











Executive Rolling Programme – INTERNAL WORKING DOCUMENT


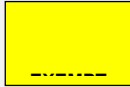

November 2012

FINAL DECISION MAKER AND WHETHER KEY DECISION	MEETING / BRIEFING DATE Cabinet Council Committee Cabinet Member Briefing OSC or HOSC Leadership Team Leaders Briefing	REPORT TITLE	PURPOSE	STATUTORY NOTICE FINAL PUBLICATION DATES		REPORT DEADLINE	AGENDA PUBLICATION / DESPATCH - OR - CABINET MEMBER KEY DECISION – O&SC START OF 5 DAY REPORT NOTICE PERIOD	DIRECTOR AND LEAD OFFICER
				 28 clear days' notice required	 28 clear days' notice required AND 5 clear days' notice of reasons required			
A&G 12/11/12								
A&G 12/11/12		Work Programme 2012/13		N/A		26/10/12	2/11/12	Daren Gilbert
A&G 12/11/12		Annual accounts action plan		N/A		26/10/12	2/11/12	DCE/ CO F&C / Heather Foster?
A&G 12/11/12		Monitoring Officer's annual report		N/A		26/10/12	2/11/12	DCE/MO
A&G 12/11/12		The role of SMT in relation to the constitution		N/A		26/10/12	2/11/12	DCE/MO
A&G 12/11/12		Changes to the constitution		N/A		26/10/12	2/11/12	DCE/John Jones
A&G 12/11/12		Health and safety		N/A		26/10/12	2/11/12	DCE/Erica Hermon
A&G 12/11/12		Standards Panel Report		N/A		26/10/12	2/11/12	DCE/John Jones
CABINET MEMBER								
CABINET MEMBER 15/11/12	Cabinet Member Education & Infrastructure Decision 31/10/12 HPSLT 16/10/12 LB 25/10/12	Schools funding	Schools funding/ SEN funding consultation. This schools consultation will take place from mid-September to mid-October. Response to DforE consultation on national funding formula.	N/A		30/10/12	N/A	DforPS / Malcolm Green
CABINET 15/11/12								




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CABINET 15/11/12	Cabinet 15/11/12 HPSLT 22/10/12 LB 01/11/12	ICPR	2 nd Quarter report	N/A		01/11/12	07/11/12	DCX/Jenny Lewis
CABINET 15/11/12	Cabinet 15/11/12	Council Tax Discount Scheme	Council Tax Benefit (CTB) is being abolished 1/4/13 and this is to agree a local scheme to replace CTB.	N/A		01/11/12	07/11/12	DCE/CO F&C
CABINET MEMBER								
CABINET MEMBER 15/11/12	Cabinet Member Corporate Services 15/11/12	West Mercia Supplies Entered on RP 12/10/12	To ask Cabinet to terminate the existing agreement with WMS	N/A		01/11/12	07/11/12	DCE/David Powell
CABINET MEMBER 15/11/12	Cabinet Member Education & Infrastructure 15/11/2 HPSLT Briefing – by circulated report 29/10/12 CM Briefing – 01/11/12 LB – by circulated report 02/11/12	Holme Lacy Primary school – Determination of proposal to discontinue	To consider a report on responses to the Statutory Notice to discontinue Holme Lacy Primary School and to determine if the school should close with effect from 31 December 2012.	N/A		14 November 2012	N/A	DforPS / DforP&C Rob Reid
CABINET MEMBER								
 CABINET MEMBER 22/11/12	Cabinet Member Corporate Services Key Decision 14/11/12	Accommodation Programme – funding for technology and associated support	To seek approval to use part of the existing accommodation-related capital expenditure budget for the implementation of a corporate records management system. The corporate records management systems is a key enabler to delivering the reduced accommodation programme through the Better Ways of Working programme	04/10/12		14/11/12	15/11/12	DCE/ David Powell



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 CABINET MEMBER 22/11/12	Cabinet Member Corporate Services Key Decision 14/11/12	Approval to progress with revised schemes for Plough Lane and Civic Hub as part of the accommodation strategy programme	To approve the revised and reduced refurbishment schemes for Plough Lane and Civic Hub as part of the accommodation strategy programme.	04/10/12		14/11/12	15/11/12	DCE/ David Powell
CABINET MEMBER 22/11/12	Cabinet Member Environment Housing & Planning LB 6/9/12	Disposal of Wilson Brook Cottages, Glewstone and the Retention of the Clawback by Herefordshire Housing Ltd	To seek cabinet member approval for Herefordshire Housing Ltd (HHL) to retain a proportion of the claw-back from the sale of 3 properties known as Wilson Brook Cottages, Glewstone Ross on Wye following disposal on the open market.	N/A		21/11/12	N/A	DCE/CO F&C/ Richard Gabb
CABINET MEMBER 22/11/12	Cabinet Member Environment Housing & Planning HPSLT 4/9/12 LB 6/9/12	The Vortex, Newton Farm, Hereford	To endorse the disposal of an undesignated piece of land known as the Vortex at Newton Farm, Hereford currently in the ownership of the Local Authority to Herefordshire Housing Ltd, to assist in facilitating the wider regeneration of the site known as the Oval.	N/A		21/11/12	N/A	DCE/CO F&C/ Jane Thomas
OFFICER DECISION								
Officer Decision 22/11/12	Director of Corporate Services	Approval to let contracts for accommodation strategy component schemes through West Midlands contractor network	To seek approval to let those construction contracts associated with the accommodation strategy component schemes through the west midlands contractor framework					DCX/ David Powell

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COUNCIL 23/11/12								
COUNCIL 23/11/12 B&PF item	Council 23/11/12 HPSLT 02/10/12 LB 04/10/12 Joint HPSLT & LB 08/10/12	Corporate Plan Listed for October Cabinet and November Council to fit in with the budget process.)	To receive the report and recommendations from Cabinet to recommend the Corporate Plan (to Council. The Corporate Plan is one of a suite of plans and strategies that form the Council's Budget & Policy Framework. It incorporates the organisation's vision and priorities, and outlines a number of outcomes to be pursued to realise those priorities. It is supported by a delivery plan which provides the milestones and targets against which performance is reported.			09/11/12	15/11/12	DCE/Jenny Lewis
COUNCIL 23/11/12	Council 23/11/12	Council Tax Discount Scheme	Council Tax Benefit (CTB) is being abolished 1/4/13 and this is to agree a local scheme to replace CTB.			09/11/12	15/11/12	DCE/CO F&C
COUNCIL 23/11/12	Council 23/11/12	Independent Remuneration Panel entered on RP 15/08/12	To receive a report from the IRP on Town and Parish Cllr allowances & aspects of Members' allowances.	N/A		09/11/12	15/11/12	DCE/Tim Brown
COUNCIL 23/11/12	Council 23/11/12	Constitution updates	To receive the recommendations of the A&G cttee. (May be held over to next meeting.)			09/11/12	15/11/12	DCE/ MO
COUNCIL 23/11/12	Council 23/11/12	Employment Panel Report	To receive an exempt report and recommendations from the Employment Panel (exempt part 1&2)			09/11/12	15/11/12	
COUNCIL 23/11/12	Council 23/11/12	Audit and Governance Committee - Standards Panel	To receive a report from the Audit and Governance Committee on the outcomes of the Standards Panel meeting held on 2 November.			09/11/12	15/11/12	DCE/ MO / John Jones
COUNCIL 23/11/12	Council 23/11/12	Future Dates	To receive a report confirming the dates of Council up to May Annual Council. To agree a date for a special meeting of council in January 2013.			09/11/12	15/11/12	DCE/ MO / John Jones






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OFFICER DECISION								
OFFICER DECISION		The Planning Application Process – Notification to Parish Councillors	To establish the operating procedure with respect to how the Council undertakes the notification of planning applications to Parish Councils.	N/A		N/A	N/A	DforP&C / Mike Willmont
OFFICER DECISION		Planning Application Neighbour Notification	To review the operation of the requirement to undertake the neighbour notification on planning applications	N/A		N/A	N/A	DforP&C / Mike Willmont
OFFICER DECISION		Planning Applications Requirements	To set out a project plan for the review of the Council's Planning Application Requirements	N/A		N/A	N/A	DforP&C / Mike Willmont
OFFICER DECISION		Pre-Application Advice Charging	To review and revise the operation of the service	N/A		N/A	N/A	DforP&C / Mike Willmont
CABINET MEMBER								
 CABINET MEMBER 29/11/12	Cabinet Member Health & Wellbeing Key Decision 29/11/12	Procurement of Telecare	To seek approval of the procurement of a remodelled and re-managed telecare service.	Notice published 04/09/12		24/09/12 20/10/12	24/09/12 22/10/12	DforPS Chris Baird
CABINET MEMBER	Cabinet Member Environment Housing & Planning Decision date? CM November HPSLT 06/11/12 LB 08/11/12	Tenancy Strategy		N/A		At least one working day before Decision due to be taken	N/A	Lead Officer?

DECEMBER 2012



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CABINET MEMBER							
CABINET MEMBER December 2012	Cabinet Member Education & Infrastructure Decision December 2012 CM Briefing 23/8/12 HPSLT 4/9/12 LB 20/9/12	Community Infrastructure Levy Date entered on RP 5/09/12	To endorse the schedule of infrastructure schemes identified in the Infrastructure Delivery Plan which informs the Community Infrastructure Levy charging schedule and, approve the Council's prioritisation approach to the delivery of those schemes	N/A	At least one working day before Decision due to be taken	N/A	DforP&C / Andrew Ashcroft / Yvonne Coleman
A&G COMMITTEE 5/12/12							
A&G 5/12/12				N/A	21 November 2012	27 November 2012	
CABINET 13/12/12							
CABINET 13/12/12 	Cabinet 13/12/12	The Waste Contract Issue	To consider future options for Waste Contract Entered on RP 5/10/12	06/11/12 (General Exception – Notice was due to be published 2/11/12)	29/11/12	05/12/12	DforP&C/Andy Tector
CABINET 13/12/12	CMB 29/10/12 HPSLT 06/11/12 LB (policy session) – 08/11/12 LB (sign off) – 22/11/12	Major Scheme Funding	Major Scheme Funding Devolution and the establishment of the Local Transport Body across Herefordshire, Shropshire and Telford local authorities		29/11/12	05/12/12	
OFFICER DECISION							
OFFICER		Deployment of	To brief Peoples Services Directorate	N/A		N/A	DforPS

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DECISION 26/12/12		Home to School Transport Escorts	Leadership Team on the options regarding the deployment of Home to School Escorts.				




JANUARY 2013




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CABINET 17/01/13								
CABINET 17/01/13 <i>Remove (19/10/12) decision to be taken spring 2013</i>	Cabinet Jan/Feb 13 HPSLT 17/07/12 & 11/12/12 LB 20/12/12	Small Schools Policy	Consultation document to be sent out to schools.	N/A		3 January 2013	9 January 2013	DforPS and Rob Reid
CABINET 17/01/13 B&PF item = 		Medium Term Financial Strategy		04/12/12		03/01/13	09/01/13	DCE/ CO F&C
CABINET 17/01/13 	Cabinet 17/01/13 LT – 04/12/12 LB – 13/12/12	Public Health Annual Report	To receive the annual Public Health report	04/12/12		03/01/13	09/01/13	DofPH
CABINET 17/01/13 B&PF item = 		Local Transport Plan		04/12/12		03/01/13	09/01/13	DforP&C / Richard Ball
A&G 18/1/13								
A&G 18/1/13				N/A		4 January 2013	10 January 2013	

FEBRUARY 2013



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COUNCIL 18/02/13								
COUNCIL 18/02/12 B&PF item =		Medium Term Financial Strategy including Pay Policy Statement		08/01/13		04/02/13	08/02/13	
A&G 19/2/13								
A&G 19/2/13				N/A		5 February 2013	11 February 2013	
CABINET 21/02/13								
CABINET 21/2/13	Cabinet 21/02/13 HPSLT 22/01/13 LB 31/01/13	ICPR	Third Quarter report	N/A		7 February 2013	13 February 2013	DCE/Jenny Lewis
CABINET 21/2/13	Cabinet 21/02/13 CM Oct HPSLT 08/02/13 LB 10/01/12	Allocations Adoption Policy		N/A		7 February 2013	13 February 2013	DforP&C / Richard Gabb

MARCH 2013



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COUNCIL 08/03/13								
COUNCIL 08/03/13 B&PF item		Council Tax		28/01/13		22/02/13	28/02/13	DCE/ CO F&C
COUNCIL 08/03/12 B&PF item	Cabinet 17/01/12	Local Transport Plan		28/01/13		22/02/13	28/02/13	DforP&C / Richard Ball
CABINET 14/03/13								
CABINET 14/3/13	Cabinet 14/03/13	Response to Local Government Boundary Commission warding proposals		N/A		28/02/13	06/03/13	DCE/HofG
CABINET 14/3/13 B&PF item = 	Cabinet 14/03/13 HPSLT 11/02/13 LB 21/02/13	Corporate Plan	To approve plan for 2013/14	01/02/13		28/02/13	06/03/13	DCE/Jenny Lewis
A&G 15/3/13								
A&G 15/3/13				N/A		1 March 2013	7 March 2013	



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A&G 16/4/13							
A&G 16/4/13				N/A	2 April 2013	8 April 2013	
CABINET MEMBER							
 CABINET MEMBER 25/10/12 <i>Revised date April 2013</i>	Cabinet Member Corporate Services & Cabinet Member Enterprise & Culture Decision 25/10/12	Buttermarket Refurbishment	To establish if and how the Council wishes to fund the refurbishment of the Buttermarket and to clearly set out the options available in managing the delivery of the project should it progress.			N/A	DforP&C Chris Jenner
CABINET 18/04/13							
CABINET 18/4/13					4 April 2013	10 April 2013	

MAY 2013

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A&G 13/5/13							
A&G 13/5/13				N/A	2 May 2013		
CABINET 16/05/13							
CABINET 16/5/13					1 May 2013	8 May 2013	
COUNCIL 31/05/13							
COUNCIL 31/5/13				N/A	16 May 2013	22 May 2013	

JULY 2013

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A&G July 2013							
A&G July 13		Annual Audit Fee Letter and Plan		N/A			

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A&G July 13		Annual Governance Statement		N/A			
A&G July 13		Annual Internal Audit Plan		N/A			
A&G July 13		A&GC Work Programme		N/A			

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



**EXEMPT/
CONFIDENTIAL**

GENERAL OVERVIEW AND SCRUTINY ITEMS				
MEETING/ BRIEFNG DATE	ITEM	PURPOSE	O&SC PRE-DECISION PRIOR TO:	
			A&G Committee Cabinet Council	Meeting Date
10 December 2012				
	Budget and Emerging Options 2013/14	To consider the position		
	Task & Finish Review: Community Infrastructure Levy	To consider the findings of the Community Infrastructure Levy (CIL) Task & Finish Group. (Cabinet on 17 December)		
	Completed Task & Finish Reviews: Monitoring progress against the Executive Action Plans	To monitor progress against the Executive Action Plan arising from the following Task & Finish Reviews: <ul style="list-style-type: none"> • Planning System Review – Development Control and the operation of the Constitution. • Council Procurement Policy and Local Business and Local Employment. • Income and Charging. • Tourist and Temporary Event Signage. 		
14 January 2013				
	Medium Term Financial Strategy	To receive a presentation on the Medium Term Financial Strategy and consider the report to Cabinet and make recommendations to Cabinet.	Cabinet Council	17 Jan 13 18 Feb13
11 February 2013				
	LDF Core Strategy	To consider the Core Strategy process and make recommendations to Cabinet	Cabinet	
	Annual consideration of the Community Safety Strategy	To consider and comment on the Community Safety Strategy (Scrutiny is obliged to consider community safety issues at least once per year).		
4 March 2013				
8 April 2013				
13 May 2013				
July 2013				
July 13	Music Service	Agreed in July 2011 to review after 2 years.		
October 2013				
October 13	Task and Finish Group – Income and Charging – Projected additional income			

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

	Executive Responses to Task and Finish Review - Safeguarding of Children	To receive the Executive response to the Task & Finish Review into Safeguarding of Children and to consider the Executive's Action Plan.		
	Recovery Plan for Children Safeguarding	To receive a progress report on the Action Plan.		
7 February 2012				
	Health & Wellbeing Board – governance and operation	To receive a report on the Health & Wellbeing Board prior to the Board becoming formally constituted on 1 April 2013		
	Governance of Health Watch	To receive a report on the Governance of Health Watch		
22 March 2012				
	2gether NHS Trust	To provide a report on the Trust's Annual Plan for 2013/14.		
	West Midlands Ambulance NHS Trust	To provide a report on the Trust's Annual Plan for 2013/14.		
	Strategic Plan for Delivering Adult Services	To consider a quarterly report containing a schedule of performance reports outlining the savings that are being achieved through the Strategic Plan. (July12)		
12 April 2012				
	Wye Valley NHS Trust; Clinical Commissioning Group; and NHS West Mercia Cluster. Stroke Services	To provide a report on the Trust's Annual Plan for 2013/14. Content of future updates to ensure they present clear picture of service delivery; with performance information to be provided in advance of the meeting and with each meeting to have a particular purpose. (May 12) Cluster performance data to be monitored quarterly. Committee to assess the impact on population. (July 12) To receive an update.		
	Wye Valley NHS Trust; Clinical Commissioning Group; and NHS West Mercia Cluster. Stroke Services	To provide a report on the Trust's Annual Plan for 2013/14. Content of future updates to ensure they present clear picture of service delivery; with performance information to be provided in advance of the meeting and with each meeting to have a particular purpose. (May 12) Cluster performance data to be monitored quarterly. Committee to assess the impact on population. (July 12) To receive an update.		
2 May 2012				