

# HEREFORDSHIRE COUNCIL FORWARD PLAN



This document, known as the Forward Plan, sets out the decisions which are expected to be taken during the period covered by the Plan by either Cabinet as a whole, or by individual Cabinet Members. The Plan is updated regularly and is available on the Herefordshire Council website ([www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)) and from Council Offices. This edition supersedes all previous editions.

The council must give at least 28 days' notice of key decisions to be taken. A key decision is one which results in the council incurring expenditure or making savings of £500,000 or more, and/or is likely to be significant in terms of the strategic nature of the decision or its impact, for better or worse, on the amenity of the community or quality of service provided by the council to a significant number of people living or working in the locality affected.

**Current cabinet members are listed below.** For more information and links papers for Cabinet meetings please visit <https://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251>

Councillor Jonathan Lester	Corporate Strategy and Budget (Leader of the Council)
Councillor Elissa Swinglehurst	Environment (Deputy Leader of the Council)
Councillor Carole Gandy	Adults, Health and Wellbeing
Councillor Ivan Powell	Children and Young People
Councillor Harry Bramer	Community Services and Assets
Councillor Graham Biggs	Economy and Growth
Councillor Pete Stoddart	Finance and Corporate Services
Councillor Barry Durkin	Roads and Regulatory Services
Councillor Philip Price	Transport and Infrastructure

Documents submitted in relation to each decision will be a formal report, which may include one or more appendices. Reports will usually be made available on the council website at least 5 clear working days before the date of the decision. Occasionally it will be necessary to exempt part or all of a decision report from publication due to the nature of the decision, for example if it relates to the commercial or business affairs of the council. Other documents may be submitted in advance of the decision being taken and will also be published on the website unless exempt.

To request a copy of a decision report or related documents please contact [governancesupportteam@herefordshire.gov.uk](mailto:governancesupportteam@herefordshire.gov.uk) or telephone 01432 261699.

The following information is provided for each entry in the Forward Plan:

<b>Heading</b>	<b>Contains</b>
<b>Report title and purpose</b>	A summary of the proposal
<b>Decision Maker and Due date</b>	Who will take the decision and the date the decision is expected to be made
<b>Lead cabinet member and officer contact(s)</b>	The cabinet member with responsibility for this decision and the officers producing the decision report.
<b>Directorate</b>	The directorate of the council responsible for the decision.
<b>Date uploaded onto plan</b>	The date the decision was first uploaded and the notice period started for key decisions.
<b>Decision type, exemptions and urgency</b>	Whether the decision is a Key or Non-Key decision, if the report is expected to be fully open, partly exempt or fully exempt and if urgency procedures are being followed.

Decisions to be taken by Cabinet at a formal meeting are listed first, ordered by date, and include both Key and Non-Key decisions. Decisions to be taken by individual Cabinet Members are then listed, grouped by portfolio area and sorted by date. These include Key decisions only.

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
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**Cabinet decisions by date (Key and Non-key listed)**

<b>2025/26 Draft Budget- Revenue</b>	Cabinet 13 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk Tel: 01432 383775</small>	Corporate Support Centre	13 December 2024	<b>KEY</b>
<b>2025/26 Draft Capital Investment Budget and Capital Strategy Update</b>	Cabinet 13 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk Tel: 01432 383775</small>	Corporate Support Centre	13 December 2024	<b>KEY</b>

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>2025/26 Budget, Medium Term Financial and Treasury Management Strategy</b>	Cabinet 23 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk            Tel: 01432 383775</small>	Corporate Support Centre	13 December 2024	<b>KEY</b> Open
<b>2025/26 Capital Investment Budget and Capital Strategy Update</b>	Cabinet 23 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk            Tel: 01432 383775</small>	Corporate Support Centre	13 December 2024	<b>KEY</b> Open
<b>2025/26 Council Tax Reduction Scheme</b> To recommend to Council the 2025/26 local Council Tax Reduction (CTR) scheme	Cabinet 23 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk            Tel: 01432 383775</small>	Corporate Support Centre	NEW ITEM	<b>KEY</b> Open

