

# SCRUTINY WORK PROGRAMME 2024-2025

Below are the work programmes of Herefordshire Council’s five scrutiny committees.

Work programmes are subject to change, with revised programmes agreed at the end of formal committee meetings.

## Children and Young People Scrutiny Committee

### Committee Meeting

26 November 2024 **report publication date 18 November 2024** **pre meeting lines of enquiry planning 15 November 2024**

Topic and Objectives	Evidence required	Attendees*
<p><b>Including children’s voices in council policy</b></p> <ul style="list-style-type: none"> <li>• Understand the role of the council’s children’s advocacy team.</li> <li>• Scrutinise the council’s participation and engagement strategy</li> <li>• Scrutinise how the council seeks to understand the priorities of all children and young people with regard to council areas of responsibility, to include:               <ul style="list-style-type: none"> <li>○ Transport and highways</li> <li>○ Housing</li> <li>○ Public Health</li> <li>○ Planning</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Focus group with children and young people, both within and outside the service</li> <li>• Children and Young People quality of life survey</li> </ul>	<ul style="list-style-type: none"> <li>• Complaints and Children’s Rights Manager</li> <li>• Head of Service for Corporate Parenting</li> <li>• Hereford City Youth Council</li> <li>• Herefordshire rural media</li> <li>• Head of Transport and Access Services</li> <li>• Other officers to be agreed</li> </ul>

### Committee Meeting

21 January 2025 **report publication date 13 January 2025** **pre meeting lines of enquiry planning 10 January 2025**

Topic and Objectives	Evidence required	Attendees*
<p><b>Ensuring sufficiency for children and young people with a SEND</b></p> <ul style="list-style-type: none"> <li>• Evaluate the level of need for SEND provision in Herefordshire, and how Herefordshire Council and partners meet that need.</li> <li>• Understand how Herefordshire Council, the Department for Education and other bodies fund the development of capacity to support children with a SEND.</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government Association peer review of SEND services</li> <li>• Ofsted/CQC inspection of services report (if available)</li> </ul>	<ul style="list-style-type: none"> <li>• Liz Farr Service Director, Education</li> <li>• Hilary Jones – Service Manager SEND</li> </ul>

<ul style="list-style-type: none"> <li>• Scrutinise how the council, schools and health partners work together to support children, with or without a statement of need or education, health and care plan (EHCP).</li> <li>• Measure progress in meeting recommendations following the SEND peer review by the Local Government Association.</li> <li>• Explore how the council and the local parent-carer forum work together to co-produce strategy and practice.</li> <li>• Scrutinise the current neuro-development pathway and its role in supporting children.</li> </ul>		<ul style="list-style-type: none"> <li>• Jess Brooks – Integrated Care Board Children’s Lead</li> <li>• Helen Gill, Directorate Support Team</li> <li>• Herefordshire and Worcestershire Integrated Care Board</li> <li>• Wye Valley Trust</li> <li>• Parent Carer Forum</li> </ul>
<p><b>Supporting children with additional needs</b></p> <ul style="list-style-type: none"> <li>• Explore the role of short breaks and their commissioning.</li> <li>• Other objectives to be agreed.</li> </ul>		<ul style="list-style-type: none"> <li>• Hayley Doyle, Service Director All Age Commissioning</li> <li>• Jessica Davies – Service manager Children with Disabilities</li> </ul>

**Briefing**

**NEW 9 January 2025**

Topic and Objectives	Evidence required	Attendees*
<p><b>Thresholds of Need</b></p> <ul style="list-style-type: none"> <li>• Overview of Hereford Safeguarding Partnership’s updated thresholds of need.</li> </ul>	<ul style="list-style-type: none"> <li>• Hereford Safeguarding Partnership’s updated thresholds of need</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Director, Children and Young People</li> </ul>

**Briefing**

**February 2025**

Topic and Objectives	Evidence required	Attendees*
<p><b>School attainment</b></p> <ul style="list-style-type: none"> <li>• Overview of pupil attainment from Key Stage 1 to A level in Herefordshire</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil attainment data</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director, Education</li> </ul>

