

Appendix 1 scrutiny committee work programmes

Children and Young People Scrutiny Committee draft work programme

14 November 2023 **report deadline 6 November 23**

Topic and Objectives	Evidence required	Attendees*
<p><b>SEND action plan</b></p> <ul style="list-style-type: none"> <li>- Scrutinise the action plan.</li> <li>- Identify gaps in action and progress in delivering the plan.</li> </ul>	<p>SEND strategy and action plan Pre-meeting briefing session with service director</p>	<ul style="list-style-type: none"> <li>• Director of Education, Skills and Learning</li> <li>• Parent Carer Voice</li> <li>• Maria Hardy Health</li> <li>• Roz Pither – head of service SEND</li> <li>• Rachel Gillett - Safeguarding</li> </ul>
<p><b>Child and Adolescent Mental Health Services</b></p> <ul style="list-style-type: none"> <li>- Investigate access to and the availability of appropriate mental health services for children and young people.</li> <li>- Identify gaps in provision and explore opportunities for more effective commissioning of services.</li> </ul>	<p>Directory of mental health support services in Herefordshire Service specification for CAMHS CAMHS performance information</p>	<ul style="list-style-type: none"> <li>• Herefordshire and Worcestershire NHS Trust</li> <li>• Director of safeguarding</li> <li>• Director of all-age commissioning</li> </ul>

23 January 2024 **report deadline 15 January 2024**

Topic and Objectives	Evidence required	Attendees*
<p><b>Workforce, fostering and adoption sufficiency</b></p> <ul style="list-style-type: none"> <li>- Understand the shortages faced by the council and its partners in workforce recruitment.</li> <li>- Identify challenges in recruitment of foster families.</li> <li>- Make recommendations to support improved rates of recruitment.</li> </ul>	<p>Current staffing levels Fostering and adoption rates of recruitment Payment rates for fostering and adoption</p>	<ul style="list-style-type: none"> <li>• Head of Service, Fostering and Adoption</li> </ul>
<p><b>Schools Capital Strategy</b></p> <ul style="list-style-type: none"> <li>- Understanding how the local authority determines its investment in new and existing schools.</li> <li>- Review the impact of the 2016 capital investment strategy.</li> </ul>	<p><b>Capital Investment Strategy Schools investment programme</b></p>	<ul style="list-style-type: none"> <li>• Director of Education, Skills and Learning</li> </ul>

- Seeking assurance that capital investment is aligned to implementation of the Local Plan.		
<b>Safeguarding Children's 2022-2023 Partnership Annual Report</b> - Scrutinise responses to questions to the independent scrutineer.	Partnership Annual Report Answers to questions submitted the Independent Scrutineer	<ul style="list-style-type: none"> <li>Independent Scrutineer, Herefordshire Safeguarding Partnership</li> </ul>

**26 March 2024 report deadline 18 March 23**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<b>Looked after children</b> <ul style="list-style-type: none"> <li>Identify the factors resulting in the current rate of children being looked after.</li> <li>Further identify areas of focus for the committee to pursue.</li> </ul>	Current and historical numbers of children looked after by the local authority Comparison with statistical neighbours and other local authorities in West Midlands region.	<ul style="list-style-type: none"> <li>Director, safeguarding</li> </ul>
<b>Corporate Parenting Board</b> <ul style="list-style-type: none"> <li>Scrutinise the current constitution and activity of the corporate parenting board.</li> </ul>	Corporate Parenting Strategy Corporate Parenting Board agendas and minutes % care leavers who are: <ul style="list-style-type: none"> <li>In suitable accommodation</li> <li>in education, training or employment</li> </ul>	<ul style="list-style-type: none"> <li>Chair, Corporate Parenting Board</li> <li>Service Director Early Help, Quality Assurance and Prevention</li> <li>Head of service, looked after children</li> <li>Your Voice Matters representatives</li> </ul>

\*The Corporate Director, Children and Young People and Portfolio Holder, Children and Young People, both have a standing invitation to the meeting. It is assumed that the portfolio holder will attend each meeting.

