

Scrutiny Management Board Work Plan 2022-2023

Agreed by the Scrutiny Management Board on 5th September 2022, *revised and agreed as updated on 28th November 2022.*

Monday 5th September 2022

Agenda item	Cabinet Member/s	Officers	External Witnesses
<p>Budget Scrutiny – Priorities and Position To consider:</p> <ul style="list-style-type: none"> i. The financial outturn for 2021-2022, ii. The budget priorities, positioning, assumptions and risks informing the development of the budget proposals for 2023-2024, iii. How the budget priorities and plans link to the Council priorities, iv. the arrangements and overall timetable for the scrutiny of the budget proposals for 2023-2024 for agreement in 2023, v. the plans for consultation on the budget proposals for 2023-2024. <p style="text-align: right;"><i>Reports deadline: 26th August 2022</i></p>	<p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p> <p>Councillor Nigel Shaw – Chairperson of the Audit and Governance Committee</p>	<p>Andrew Lovegrove - Director of Resources and Assurance</p> <p>Rachael Hart - Head of Strategic Finance</p>	
<p>The Annual Scrutiny Work Programme 2022-2023 To agree the Annual Scrutiny Work Programme 2022-2023, made up of the Scrutiny Work Plans of all of the Council’s scrutiny committees.</p> <p style="text-align: right;"><i>Reports deadline: 26th August 2022</i></p>	<p>Councillor Christy Bolderson – Chairperson of the Scrutiny Management Board</p>	<p>Michael Carr – Interim Statutory Scrutiny Officer</p>	

<p>Scrutiny Development 2022-2023 To consider the development of the scrutiny function at Herefordshire Council, following on from the implementation and review of the agreed recommendations of the Rethinking Governance report, as well as further observations from practice and peer review.</p> <p style="text-align: right;"><i>Reports deadline: 26th August 2022</i></p>	<p>Councillor Christy Bolderson – Chairperson of the Scrutiny Management Board</p> <p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p>	<p>Michael Carr – Interim Statutory Scrutiny Officer</p>	
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Monday 28th November 2022

Agenda item	Cabinet Member/s	Officers	External Witnesses
<p>Herefordshire Council Human Resources and Workforce Strategy To consider Herefordshire Council Human Resources and Workforce Strategy, the key medium and short term objectives, the corporate organisation and staffing for human resources itself, key issues for Herefordshire Council human resources, including staff planning, capacity issues, skills mapping and gap analysis, training and development strategies, staff recruitment and retention and the use of interim and agency staff.</p> <p style="text-align: right;"><i>Reports deadline: 17th November 2022</i></p>	<p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p>	<p>Tracey Sampson - Director of Human Resources and Organisational Development.</p>	

Friday 2nd December 2022 - cancelled.

Monday 9th January 2023

Agenda item	Cabinet Member/s	Officers	External Witnesses
<p align="center">Budget Scrutiny – Treasury Management</p> <p align="center"><i>Reports deadline: 17th November 2022</i></p>	<p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p>	<p>Andrew Lovegrove - Director of Resources and Assurance</p> <p>Rachael Hart - Head of Strategic Finance</p>	
<p>Corporate Performance Quarter 2 2022-2023 To review corporate performance for quarter 2 of 2022-2023 and consider the progress towards delivery of the agreed service delivery targets, and consider to what extent the reasons for any potential under-performance are understood and are being addressed.</p> <p align="center"><i>Reports deadline: 17th November 2022</i></p> <p align="center"><i>(Moved from 28th November 2022)</i></p>	<p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p>	<p>Andrew Lovegrove - Director of Resources and Assurance</p>	
<p>Budget Performance Quarter 2 2022-2023 To review budget performance for quarter 2 of 2022-2023 and consider the progress towards delivery of the agreed service delivery targets, and consider to what extent the reasons for any potential under-performance are understood and are being addressed.</p> <p align="center"><i>Reports deadline: 17th November 2022</i></p> <p align="center"><i>(Moved from 28th November 2022)</i></p>	<p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p>	<p>Andrew Lovegrove - Director of Resources and Assurance</p> <p>Rachael Hart - Head of Strategic Finance</p>	

<p>Scrutiny Development 2022-2023 To consider the development of the scrutiny function at Herefordshire Council, following on from the implementation and review of the agreed recommendations of the Rethinking Governance report, as well as further observations from practice and peer review.</p> <p style="text-align: right;"><i>Reports deadline: 23rd December 2022</i></p>	<p>Councillor Christy Bolderson – Chairperson of the Scrutiny Management Board</p> <p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p>	<p>Michael Carr – Interim Statutory Scrutiny Officer</p>	
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Tuesday 17th January 2023 – Budget Meeting (New meeting)

Agenda item	Cabinet Member/s	Officers	External Witnesses
<p>Budget Scrutiny To consider the draft budget proposals for 2023-2024.</p> <p style="text-align: right;"><i>Reports deadline: 22nd November 2022</i></p> <p style="text-align: right;"><i>(Moved from 2nd December 2022)</i></p>	<p>Councillor David Hitchiner (Leader), Corporate Strategy and Budget</p> <p>Councillor Liz Harvey (Deputy Leader), Finance, Corporate Services and Planning</p> <p>Councillor Gemma Davies, Commissioning, Procurement and Assets</p> <p>Councillor Nigel Shaw – Chairperson of the Audit and Governance Committee</p>	<p>Andrew Lovegrove - Director of Resources and Assurance</p> <p>Rachael Hart - Head of Strategic Finance</p>	

<p>Economy and Environment Budget Scrutiny Session</p> <p><i>with members of the Environment and Sustainability Scrutiny Committee and Connected Communities Scrutiny Committee</i></p>	<p>Councillor Ellie Chowns, Environment and Economy</p> <p>Councillor John Harrington, Infrastructure and Transport</p> <p>Councillor Ange Tyler, Housing, regulatory services, and community safety.</p>	<p>Ross Cook - Corporate Director for Economy and Environment</p>	
<p>Children and Young People Budget Scrutiny Session</p> <p><i>with members of the Children and Young People Scrutiny Committee</i></p>	<p>Councillor Diana Toyne, Children and families</p>	<p>Darryl Freeman - Corporate Director for Children and Young People</p>	
<p>Community Wellbeing Budget Scrutiny Session</p> <p><i>with members of the Health, Care and Wellbeing Scrutiny Committee</i></p>	<p>Councillor Pauline Crockett, Health and Adult Wellbeing</p>	<p>Hilary Hall - Corporate Director for Community Wellbeing</p>	
<p>Budget Scrutiny</p> <p>To agree a Budget Scrutiny report to present the findings of the Board on the budget proposals for 2023-2024 and to inform the Cabinets budget proposals to Council for agreement in 2023.</p> <p><i>Reports deadline: 23rd December 2022</i></p>	<p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p>	<p>Andrew Lovegrove - Director of Resources and Assurance</p>	

		Rachael Hart - Head of Strategic Finance	
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Tuesday 14th March 2023

Agenda item	Cabinet Member/s	Officers	External Witnesses
<p>Hoople Ltd. To consider an overview of Hoople Ltd, its role, organisation, governance arrangements, interrelationship with Herefordshire Council, overall performance and budget and its provision of the wide range of services to Herefordshire Council and other key community partners.</p> <p><i>Reports deadline: 23rd December 2022</i></p>	Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning	Andrew Lovegrove - Director of Resources and Assurance	Audrey Clements Chief Operating Officer – Hople Ltd
<p>Corporate Performance Quarter 3 2022-2023 To review corporate performance for quarter 2 of 2022-2023 and consider the progress towards delivery of the agreed service delivery targets, and consider to what extent the reasons for any potential under-performance are understood and are being addressed.</p> <p><i>Reports deadline: 3rd March 2023</i></p>	Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning	Andrew Lovegrove - Director of Resources and Assurance	
<p>Budget Performance Quarter 3 2022-2023 To review budget performance for quarter 2 of 2022-2023 and consider the progress towards delivery of the agreed service delivery targets, and consider to what extent the reasons for any potential under-performance are understood and are being addressed.</p> <p><i>Reports deadline: 3rd March 2023</i></p>	Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning	Andrew Lovegrove - Director of Resources and Assurance	