## Committee Meeting

18 March 2025 **report publication date 10 March 2025** pre meeting lines of enquiry planning 06 March 2025

Topic and Objectives	Evidence required	Attendees*
<b>Child exploitation</b> <ul style="list-style-type: none"><li>Understand different ways children are at risk of exploitation and the factors that contribute to that risk.</li><li>Scrutinise how the different agencies work together to tackle exploitation.</li><li>Scrutinise the role of the Herefordshire Safeguarding Children Partnership in tackling exploitation.</li></ul>	<ul style="list-style-type: none"><li>Member briefing on child exploitation</li><li><a href="#">Criminal exploitation of children, young people and vulnerable adults - county lines</a></li><li><a href="#">Childrens-society-Criminal-Exploitation-Stages-of-Recruitment</a></li><li><a href="#">Exploitation Safety Plan Practice Guidance</a></li></ul>	<ul style="list-style-type: none"><li>Service Director, Safeguarding</li><li>West Mercia Police</li><li>West Mercia Youth Justice Service</li><li>Wye Valley NHS Trust</li><li>Herefordshire Safeguarding Children Partnership exploitation lead</li></ul>
<b>Work programme</b> <ul style="list-style-type: none"><li>Review work programme</li></ul>	<ul style="list-style-type: none"><li>Draft work programme</li></ul>	<ul style="list-style-type: none"><li>Statutory Scrutiny Officer</li></ul>

## **NEW** Committee Meeting

27 May 2025 **report publication date 19 May 2025** pre meeting lines of enquiry planning TBC

Topic and Objectives	Evidence required	Attendees*
<b>Update on Improvement Plan and Quality Assurance Framework</b> <ul style="list-style-type: none"><li>Objectives to be agreed</li></ul>	<ul style="list-style-type: none"><li>Updated Improvement Plan</li></ul>	<ul style="list-style-type: none"><li>Head of Service Safeguarding and Review</li></ul>
<b>Work programme</b> <ul style="list-style-type: none"><li>Review work programme</li></ul>	<ul style="list-style-type: none"><li>Draft work programme</li></ul>	<ul style="list-style-type: none"><li>Statutory Scrutiny Officer</li></ul>

### Committee Meeting

**NEW** 22 July 2025 **report publication date 14 July 2025** **pre meeting lines of enquiry planning TBC**

Topic and Objectives	Evidence required	Attendees*
<b>Early help for children and families</b> <ul style="list-style-type: none"><li>• Objectives to be agreed</li></ul>		
<b>Work programme</b> <ul style="list-style-type: none"><li>• Review work programme</li></ul>	<ul style="list-style-type: none"><li>• Draft work programme</li></ul>	<ul style="list-style-type: none"><li>• Statutory Scrutiny Officer</li></ul>

### Committee Meeting

**NEW** 16 September 2025 **report publication date 8 September 2025** **pre meeting lines of enquiry planning TBC**

Topic and Objectives	Evidence required	Attendees*
<b>Youth Justice</b> <ul style="list-style-type: none"><li>• Objectives to be agreed</li></ul>		
<b>Work programme</b> <ul style="list-style-type: none"><li>• Review work programme</li></ul>	<ul style="list-style-type: none"><li>• Draft work programme</li></ul>	<ul style="list-style-type: none"><li>• Statutory Scrutiny Officer</li></ul>

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

# Connected Communities Scrutiny Committee

## Working Group Meeting

8 October 2024

Topic and Objectives	Evidence required	Attendees*
<b>Public Realm Future Operating Model</b> <ul style="list-style-type: none"> <li>Scrutinise proposals for a new operating model for the council's contract for public realm works.</li> </ul>	<ul style="list-style-type: none"> <li>Overview of proposed operating model</li> <li>Draft contract</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Environment and Highways</li> <li>Programme Director – major contracts</li> </ul>