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<p><b>Annual review of Earmarked Reserves – 2024/25</b> To note and review the earmarked reserves held by the council.</p>	<p>Cabinet 23 January 2025</p>	<p>Cabinet member finance and corporate services  Rachael Sanders, Director of Finance  Rachael.sanders@herefordshire.gov.uk Tel: 01432 383775</p>	<p>Corporate Support Centre</p>	<p>13 December 2024</p>	<p><b>Non Key</b> Open</p>
<p><b>Herefordshire and Worcestershire Group Training Association Ltd (HWGTA) Investment Partnership Model</b> To develop a business case outlining options for a preferred investment model and;  to approve the preferred investment model option for the HWGTA Ltd and Herefordshire Council partnership to enable the development of a vocational centre of excellence on Skylon Park.</p>	<p>Cabinet 27 February 2025</p>	<p>Cabinet member community services and assets  Joni Hughes, Head of Chief Executive's Office, Gabriela Singh, Project Manager  Joni.Hughes@herefordshire.gov.uk, Gabriella.Singh@herefordshire.gov.uk Tel: 01432 260598, Tel: 01432 260375</p>	<p>Corporate Support Centre</p>	<p>13 December 2024</p>	<p><b>KEY</b> Open</p>

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<p><b>Q3 Performance Report</b> To report to Cabinet the quarterly performance updates for across the council.</p>	<p>Cabinet 27 February 2025</p>	<p>Cabinet member finance and corporate services</p> <p>Jessica Karia, Head of Corporate Performance and Intelligence jessica.karia@herefordshire.gov.uk Tel: 01432 260976</p>	<p>Corporate Support Centre</p>	<p>13 December 2024</p>	<p><b>Non Key</b> Open</p>
<p><b>Delivery Plan 2025-26</b> To approve the council's Delivery Plan 2025-26. Cabinet is required to produce a delivery plan which sets out how the strategic priorities within the Herefordshire Council Plan will be delivered and monitored.</p>	<p>Cabinet 27 March 2025</p>	<p>Cabinet member corporate strategy and budget</p> <p>Michelle Price, Project manager, Helun Sandifort, Project Manager, Rosie Thomas-Easton, Director of Strategy and Transformation michelleprice@herefordshire.gov.uk, Helun.Sandifort@herefordshire.gov.uk, rosie.thomas-easton@herefordshire.gov.uk Tel: 01432 383778, ,</p>	<p>Corporate Support Centre</p>	<p>13 December 2024</p>	<p><b>KEY</b> Open</p>

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<p><b>New care facility</b> To consider and agree the business case to invest in and develop the council's own care facility in Herefordshire to meet future demand</p>	<p>Cabinet 24 April 2025</p>	<p>Cabinet member adults, health and wellbeing</p> <p>Hilary Hall, Corporate Director Community Wellbeing, Hayley Doyle, Service Director - All Age Commissioning</p> <p>Hilary.Hall@herefordshire.gov.uk, Hayley.Doyle@herefordshire.gov.uk Tel: 01432 260832</p>	<p>Community Wellbeing</p>	<p>13 December 2024</p>	<p><b>KEY</b></p>
<p><b>Cabinet Member Decisions (Key decisions only)</b></p>					
<p><b>Portfolio: adults, health and wellbeing</b></p>					
<p><b>Portfolio: children and young people</b></p>					

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<p><b>Herefordshire's co-ordinated school admissions arrangements 2026/2027</b></p> <p>To approve Herefordshire Council's proposed admissions arrangements for the academic year 2026/2027</p> <p>The proposed arrangements comply with the current School Admissions Code which came into force on 1 September 2021. The recommendation applies to admission arrangements determined in 2024 for admission in school year 2026/2027 for those schools in Herefordshire for whom the council is the admissions authority.</p> <p>In 2022 some minor clarification changes were made to the arrangements previously published on the council's website to bring the admissions arrangements in line with the updated code. These updates did not require consultation as they were required by the code itself.</p>	<p>Cabinet member children and young people</p> <p>14 February 2025</p>	<p>Cabinet member children and young people</p> <p>Louise Tanner, Admissions and 14 to 19 curriculum manager</p> <p><small>Louise.Tanner@herefordshire.gov.uk Tel: 01432383333</small></p>	<p>Children and Young People</p>	<p>13 December 2024</p>	<p><b>Non Key</b></p> <p>Open</p>
<p><b>Schools Budget 2025/26</b></p> <p>To approve school forum's recommended budget proposals for school budgets, central school services and early years within the Dedicated Schools Grant (DSG) for 2025/26</p>	<p>Cabinet member children and young people</p> <p>14 February 2025</p>	<p>Cabinet member children and young people</p> <p>Clare Bellis-powley, Senior Finance Business Partner</p> <p><small>clare.bellis-powley@herefordshire.gov.uk</small></p>	<p>Children and Young People</p>	<p>13 December 2024</p>	<p><b>KEY</b></p> <p>Open</p>



Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<p><b>High Needs Budget 2025/26</b> To approve the Dedicated Schools Grant (DSG) high needs budget for 2024/25 as recommended by Schools Forum.</p>	<p>Cabinet member children and young people 28 March 2025</p>	<p>Cabinet member children and young people  Clare Bellis-powley, Senior Finance Business Partner <small>clare.bellis-powley@herefordshire.gov.uk</small></p>	<p>Children and Young People</p>	<p>13 December 2024</p>	<p><b>KEY</b> Open</p>
<p><b>Portfolio: community services and assets</b></p>					
<p><b>Student Accommodation Update and Recommendations (amendment to non key due to there being no further financial implications that exceed £500k)</b> To update Cabinet Member on the progress and budget for the project</p>	<p>Cabinet member community services and assets 31 January 2025</p>	<p>Cabinet member community services and assets  Joni Hughes, Head of Chief Executive's Office, Susan White, Programme Manager <small>Joni.Hughes@herefordshire.gov.uk, Susan.White2@herefordshire.gov.uk Tel: 01432 260598, Tel: 01432 260070</small></p>	<p>Economy and Environment</p>	<p>13 December 2024</p>	<p><b>Non Key</b> Open</p>
<p><b>Portfolio: economy and growth</b></p>					

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<p><b>UKSPF Allocation 2025/2026</b> To accept and spend Herefordshire's UKSPF allocation for 2025/26, totalling £2,172,966, made up of £401,198 capital and £1,771,768 revenue.</p>	<p>Cabinet member economy and growth Before 8 March 2025</p>	<p>Cabinet member economy and growth  Nadine Kinsey, Economic Development Officer <a href="mailto:nkinsey@herefordshire.gov.uk">nkinsey@herefordshire.gov.uk</a></p>	<p>Economy and Environment</p>	<p>NEW ITEM</p>	<p><b>KEY</b> Open</p>
<p><b>Portfolio: environment</b></p>					
<p><b>Executive response to recommendations made by the Environment and Sustainability Scrutiny Committee regarding the Nutrient Management Board and to the Motion regarding Cabinet Commission on Phosphates</b> Executive response to recommendations made by the Environment and Sustainability Scrutiny Committee regarding the Nutrient Management Board and to the Motion regarding Cabinet Commission on Phosphates</p>	<p>Cabinet member environment 23 December 2024</p>	<p>Cabinet member environment  Elizabeth Duberley, Phosphate Mitigation Lead <a href="mailto:Elizabeth.Duberley@herefordshire.gov.uk">Elizabeth.Duberley@herefordshire.gov.uk</a></p>	<p>Economy and Environment</p>	<p>13 December 2024</p>	<p><b>Non Key</b> Open</p>

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<p><b>River Restoration</b> To draw down funding from the Cabinet Commission for the delivery of river restoration projects.</p>	<p>Cabinet member environment 20 January 2025</p>	<p>Cabinet member environment  Elizabeth Duberley, Phosphate Mitigation Lead <small>Elizabeth.Duberley@herefordshire.gov.uk</small></p>	<p>Economy and Environment</p>	<p>13 December 2024</p>	<p><b>Non Key</b> Open</p>
<p><b>Warm Homes: Local Grant</b> We are seeking approval to apply for and spend funding under the new Warm Homes: Local Grant funding scheme</p>	<p>Cabinet member environment 31 January 2025</p>	<p>Cabinet member environment  Bernadette Muldowney, Programme Management Office <small>Bernadette.Muldowney@herefordshire.gov.uk</small></p>	<p>Economy and Environment</p>	<p>13 December 2024</p>	<p><b>KEY</b> Open</p>
<p><b>Portfolio: finance and corporate services</b></p>					
<p><b>Portfolio: roads and regulatory services</b></p>					

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<p><b>Public Realm Services Annual Plan 2025 - 2026</b> To confirm the Annual Plan 2025/26 for the Public Realm Services contract with Balfour Beatty Living Places (BBLP).</p>	<p>Cabinet member roads and regulatory services 24 January 2025</p>	<p>Cabinet member roads and regulatory services  Dave Martin, Interim Commissioning Manager <small>Dave.Martin@herefordshire.gov.uk Tel: 01432 260285</small></p>	<p>Economy and Environment</p>	<p>13 December 2024</p>	<p><b>KEY</b> Open</p>
<p><b>Portfolio: transport and infrastructure</b></p>					