**Connected Communities Scrutiny Committee**

**8 November 2023 report deadline 31 October 23**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<p><b>Objectives for Local Transport Plan</b></p> <ul style="list-style-type: none"> <li>- Review the local authorities vision, objectives and guiding principles for its proposed Local Transport Plan.</li> <li>- Understand the national policy and funding framework underpinning the plan objectives.</li> <li>- Make suggestions to contribute to development of the plan objectives.</li> </ul>	Draft Local Transport Plan	<ul style="list-style-type: none"> <li>• Head of Highways and Traffic</li> <li>• Senior Transport Planning Officer</li> <li>• WSP</li> </ul>
<p><b>Local Cycling, Walking and Infrastructure Plan</b></p> <ul style="list-style-type: none"> <li>- Scrutinise ongoing work to develop the county’s Local Cycling, Walking and Infrastructure Plan.</li> <li>- Review options for current and future funding</li> </ul>	LCWIP	<ul style="list-style-type: none"> <li>• Head of Highways and Traffic</li> <li>• Senior Transport Planning Officer</li> <li>• Phil Jones Associates</li> </ul>

**10 January 2024 report deadline 2 January 2024**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<p><b>Planning – delivery of section 106-funded projects</b></p> <ul style="list-style-type: none"> <li>- Review of the governance arrangements for the delivery of section 106 funds</li> <li>- Scrutinise the effectiveness in identifying and delivering projects</li> </ul>	TBC	<ul style="list-style-type: none"> <li>• Planning Obligations Manager</li> <li>• Service Director Economy and Growth</li> <li>• Service Director Highways</li> <li>• Director of Education</li> <li>• Programme Manager</li> </ul>

**6 March 2024 report deadline 27 February 2024**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
Skills and apprenticeships <ul style="list-style-type: none"><li>- NMITE</li><li>- apprenticeships</li></ul>	TBC	<ul style="list-style-type: none"><li>• Alexia Heath</li><li>• Liz Farr</li></ul>

**8 May 2024 report deadline 30 April 2024**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<b>Herefordshire County Business Improvement District</b> <ul style="list-style-type: none"><li>- Review the progress in ensuring the collection of the Improvement District levy</li><li>- Scrutinise the Business Improvement District work programme arising from the funding.</li></ul>	TBC	<ul style="list-style-type: none"><li>• TBC</li></ul>

\*The Director, Economy and Environment, Portfolio Holder, Roads and Regulatory Services, Portfolio Holder, Economy and Growth and Portfolio Holder, Community Services and Assets, all have a standing invitation to the meeting. It is assumed that the relevant portfolio holder will attend each meeting.

Environment and Sustainability Scrutiny Committee draft work programme

**25 September 2023 report deadline 15 September 23**

Topic and Objectives	Evidence required	Attendees*
<p><b>River water pollution</b></p> <ul style="list-style-type: none"> <li>- Understand the factors contributing to the pollution of rivers and watercourse.</li> <li>- Examine the council’s duties and powers to address river pollution.</li> <li>- Scrutinise how the council fulfils its duties and exercises its powers.</li> <li>- Identify key partners and their roles and responsibilities.</li> </ul>	<p>Map of rivers and watercourses in Herefordshire</p> <p>Appraisal of nature and extent of pollution in rivers and watercourses</p> <p>Outline of council powers and duties</p> <p>RePhokus report on River Wye</p> <p>Cabinet commission on phosphates reporting</p>	<ul style="list-style-type: none"> <li>• Service Director, Economy and Growth</li> <li>• Service Director, Environment and Highways</li> <li>• Head of Environment Climate Emergency and Waste Services</li> <li>• Wye and Usk Foundation</li> <li>• Farm Herefordshire</li> </ul>

**27 November 2023 report deadline 17 November 23**

Topic and Objectives	Evidence required	Attendees*
<p><b>Implementing the Environment Act 2021</b></p> <ul style="list-style-type: none"> <li>- Understand the targets, duties and powers conferred to the council and its partners by the Environment Act 2021.</li> <li>- Scrutinise how Herefordshire Council is implementing the duties of the act.</li> <li>- Further scrutinise partnership working relating to the act.</li> </ul>	<p>LGA briefing – Environment Act 2021</p> <p>Analysis of consequences for the council in implementing the Act.</p>	<ul style="list-style-type: none"> <li>• Head of Environment Climate Emergency and Waste Services</li> <li>• Sustainability and Climate Change Manager</li> </ul>

**22 January 2024 report deadline 12 January 2024**

Topic and Objectives	Evidence required	Attendees*
<p><b>Meeting net zero-carbon in Herefordshire</b></p> <ul style="list-style-type: none"> <li>- Appraise current carbon emissions in Herefordshire and the work required to achieve the goal of net-zero carbon by 2030.</li> <li>- Scrutinise how the council contributes to the work of the Herefordshire Climate and Nature Partnership Board</li> <li>- Assess the partnership’s achievement to date.</li> </ul>	<p>Herefordshire Climate and Nature Partnership Board Terms of Reference</p> <p>Herefordshire Council net zero strategy and delivery plan</p>	<ul style="list-style-type: none"> <li>• Head of Environment Climate Emergency and Waste Services</li> <li>• Sustainability and Climate Change Manager</li> </ul>

25 March 2024 **report deadline 15 March 2024**

Topic and Objectives	Evidence required	Attendees*
<p><b>Nutrient Management Board</b></p> <ul style="list-style-type: none"> <li>- Scrutinise the effectiveness and achievements of the Nutrient Management Board, to include:               <ul style="list-style-type: none"> <li>○ governance arrangements</li> <li>○ terms of reference</li> <li>○ agreed objectives and</li> <li>○ its role as river champion</li> <li>○ agreed targets and key performance indicators</li> </ul> </li> </ul>	<p>Nutrient Management Board terms of reference</p> <p>Minutes from previous meetings</p> <p>Board action plan</p>	<ul style="list-style-type: none"> <li>● Chair of Nutrient Management Board</li> <li>● Other members of the board</li> </ul>

\*The Corporate Director, Economy and Environment, and Portfolio Holder, Environment, both have a standing invitation to the meeting. It is assumed that the portfolio holder will attend each meeting.

## Health Care and Wellbeing Scrutiny Committee draft work programme

### 20 November 2023 **report deadline 10 November 23**

Topic and Objectives	Evidence required	Attendees*
<ul style="list-style-type: none"> <li>- Home (domiciliary) care capacity and delivery                             <ul style="list-style-type: none"> <li>o An overview of home care market in Herefordshire</li> <li>o What are the challenges facing the market?</li> <li>o What is the council's strategy for commissioning and supporting home care services and providers?</li> <li>o Evaluation of the Shared Lives service.</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Service Directors – All Ages Commissioning and Social Care Delivery</li> <li>• Hayley Doyle</li> <li>• Mandy Appleby</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>- Agree draft work programme</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>

### 29 January 2024 **report deadline 19 January 2024**

Topic and Objectives	Evidence required	Attendees*
<ul style="list-style-type: none"> <li>- <b>Community-based support services</b> <ul style="list-style-type: none"> <li>o How does Herefordshire Council provide, support, commission and co-ordinate community-based services in Herefordshire?</li> <li>o What is the council's strategy for these services?</li> <li>o How does the council ensure that an effective strategy allows for organic growth in these services?</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Interim Service Director – Communities</li> <li>• Talk Community Development Lead</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>- Agree draft work programme</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>

### 25 March 2024 **report deadline 15 March 2024**

Topic and Objectives	Evidence required	Attendees*
<ul style="list-style-type: none"> <li>- <b>Supported housing for working age adults with additional needs</b></li> </ul>		<ul style="list-style-type: none"> <li>• Service Director – All Ages Commissioning</li> <li>• Head of Housing</li> </ul>

<ul style="list-style-type: none"> <li>○ How do we forecast, commission and meet the housing needs of adults with a learning or with a severe and enduring mental health problem?</li> <li>○ How do we work with developers to provide the required housing?</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Supporting care leavers</b> <ul style="list-style-type: none"> <li>○ How do we identify and meet the housing and support needs of care leavers?</li> <li>○ How do we ensure that the council’s looked-after children leave its care with good life skills?</li> <li>○ Where needed, how does the council ensure a smooth transition from children’s to adults services?</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>● Head of Service, Corporate Parenting</li> <li>● Service Director – All Ages Commissioning</li> <li>● Head of Community Commissioning</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>- Agree draft work programme</li> </ul>		<ul style="list-style-type: none"> <li>●</li> </ul>

**20 May 2024 report deadline 10 May 2024**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<ul style="list-style-type: none"> <li>- <b>West Mercia Police “Most Appropriate Agency” policy</b> <ul style="list-style-type: none"> <li>○ Scrutinise the impact of the change in West Mercia Policy regarding responses to welfare, mental health incidents and missing persons.</li> <li>○ Further scrutinise the effectiveness of the council response to the policy</li> </ul> </li> </ul>	<p>West Mercia Police “Most Appropriate Agency” policy</p> <p>Herefordshire Council policy</p>	<ul style="list-style-type: none"> <li>● West Mercia Police</li> <li>● Service Director – Social Care Delivery</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>- Agree draft work programme</li> </ul>		<ul style="list-style-type: none"> <li>●</li> </ul>

\*The Corporate Director, Community Wellbeing and Portfolio Holder, Adults, Health, and Wellbeing, both have a standing invitation to the meeting.



## Scrutiny Management Board work programme

### 7 November 2023 report deadline 30 October 23

Topic and Objectives	Evidence required	Attendees*
<b>Workforce strategy</b> <ul style="list-style-type: none"> <li>- Scrutinise draft workforce strategy</li> <li>- Identify opportunities to support workforce development</li> </ul>	Draft workforce strategy	<ul style="list-style-type: none"> <li>• Director of Human Resources and Organisational Development</li> <li>• Head of Learning &amp; Organisational Development</li> </ul>
<b>Financial strategy</b> <ul style="list-style-type: none"> <li>- Proposed consultation approach for the 2024-25 Budget</li> <li>- Income and charging</li> </ul>	Briefing on consultation proposals  Briefing on ongoing income and charges review	<ul style="list-style-type: none"> <li>• Corporate Director of Economy and Environment</li> <li>• LINK</li> </ul>
<b>Work programme co-ordination</b> <ul style="list-style-type: none"> <li>- Review the work programmes of all scrutiny committees</li> <li>- Identify gaps and overlaps and refine programmes accordingly</li> </ul>	Scrutiny committee work programmes	<ul style="list-style-type: none"> <li>• Statutory scrutiny officer</li> </ul>

### 21 November 2023 report deadline 13 November 23

Topic and Objectives	Evidence required	Attendees*
<b>2024-2027 County Plan and 2023-2024 delivery plan</b> <ul style="list-style-type: none"> <li>- Scrutinise progress against the 2023-2024 delivery plan</li> <li>- Review a draft, or work to produce a draft County Plan</li> </ul>	Draft County Plan Current delivery plan	<ul style="list-style-type: none"> <li>• Director of Strategy and Performance</li> </ul>
<b>Financial strategy</b> <ul style="list-style-type: none"> <li>- Capital investment programme</li> <li>- Closer working with parish councils               <ul style="list-style-type: none"> <li>○ Which services can parish councils deliver?</li> <li>○ How do the unitary and parish council co-ordinate funding for co-delivered or delegated services and functions?</li> </ul> </li> </ul>	Briefing on Capital Investment Programme Briefing on relationship with parish councils	<ul style="list-style-type: none"> <li>• TBA</li> </ul>
<b>Scrutiny effectiveness review</b> <ul style="list-style-type: none"> <li>- Agree a proposal and approach for an annual effectiveness review of the scrutiny function</li> </ul>	Proposal for an effectiveness review	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

<b>Q1 performance report</b>	Q1 Performance report	<ul style="list-style-type: none"> <li>• Director of Strategy and Performance</li> </ul>
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**16 January 2024 report deadline 8 January 2024**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<b>Digital strategy</b> - TBC	TBC	TBC
<b>Financial Strategy</b> - Scrutinise the draft budget	Draft 2024-2025 budget	

**19 March 2024 report deadline 11 March 2024**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<b>Information governance and security</b> - TBC	TBC	<ul style="list-style-type: none"> <li>• TBC</li> </ul>
<b>Financial Strategy</b> - Agree terms of reference and work programme for financial strategy for 2024-2025 period	Draft work programme	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

**May 2024 report deadline TBA**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<b>Scrutiny effectiveness review</b> - Agree draft effectiveness review for presentation to Council	Draft effectiveness review	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

\*The Director, Resources and Assurance, Head of Strategic Finance, Leader of the Council and Portfolio Holder, Finance and Corporate Services, all have a standing invitation to the meeting. It is assumed that the relevant portfolio holder will attend each meeting.