## Committee Meeting

15 October 2024 **report publication date 7 October 2024** **pre meeting lines of enquiry planning 1 October 2024**

Topic and Objectives	Evidence required	Attendees*
<b>Local authority housing delivery models</b> <ul style="list-style-type: none"> <li>Receive an update on commissioned research into housing delivery models in other local authorities.</li> <li>Make recommendations to Cabinet on potential operating models in Herefordshire.</li> </ul>	<ul style="list-style-type: none"> <li>Update on commissioned research</li> </ul>	<ul style="list-style-type: none"> <li>Service Director, Economy and Growth</li> <li>Head of Service, Housing and Wellbeing</li> <li>Head of Housing Development</li> </ul>
<b>Public Realm Future Operating Model Task and Finish Group recommendations</b> <ul style="list-style-type: none"> <li>Agree recommendation from the committee's task and finish group scrutinising proposals for a new operating model for the council's contract for public realm works.</li> </ul>	<ul style="list-style-type: none"> <li>Task and finish group report</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Environment and Highways</li> <li>Programme Director – major contracts</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Committee Meeting****13 November 2024** report publication date **5 November 2024** pre meeting lines of enquiry planning **31 October 2024**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<b>Enterprise Zones</b> <ul style="list-style-type: none"> <li>• Scrutinise operation of Hereford Enterprise Zone and how learning from the project will be applied to future enterprise zones.</li> <li>• Assess the economic and social benefits of enterprise zones, including the impact of businesses within Herefordshire moving into the Hereford Enterprise Zone.</li> <li>• Scrutinise the learning from forming the governance of the enterprise zone, and how this has been applied to other governance arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed analysis of the economic and social benefits of enterprise zones.</li> <li>• SWOT of enterprise zone proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Current and previous chairs of the Hereford Enterprise zone</li> <li>• Representative from Ross Enterprise Zone</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>• Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

**Committee Meeting****15 January 2025** report publication date **7 January 2025** pre meeting lines of enquiry planning **6 January 2025**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<b>Local Transport Plan</b> <ul style="list-style-type: none"> <li>• Scrutinise findings of public consultation on Local Transport Plan proposals.</li> <li>• Review draft plan before Council approval.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Local Transport Plan</li> <li>• Plan consultation findings</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director Environment and Highways</li> <li>• Head of Transport and Access Services</li> <li>• Members of Connected Communities Scrutiny Committee</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>• Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

**Committee Meeting****12 March 2025** report publication date **4 March 2025** pre meeting lines of enquiry planning **21 February 2025**

Topic and Objectives	Evidence required	Attendees*
<b>Highways Winter Maintenance</b> <ul style="list-style-type: none"> <li>Review of winter maintenance of highways following the 2024-25 winter period.</li> </ul>	<ul style="list-style-type: none"> <li>Overview of winter service</li> <li>Map of highways and footpaths gritted during the winter period</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Environment and Highways</li> <li>Head of Highways and Traffic</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Committee Meeting****NEW** 13 May 2025 report publication date **TBC** pre meeting lines of enquiry planning **TBC**

Topic and Objectives	Evidence required	Attendees*
<b>Topic to be confirmed</b>		
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Committee Meeting****NEW** 8 July 2025 report publication date **TBC** pre meeting lines of enquiry planning **TBC**

Topic and Objectives	Evidence required	Attendees*
<b>Topic to be confirmed</b>		
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Committee Meeting**

**NEW** 9 September 2025 **report publication date TBC** **pre meeting lines of enquiry planning TBC**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<b>Topic to be confirmed</b>		
<b>Work programme</b> <ul style="list-style-type: none"><li>• Review work programme</li></ul>	<ul style="list-style-type: none"><li>• Draft work programme</li></ul>	<ul style="list-style-type: none"><li>• Statutory Scrutiny Officer</li></ul>

\*The Corporate Director, Economy and Environment, Cabinet Member, Economy and Growth, Cabinet Member, Community Services and Assets, Cabinet Member, Roads and Regulatory Services, and Cabinet Member, Transport and Infrastructure, all have a standing invitation to the meeting.



