the Executive action plan was reported to 10 December 2012. The position was noted and the Committee requested that the final draft policy be brought to Committee in due course. This has been logged in the work programme.



Executive Rolling Programme: January 2013

Final Decision Maker	Meeting / Decision Date	Issue Type: <ul style="list-style-type: none"> <li>• <b>KEY</b></li> <li>• Budget &amp; Policy Framework Item (B&amp;PF)</li> <li>• Non Key</li> </ul>	Report Title	Purpose	Directorate and Lead Officer
Council	4/1/13	N/A	Boundary Commission	To agree a response to the local government boundary commission proposals.	Corporate Services / John Jones
Cabinet	17/1/13	<b>B&amp;PF</b>	Medium Term Financial Strategy 2013/2016	To set the overall financial framework for the next three years and advise on the future funding environment	Corporate Services / David Powell
Cabinet	17/1/13	<b>KEY</b>	Public Health Transition Plan	To update the Cabinet on the Public Health Transition and agree the commissioning intentions and re-procurement prioritisation	Director for Public Health / Alan Holmes
Cabinet	17/1/13	<b>KEY</b>	Hereford Enterprise Zone Governance Arrangements	To approve the proposed governance arrangements for the Hereford Enterprise Zone and to highlight the responsibilities that would be invested in any incorporated delivery vehicle	Places and Communities / Nick Webster
Cabinet	17/1/13	<b>KEY</b>	Hereford Enterprise Zone Budget Arrangements	To consider and approve the establishment of specific revenue and capital budgets to facilitate the delivery of the Hereford Enterprise Zone	Places and Communities / Nick Webster
Cabinet	17/1/13	Non Key	Petition - charges on Etnam Street car park, Leominster	To debate a petition received in respect of the introduction of charges on Etnam Street car park, Leominster	Places and Communities / Richard Gabb / Shane Hancock
Cabinet	17/1/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
Cabinet OR Cabinet Member?	17/0/13	Non Key	T&F Group – community infrastructure Levy	To report the findings of the T&F Grp on the community infrastructure levy and to make recommendations for future actions	Places & Communities Andrew Ashcroft
Audit & Governance Committee	18/1/13	N/A	Audit and Governance Procedure for dealing with Standards complaints		
Audit & Governance Committee	18/1/13	N/A	Internal Audit Progress Report		
Audit & Governance Committee	18/1/13	N/A	Procurement Report		
Cabinet Member	Jan 13	Non Key	Executive Response to		People's Services

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Final Decision Maker	Meeting / Decision Date	Issue Type: • <b>KEY</b> • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
			the Scrutiny T&F Report on Children's Safeguarding in Herefordshire		

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS – January 2013					
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:		
			A&G Committee Cabinet Council	Meeting Date	
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	

HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS – January 2013					
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:		
			A&G Committee Cabinet Council	Meeting Date	
11 January 2013	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)			
11 January 2013	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.			
11 January 2013	Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.			



Executive Rolling Programme: February 2013

Final Decision Maker	Meeting / Decision Date	Issue Type: <ul style="list-style-type: none"> <li>• <b>KEY</b></li> <li>• Budget &amp; Policy Framework Item (B&amp;PF)</li> <li>• Non Key</li> </ul>	Report Title	Purpose	Directorate and Lead Officer
Council	18/2/13	<b>B&amp;PF</b>	Medium Term Financial Strategy including Pay Policy Statement	To receive the recommendations of Cabinet held on 17 January 2013 to approve the draft financial strategy for 2013/14 to 2014/15 that includes the 2013/14 budget.	
Audit & Governance Committee	19/2/13	N/A			
Cabinet	21/2/13	Non Key	Quarterly Integrated Corporate Performance Report	Third Quarter Report	Corporate Services / Jenny Lewis
Cabinet	21/2/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
Cabinet	21/2/13	<b>KEY</b>	Local Transport Plan	To consider the revised Local Transport Plan for adoption by Herefordshire Council	Places and Communities / Richard Ball
Cabinet	21/02/13	<b>KEY</b>	Local Development Framework core strategy	To consider the revised LDF for adoption by Council	Places & Communities Andrew Ashcroft
Cabinet	21/2/13	Non Key	Annual Safeguarding Report	To note the annual safeguarding report.	People's Services
Cabinet Member	Feb 13	Non Key	Financial Inclusion Strategy	To adopt the Financial Inclusion Strategy and support the delivery of the action plan	Places & Communities / Regeneration Programmes Manager

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS

MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee	Meeting Date
11 February 2013	LDF Core Strategy	To consider the Core Strategy process and make recommendations to Cabinet	Cabinet	
11 February 2013	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).		

HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS				
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
7 February 2013	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		
7 February 2013	Governance of Health Watch	To receive a report on the Governance of Health Watch		

### Executive Rolling Programme: March 2013

Final Decision Maker	Meeting / Decision Date	Issue Type: • <b>KEY</b> • Budget & Policy Framework Item (B&PF) • Non Key <b>B&amp;PF</b>	Report Title	Purpose	Directorate and Lead Officer
Council	8/3/13		Council Tax Resolution	To calculate the Council's Council Tax Requirement and set the Council Tax amounts for each category of dwelling in Herefordshire for 2013/14.	Corporate Services / David Powell
Council	8/3/13		Annual Pay Policy Statement	To approve a pay policy statement for the authority.	Corporate Services / David Powell
Council	8/3/13	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.	Corporate Services /
Council	8/3/13	N/A	Audit and Governance Committee Report including Standards Panel Report		Corporate Services
Council	8/3/13	N/A	Hereford and Worcester Fire and Rescue Authority Report		External Report
Council	8/3/13	<b>B&amp;PF</b>	Local Transport Plan		Places and Communities / Richard Ball
Cabinet	14/3/13	Non Key	Response to Local		Corporate Services /

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Final Decision Maker	Meeting / Decision Date	Issue Type: • <b>KEY</b> • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
			Government Boundary Commission Warding Proposals		Head of Governance
Cabinet	14/3/13	<b>KEY</b>	Public Health Annual Report	To receive the annual Public Health Report	Director of Public Health
Cabinet	14/3/13	<b>B&amp;PF</b>	Corporate Plan	To approve the Corporate Plan for 2013/14	Corporate Services / Jenny Lewis
Cabinet	14/3/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
Audit & Governance Committee	15/3/13	N/A	Internal Audit Progress Report		Corporate Services / David Powell
Audit & Governance Committee	15/3/13	N/A	Counter-fraud and Corruption Policies – Biennial Review		Corporate Services / David Powell
Audit & Governance Committee	15/3/13	N/A	Review of Complaints Policy		
Audit & Governance Committee	15/3/13	N/A	Biannual forecasts of revenue and capital outturn		Corporate Services / David Powell
Audit & Governance Committee	15/3/13	N/A	Review of Audit and Governance Terms of Reference and Effectiveness		Corporate Services / David Powell
Audit & Governance Committee	15/3/13	N/A	Whistle-blowing policy – biennial review		Corporate Services / David Powell

**GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS**

MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee	Meeting Date
4 March 2013				

**HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS**

MEETING/ BRIEFING DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
22 March 2013	2gether NHS Trust	To provide a report on the Trust's Annual Plan for 2013/14.		
22 March 2013	West Midlands Ambulance NHS Trust	To provide a report on the Trust's Annual Plan for 2013/14.		
22 March 2013	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)		

**Executive Rolling Programme: April 2013**

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
Audit & Governance Committee	16/4/13	<ul style="list-style-type: none"> <li>• <b>KEY</b></li> <li>• Budget &amp; Policy Framework Item (B&amp;PF)</li> <li>• Non Key</li> </ul> N/A			
Cabinet	18/4/13	<b>KEY</b>	Root and Branch Review	Phase 1 Implementation and Phase 2 and 3 Proposals	Corporate Services / Donna Etherton
Cabinet	18/4/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
Cabinet Member Corporate Services & Cabinet Member Enterprise & Culture	April 2013 (TBC)	<b>KEY</b>	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

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS		
MEETING/ BRIEFNG DATE	ITEM	PURPOSE
8 April 2013		

HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS				
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&S PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
12 April 2013	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) To receive an update.		
12 April 2013	Stroke Services			

#### Executive Rolling Programme: May 2013

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
Audit & Governance Committee	13/5/13	<ul style="list-style-type: none"> <li>• <b>KEY</b></li> <li>• Budget &amp; Policy Framework Item (B&amp;PF)</li> <li>• Non Key</li> </ul>			
Cabinet	16/5/13	Non Key	Quarterly Integrated Corporate Performance Report		Corporate Services / David Powell
Cabinet	16/5/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
Council	24/5/13	N/A	Annual Report on Executive Decisions	To monitor the operation of the provisions relating to call-in and urgency	Corporate Services / Monitoring Officer
Council	24/5/13	N/A	Leader's Report	To receive the Leader's report, which provides an overview of the Executive's activity since the last	Corporate Services

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Final Decision Maker	Meeting / Decision Date	Issue Type: • <b>KEY</b> • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
Council	24/5/13	N/A	Audit & Governance Report including Report of Standards Panel	Council meeting.	Corporate Services
Council	24/5/13	N/A	Annual Report – General Overview and Scrutiny Committee		Corporate Services
Council	24/5/13	N/A	Annual Report – Health and Social Care Overview and Scrutiny Committee		Corporate Services
Council	24/5/13	N/A	Annual Report – Planning Committee		Corporate Services
Council	24/5/13	N/A	Annual Report – Regulatory Committee		Corporate Services

34

#### Executive Rolling Programme: June 2013

Final Decision Maker	Meeting / Decision Date	Issue Type: • <b>KEY</b> • Budget & Policy Framework Item (B&PF) • Non Key	Report Title	Purpose	Directorate and Lead Officer
Cabinet		Non 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 them to manage their housing registers which better reflects local demand, whilst still protecting the most vulnerable.	Places and Communities / Richard Gabb
Cabinet		Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell