

AGENDA

General Overview & Scrutiny Committee

Date: **Tuesday 18 June 2013**

Time: **5.00 pm**

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

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

For any further information please contact:

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Agenda for the Meeting of the General Overview & Scrutiny Committee

Membership

Chairman	Councillor A Seldon
Vice-Chairman	Councillor EPJ Harvey
	Councillor EMK Chave
	Councillor BA Durkin
	Councillor DW Greenow
	Councillor JW Hope MBE
	Councillor RC Hunt
	Councillor TM James
	Councillor Brig P Jones CBE
	Councillor RL Mayo
	Councillor R Preece
	Councillor GR Swinford
	Councillor DB Wilcox

Voting Co-optees*	Mr P Burbidge
(*for education matters only)	Miss E Lowenstein
	Mr T Plumer
	Mr P Sell

Roman Catholic Church
Secondary School Governor
Primary School Parent Governors
Church of England

AGENDA

	Pages
<p>1. APOLOGIES FOR ABSENCE To receive apologies for absence.</p>	5 - 8
<p>2. NAMED SUBSTITUTES (IF ANY) To receive details of any Member nominated to attend the meeting in place of a Member of the Committee.</p>	
<p>3. DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the agenda.</p>	
<p>4. MINUTES To approve and sign the minutes of the meeting held on 13 May 2013.</p>	9 - 14
<p>5. SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY To consider suggestions from members of the public on issues the Committee could scrutinise in the future. <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>	
<p>6. QUESTIONS FROM THE PUBLIC To note questions received from the public and the items to which they relate. <i>(Questions are welcomed for consideration at a Scrutiny Committee meeting so long as the question is directly related to an item listed on the agenda. If you have a question you would like to ask then please submit it no later than two working days before the meeting to the Democratic Services Officer. This will help to ensure that an answer can be provided at the meeting).</i></p>	
<p>7. LOCAL DEVELOPMENT FRAMEWORK To outline the Herefordshire Local Plan - Core Strategy (draft) consultation process and set out the responses received in response to the consultation undertaken between 4 March and 22 April 2013. This report does not detail the content of the Core Strategy itself.</p>	15 - 54
<p>8. COUNCIL BUDGET 2013/14 - UPDATE To receive a presentation on the latest position concerning the Council Budget 2013/14.</p>	
<p>BUDGET PRESENTATION</p>	55 - 64
<p>9. COMMITTEE WORK PROGRAMME To consider the Committee work programme.</p>	65 - 82
<p>10. DATE OF NEXT MEETING</p>	

The next scheduled meeting: Monday 8 July 2013 at 10.00am.

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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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YOU HAVE A RIGHT TO: -

- 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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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 13 May 2013 at 2.30 pm

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

Councillors: EMK Chave, BA Durkin, RC Hunt, TM James, R Preece,
GR Swinford and DB Wilcox

In attendance: Councillors: PA Andrews, WLS Bowen, H Bramer (Cabinet Member - Major Contracts), AW Johnson (Cabinet Member - Financial Management), GJ Powell (Education & Infrastructure), AJW Powers, PD Price (Cabinet Member - Corporate Services) and P Rone
Agenda Item 8 – Councillor PJ Watts.

Officers: Agenda Item 7 - R Ball, Assistant Director, Place Based Commissioning; C Hall, Head of Highways and Community Services; J Parkes-Newton, Interim Procurement Manager, W Longden, Interim Procurement Manager.
Agenda Item 8 – J Thomas, Interim Housing Solutions Manager, L Norman, Principal Officer Home Point.
J Jones, Head of Governance, Monitoring Officer/DRO; G Dean, Scrutiny Officer; P James, Democratic Services Officer.

65. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Brig. P Jones CBE; Councillor RL Mayo and Mr P Sell.

66. NAMED SUBSTITUTES (IF ANY)

There were no named substitutes.

67. DECLARATIONS OF INTEREST

8. Scrutiny Review of the Housing Allocation Policy.
Councillor RC Hunt, Non-Disclosable Pecuniary, As Council representative on the Board of the Marches Housing Association.

68. MINUTES

RESOLVED: That the minutes of 8 April 2013 were confirmed as a correct record and signed by the Chairman.

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

No suggestions for scrutiny had been received.

70. QUESTIONS FROM THE PUBLIC

No questions were received from the public on matters specifically on the agenda.

71. STREETSCENE - MAJOR PROCUREMENTS

The Committee were informed of progress with the Streetscene major procurements that were currently underway. The Committee also expressed its views on issues for consideration in concluding the procurement process to put in place new contractual arrangements from the end of August 2013.

The Cabinet Member – Major Contracts, briefly outlined the budget position and the contract timetable and emphasised that Cabinet would consider the major procurements at a meeting on 13 June 2013.

The Assistant Director, Place Based Commissioning, highlighted that four related procurements had been established to put in place new arrangements from 1 September 2013. These were outlined in more detail in the agenda report but covered: Public Realm; Building Services; Building Cleaning, and Ancillary Services. He took the Committee through the key points in the report.

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

- With one month to go the principal elements for the contracts were already in place.
- The competitive dialogue procedure had enabled dialogue with bidders to include locality needs e.g. the Lengthsman Scheme.
- Questioned on the payment mechanisms (para 10.15) it was clarified that lump sum elements may be paid where the risk was low and clearly identified e.g. in building Services where maintenance was programmed and on a costed basis. Reactive payments, which would be kept to a minimum, would be for emergency works.
- The Committee noted the level of intended savings but questioned whether the report set out sufficient financial data to substantiate the savings claimed. Year on year capital/revenue figures would have been useful. In response the committee were informed that historical spending levels had been used and depended on the balance between revenue and capital, and to a degree income from the Belwin scheme. Figures had been presented to Cabinet in an earlier report.
- The contract will allow services to be devolved to other organisations. Competence or enhanced performance may need to be established.
- The Public Realm contract would be for 10 years with options to extend. In circumstances of poor performance it could be cancelled.
- Questioned on information sharing and providing information to ward members, it was confirmed that this would occur under locality or engagement with providers; community, and town and parish councils.
- The Monitoring Officer confirmed that in accordance with the Council's decision making procedure under the constitution, governed by the Local Government Act 2000, Cabinet would make the decision concerning the contracts.
- Officers working with the consultants had strived to ensure that the contract specifications were correct. The Council needed to ensure that the future provider(s) delivered the services to the expected levels.
- The Committee were informed that the competitive dialogue process was a recognised tendering practice and involved dialogue with bidders with the aim of developing alternative solutions to meet requirements.
- There were currently three potential bidders in the Public Realm process.
- The potential for initial capital investment in highway assets had had no limiting effect on bidders, in fact this had been seen as a positive opportunity to discuss the potential for investment.

- While a number of benefits had been identified (see para 10.9) a blended approach would be adopted. All bids would be judged against the set framework.
- Stakeholder input or feedback had been captured over the years and had been fed into the considerations, however, the contracts needed to be in line with the Council's objectives.
- In view of their potentially heightened role, it was suggested that town & parish councils should be given early warning ie via a communications plan, of the range of issues they will need to consider or discuss with the new provider later in the year.
- Staff at risk or affected by the changes will be appropriately managed.
- Questioned on the cost of the procurement process the Committee were informed that an estimate had been provided to Cabinet as part of the budget consideration. Budget provision had also been included in the 2013/14 budget.
- There would be no minimum spend element within the contract. Also there would be no exclusivity to the contract, however, as a responsible client it would be expected that the majority of work would be placed with the contractor(s).
- It was anticipated that small scale ancillary services would be procured on an as and when basis.
- Questioned on how contracts would be assessed and monitored, and by who, the Committee were informed that the Client Team would be monitoring contracts against the performance framework. Penalties may be applied. Conversely contracts may be extended.

RESOLVED: That

1. **The Committee recommends that the report to Cabinet, anticipated 13 June 2013, concerning future contractual arrangements to replace the Amey contract should:**
 - a) **Include greater detail on the historical levels of funding for services to ensure that the anticipated level of savings assumed in the report can be clarified and extrapolated;**
 - b) **In relation to the Public Realm contract, include details of how stakeholder requirements captured during consultations have, or have, not been addressed during consideration of the contract proposals;**
 - c) **Provide information immediately to town & parish Councils giving them early warning i.e. via a communications plan, of the range of issues they will need to consider or discuss with the new provider later in the year and that a timetable for these discussions prioritising engagement with city and market towns be drawn up.**
2. **The report entitled Streetscene – Major Procurements, be noted.**

72. SCRUTINY REVIEW OF THE HOUSING ALLOCATION POLICY

The Committee considered the findings of the Task & Finish Group scrutiny review of the Housing Allocation Policy and whether to recommend the report to the Executive for consideration.

The Chairman of the Task & Finish Group, Councillor PJ Watts, presented the report and highlighted that the Council was required in response to the Localism Act 2011 to review its housing allocation policy. The Group's task was not to undertake an in-depth review but to challenge and comment on policy proposals as they were brought forward by a Steering Group comprised of officers and Registered Social Landlords (RSLs). The

findings and recommendations arising were set out in the report of the Task & Finish Group.

The Committee questioned or sought further clarification on a number of points both in the review report and the appended draft Housing Allocations Policy for Herefordshire, principally concerning: the use of the term local connection and how this applied to persons outside, but close to, the boundary; as the Council had undertaken a joint Housing Strategy with Shropshire why the Empty Homes Strategy hadn't also been a joint strategy; the use of the term 'reasonable preference'; the rationale for a gross annual household income of £45k; whether the proposals take into account any implications from the Welfare Reform Act 2012 (bedroom tax); how people affected by the reduced housing register will be assisted and whether private sector landlords had plans in place to manage any increased demand.

Having satisfied itself regarding the above points the Committee agreed: that the Chairman of the Task & Finish Group make a number of minor amendments for the purpose of clarity; agreed recommendations A – K in the report, and agreed that the report be forwarded to the Executive for consideration.

RESOLVED:

- That**
- (a) the Chairman of the Committee be authorised to finalise the report for submission to Cabinet in consultation with the Chairman of the Task & Finish Group to take account of comments made by the Committee and any proofreading corrections;**
 - (b) subject to a) above the Committee agreed the findings and recommendations contained in the report of the Task & Finish Group – Housing Allocation Policy and to forward the report to the Executive for consideration;**
 - (c) 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.**

73. COMMITTEE WORK PROGRAMME

The Committee considered its work programme.

The Vice Chairman reported that the Task & Finish Group report concerning the Community Infrastructure Levy (CIL), due to have been submitted to this meeting, had been temporarily withdrawn pending clarification on a number of issues raised by the review. She further reported that clarification was still awaited from the Executive concerning a possible slippage to the CIL timetable. The Chairman suggested that unless the issues were addressed consideration should be given to submitting the report as drafted to the June meeting. The Monitoring Officer reported that a meeting was planned to clarify a way forward.

The Chairman commented that if the results of the Local Development Framework (LDF) consultations were available earlier than planned (18 June) then an extra meeting may be held to consider the responses.

The Chairman further commented that with increased emphasis being placed on commissioning services he was giving consideration to requesting an all member seminar, possibly facilitated by scrutiny, covering the implications and range of commissioning models and methods of monitoring.

The Vice Chairman reported that a briefing paper was being prepared concerning the waste contract. The intention of the paper was to provide committee members with sufficient background to enable them to scrutinise the waste report due to go to Cabinet in September.

The Vice Chairman commented that the Health of Herefordshire report would be circulated to members. She recommended that members study the document with a view to prompting areas or themes for future scrutiny.

It was noted that comments made at Audit and Governance Committee had inferred there were issues regarding communications. The Chairman suggested there may be a common theme and would be investigating whether a scrutiny review should be undertaken.

The Vice Chairman reported that she had met officers to investigate a possible review into the Digital Strategy. As a result a scoping statement was being drafted.

RESOLVED: That the current position regarding the work programme be noted.

The meeting ended at 4.43 pm

CHAIRMAN

MEETING:	GENERAL OVERVIEW AND SCRUTINY COMMITTEE
DATE:	18 JUNE 2013
TITLE OF REPORT:	LOCAL DEVELOPMENT FRAMEWORK PROCESS
REPORT BY:	ANDREW ASHCROFT - ASSISTANT DIRECTOR ECONOMIC, ENVIRONMENT & CULTURAL SERVICES

1. Classification

Open.

2. Key Decision

This is not a key decision.

3. Wards Affected

County-wide.

4. Purpose

To outline the Herefordshire Local Plan – Core Strategy (draft) consultation process and set out the responses received in response to the consultation undertaken between 4 March and 22 April 2013. This report does not detail the content of the Core Strategy itself.

5. Recommendation

THAT:

- (a) **The content of the report be noted.**

6. Key Points Summary

- At the General Overview and Scrutiny Committee meeting on 11 February 2013 the Cabinet Member Environment, Housing and Planning offered to update the Committee on the consultation process undertaken and representations received to the consultation on the Herefordshire Local Plan – Core Strategy (draft).
- Consultation and engagement is a key element in the preparation of the Development Plan Documents. Since work began on the preparation of the Core Strategy in 2007 there have been a series of on-going consultations across the county which have helped to inform the development of the Plan.

- The requirements for Development Plan Document consultation are set out in Regulations 18 and 19 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2012.
- The regulations are supported by the National Planning Policy Framework (NPPF) which sets out government policy on plan preparation, including community engagement.
- During the period of preparing the Herefordshire Local Plan - Core Strategy there have been seven periods of consultation as follows:
 - Identifying the issues, May 2007;
 - Key Issues Consultation, September – October 2007;
 - Developing Options, June – August 2008;
 - Place Shaping, January – March 2010;
 - Preferred Options, July – November 2010;
 - Revised Preferred Option, October – November 2011;
 - Herefordshire Local Plan – Core Strategy (draft), March – April 2013.

7. Alternative Options

- 7.1 There are no alternatives to undertaking consultation upon statutory Development Plan Documents. Consultation is a fundamental element of the preparation of such documents enshrined in the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2012.

8. Reasons for Recommendations

- 8.1 To provide details of the consultation process.

9. Introduction and Background

- 9.1 Consultation and engagement is a key element in the preparation of Development Plan Documents, such as Herefordshire Local Plan - Core Strategy (draft). The importance of consultation and engagement with stakeholders and local people in helping to inform plans for the county has been at the heart of the Plan's preparation.
- 9.2 This report details the programme of consultation that has been undertaken during the Plan preparation and the responses received to the final consultation. Officers will be recommending revisions to the Plan as a result of the consultation which will be detailed in the report presented to Cabinet on 4 July 2013 and Council on 19 July 2013 for members to make a decision. Officers are working on the revisions and therefore they are not available for this report.

10. Key Considerations

Planning Regulations

- 10.1 The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2012 (as amended), sets out the requirements for a Local Planning Authority (LPA) to enable public participation in the plan making process. The process is divided into two main

elements; the first (Regulation 18) covers the plan preparation process up until the approval of a draft plan by Full Council whilst the second regulation (Regulation 19) deals with the process after a draft plan is approved.

- 10.2 Regulation 18 sets out the requirements for LPAs to consult the specific and general consultation bodies. They must also consider whether or not it is appropriate to invite representations from local residents and local businesses. The LPA must consider any representations received by them.
- 10.3 Regulation 19 deals with the process in respect of representations upon a final draft plan. This will take place after Full Council approval. The Regulations specify that a single period of six weeks or more, in which representations on the Plan can be made, is necessary at this time. The LPA have the discretion to specify a period of more than six weeks if they feel more time is needed - giving them more flexibility. If any representations are submitted during this period the Secretary of State will consider them before his independent examination. As with the previous stage Regulation 19 requires:
 - a) consultation with specific and general consultation bodies,
 - b) the publication of the documents on the website as well as making copies available at offices and other appropriate locations in the area, and
 - c) giving notice by local advertisement of the publication of the plan.

National Planning Policy Framework (NPPF)

- 10.4 National Planning Policy Framework provides the following guidance with regards to plan preparation at paragraph 155:

Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.

Herefordshire Statement of Community Involvement

- 10.5 Herefordshire Council produced a Statement of Community Involvement (SCI) which was adopted in March 2007. This sets out how and when the local community can become involved in the preparation of the Local Development Documents and in the consideration of planning applications.
- 10.6 The Council must comply with its adopted SCI when preparing its Local Development Framework documents and this compliance will be tested when these are independently examined. The Herefordshire Statement of Community Involvement itself was adopted following a formal examination by the Planning Inspectorate.
- 10.7 The Statement of Community Involvement identifies a range of consultation methods that will effectively engage the public, and what methods would be the most appropriate to the policy area being prepared and its stage of preparation.
- 10.8 The SCI was produced to accord with the 2004 Local Development Regulations which were superseded by new regulations in 2012. Under the 2004 regulations a three stage consultation process existed which needed to be complied with. The first two of these

stages being undertaken during the plan preparation stages (before Council approval of a draft plan), with the third final stage undertaken after Council approval. These stages are summarised as follows:

- a) Firstly the Local Planning Authority had to consult specific and general consultation bodies (but not the public) and take into account their views when preparing their plan;
- b) Secondly once the proposed plan had been prepared it had to be made available for public inspection for a period of six weeks for any public representations. Public representations then had to be considered;
- c) Once all of the public representations had been considered the Plan could then be submitted to the Secretary of State for independent examination. The Plan would then be published for a further period of six weeks in which additional representations would be allowed.

10.9 The SCI anticipated specific consultation at issues and options stage and preferred options during the plan preparation process. It then anticipated consultation following Council approval and submission to the Secretary of State. This was in accordance with the 2004 Regulations rather than the simplified two stage procedure now set out in the amended 2012 regulations, as detailed in the 'Planning Regulations' section of this report.

10.10 However, in preparing the Herefordshire Local Plan - Core Strategy (draft) the Council have recognised the need for on-going consultation and to-date there have been seven distinct consultation exercises held since 2007.

10.11 The majority of the consultations have been county wide consultation exercises although a more targeted approach was taken for the preferred options stage. The consultation stages undertaken since 2007 are as follows;

- Identifying the issues, May 2007;
- Key Issues Consultation, September – October 2007;
- Developing Options, June – August 2008;
- Place Shaping, January – March 2010;
- Preferred Options, July – November 2010;
- Revised Preferred Option, September – November 2011;
- Herefordshire Local Plan – Core Strategy (draft), March – April 2013.

10.12 Full details of the consultation process undertaken from 2007 – 2011 can be found at <https://www.herefordshire.gov.uk/planning-and-building-control/planning-policy/core-strategy/>. A summary of these consultations can also be found at Appendix A of this report.

10.13 This report provides a summary of the latest consultation undertaken for the Herefordshire Local Plan – Core Strategy (draft), March – April 2013 and a summary of the online responses received. The written responses to the latest consultation, Draft Core Strategy Survey, can also be found at <https://www.herefordshire.gov.uk/planning-and-building-control/planning-policy/core-strategy/>; a hard copy of this document will be available for inspection by Councillors in the Members' Room at Brockington and at the meeting. These responses are presently being analysed and a full response to them will be provided to Cabinet on 4 July and Council on 19 July 2013.

Herefordshire Local Plan – Core Strategy (draft) (4 March 2013 – 22 April 2013)

10.14 Taking into account the representations received to the revised preferred options consultation and having completed further work to support the evidence base, Cabinet agreed on 27 February 2013 to the Council carrying out a seven week consultation on the whole Plan, the Sustainability Appraisal and the Habitats Regulation Assessment. The consultation ran from 4 March to 22 April 2013. The following methods of consultation were used:

- *Questionnaire* – All parish councils, were sent copies of the questionnaire, a hard copy of the Core Strategy and an accompanying letter which explained how to access the full documentation and make representations to the consultation. They also received a powerpoint presentation outlining the content of the Core Strategy. Interest groups and individuals, contained within the LDF database, were sent copies of the questionnaire and an accompanying letter which explained how to access the full documentation and make representation to the consultation. Subsequent requests for hard copies of the Core Strategy, compact discs of the Plan or questionnaires were supplied where requested.
- *Statutory Consultees* – Prior to the consultation commencing a series of 1-2-1 briefings were held with a number of the statutory consultees to ensure that the Core Strategy dovetailed with their plans for future infrastructure provision. All statutory consultees, were sent copies of the questionnaire, a hard copy or compact disc of the Core Strategy and an accompanying letter which explained how to access the full documentation and make representations to the consultation. The Environment Agency, Natural England, English Heritage, Highways Agency and Countryside Council for Wales were consulted directly upon the Sustainability Appraisal and Habitat Regulations Assessment as required by the regulations.
- *Ward Members* – Prior to the consultation commencing 9 briefing sessions were held with members from Bromyard, Hereford City, Kington, Ledbury, Leominster, Ross-on-Wye and all rural members to share with them the proposed content of the Plan and enable them to influence the emerging policies pertaining to their relevant area. Following these meetings an all member briefing session was held on 7 December 2012. A further series of member briefings have been arranged on 3 June, 7 June and 14 June to provide a summary of the consultations received for their respective areas and discuss the key issues emerging from the consultation and any revisions to the policies that may arise.
- *Ward Member Briefing Pack* - Prior to the consultation commencing on 4 March member briefing sessions were held on 28 February and 1 March 2013. Officers were present at these sessions to provide members on a 1-2-1 basis with an overview of the Plan and to provide a briefing pack containing a hard copy of the Core Strategy, a copy of the questionnaire, a laminated copy of the proposals map, a chart showing the demographics of the county and a summary of the proposals for Hereford City, the market towns and the general policies. In addition, members were provided with a powerpoint presentation which outlined the content of the Plan to deliver to their constituents. This was all provided to empower members and enable them to actively engage with their constituents on the content of the Plan and encourage representations. Where members requested additional copies of the Core Strategy, questionnaires or to use the Council exhibition this was facilitated.
- *Parish Council Events* – All parish councils were invited by letter to attend a consultation drop in session on 6 March, 20 March and 15 April 2013 between

16.00 – 20.00pm. Officers were present to take attendees through the Plan on a 1-2-1 basis if required. There was also an exhibition outlining the content of the Plan and a powerpoint presentation. These sessions were also available for members to attend.

- *Public Roadshows* – Eight roadshows took place in High Town, Hereford, Bromyard, Kington, Ledbury, Leominster, Ross-on-Wye, Peterchurch in the rural west and Wigmore in the rural north. Members of the public could attend any of these sessions. Officers were available to explain the Plan on a 1-2-1 basis. People were able to view the exhibition, pick up hard copies or CD of the Core Strategy and questionnaire.
- *Members of Parliament* – A 1-2-1 briefing session was held with Bill Wiggin MP on 8 February 2013 and with Jesse Norman MP on 1 March 2013. Officers provided a presentation on the proposed content of the Core Strategy and invited representations to the content.
- *Business engagement* – A meeting was held with Neil Kerr - Chair of Herefordshire Business Board and Bill Jackson - on 13 March 2013 to brief them on the content of the Core Strategy. Hereford & Worcester Chamber of Commerce held a breakfast business meeting on Wednesday 17 April 2013 for the top 20 businesses in Herefordshire. Officers provided a presentation on key elements of the Core Strategy followed by 3 facilitated workshop sessions regarding growth, transportation and the Community Infrastructure Levy. In addition an Officer provided a presentation to the Hereford Business Board on 16 April 2013.
- *Neighbouring Authorities* – A meeting was held on 26 November 2012 with representatives of some of the neighbouring authorities to discuss whether there were any cross border policy areas that should be considered in the preparation of the Plan.
- *Youth Event* – In order to engage with the 16-25 year olds across the county, an event was held at Hereford Sixth Form College and the Herefordshire College of Technology on 26 March. Officers were available to explain the Plan, provide questionnaires and encourage representations to be made.
- *Libraries and Information Centres* – Hard copies of the Core Strategy, compact discs, copies of the questionnaire, Sustainability Appraisal and Habitats Regulations Assessment were distributed to all the libraries, including the community libraries, within the county and the Council's Information centres. Public displays of the information also appeared on the exterior of Hereford Library and the Customer Information Centre at Franklin House, Hereford. In addition all Customer Service Officers received a briefing pack on the Core Strategy to enable them to engage with members of the public attending the Customer Information Centres or calling the Council switchboard.
- *Website* – Prior to the consultation commencing a new website was established which contained access to all the evidence base supporting the Core Strategy <https://www.herefordshire.gov.uk/planning-and-building-control/planning-policy/local-plan-evidence-base/> The questionnaire was available electronically and could also be completed through the Council's online 'Have your say' consultation pages and was available to download from Herefordshire Council's website.

- *Weekly Briefing Note* – Weekly briefing notes outlining how work was progressing on the Core Strategy and how the consultation was progressing were produced and sent to all ward members and published on the Council website <https://www.herefordshire.gov.uk/planning-and-building-control/planning-policy/core-strategy/local-plan-core-strategy-weekly-briefing-notes/> These updates have continued.
- *Posters* – Posters were produced to advertise the roadshow events, and how to make representations to the consultation. These were distributed to each of the parish / town councils for them to place on their parish notice boards.
- *Advert* – A poster advert was produced for the Hereford Times, this helped to advertise the roadshows. A similar advert appeared in the Primary Times, which is a free ‘What’s on guide’ distributed through primary schools to 16,000 Herefordshire families.
- *Press Notices* – An official public notice of the consultation appeared in the local papers (Hereford Times, Hereford Journal, Ross Gazette, Malvern Gazette, Mid-Wales Journal) on 25 February 2013. A further public notice was published on 1 April 2013 in the Hereford Times and Hereford Journal advertising a meeting to be held on 15 April 2013.
- *Radio Interview* – The Cabinet Member Environment, Housing and Planning was interviewed by BBC Hereford and Worcester on 27 February and 19 April 2013 where he stressed the importance of the Core Strategy for the whole county and encouraged representations to be made to the consultation.
- *Core Strategy Video* – A video was produced by the Cabinet Member Environment, Housing and Planning and made available on the Council website outlining the importance of the Core Strategy to the whole county and encouraging representations to be made to the consultation.
- *Encore* – An article appeared in the March edition of Encore advising all staff of the consultation and encouraging representations to be made.
- *Press Releases* – A press release was produced on 8 March 2013 entitled ‘How the County develops’ which encouraged people to respond to the consultation. A further press release was produced on 15 April 2013 entitled ‘Still time to provide your views on the Core Strategy’. A press release was also provided to all parish / town councils to use it as an article within their parish magazines or publications.
- *Social Media* – Twitter and Facebook were used to promote the content of the Plan and encourage representations to be made to the consultation.
- *Incoming enquiries* – Officers have responded to telephone calls and emails regarding the consultation or content of the Core Strategy throughout the consultation process.

Online representations received to the Herefordshire Local Plan – Core Strategy (draft) consultation

10.15 In the following tables and charts, all the percentages are calculated as a proportion of the total number of responses to each question unless otherwise stated. It is important to note that in the case of some questions large numbers of respondents did not answer all of the

questions. As would be expected many only answered those questions pertaining to their local area or subject of interest. Respondents also provided their comments in the form of emails or letters and did not complete the questionnaire.

- 10.16 Some interest groups created alternative versions of the questionnaire for their own purposes and asked residents to complete and submit their version. The comments from these questionnaires were included amongst the responses but the multiple choice answers were not (as the questions being asked differed so the answers were not comparable). There were also a number of duplicate standard responses received.
- 10.17 The content of letters and emails in response to the consultation were matched by the Forward Planning team to relevant questions in the questionnaire and input under these question numbers.

Results

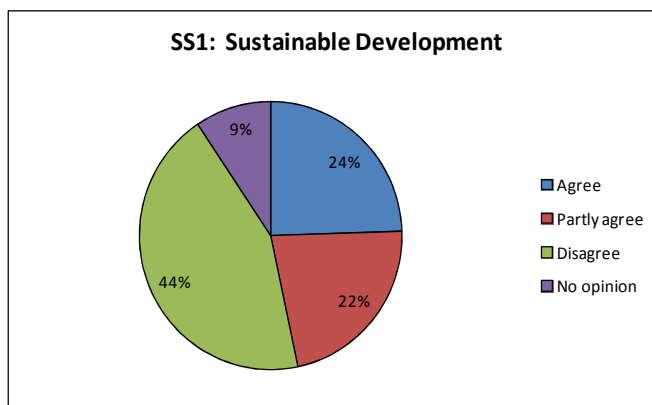
There were 1,428 responses to the survey as follows:

	No.
Total online responses	322
Total paper responses	1106
Total survey respondents	1428

The Spatial Strategy Section (pages 27 to 64)

1.a What is your opinion regarding policy SS1: Sustainable Development? (page no. 28)

	No.	%
Agree	107	24%
Partly agree	97	22%
Disagree	192	44%
No opinion	41	9%
Total responses	437	100%
Not answered	991	
Total survey respondents	1428	

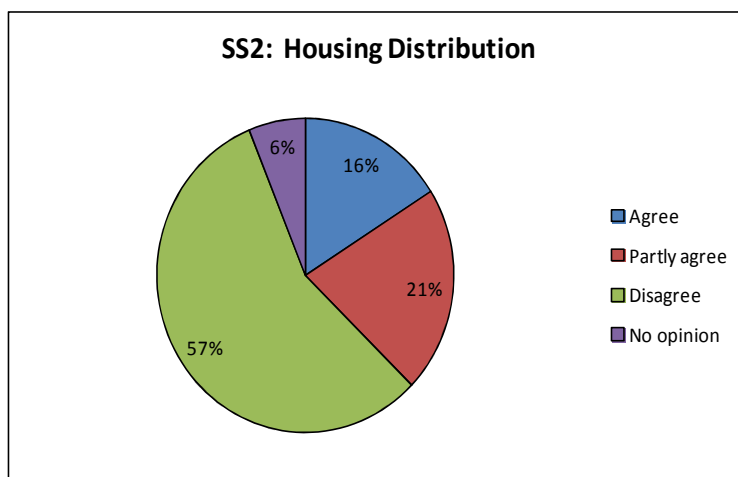


1.b Please provide any comments you wish to make in support of your answers above.

There were 271 comments made.

2.a What is your opinion regarding policy SS2: Housing Distribution? (page no. 38)

	No.	%
Agree	70	16%
Partly agree	93	21%
Disagree	247	57%
No opinion	27	6%
Total responses	437	100%
Not answered	991	
Total survey respondents	1428	

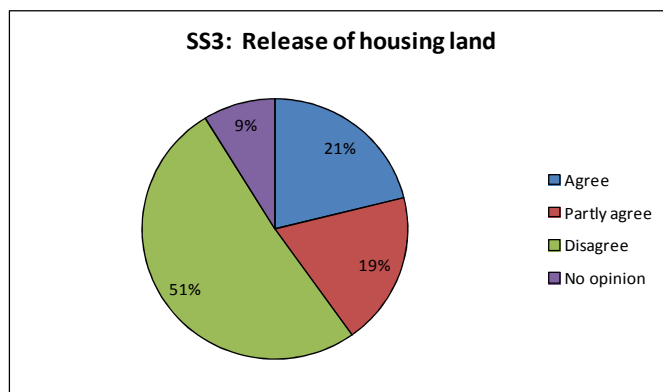


2.b Please provide any comments you wish to make in support of your answers above.

There were 613 comments made.

3.a What is your opinion regarding policy SS3: Release of housing land?