# Environment and Sustainability Scrutiny Committee

## Committee Meeting

18 November 2024 **report publication date 8 November 2024** **pre meeting lines of enquiry planning 7 November 2024**

Topic and Objectives	Evidence required	Attendees*
<p><b>Tree, hedgerow and road ditch management</b></p> <ul style="list-style-type: none"> <li>Understand the findings of the recent Defra consultation on hedgerow management.</li> <li>Scrutinise council tree and hedgerow management policy and see whether it is fit for purpose for the county and climate change resistant.</li> <li>To consider the county tree strategy as an enabler for Herefordshire to become a carbon offset trading partner with others.</li> <li>Look at countywide action on ash dieback and replacement.</li> <li>To look at how our approach to the management and oversight of road ditches fits in with tree and hedgerow strategy to mitigate flooding</li> </ul>	<ul style="list-style-type: none"> <li>Council policy on tree and hedgerow management</li> </ul>	<ul style="list-style-type: none"> <li>National Farmers Union</li> <li>CPRE (formerly Council for the Protection of Rural England)</li> <li>Policy leads on tree and hedgerow management</li> <li>Ed Bradford's team</li> <li>Liz Dubberley</li> </ul>
<p><b>Work programme</b></p> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

## Committee Meeting

20 January 2025 **report publication date 10 January 2025** **pre meeting lines of enquiry planning 9 January 2025**

Topic and Objectives	Evidence required	Attendees*
<p><b>River Lugg water quality</b></p> <ul style="list-style-type: none"> <li>Investigate work to improve the water quality of the River Lugg and the prospect of getting some of the £35 million earmarked for the River Wye improvement diverted to the River Lugg.</li> </ul>	<ul style="list-style-type: none"> <li>Five years of analysis of water quality data (from Nutrient Management Board or Environment Agency)</li> </ul>	<ul style="list-style-type: none"> <li>Herefordshire Construction Industry Lobby Group</li> <li>Natural England</li> <li>Environment Agency</li> </ul>

<ul style="list-style-type: none"> <li>Understand the implications of poor water quality on the ability to plan and build new housing.</li> <li>Evaluate the progress on developing new wetland areas on river improvement and their impact on housing development.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence from Merry Albright (Home Builders Federation)</li> </ul>	<ul style="list-style-type: none"> <li>Natural Resources Wales</li> <li>Defra River Wye champion</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

### Committee Meeting

24 March 2025 **report publication date 14 March 2025** pre meeting lines of enquiry planning 13 March 2025

Topic and Objectives	Evidence required	Attendees*
<b>Energy Efficiency and Retrofitting</b> <ul style="list-style-type: none"> <li>Understand the outcomes of the Building Retrofit and supply chain development funded by Climate Reserve fund.</li> <li>Evaluate progress on Keep Herefordshire Warm and HUG initiatives.</li> <li>Consider whether new houses and self –build properties are ‘zero carbon ready’.</li> <li>The role of fuel replacement to heat homes.</li> </ul>	<ul style="list-style-type: none"> <li>Climate Reserve fund financial reports</li> <li>Stats of surveys undertaken, grants awarded, work completed</li> <li>Future Homes Standard</li> </ul>	<ul style="list-style-type: none"> <li>Gareth Ellis – Sustainability &amp; Climate Change Officer</li> <li>Andrew Cooper – LGA, previously Renewable Energy Assoc., Yorkshire Energy Services</li> <li>Jackie Jones – Building Sense</li> </ul>
<b>Waste contract</b> <ul style="list-style-type: none"> <li>Six-month review of the operation of the council’s new waste contract</li> </ul>	<ul style="list-style-type: none"> <li>To be confirmed</li> </ul>	<ul style="list-style-type: none"> <li>Ben Boswell - Head of Environment Climate Emergency and Waste Services</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Committee Meeting****NEW** 12 May 2025 **report publication date 2 May 2025** pre meeting lines of enquiry planning May 2025

Topic and Objectives	Evidence required	Attendees*
<b>NEW</b> Road Safety and speed limits	To be confirmed	To be confirmed
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Committee Meeting****NEW** 7 July 2025 **report publication date 27 June 2025** pre meeting lines of enquiry planning June/July 2025