		Rachael Hart - Head of Strategic Finance	
<p>The Annual Scrutiny Report 2022-2023 To agree the Annual Scrutiny Report 2022-2023.</p> <p style="text-align: right;"><i>Reports deadline: 3rd March 2023</i></p>	<p>Councillor Christy Bolderson – Chairperson of the Scrutiny Management Board</p>	<p>Michael Carr – Interim Statutory Scrutiny Officer</p>	
<p>The Effectiveness of Scrutiny at Herefordshire To coordinate and consider co-ordination of a review of the effectiveness of scrutiny at Herefordshire, throughout the year and through an overall assessment by the end of the 2022-2023 municipal year.</p> <p style="text-align: right;"><i>Reports deadline: 3rd March 2023</i></p>	<p>Councillor Christy Bolderson – Chairperson of the Scrutiny Management Board</p> <p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p>	<p>Michael Carr – Interim Statutory Scrutiny Officer</p>	
<p>Scrutiny Development 2022-2023 To consider the development of the scrutiny function at Herefordshire Council, following on from the implementation and review of the agreed recommendations of the Rethinking Governance report, as well as further observations from practice and peer review.</p> <p><i>Including:</i> Scrutiny Communications. To review the arrangements for communications to members and public in relation to scrutiny matters.</p> <p>See Herefordshire Communications Strategy 2022-2025</p> <p style="text-align: right;"><i>Reports deadline: 3rd March 2023</i></p>	<p>Councillor Christy Bolderson – Chairperson of the Scrutiny Management Board</p> <p>Councillor Liz Harvey Cabinet Member for Finance, Corporate Services and Planning</p>	<p>Andrew Lovegrove - Director of Resources and Assurance</p> <p>Joni Hughes – Head of Chief Executives Office</p> <p>Alexandra Floyd – Head of Communications</p> <p>Michael Carr – Interim Statutory Scrutiny Officer</p>	

		Michael Carr – Interim Statutory Scrutiny Officer	
Budget Scrutiny 2023-2024 To consider the arrangements for Budget Scrutiny for the 2023-2024 municipal year, including arrangements for review of the budget outturn performance for 2022-2023, review of budget in year performance for 2023-2024, and budget proposals for 2024-2025.			

Reserve Items

Corporate Performance 2022-2023 (for 2023-2024 SMB Work Plan). To review performance the annual performance for 2022-2023 and consider:

- i. the extent to which the corporate KPIS have been delivered.
- ii. the extent to which the reasons for major variances are being addressed and identify any known performance risks for 2023-2024, and
- iii. To review corporate performance for each quarter of 2023-2024 and consider the progress towards delivery of KPIs, including to what extent the reasons for any potential under-performance are understood and are being addressed.
- iv. To identify any known performance risks.

Herefordshire Corporate Strategy - To consider the Herefordshire Council overall strategy and key objectives for 2020-2024, including the key objectives for 2022-2023, the progress in delivery of strategic objectives and the development of the delivery plan and objectives for 2023-2024 and the Corporate Strategy and Delivery Plan interlinks with departmental strategy and service delivery on the ground.

Herefordshire Council Modernisation Programme - To consider Herefordshire Council Modernisation Programme, including the transformation programme, the alignment resources and budgets, the Digital Strategy, communications and connectivity, customer interface, flexible working, working with partnerships, the role of Hoople, and the creation of a programme management office to support delivery of projects and schemes.

Herefordshire Council Asset Management Strategy - To consider Herefordshire Council asset management strategy, policy and approach to the strategic management of its assets, including the development of asset management plans for Council properties, digital works for Shire Hall, the Council's asset strategy response to changing ways of working, customer interface and staff working and the response to the COVID19 pandemic and post pandemic realignment.

Herefordshire Council Strategic Partnerships - To consider Herefordshire Council Strategic partnerships working arrangements, strategy and protocols and the role of strategic partnerships in the delivery of the Council's Delivery Plan and strategic objectives. Strategic partners to be invited as witnesses.

www.herefordshire.gov.uk/directory/39/herefordshire_councils_strategic_partnerships

Herefordshire Council Communications Strategy - To consider Herefordshire Council Communications Strategy 2022-2025, the key medium and short term objectives, the corporate organisation and staffing for Communications, key issues for communications, including the development and implementation of strategies to deal with enhanced media attention and reputational profile of the Council.