	No.	%
Agree	89	21%
Partly agree	80	19%
Disagree	215	51%
No opinion	37	9%
Total responses	421	100%
Not answered	1007	
Total survey respondents	1428	

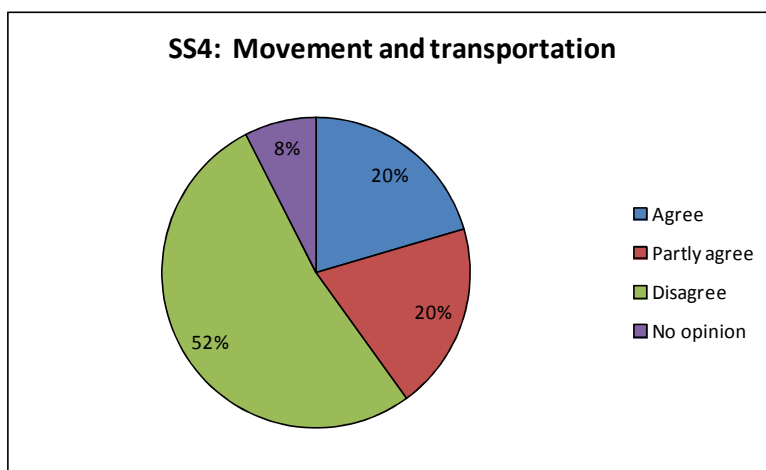


3.b Please provide any comments you wish to make in support of your answers above.

There were 266 comments made.

4.a What is your opinion regarding policy SS4: Movement and transportation?

	No.	%
Agree	87	20%
Partly agree	83	20%
Disagree	223	52%
No opinion	32	8%
Total responses	425	100%
Not answered	1003	
Total survey respondents	1428	

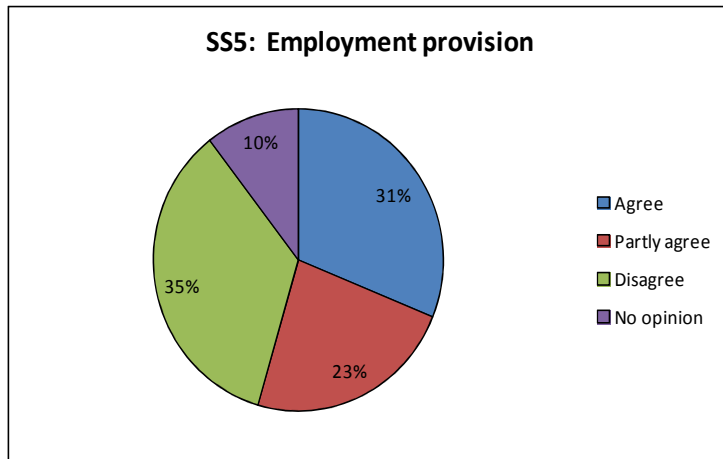


4.b Please provide any comments you wish to make in support of your answers above.

There were 304 comments made.

5.a What is your opinion regarding policy SS5: Employment provision?

	No.	%
Agree	128	31%
Partly agree	96	23%
Disagree	144	35%
No opinion	43	10%
Total responses	411	100%
Not answered	1017	
Total survey respondents	1428	

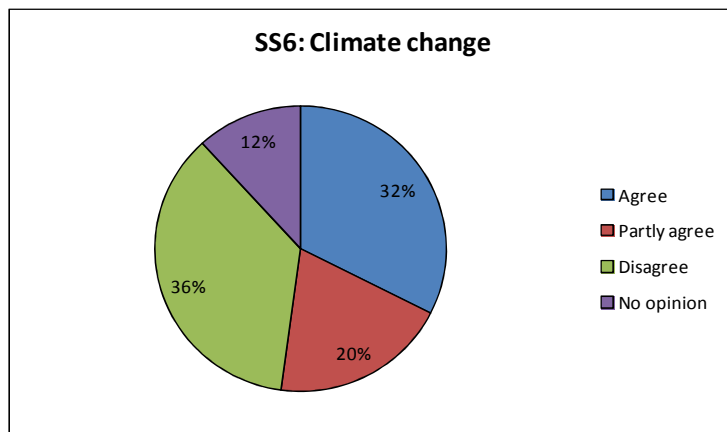


5.b Please provide any comments you wish to make in support of your answers above.

There were 238 comments made.

6.a What is your opinion regarding policy SS6: Climate change?

	No.	%
Agree	135	32%
Partly agree	82	20%
Disagree	150	36%
No opinion	49	12%
Total responses	416	100%
Not answered	1012	
Total survey respondents	1428	



6.b Please provide any comments you wish to make in support of your answers above.

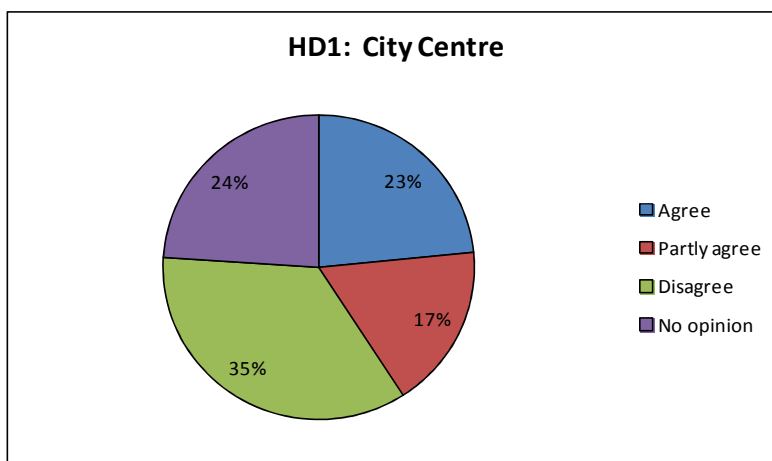
There were 247 comments made.

Place Shaping Policies Section

Hereford

7.a What is your opinion regarding policy HD1: City Centre?

	No.	%
Agree	90	23%
Partly agree	67	17%
Disagree	135	35%
No opinion	92	24%
Total responses	384	100%
Not answered	1044	
Total survey respondents	1428	

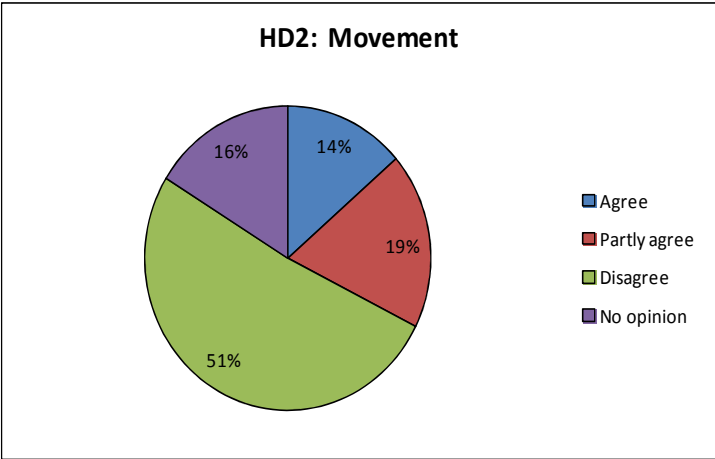


7.b Please provide any comments you wish to make in support of your answers above.

There were 179 comments made.

8.a What is your opinion regarding policy HD2: Movement?

	No.	%
Agree	54	14%
Partly agree	74	19%
Disagree	203	51%
No opinion	64	16%
Total responses	395	100%
Not answered	1033	
Total survey respondents	1428	

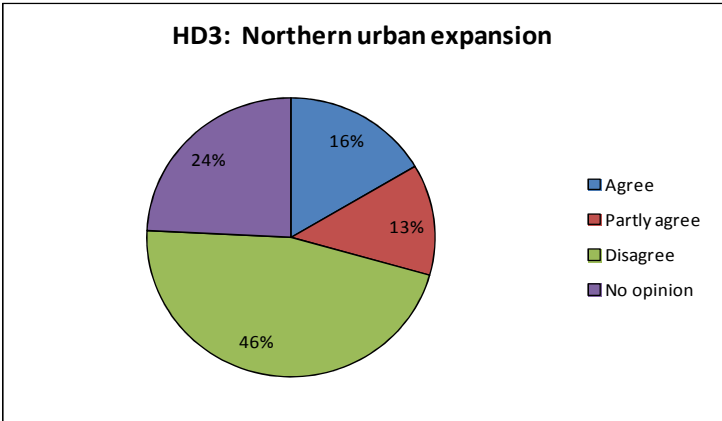


8.b Please provide any comments you wish to make in support of your answers above.

There were 348 comments made.

9.a What is your opinion regarding policy HD3: Northern urban expansion?

	No.	%
Agree	64	16%
Partly agree	50	13%
Disagree	180	46%
No opinion	94	24%
Total responses	388	100%
Not answered	1040	
Total survey respondents	1428	

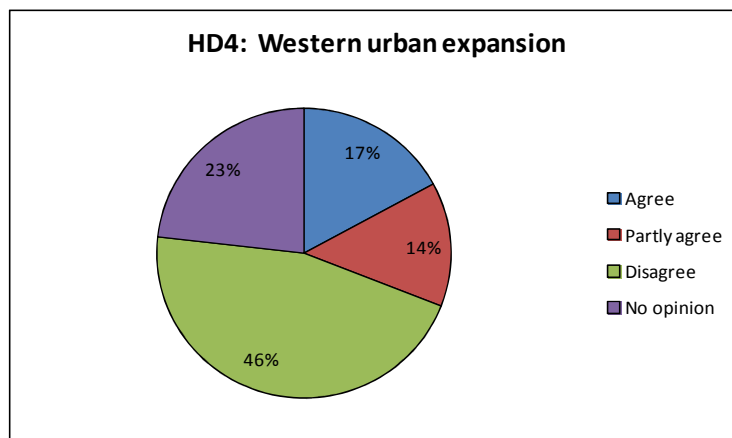


9.b Please provide any comments you wish to make in support of your answers above.

There were 181 comments made.

10.a What is your opinion regarding policy HD4: Western urban expansion?

	No.	%
Agree	64	17%
Partly agree	52	14%
Disagree	172	46%
No opinion	87	23%
Total responses	375	100%
Not answered	1053	
Total survey respondents	1428	

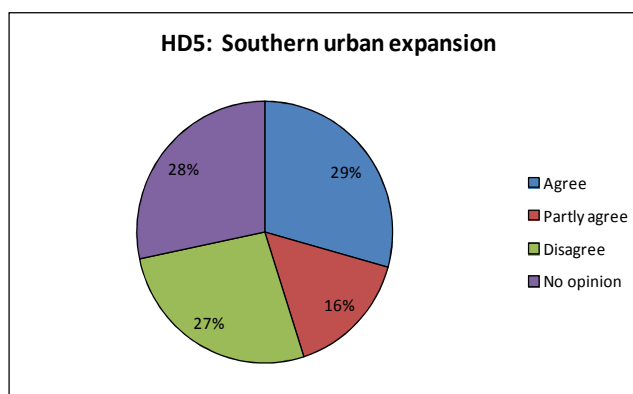


10.b Please provide any comments you wish to make in support of your answers above.

There were 174 comments made.

11.a What is your opinion regarding policy HD5: Southern urban expansion?

	No.	%
Agree	110	29%
Partly agree	59	16%
Disagree	100	27%
No opinion	106	28%
Total responses	375	100%
Not answered	1053	
Total survey respondents	1428	

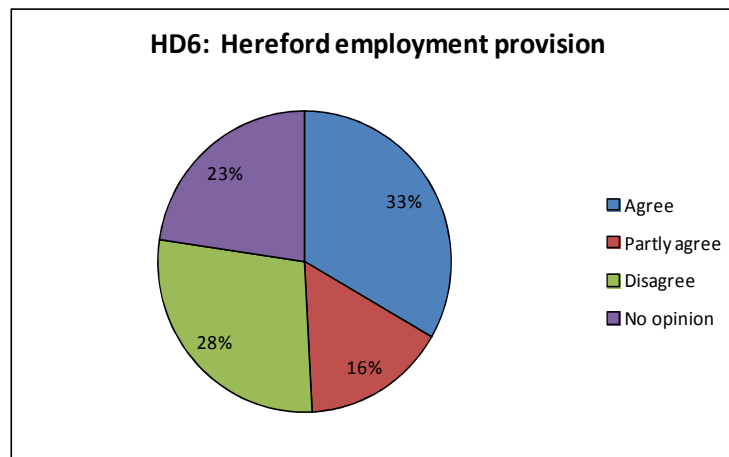


11.b Please provide any comments you wish to make in support of your answers above.

There were 146 comments made.

12.a What is your opinion regarding policy HD6: Hereford employment provision?

	No.	%
Agree	122	33%
Partly agree	58	16%
Disagree	103	28%
No opinion	83	23%
Total responses	366	100%
Not answered	1062	
Total survey respondents	1428	



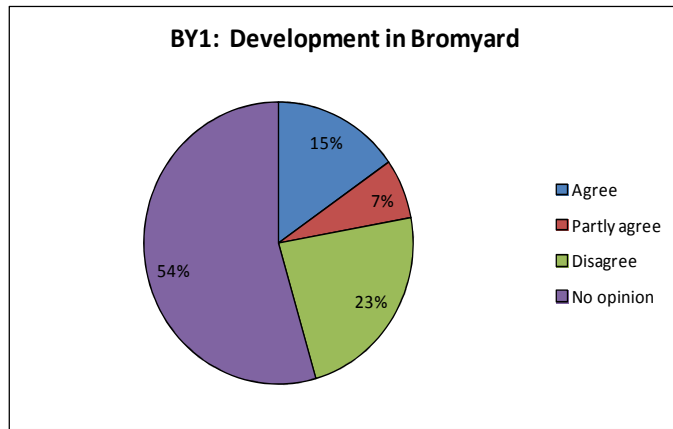
12.b Please provide any comments you wish to make in support of your answers above.

There were 148 comments made.

Bromyard

13.a What is your opinion regarding policy BY1: Development in Bromyard?

	No.	%
Agree	58	15%
Partly agree	26	7%
Disagree	89	23%
No opinion	207	54%
Total responses	380	100%
Not answered	1048	
Total survey respondents	1428	

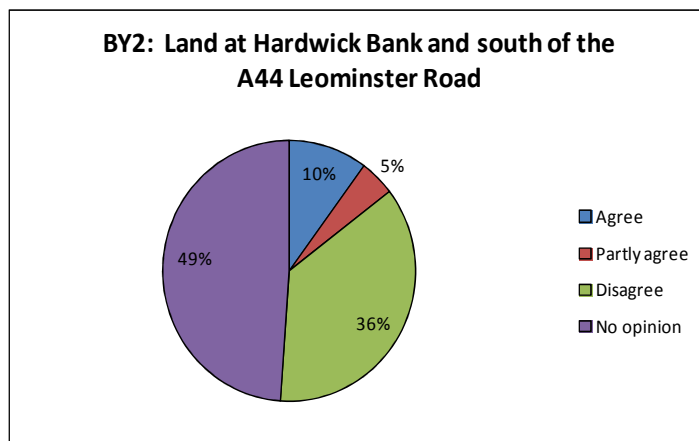


13.b Please provide any comments you wish to make in support of your answers above.

There were 118 comments made.

14.a What is your opinion regarding policy BY2: Land at Hardwick Bank and south of the A44 Leominster Road?

	No.	%
Agree	45	10%
Partly agree	20	5%
Disagree	162	36%
No opinion	217	49%
Total responses	444	100%
Not answered	984	
Total survey respondents	1428	



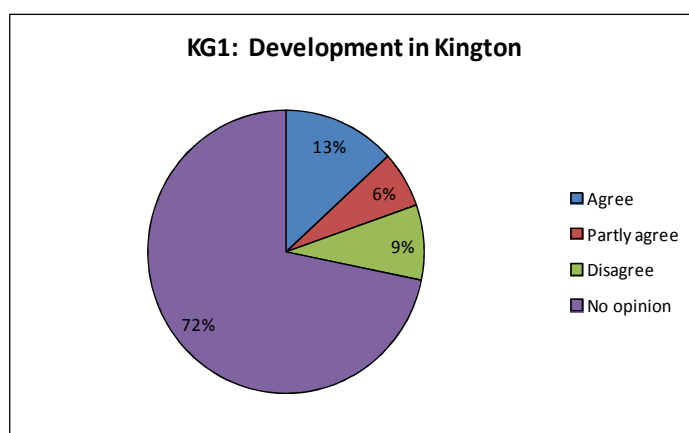
14.b Please provide any comments you wish to make in support of your answers above.

There were 184 comments made.

Kington

15.a What is your opinion regarding policy KG1: Development in Kington?

	No.	%
Agree	43	13%
Partly agree	21	6%
Disagree	28	9%
No opinion	234	72%
Total responses	326	100%
Not answered	1102	
Total survey respondents	1428	



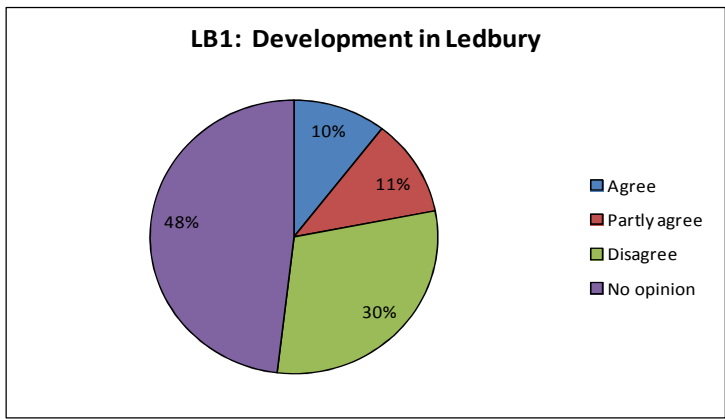
15.b Please provide any comments you wish to make in support of your answers above.

There were 51 comments made.

Ledbury

16.a What is your opinion regarding policy LB1: Development in Ledbury?

	No.	%
Agree	42	10%
Partly agree	46	11%
Disagree	120	30%
No opinion	193	48%
Total responses	401	100%
Not answered	1027	
Total survey respondents	1428	

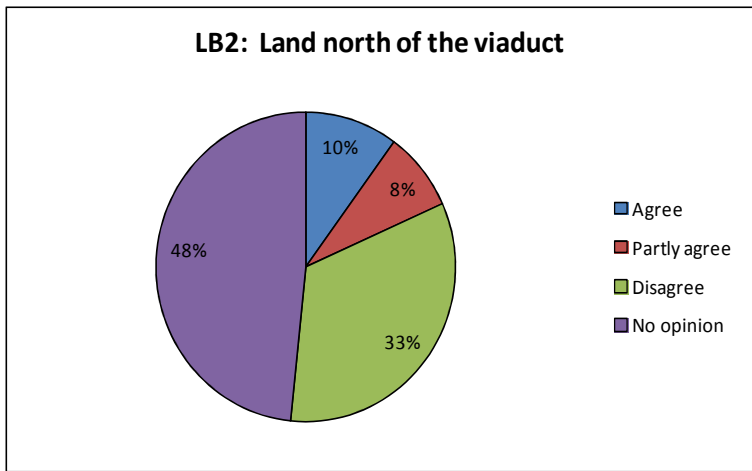


16.b Please provide any comments you wish to make in support of your answers above.

There were 174 comments made.

17.a What is your opinion regarding policy LB2: Land north of the viaduct?

	No.	%
Agree	40	10%
Partly agree	33	8%
Disagree	133	33%
No opinion	193	48%
Total responses	399	100%
Not answered	1029	
Total survey respondents	1428	



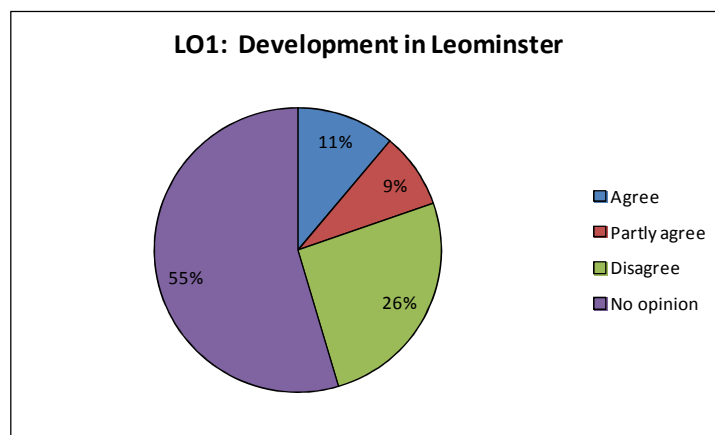
17.b Please provide any comments you wish to make in support of your answers above.

There were 164 comments made.

Leominster

18.a What is your opinion regarding policy LO1: Development in Leominster?

	No.	%
Agree	40	11%
Partly agree	31	9%
Disagree	93	26%
No opinion	197	55%
Total responses	361	100%
Not answered	1067	
Total survey respondents	1428	

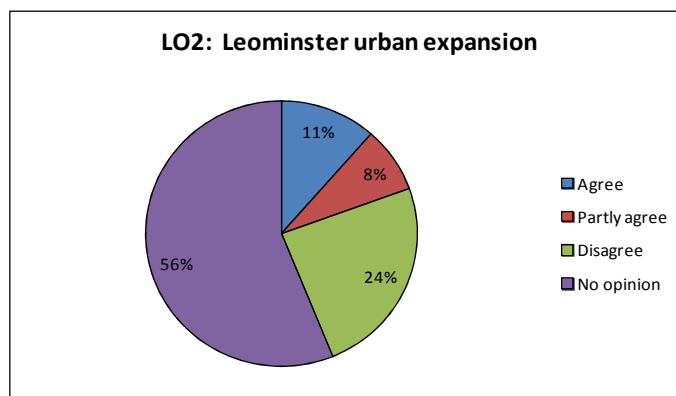


18.b Please provide any comments you wish to make in support of your answers above.

There were 531 comments made.

19.a What is your opinion regarding policy LO2: Leominster urban expansion?

	No.	%
Agree	40	11%
Partly agree	28	8%
Disagree	85	24%
No opinion	196	56%
Total responses	349	100%
Not answered	1079	
Total survey respondents	1428	



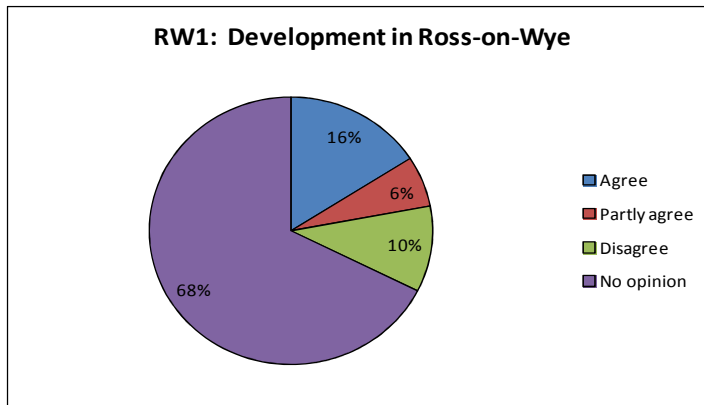
19.b Please provide any comments you wish to make in support of your answers above.

There were 474 comments made.

Ross-on-Wye

20.a What is your opinion regarding policy RW1: Development in Ross-on-Wye?

	No.	%
Agree	52	16%
Partly agree	20	6%
Disagree	34	10%
No opinion	221	68%
Total responses	327	100%
Not answered	1101	
Total survey respondents	1428	

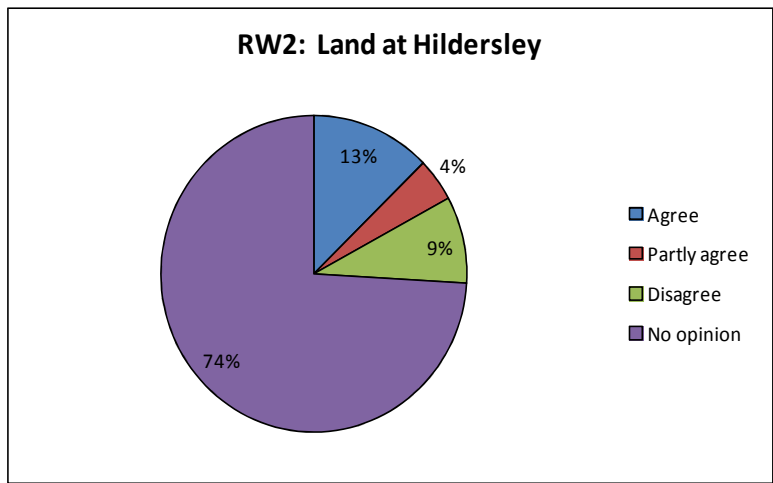


20.b Please provide any comments you wish to make in support of your answers above.

There were 63 comments made.

21.a What is your opinion regarding policy RW2: Land at Hildersley?

	No.	%
Agree	40	13%
Partly agree	14	4%
Disagree	28	9%
No opinion	234	74%
Total responses	316	100%
Not answered	1112	
Total survey respondents	1428	

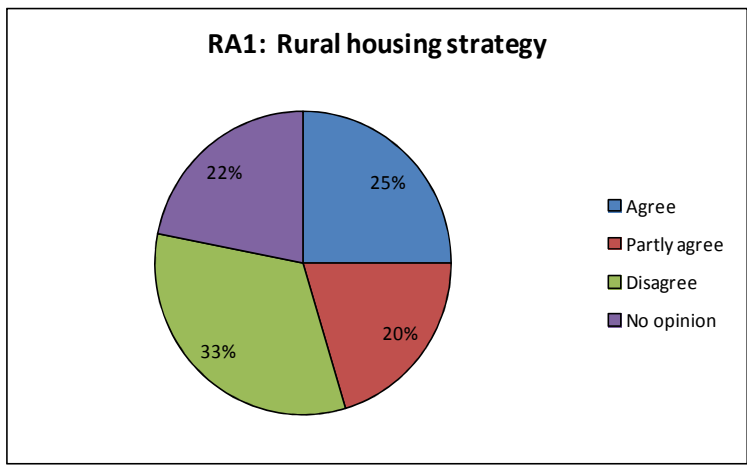


21.b Please provide any comments you wish to make in support of your answers above.

There were 44 comments made.

22.a What is your opinion regarding policy RA1: Rural housing strategy?

	No.	%
Agree	97	25%
Partly agree	79	20%
Disagree	127	33%
No opinion	85	22%
Total responses	388	100%
Not answered	1040	
Total survey respondents	1428	

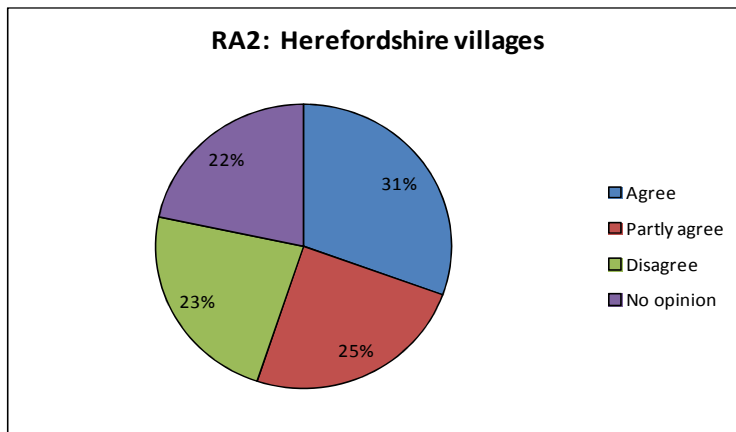


22.b Please provide any comments you wish to make in support of your answers above.

There were 243 comments made.

23.a What is your opinion regarding policy RA2: Herefordshire's villages?

	No.	%
Agree	117	31%
Partly agree	94	25%
Disagree	89	23%
No opinion	83	22%
Total responses	383	100%
Not answered	1045	
Total survey respondents	1428	

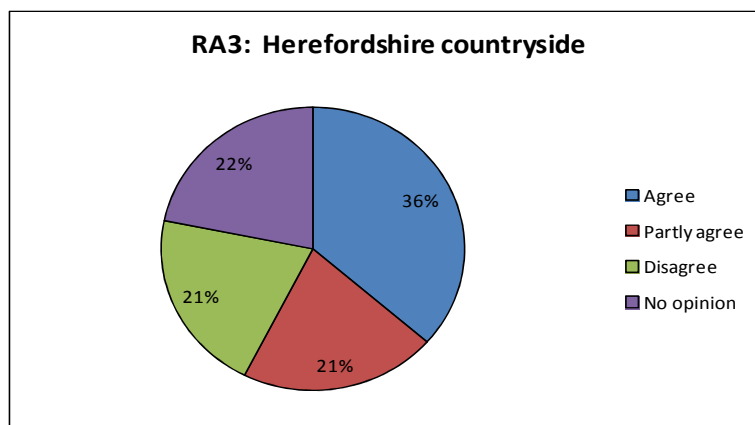


23.b Please provide any comments you wish to make in support of your answers above.

There were 216 comments made.

24.a What is your opinion regarding policy RA3: Herefordshire's countryside?

	No.	%
Agree	137	36%
Partly agree	79	21%
Disagree	78	21%
No opinion	82	22%
Total responses	376	100%
Not answered	1052	
Total survey respondents	1428	

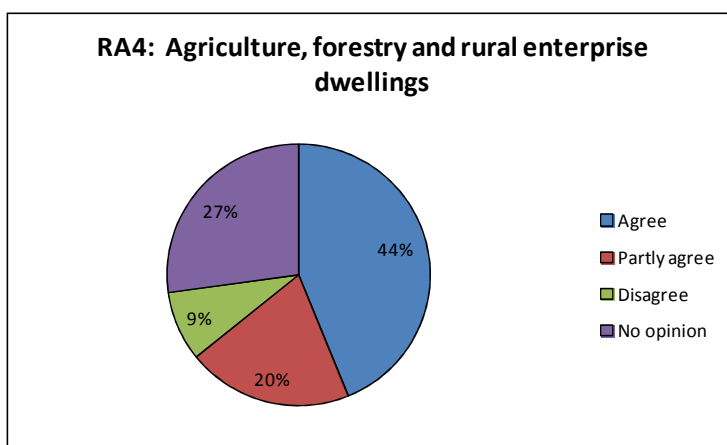


24.b Please provide any comments you wish to make in support of your answers above.

There were 135 comments made.

25.a What is your opinion regarding policy RA4: Agricultural, forestry and rural enterprise dwellings?

	No.	%
Agree	163	44%
Partly agree	76	20%
Disagree	32	9%
No opinion	101	27%
Total responses	372	100%
Not answered	1056	
Total survey respondents	1428	

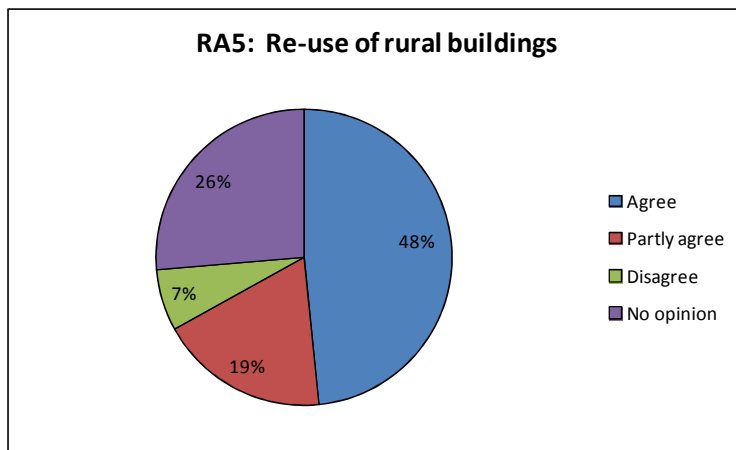


25.b Please provide any comments you wish to make in support of your answers above.

There were 92 comments made.

26.a What is your opinion regarding policy RA5: Re-use of rural buildings?

	No.	%
Agree	180	48%
Partly agree	69	19%
Disagree	25	7%
No opinion	98	26%
Total responses	372	100%
Not answered	1056	
Total survey respondents	1428	

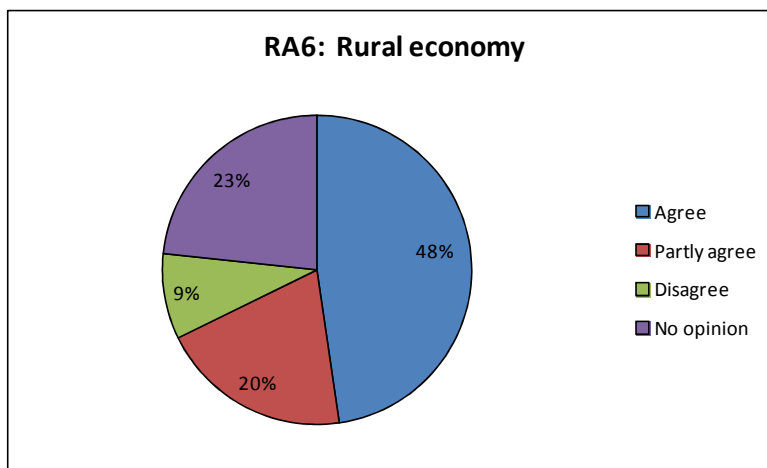


26.b Please provide any comments you wish to make in support of your answers above.

There were 92 comments made.

27.a What is your opinion regarding policy RA6: Rural economy?

	No.	%
Agree	176	48%
Partly agree	74	20%
Disagree	33	9%
No opinion	86	23%
Total responses	369	100%
Not answered	1059	
Total survey respondents	1428	



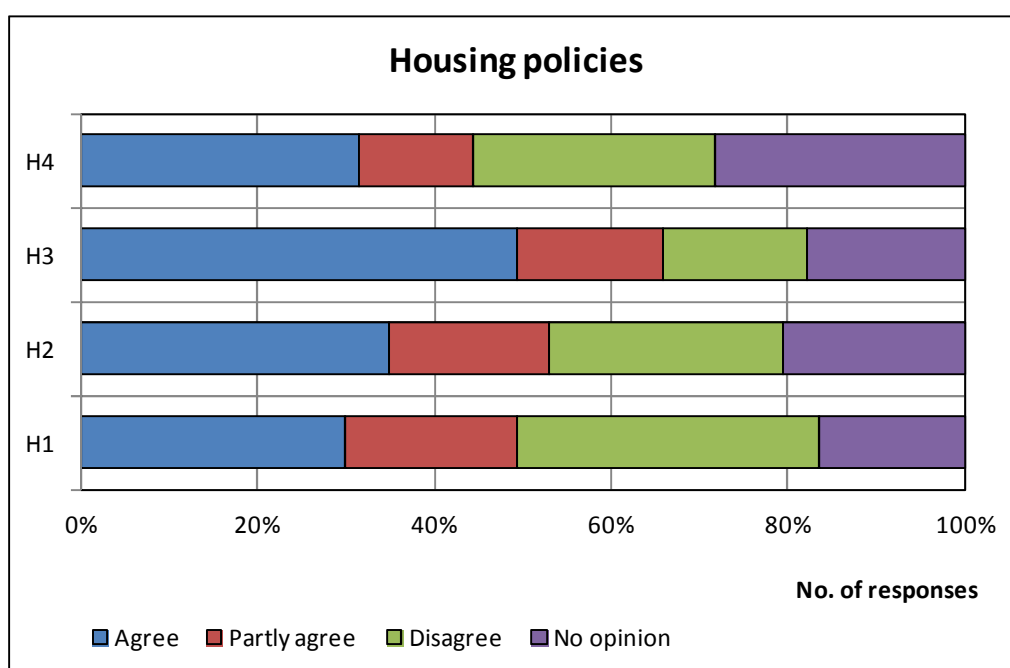
27.b Please provide any comments you wish to make in support of your answers above.

There were 109 comments made.

General Policies Section

28. Housing policies

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%	No.	No.	No.
H1	121	30%	79	20%	138	34%	67	17%	405	1023	1428
H2	128	35%	66	18%	97	27%	75	20%	366	1062	1428
H3	181	49%	60	16%	60	16%	65	18%	366	1062	1428
H4	116	32%	47	13%	101	27%	104	28%	368	1060	1428

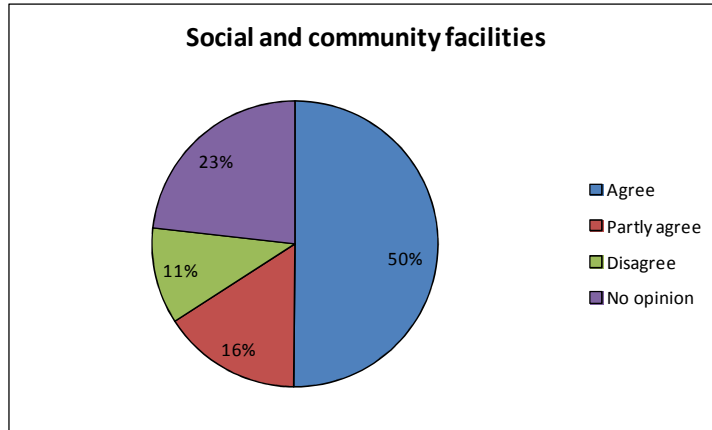


28.b Please provide any comments you wish to make in support of your answers above.

There were 235 comments made.

Social and community facilities

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%	No.	No.	No.
H1	175	50%	55	16%	38	11%	81	23%	349	1079	1428

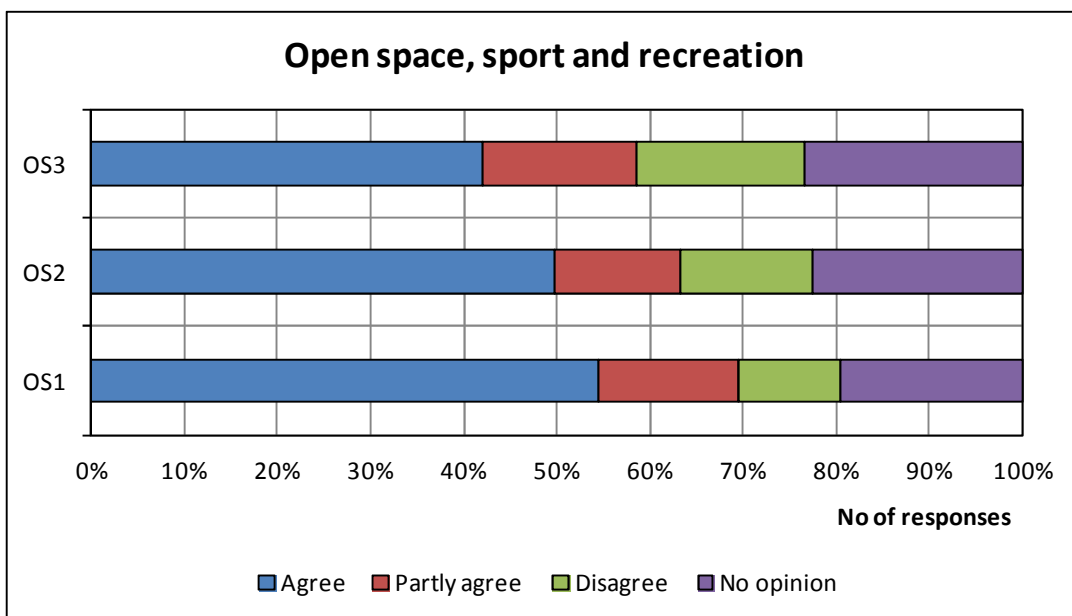


29.b Please provide any comments you wish to make in support of your answers above.

There were 71 comments made.

Open space, sport and recreation

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%	No.	No.	No.
OS1	189	54%	52	15%	38	11%	68	20%	347	1081	1428
OS2	167	50%	46	14%	47	14%	76	23%	336	1092	1428
OS3	143	42%	57	17%	61	18%	80	23%	341	1087	1428

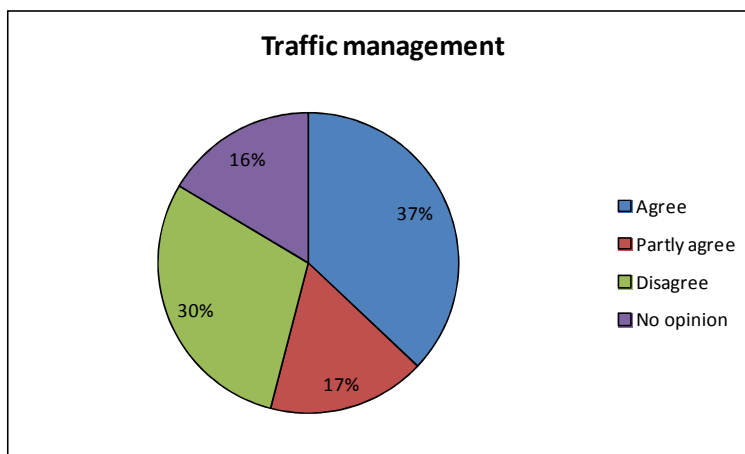


30.b Please provide any comments you wish to make in support of your answers above.

There were 107 comments made.

Traffic management

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%	No.	No.	No.
MT1	133	37%	61	17%	106	30%	59	16%	359	1069	1428

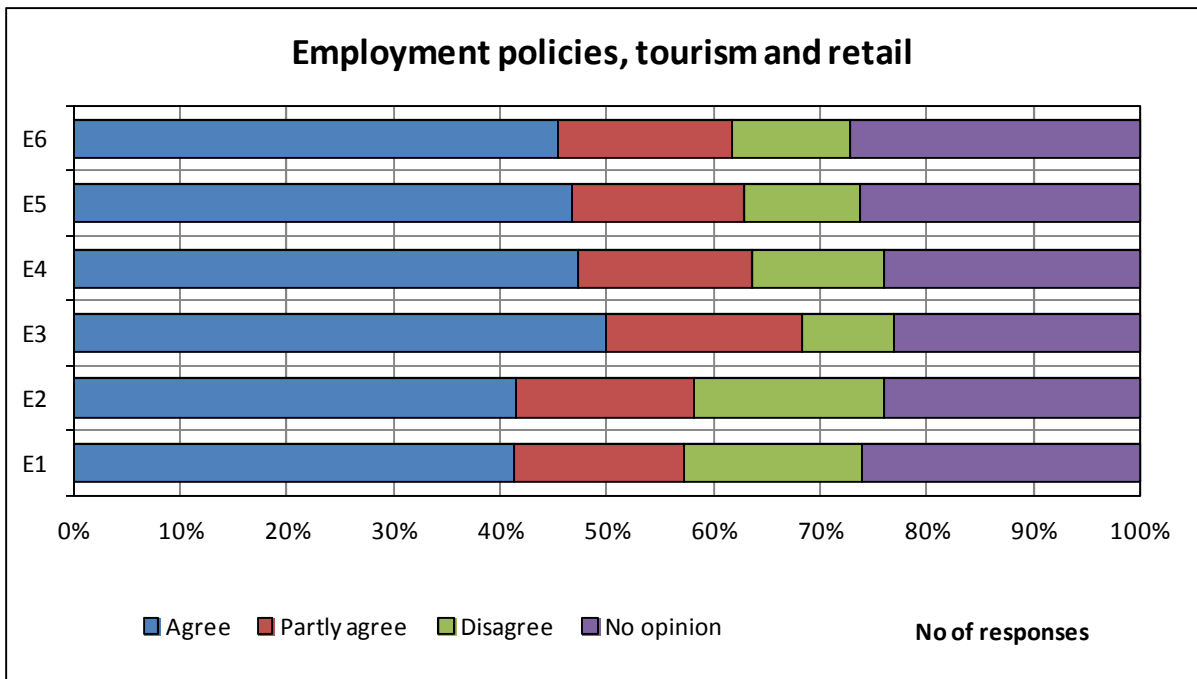


31.b Please provide any comments you wish to make in support of your answers above.

There were 155 comments made.

Employment policies, tourism and retail

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%	No.	No.	No.
E1	143	41%	55	16%	58	17%	90	26%	346	1082	1428
E2	142	42%	57	17%	61	18%	82	24%	342	1086	1428
E3	168	50%	62	18%	29	9%	78	23%	337	1091	1428
E4	164	47%	57	16%	43	12%	83	24%	347	1081	1428
E5	157	47%	54	16%	37	11%	88	26%	336	1092	1428
E6	152	46%	54	16%	37	11%	91	27%	334	1094	1428

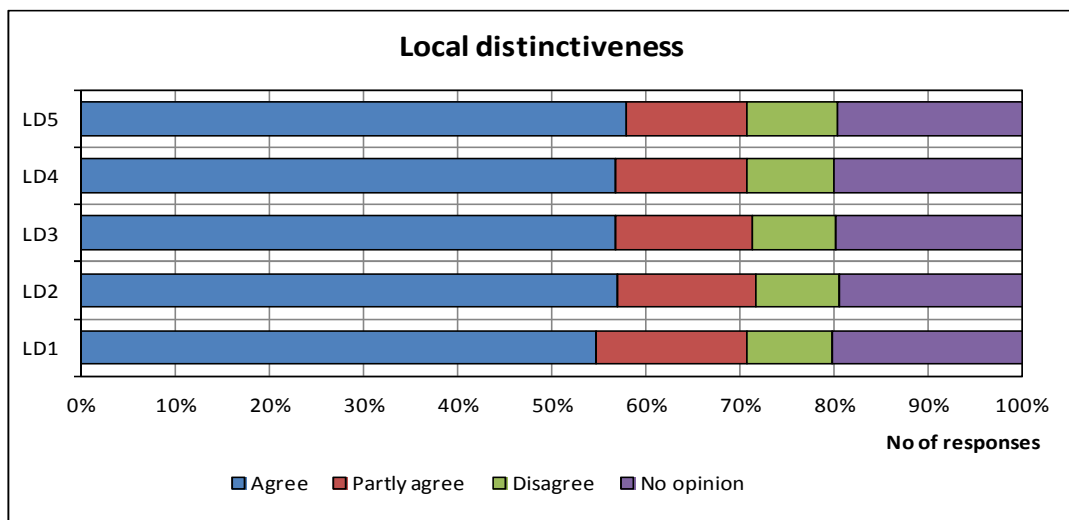


32.b Please provide any comments you wish to make in support of your answers above.

There were 178 comments made.

Local distinctiveness

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%			
LD1	187	55%	55	16%	31	9%	69	20%	342	1086	1428
LD2	194	57%	50	15%	30	9%	66	19%	340	1088	1428
LD3	192	57%	49	14%	30	9%	67	20%	338	1090	1428
LD4	191	57%	47	14%	31	9%	67	20%	336	1092	1428
LD5	192	58%	43	13%	32	10%	65	20%	332	1096	1428

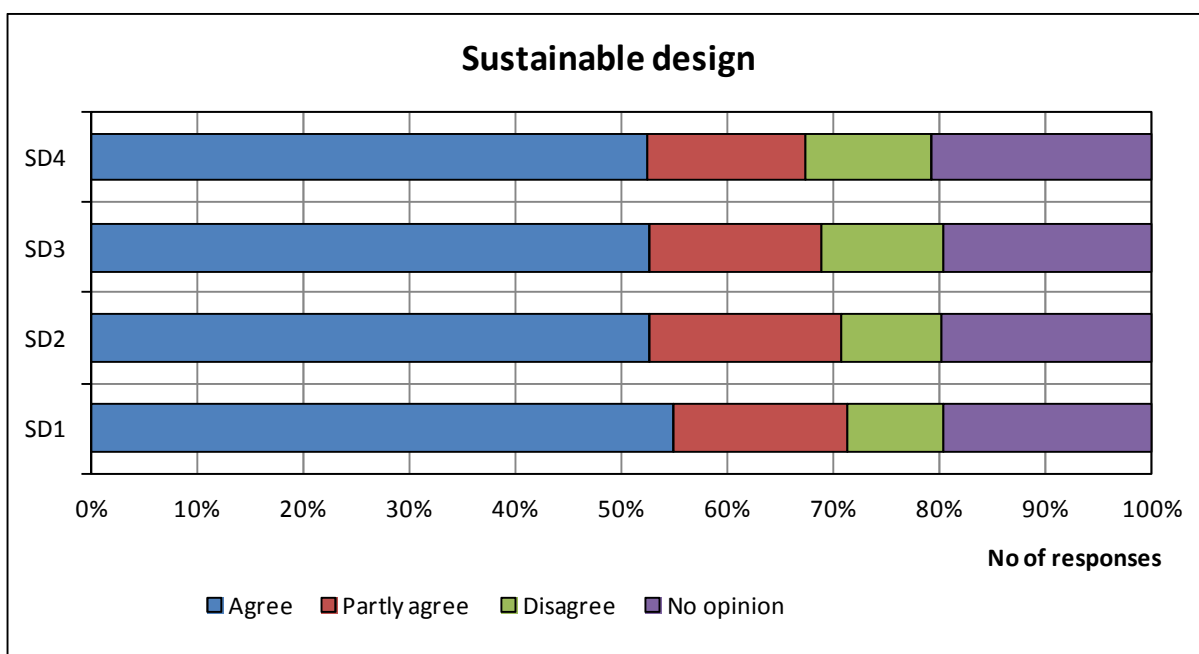


33.b Please provide any comments you wish to make in support of your answers above.

There were 125 comments made.

Sustainable design

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%	No.	No.	No.
SD1	186	55%	55	16%	31	9%	66	20%	338	1090	1428
SD2	175	53%	60	18%	31	9%	66	20%	332	1096	1428
SD3	175	53%	54	16%	38	11%	65	20%	332	1096	1428
SD4	174	52%	50	15%	39	12%	69	21%	332	1096	1428

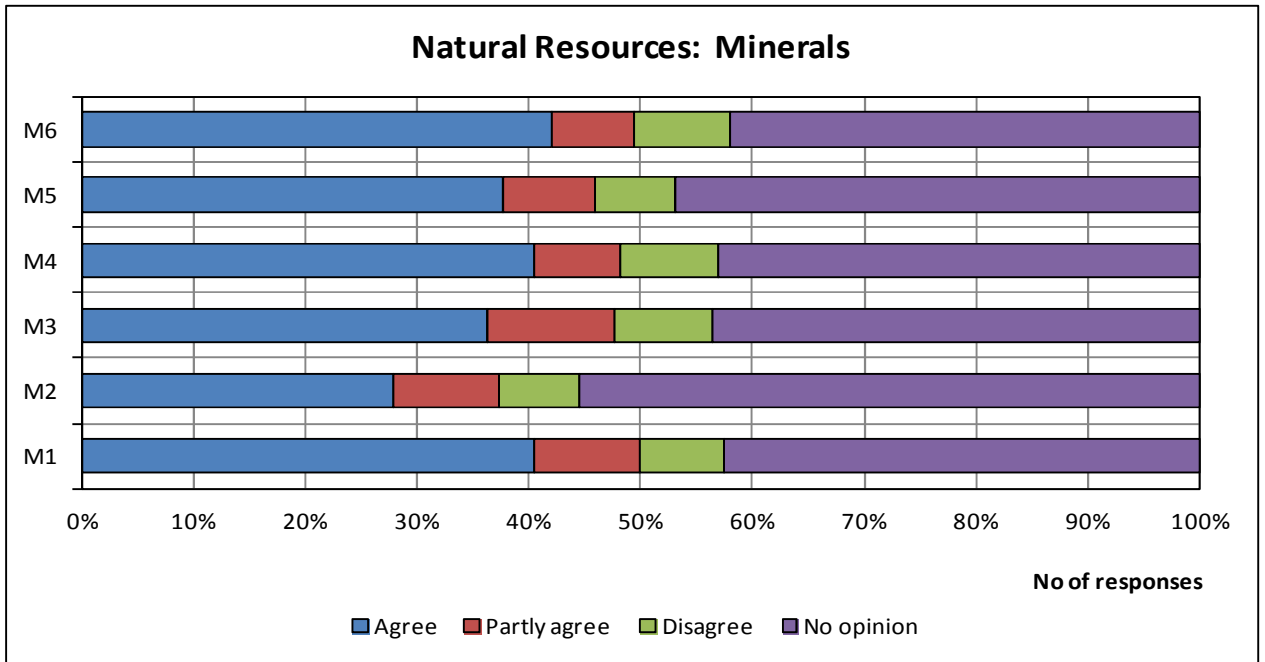


34.b Please provide any comments you wish to make in support of your answers above.

There were 177 comments made.

Natural resources: minerals

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%	No.	No.	No.
M1	129	41%	30	9%	24	8%	135	42%	318	1110	1428
M2	86	28%	29	9%	22	7%	171	56%	308	1120	1428
M3	115	36%	36	11%	28	9%	138	44%	317	1111	1428
M4	127	41%	24	8%	27	9%	135	43%	313	1115	1428
M5	117	38%	26	8%	22	7%	146	47%	311	1117	1428
M6	132	42%	23	7%	27	9%	132	42%	314	1114	1428

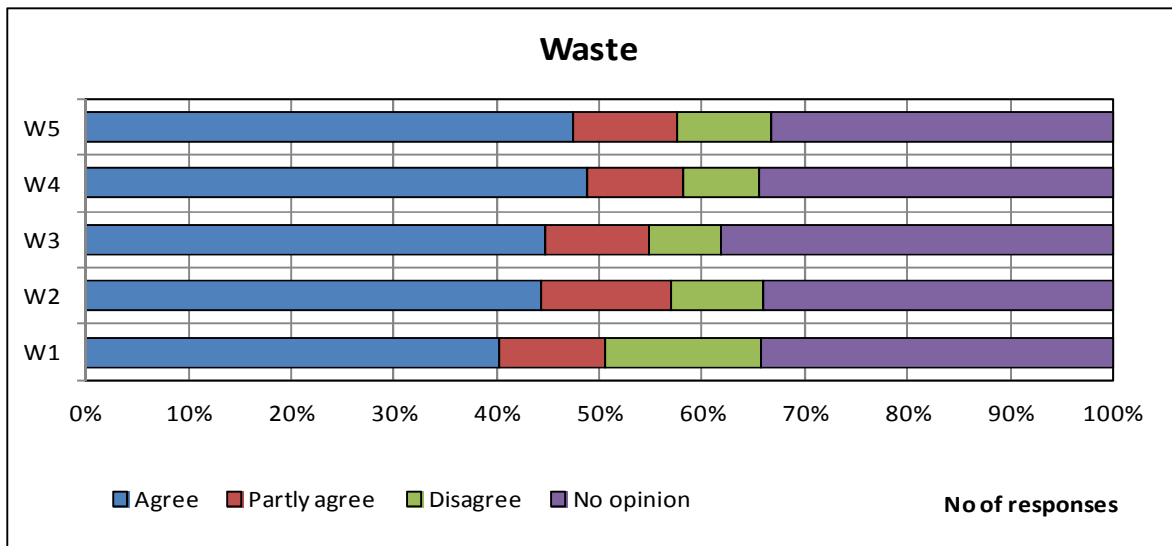


35.b Please provide any comments you wish to make in support of your answers above.

There were 42 comments made.

Waste

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%			
W1	128	40%	33	10%	48	15%	109	34%	318	1110	1428
W2	141	44%	40	13%	29	9%	108	34%	318	1110	1428
W3	142	45%	32	10%	22	7%	121	38%	317	1111	1428
W4	154	49%	30	9%	23	7%	109	34%	316	1112	1428
W5	151	47%	32	10%	29	9%	106	33%	318	1110	1428

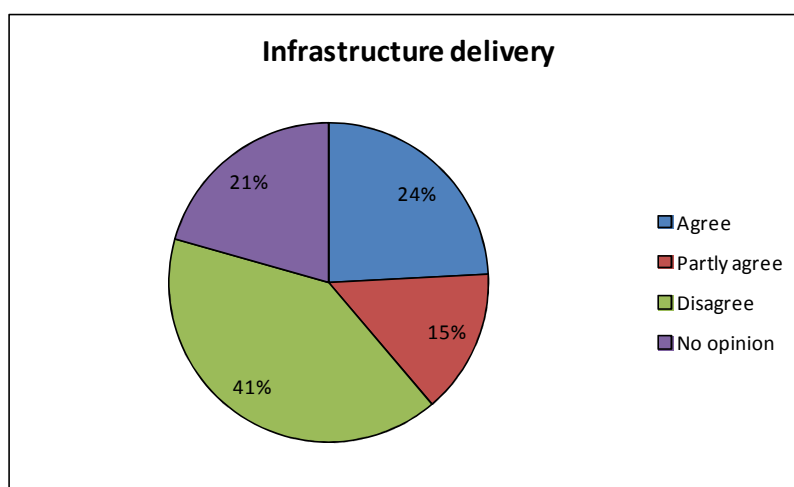


36.b Please provide any comments you wish to make in support of your answers above.

There were 76 comments made.

Infrastructure delivery

	Agree		Partly agree		Disagree		No opinion		Total resp.	Not ans.	Total survey resp.
	No.	%	No.	%	No.	%	No.	%	No.	No.	No.
W1	81	24%	49	15%	136	41%	69	21%	335	1093	1428



37.b Please provide any comments you wish to make in support of your answers above.

There were 205 comments made.

38. Is there anything else you would like to say about the Core Strategy?

There were 426 comments made.

11. Community Impact

11.1 The principal aim of the Herefordshire Local Plan – Core Strategy (draft) is to set out the vision and objectives for the county and establish a policy framework necessary to deliver the vision to 2031. This will ensure that there are sufficient homes provided for all members of the community, improved employment opportunities and growth, sufficient retail provision, improved infrastructure across the county and protection of the open countryside and open spaces and provision of green infrastructure.

12. Equality and Human Rights

12.1 The Equality Impact Assessment ensures that there is no potential for discrimination and that all appropriate opportunities have been undertaken to advance equality and foster good relations. The Core Strategy and questionnaire was available in alternative formats if requested.

13. Financial Implications

- 13.1 There was a budget of £16,500 to complete the consultation process. The process was completed within budget.

14. Legal Implications

- 14.1 As set out in this report the consultation exercise must comply with Regulation 18 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2012. The consultation exercise is compliant with these regulations.

15. Risk Management

- 15.1 The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2012 and the National Planning Policy Framework, highlight the need for public consultation particularly where new evidence or emerging policy has significantly changed. One of the tests of soundness is the consultation process itself.

16. Consultees

- 16.1 The nature of the process has involved extensive countywide engagement with local people, interest groups and statutory agencies during the consultation period.

17. Appendices

- 17.1 Appendix A - Detailed schedule of consultation undertaken since 2007.
- 17.2 As referred to in paragraph 10.13, the written responses to the latest consultation, Draft Core Strategy Survey, can be found at <https://www.herefordshire.gov.uk/planning-and-building-control/planning-policy/core-strategy>.

18. Background Papers

- 18.1 None.

Appendix A - Detailed schedule of consultation undertaken since 2007

Identifying the Issues (from May 2007)

- 1.0 At the earliest stage in the plan making process and in order to identify the key issues the Council undertook an open-ended consultation from May 2007. A leaflet was prepared which highlighted the issues identified within the Community Strategy, invited comments upon these and requested additional issues be identified.
- 1.1 Publicity undertaken at this time was directed at increasing the awareness of this leaflet and generally raising knowledge of the Local Development Framework and Core Strategy commencement. This was in the form of:
- Presentations to existing stakeholder forums and informal meetings, for example: Herefordshire Partnership, Economic Development, Visit Herefordshire Group;
 - Herefordshire Matters Article (May 2007);
 - A letter was distributed to everyone on the Adopted Statement of Community Involvement database which introduced the Core Strategy. The letter also contained the Core Strategy leaflet and advised of a later consultation to be undertaken in September 2007;
 - Early discussions were undertaken with Government Office for West Midlands, Highways Agency, West Midlands Regional Assembly and the Environment Agency and water companies.

The Key Issues Paper (17 September until 26 October 2007)

- 2.0 The Herefordshire Core Strategy Issues Paper was published for consultation in September 2007. This paper outlined 14 key issues facing the county, asked for views on them and their importance, if any had been missed and, what Herefordshire may look like in 2026 (the proposed end of the plan period at that stage). The issues had been identified from a range of sources including reflecting responses and issues raised during the earlier consultation undertaken in the summer 2007.
- 2.1 This issues consultation was undertaken for six weeks from 17 September until 26 October 2007 although there were additional workshops and meetings held during October and November.
- 2.2 In order to reach a wide range of the community, a number of consultation methods were used including:
- *Issues Paper and Questionnaires* – Issues Papers and a questionnaire were produced and were sent, with an accompanying letter and Freepost return envelope, to everyone on the Local Development Framework database.
 - *Libraries* - Packs of leaflets and questionnaires were distributed to all the libraries within the county and the Council's Information Centres together with boxes for completed questionnaires to be deposited locally;

- *Roadshows* – An exhibition highlighting the 14 key issues and giving some background information was produced. Eight roadshows to display the exhibition took place in the first two weeks of October. The first at the Courtyard, Hereford, one at each of the market towns and one in Peterchurch within the rural west. For the final roadshow a promotional trailer was used on a Saturday in the centre of High Town, Hereford. At each of the roadshows, Issues Papers and questionnaires were available together with copies of the Herefordshire Partnership's Community Strategy and the State of Herefordshire Report for reference and for background to the issues identified. Visitors also had the opportunity to complete comment cards, image cards and the comment wall;
- *Comment Cards* – For each of the identified issue, a set of coloured comment cards was produced to allow people to comment on an individual issue during the events rather than fill in the full questionnaire. White cards were also provided for people to highlight any extra issues which were not included.
- *Images of Herefordshire Cards* - In order to help formulate a portrait and vision for the county, 20 photographs from around Herefordshire depicting a variety of views and images were displayed. Visitors were asked to choose the photographs which most represented Herefordshire today and which they would like to represent the Herefordshire of 2026 (the proposed plan period at this stage);
- *Comment Wall* – A free-write comment wall was made available at the event for participants to write words and phrases which they felt most reflect Herefordshire in the response to the question 'What makes Herefordshire Herefordshire?'
- *School Events* – Workshops were held at 3 high schools in the county. Pupils who attended the workshops were asked to think about their lives as young people today, about their future and how they see Herefordshire developing and what their needs might be;
- *Website* – The Council's website contains pages devoted to the Local Development Framework and the Core Strategy including background information, the Issues Paper, a copy of the questionnaire and links to the online 'Have your say' page to enable online completion of the questionnaire. Links to these pages were available from the Council's homepage, planning services homepage and Forward Planning homepage to enable maximum exposure. The web address was printed on all written material, in press releases and on pens and coasters;
- *Posters* – 250 posters were produced to advertise the roadshow events, the majority of these were distributed to each of the parish / town councils for them to place them on their parish notice boards. The remainder were placed in public buildings, such as the Info centres, libraries and shops;
- *Advert* – The poster was reproduced as a press advert within the Hereford Times, which appeared in the 11 October 2007 edition;
- *Press Notices* – An official public notice appeared in all the local papers (Hereford Times, Hereford Journal, Ross Gazette, Malvern Gazette, Mid-Wales Journal) the week commencing 10 September 2007;
- *BBC Hereford and Worcester Radio Announcements* – A radio interview was broadcasted between 11 October and 16 October 2007 to publicise the roadshow events in the market towns and interviewed a local resident about the key issues facing them;

- *Herefordshire Matters* – An article was placed within the September Issue of Herefordshire Matters entitled ‘Planning the Future of Herefordshire’. This reported the findings of the May consultation and highlighted the Key Issues Consultation and exhibition;
- *First Press* – An article appeared within the October issue of First Press entitled ‘Shaping Herefordshire’s Future’ to publicise the Key Issues Consultation;
- *Herefordshire Partnership* – The Partnership assisted in the awareness raising of the Issues Consultation by including reference to the Core Strategy within their Partnership meetings and articles within their newsletters. An exhibition stand, leaflets and questionnaires were also made available at the Partnership’s annual Funding Fair held 24 October 2007;
- *Stakeholder Meetings* – Officers from Forward Planning also attended a number of meetings to raise awareness of the Core Strategy and the Issues Consultation during the three months from September to November 2007. These included a meeting of the local environment and countryside group, a networking event for community groups exploring local response to climate change and the Higher Education management group.

Developing Options (16 June until 8 August 2008)

3.0 By the summer of 2008 a set of emerging options had been developed and consultation upon these “developing options” was undertaken from 16 June until 8 August 2008. A launch event was organised for invited stakeholders at Herefordshire Group Training Association, Holmer Road, Hereford on 16 June 2008. Stakeholders were invited to view the Developing Options exhibition, give initial views on the Options and ask Officers questions regarding the possible Options. In addition the following actions were undertaken as part of the consultation:

- *Questionnaire* – Stakeholders, parish councils, interest groups and individuals contained within the LDF database were sent copies of the summary leaflet, questionnaire and an accompanying letter which explained how to get the full documentation. Option Papers, summary leaflets and questionnaires were distributed to all the libraries within the county, the 2 mobile libraries and the Council’s Info centres. The questionnaire could also be completed through the Council’s online ‘Have your say’ consultation pages and was available to download from the LDF pages on Herefordshire Council’s website;
- *Herefordshire Voice Survey* – Around 1100 summary leaflets and questionnaires were distributed to Herefordshire Voice. This is a citizen’s panel which is a sample in terms of gender, age, economic status and ward of Herefordshire’s residents which can provide a reliable cross-section of local views;
- *Roadshows* – Seven ‘Shaping our Place’ roadshows took place between 1 July and 23 July 2008 in High Town, Hereford, all five market towns and Ewyas Harold in the rural west. People were able to view the exhibition, pick up copies of the Developing Options paper, summary leaflet and questionnaire. Officers were also available to explain the Options further or answer any queries arising;
- *Exhibitions* – Two ‘Shaping our Place’ exhibitions were held at offices and canteens of large local employers in order to reach people who would usually be unavailable or unable to attend daytime roadshows and meetings. Planning Officers also attended the Edgar Street Grid Masterplan launch event on 8 July 2008 to answer

any queries regarding the links between the Core Strategy and the Masterplan and to publicise the Core Strategy consultation to all the delegates who attended the launch;

- *School Events* – In order to gain the views of younger people, workshops were undertaken in two local high schools, Whitecross High school (7 July 2008) and John Kyrle High school in Ross-on-Wye (17 June 2008);
- *Parish Council events* – Officers from the Forward Planning team gave a presentation to the Herefordshire Association of Local Councils (HALC). Presentations were also given during June to September to individual or groups of parish / town councils as requested. A number of presentations were also given at stakeholder and interest group meetings;
- *Posters* – As for the previous consultation, 250 posters were produced to advertise the roadshow events, the majority of these were distributed to each of the parish / town councils for them to place them on their parish notice boards. The remainder were placed in public buildings, such as the Info centres, libraries and shops;
- *Advert* – As with the Issues consultation a poster advert was produced for the Hereford Times, which appeared in the 26 June 2008 edition, this helped to advertise the roadshows. A similar advert appeared in the summer edition of Primary Times, which is a free 'What's on guide' distributed through primary schools to 16,000 Herefordshire families;
- *Press Notices* – An official public notice appeared in all local papers (Hereford Times, Hereford Journal, Ross Gazette, Malvern Gazette, Mid-Wales Journal) the week commencing 9 June 2008;
- *Radio Interview and Announcements* – Radio Wyvern broadcast a radio interview with the Forward Planning Strategic Team Leader during the week commencing 30 June 2008 to publicise the Developing Options consultation. Announcements also appeared on Radio Wyvern during the two weeks of the roadshow exhibition to publicise the events;
- *Herefordshire Matters* – The January to March 2008 edition included an article entitled 'Who's Shaping your Place 2026'. This reported on the issues consultation and how to find the initial findings. A middle page spread featuring the Core Strategy and the forthcoming consultation entitled 'Shaping our Place 2026' was included in the June – September 2008 edition of the magazine;
- *First Press / Service Update* – The July edition included an article entitled 'Shaping our Place 2026' to raise awareness of the Developing Options paper, the consultation and how to find additional information. Herefordshire Council's service update (March – May 2008) also included an update on the progress of the Core Strategy;
- *Press Releases* – a number of press releases were produced and sent to the local press to publicise the Developing Options consultation and the roadshow events. A press release was also provided to all parish / town councils to use it as an article within their parish magazines or publications.

Place Shaping Paper (18 January to 12 March 2010)

- 4.0 The options set out in the Developing Options paper were refined as a result of the consultation results, the continuing development of the evidence base and the emerging West Midlands Regional Spatial Strategy Revisions. The resulting document was the Place Shaping Paper and consultation upon this was undertaken from 18 January to 12 March 2010. In addition to a refined set of options the Place Shaping paper contained a vision for Herefordshire 2026 (the proposed plan period at this stage), 12 Strategic Objectives and the preferred Spatial Strategy for the county.
- 4.1 To assist in the development of the paper, a number of working groups and meetings were arranged to involve both internal and external expertise in specific policy areas. To update Herefordshire Council Members on the Place Shaping Paper, a Member seminar took place on 15 January 2010. A launch event was organised for invited stakeholders at The Kindle Centre, Hereford on the 18 January 2010. In addition, the following methods were used during the consultation:
- *Questionnaire* – stakeholders, parish councils, interest groups and individuals contained within the LDF database were sent copies of the summary leaflet, questionnaire, CD and an accompanying letter which explained how to get the full documentation. Packs of the Place Shaping Papers, summary leaflet, questionnaire, Sustainability Appraisal and Habitats Regulations Assessment were distributed to all the libraries within the county, the 2 mobile libraries and the Council's Info centres. The questionnaire could also be completed through the Council's online 'Have your say' consultation pages and was available to download from the LDF pages on Herefordshire Council's website;
 - *Short Questionnaire* – A questionnaire of 6 questions was used to help engage more members of the public into the consultation process. The short questionnaire had two questions similar to those found in the main questionnaire; the Hereford options and the direction of the relief road, the remainder of the questions were seeking opinions on how to improve and develop the county up to 2026 (the proposed plan period at this stage). This short questionnaire was available at all of the public events and roadshows, and it was included as part of the 'wrap-around' newspaper features;
 - *Roadshows* – Seven 'Shaping our Place' roadshows took place between 2 February and 24 February 2010 in High Town, Hereford, all five market towns and Ewyas Harold in the rural west. People were able to view the exhibition, pick up copies of the Place Shaping Paper, summary leaflet and questionnaire. Officers were also available to explain the Options further or answer any queries arising. At the Hereford Roadshow, in addition voting slips were used to allow the public the opportunity to comment on two questions specifically related to the relief road, in a simple and easy way, and submit them directly into a ballot box;
 - *Public Event* – An event was held in the Town Hall, Hereford on the 26 January which focussed specifically on the issues and options within Hereford. Also an evening public event was held at Aylestone Business and Enterprise College on 23 February 2010 which followed the same structure as the launch event, the voting slips were also used at this evening event;
 - *Business Exhibition and Breakfast Meetings* – A business exhibition was held at Evans Easyspace, Rotherwas on 4 February 2010, and a stand was manned at the Herefordshire Business Expo at Hereford Leisure Centre on 3 March 2010.

Business Breakfast meetings were held in Bromyard on 9 February 2010 and at Belmont Lodge on 26 February to brief members of the business community. A presentation was also made to the Herefordshire Business Partnership meeting on 14 January in advance of the main consultation event;

- *School Events* – In order to gain the views of younger people, workshops were undertaken in three local high schools, Bishop of Hereford's Bluecoat School, Hereford (24 February 2010), Kingstone High School (2 March 2010) and Queen Elizabeth Humanities College (3 March 2010). Students from Holme Lacy College were also consulted on 11 February 2010;
- *Parish Council Events and stakeholder / interest group meetings* – Officers from the Forward Planning Team attended 24 meetings held in the rural areas, largely at the parish council venues. These were evening meetings targeted at parish councillors and rural residents generally and organised on a ward-by-ward rather than individual parish council basis. A number of presentations were also given to stakeholder and interest group meetings such as the Hereford Civic Society, Country Landowners and Business Association; Herefordshire Environmental Partnership, National Farmers Union and Green Alliance / Transition;
- *Youth Project* – In order to engage with the 16-25 year olds across the county, Herefordshire Council Voluntary Youth Service organised various meetings and events at 11 locations across the county specifically targeted to this age group. The consultation process took the form of conversations with individuals and groups, with some participants being facilitated to work through a questionnaire, others filling in the questionnaire after open discussion around the questions and some taking the questionnaires away to fill out in their own time.
- *Posters* – 500 posters were produced to advertise the roadshow events, the majority of these were distributed to each of the parish / town councils for them to place on their parish notice boards. The remainder were placed in public buildings, such as the Information Centres, libraries and shops;
- *Advert* – As with the Issues and Developing Options consultation a poster advert was produced for the Hereford Times, this helped to advertise the roadshows. A similar advert appeared in the Primary Times, which is a free 'What's on guide' distributed through primary schools to 16,000 Herefordshire families. Furthermore a 'wrap around' front page advertisement was produced for the Hereford Journal and the Admag. This contained a two-sided, front and back page cover which detailed the consultation, highlighted the options, advertised the roadshows and contained a short questionnaire that could be returned either via the free post address or to the Information Centres or libraries;
- *Press Notices* – An official public notice appeared in the local papers (Hereford Times, Hereford Journal, Ross Gazette, Malvern Gazette, Mid-Wales Journal) the week commencing 11 January 2010;
- *Radio Interview and Announcements* – During the eight week consultation there was extensive radio coverage with local radio stations Radio Wyvern, BBC Hereford and Worcester and Sunshine radio; advertising the roadshows and other public events as well as giving details as to where to see the documents;
- *Herefordshire Matters* – The November 2009 edition included an article which advertised the forthcoming 'Place Shaping' consultation. The February – April 2010 edition of the Herefordshire Matters included a four-page article entitled 'Let's create a New Land of Opportunity Right Here in Herefordshire'. This reported on the

current 'Place Shaping' consultation and how to provide comments. There was also a short questionnaire available to cut out and send to the Freepost address.

- *First Press/Service Update* – The 26 January edition included an article entitled 'Take a few moments to shape the future of Herefordshire' to raise awareness of the Place Shaping paper.
- *Press Releases* – A number of press releases were produced and sent to the local press to publicise the Place Shaping consultation and roadshow events. A press release was also provided to all parish / town councils to use it as an article within their parish magazines or publications.

Preferred Options (July to November 2010)

- 5.0 In the second half of 2010 the options which had been consulted upon during the Place Shaping stage were further developed into a single set of preferred options for each place and policy topic area of the Core Strategy. These place and topic specific Preferred Options were the subject of targeted consultations.
- 5.1 The series of targeted consultations took place from July to November 2010. The first papers that were consulted upon include the preferred options for the rural areas, market towns – Bromyard, Ledbury and Ross-on-Wye, and a first tranche of general policies which included: Natural and built heritage assets; green infrastructure; movement; waste; minerals; employment; affordable housing; Gypsy and traveller sites; open space; sport and recreation and social and community infrastructure. This consultation period took place from 27 July – 20 September 2010. There was no preferred option paper for Kington and Leominster as the preferred option for these places had already been identified and consulted on with the publication of the Place Shaping paper.
- 5.2 The second round of targeted consultation incorporated the Hereford Preferred Option (27 September until 19 November 2010). A second tranche of General policies including policies on: the economy; sustainable strategic design; tourism; sustainable water management; renewable energy and infrastructure contributions were consulted upon from 11 October until 5 November 2010.
- 5.3 For each of the targeted consultations letters were sent out, along with a copy of the relevant preferred option document, to everybody who had responded and shown an interest to a particular section within the Place Shaping consultation. Copies of each of the Preferred Options document, summary leaflet and questionnaire were also distributed to Information Shops and libraries within the county. For each of the Preferred Option papers the question was asked 'Do you agree with this preferred option? If not, please explain which elements of the policy you do not agree with and why.' In addition, the following also took place throughout the targeted consultations:
- *Adverts* – Poster adverts detailing the consultation dates and advertising various public events were published within the Hereford Times, Hereford Journal and the Primary Times;
 - *Herefordshire Matters* – There was an article published in the November 2010 issue, entitled 'Your views on shaping Hereford';

- *Public Meetings / Parish Council Events* – There were 22 drop in / public meetings or parish council events organised over the consultation periods, in order to allow parish councillors and members of the public the opportunity to view and discuss through the Preferred Options with a member of the Forward Planning team. 19 of these meetings were concerned with the Hereford Preferred Option.

Revised Preferred Option (26 September 2011 and 28 November 2011)

- 6.0 Subsequently, as a result of the responses to the Preferred Option consultation, additional information commissioned for the evidence base and due to changes being made to the national planning system a number of revisions were proposed to the Preferred Options. These revisions were proposed in relation to revising the plan period, reducing overall housing numbers in the county, to the strategy for Hereford, housing numbers in Leominster, Ross and the rural areas and employment provision for Leominster. As a result of these changes it was considered appropriate to undertake a further consultation focussing upon the proposed changes.
- 6.1 The revised preferred option consultation took place between 26 September 2011 and 28 November 2011. Letters and a summary leaflet detailing the Revised Preferred Options were sent out to everyone on the LDF database on 23 September 2011, including parish and town councils, key stakeholders, interested parties and all those who have responded to previous consultations. Copies of the summary leaflet and letter were also distributed to all the Information Centres and libraries. In addition to this:
- *Adverts* – Poster adverts detailing the consultation dates and advertising were published within the Hereford Times, Hereford Journal, Ross Gazette, Ledbury Reporter, Malvern Gazette and the Mid-Wales journal on the week commencing 19 September 2011;
 - *Ward / Public Meetings and Drop In Events* – 33 evening events were held across the county during September, October and November 2011 largely based upon Herefordshire Council wards. The meetings consisted of a presentation to identify the overall changes to the Core Strategy and also a localised Ward presentation. Similar presentations were given to Hereford City and Town Councils. In addition, separate public meetings were held in Hereford (Whitecross School) and Ledbury, and a day-time drop in event held in Clehonger;
 - *Leaflets* – Around 900 leaflets were distributed to the Federation of Small Business for distribution with one of their newsletters and a number of Councillors requested copies of the leaflet to distribute locally;
 - *Herefordshire Matters* – An article was published in the August 2011 edition of Herefordshire Matters to advertise the forthcoming consultation and details of the Revised Preferred Option were incorporated in the November edition of Herefordshire Matters;
 - *Stakeholders / Interest Group Meetings* – In addition to the public and Ward based meetings further meetings were arranged with a number of stakeholder groups including Hereford City Forum, Hereford Futures and Registered Social Landlords through October 2011. A Stakeholder event was also held on the 5 October at the Kindle Centre, Hereford to inform the Stakeholders of the content of the Revised Preferred option and to allow for comments and discussion.

Overview and Scrutiny

18th June 2013

Budget Presentation



Budget Summary 2013/14

- There has been no change in the Council's net budget total of £150.296m.
- Funding unchanged as;

	£000
Revenue Support Grant	42,861
Locally retained rates	22,726
Rates 'top-up'	6,559
Council tax	78,911
Collection Fund deficit	(761)
Net Budget Requirement	150,296

KPMG Review Conclusions

- The treatment of the £3.8m grant had no impact on the overall net budget agreed by council in February
- Greater level of detail in budget papers to cabinet and council may have helped identify duplication
- High level control of 2013/14 Peoples Services budget evident
- Formal sign –off of Hoople Budget information required
- Lack of stability in senior management in Social Care may have had a historic impact on financial control
- Council took timely action to resolve issue and give assurance that budget soundly based

People's Budget Pressures Movement

	Original Mitigation	Review position	Mitigation Reinstated	Total before new schemes	New schemes	Public health	Revised shortfall in Peoples
	£000	£000	£000	£000	£000	£000	£000
Savings shortfall	4,215	3,511	(1,578)	1,933	(1,621)	(97)	215
New pressures	4,268	3,891		3,179	(604)		2,575
	8,483	7,402	(1,578)	5,112	(2,225)	(97)	2,790

Directorate Budget Control Totals 2013/14

	Cabinet report appendix £000	Root and Branch adjustment (1) £000	EHTS transfer (2) £000	Budget before revised savings £000	Budget reallocation (From)/To £000	Revised Budget £000
Corporate	19,766	(50)		19,716	(2,082)	17,634
People's	78,712		(1,261)	77,451	2,790	80,241
Places and Communities	36,533	50	1,261	37,844	(1,442)	36,402
Cross cutting savings to be allocated				0	(517)	(517)
Centrally held budgets	15,285			15,285	932	16,217
Surplus					319	319
	150,296	0	0	150,296	0	150,296
Notes						
1. Reallocation of safer and stronger targets between directorates						
2. The Environmental Health and Trading standards service has been moved from the People's Directorate to the Places and Communities Directorate						

Adult Social Care Budget Chronology (1)

- ASC budget presented in February based upon September client activity and expected growth.
- Included high level savings targets e.g. £2m to reduce high cost placements in mental health & LD.
- New interim AD's arrived January 2013, began to assess scale of change required.
- Two meetings with OSC in January to review ASC budgets prior to presentation of budget for sign off.
- The R&B report to Cabinet on 5th February summarised the unfinished R&B work and service transformation plans. The further development of these plans formed the basis of the zero based budget and detailed savings plans.
- Business Change Programme was developed through February / March shared through Chief Executive review.

Unfinished R&B Work Summary

(report to Cabinet 5th February)

Basis of Business Change Programme / Zero based budget approach to detailed savings schemes

- Bringing the Older People and Vulnerable Adults reviews together (merged to become ASC Business Change Programme) and addressing challenges of the Care and Support Bill
- Options Appraisal of alternative delivery model including mutual/social enterprise. Social Work practice, Local Authority Trading Company
- Recasting of services through new models of commissioning and joint commissioning
- Workforce Transformation utilising LEAN, Skill mix and integrated pathways
- Implementing market development strategy and maximising people centred approaches and preventable approaches

Adult Social Care Budget Chronology (2)

ZERO BASED BUDGET APPROACH (1)

- Built upon service redesign principles developed through Business Change Programme.
- Needed to reflect changes in client numbers to update accuracy of detailed client budgets. (February outturns indicated reductions in client numbers in some services)
- Used end of January actual client numbers as basis for updated budget.
- Service assumption that improvements in processes / controls would deliver zero net growth in client numbers in 13/14.
- All contracts reviewed and a number identified as due to end March 13 which could be stopped.

Adult Social Care Budget Chronology (3)

ZERO BASED BUDGET APPROACH (2)

- Detailed savings plans worked up in line with AD plans and themes for savings. These included:
 - Contract reductions / terminations
 - Service redesign (section 75 agreement with WVT)
 - Demand reductions (modelled by client group)
 - Cost of care reductions (modelled by client group)
 - Income generation (modelled by client group)
- End result that savings requirement increased in ASC by £1.144m (largely impact of full year effect of new packages from September to February)

Adult Social Care Budget Chronology (4)

- Early April began process of profiling updated budget and identified error with £3.8m LD grant.
- If identified in January then a further £3.8m of savings would have to have been identified at that point.
- Also began review of budget and flagged potential risks around delivery of some savings following the commencement of negotiations. Took a prudent view of saving achievable giving pressure flagged of £7.4m.
- Work immediately undertaken to mitigate risks identified through identification of additional savings opportunities within People's Services, and to recover savings flagged as at risk.
- Peoples Services have recovered internally all except £2.8m of £7.4m pressure.

MEETING:	GENERAL OVERVIEW AND SCRUTINY COMMITTEE
DATE:	18 JUNE 2013
TITLE OF REPORT:	COMMITTEE WORK PROGRAMME
REPORT BY:	HEAD OF GOVERNANCE & MONITORING OFFICER

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

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

6. Key Points Summary

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

6.2 At its meeting on 11 February 2013, the Committee agreed that the Chairman and Vice-Chairman should review the committee work programme with a view to recommending items for the next 6 months and priorities for the next 12 months for policy development. The Chairman and Vice-Chairman now meet on a regular basis to consider the programme and a revised programme is appended for consideration. Further meetings will be held to further develop the programme. Should Committee Members become aware of issues please discuss the matter with the Chairman, Vice-Chairman and the Scrutiny Officer.

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 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 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 and 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 Appendix A: Draft Work Programme

17.2 Appendix B: Task and Finish Reviews - Progress Report

17.3 Appendix C: Executive Rolling Programme (as at the time of going to print).

18. Background Papers

18.1 None identified.

GENERAL OVERVIEW AND SCRUTINY COMMITTEE

ITEMS IDENTIFIED FOR INCLUSION IN THE WORK PROGRAMME

DRAFT WORK PROGRAMME

Monday 8 July 2013 at 10.00am	
Music Service	Agreed in July 2011 to review after 2 years. To receive an update on how the service is performing since the reconfiguration of the Service in 2011 including accessibility to the service; peripatetic links to the schools and school results.
Budget Monitoring	To consider the Executives response to the Council's budget position.
Implications for Scrutiny Following the Francis Inquiry Report	To consider the implications for scrutiny following the Francis Inquiry Report - Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry.
Housing Allocation Policy - Task & Finish Group	To consider the Executive response and Action Plan arising from the Housing Allocation Policy - Task & Finish Group.
Tuesday 3 September 2013 at 5.00pm	
Waste Contract Update	To receive an update on the Waste Contract prior to consideration by Cabinet
Monday 7 October 2013 at 10.00am	
Root and Branch Reviews - Update	To receive an update and consider progress as it relates to this Committee.
Task & Finish – Income & Charging - Projected Additional Income	O&SC 19 March 2012 added to the T&F Report that a report be made in October 2013 setting out how much of the projected additional income had been achieved and reviewing the intended and unintended consequences of new/additional charges.
Monday 11 November 2013 at 10.00am	
Monday 9 December 2013 at 10.00am	
School Examination Performance	To consider the examination performance in Herefordshire Schools.

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

Corporate Delivery Plan and Performance Monitoring
Performance Report on Hoople
Performance Report on Waste Management
Broadband
Document Control and Information, including the website
CIL
Financial Inclusion Strategy

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.

Task and Finish Reviews - Progress Report

General Overview & Scrutiny Committee

REVIEWS IDENTIFIED FOR FEASIBILITY STUDY	
Proposed Review	Status
Free Schools	The Chairman has requested information concerning free schools and will decide whether a review is required. The Chairman continues to monitor the situation.
Legal Services	Feasibility Study complete. Scoping to be confirmed. 25.3.13 Chairman, Vice Chairman and Cllr Brig P Jones CBE met with Corporate Statutory Services Manager and officers to discuss possible issues for a review. Having discussed concerns and heard how the Legal Service is now on a more business footing and that measures are now in place to monitor budgets and cases it has been decided not to undertake a Task & Finish Review. The Committee on 8 April requested that a similar follow up meeting be held in 3 months to ensure that progress was being made.
Governance & Management of Joint Ventures/Partnering Arrangements	Feasibility Study complete. Scoping to be confirmed. The Scrutiny Officer is in discussion with relevant officers regarding a future substantial item for Committee regarding the commissioning of services. 13 May 2013 - the Chairman reported that he was considering a possible all member seminar on the issue.
Accommodation Strategy	Feasibility Study complete. Scoping to be confirmed.
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. The Chairman and Cllr GR Swinford are considering the scope for a possible review prior to seeking information from the Cultural Services Manager. The Scrutiny Officer is working up a scoping statement for consideration.

Review the Council's Communication Policy	This review was suggested at the Committee on 10 December 2012. 13 May 2013 - The Chairman is considering a number of potential themes for including in a possible review of the policy.
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)	<p>The Committee on 10 December decided to undertake a further short review to investigate a number of concerns arising from the update.</p> <p>The Chairman of the Committee has sought further information on the Proactis system which was identified at the December meeting as being of concern and he will then decide whether the concerns are still warranted or whether to reform the T&F Group.</p> <p>14 February 2013 - The Chairman together with Cllr AM Atkinson and Cllr GA Powell met with the Head of Commercial Services on 14 February. While they were disappointed that the recommendations arising from the review had not been progressed they appreciated the current problems in attracting staff to key posts in the Commercial Services Team. Having been appraised of the position concerning Proactis System the current concerns were allayed. Members will receive a further update in 3 months' time.</p> <p>Arising out of the meeting the Chairman has requested background information on how the Council is attracting personnel to key posts needed to drive forward the Council's savings and improvements across the Council.</p>
Council's IT Strategy and Systems	<p>Item identified at 1 February 2013. Initial feasibility work underway.</p> <p>The Scrutiny Officer is liaising with senior officers to undertake further work on the feasibility study.</p>
Digital Strategy	Following initial discussions with key officers the Vice-Chairman and the Scrutiny Officer are considering a range of options for undertaking a review. A draft scoping statement for a review is currently being developed.

REVIEWS IN PROGRESS		
Review	Meetings	Comment
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.
	6/2/13	The T&F Group met on 6 February to receive an update and consider the further work needed to fulfill its terms of reference.
	18/3/13	Discussion held with relevant Cabinet Members. Consideration now being given to possible findings from the review.
	22/5/13	The Chairman of the Review met with the Director for Places and Communities and the Assistant Director Economic, Environment & Cultural Services to discuss a revised timetable for the review and resources. The Review Group will be reconvening during the week commencing 24 June 2013.
REVIEWS COMPLETED AND AWAITING RESPONSE FROM THE EXECUTIVE		
Review	Comment	
Housing Allocation Policy Task & Finish Group Report	The findings from the review were agreed at the Scrutiny Committee on 13 May 2013 and have been passed to the Executive for their response and action plan. It is hoped that the response will be available and reported to this Committee on 8 July.	
REVIEWS COMPLETED AND SUBJECT TO MONITORING OF THE EXECUTIVE ACTION PLAN		
Review	Comment	
	None currently in this section.	

Executive Rolling Programme: June 2013

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
CABINET	13/06/13 Additional Meeting	<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key 	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 them to manage their housing registers which better reflects local demand, whilst still protecting the most vulnerable.	Places and Communities / Richard Gabb
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		Corporate Services / Jenny Lewis
CABINET Portfolio – CM CS	20/06/13	Non Key	2012/13 Year end report (Performance)		Corporate Services / Jenny Lewis
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.	

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS – JUNE 2013			
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO: A&G Committee Cabinet Council
18 June 2013	Local Development Framework	To consider the results of the LDF consultation prior to consideration by Cabinet	

HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE ITEMS – JUNE 2013			
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO: A&G Committee Cabinet Council
7 June 2013	Wye Valley Trust (tbc)	To consider the Quality Accounts	
7 June 2013	Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.	
7 June 2013	Work Programme	To consider the Committees Work Programme	

Executive Rolling Programme: July 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 Portfolio	4/7/13	B&PF *decision of Council - July requires 28 day notice	Local Development Framework	To consider the revised LDF for adoption by Council	Places and Communities / Yvonne Coleman
Audit & Governance Committee	5/7/13	N/A	Annual Audit Fee Letter and Plan		Corporate Services / David Powell
Audit & Governance	5/7/13	N/A	Annual Governance		Corporate Services /

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
Committee			Statement		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
Audit & Governance Committee	5/7/13	N/A	Amendments to the Planning Code		
CM	12/7/13	Non Key Non Key	Halo Prudential Borrowing for Purchase of Air Handling Units for Ledbury Swimming Pool	To approve the allocation of Capital Expenditure funded by prudential borrowing for the purchase of Air Handling Units for Ledbury Swimming Pool	Places and Communities / Mick Ligema
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

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
CABINET Portfolio – CM FM	25/7/13	<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key 	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
CABINET	25/7/13	KEY	Post 16 Learners with Learning Difficulties & Disabilities (LLDD) Review		People's Services
CABINET	25/7/13	KEY	Next Stage Integration – Wye Valley		People's Services
CABINET	25/7/13	KEY	Short breaks and Respite Procurement		People's Services / Philippa Granthier
CABINET	25/07/13	KEY	Community Support Services / Domiciliary Care Element	To set out procurement approach and timeframes for a decision on whether to extend domiciliary care contracts or to procure within the current timeframes of contracts due to expire Oct 2013 To provide cabinet with options for models of domiciliary care provision for a decision which model to procure.	People's Services David Powell Wayne Weisby
CABINET	25/7/13	KEY	Herefordshire County Network Renewal (PSN)	To outline options for Network renewal including Public Sector Network Options. To request authority to the AD with the delegated function for ICT to approve West Midlands PSN Option	Corporate Services / Jenny Lewis / Dominic Latham
Cabinet Member	25/7/13	Non Key	Charging Proposals for School Transport		People's Services / Jenni Hicks
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

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS – JULY 2013				
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
8 July 2013	Music Service	Agreed in July 2011 to review after 2 years. To receive an update on how the service is performing since the reconfiguration of the Service in 2011 including accessibility to the service; peripatetic links to the schools and school results.		
8 July 2013	Budget Monitoring	To consider the Executives response to the Council's budget position.		
8 July 2013	Implications for Scrutiny following the Francis Inquiry Report	To consider the implications for scrutiny following the Francis Inquiry Report – Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry.		

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

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			

Executive Rolling Programme: September 2013

Final Decision Maker	Meeting / Decision Date	Issue Type:	Report Title	Purpose	Directorate and Lead Officer
CABINET Portfolio CM MC	September 2013	<ul style="list-style-type: none"> • KEY • Budget & Policy Framework Item (B&PF) • Non Key KEY	Waste Contract		Places & Communities / Andy Tector
Audit & Governance Committee	6/9/13	N/A	Counter-fraud and Corruption Policies – Biennial Review		Corporate Services / David Powell
Audit & Governance Committee	6/9/13	N/A	Whistle Blowing Policy – Biennial Review		Corporate Services / David Powell
CABINET Portfolio – CM FM	19/09/13	Non Key	Budget Monitoring Report	To report the financial position for both Revenue and Capital.	Corporate Services / David Powell
CABINET Portfolio -	19/09/13	Non Key	Local Account	To approve the Local Account relating to Adult Social Care Performance.	Corporate Services / David Powell
Council	27/9/13				

GENERAL OVERVIEW AND SCRUTINY COMMITTEE ITEMS – SEPTEMBER 2013				
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
3 September 2013	Waste Contract update	To receive an update on the Waste Contract prior to consideration by Cabinet		

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