Topic and Objectives	Evidence required	Attendees*
<b>DATE CHANGE</b> Bus services <ul style="list-style-type: none"> <li>Scrutinise the outcome of the £1,064,000 grant allocation to Herefordshire Council by the Department for Transport to improve bus services.</li> <li>Other objectives to be agreed.</li> </ul>	<ul style="list-style-type: none"> <li>Funding allocation and proposed improvements to bus services in Herefordshire.</li> </ul>	<ul style="list-style-type: none"> <li>Head of Transport and Access Services</li> <li>Bus services user groups</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Committee Meeting**

**NEW** 8 September 2025 **report publication date 29 August 2025** pre meeting lines of enquiry planning August/September 2025

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<b>Topic to be confirmed</b>		
<b>Work programme</b> <ul style="list-style-type: none"><li>• Review work programme</li></ul>	<ul style="list-style-type: none"><li>• Draft work programme</li></ul>	<ul style="list-style-type: none"><li>• Statutory Scrutiny Officer</li></ul>

\*The Corporate Director, Economy and Environment and Cabinet Member, Environment, both have a standing invitation to the meeting.

## Health Care and Wellbeing Scrutiny Committee

### Committee Meeting

3 October 2024 **report publication date 25 September 2024** pre meeting lines of enquiry planning 23 September 2024

Topic and Objectives	Evidence required	Attendees*
<p><b>Supporting care leavers</b></p> <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 adult services?</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 Service, Living Well</li> <li>• Head of Service, Housing</li> </ul>
<p><b>Review of Talk Community</b></p> <ul style="list-style-type: none"> <li>• Pre-decision scrutiny of the review of Talk Community</li> </ul>	<ul style="list-style-type: none"> <li>• Review final report</li> </ul>	<ul style="list-style-type: none"> <li>• Service Director, Communities</li> </ul>
<p><b>All-age carers’ strategy working group</b></p> <ul style="list-style-type: none"> <li>• To agree a terms of reference for a working group to scrutinise the council’s draft all-age carers’ strategy action plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Working group terms of reference</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>
<p><b>Work programme</b></p> <ul style="list-style-type: none"> <li>• Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

## Committee Meeting

25 November 2024 **report publication date 15 November 2024** pre meeting lines of enquiry planning 14 November 2024

<b>West Mercia Police “Right Care, Right Person” 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 delivery of the policy.</li> </ul>	<ul style="list-style-type: none"> <li>West Mercia Police “Most Appropriate Agency” policy</li> <li>Herefordshire Council policy</li> </ul>	<ul style="list-style-type: none"> <li>West Mercia Police</li> <li>Director of Public Health</li> </ul>
<b>Supported housing for working age adults with additional needs</b> <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>Service Director – All Ages Commissioning</li> <li>Head of Housing</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

## Working Group Meeting

January 2025

Topic and Objectives	Evidence required	Attendees*
<b>All-age carers’ strategy action plan</b> <ul style="list-style-type: none"> <li>Scrutiny of all-age carers’ strategy action plan</li> <li>Recommendations to further develop the action plan</li> </ul>	<ul style="list-style-type: none"> <li>Draft action plan</li> </ul>	<ul style="list-style-type: none"> <li>Commissioning Manager, Community Wellbeing</li> <li>Chair, Carers’ Partnership Group</li> </ul>

## Committee Meeting

27 January 2025 **report publication date 17 January 2025** pre meeting lines of enquiry planning 16 January 2025

Topic and Objectives	Evidence required	Attendees*
<b>Health and Wellbeing Strategy</b> <ul style="list-style-type: none"><li>To examine the objectives of the strategy.</li><li>To scrutinise delivery plans underpinning key objectives of the Health and Wellbeing Strategy.</li><li>To measure progress in developing Herefordshire's Joint Strategic Needs Assessment.</li></ul>	<ul style="list-style-type: none"><li>Health and Wellbeing strategy</li></ul>	<ul style="list-style-type: none"><li>Chair, Health and Wellbeing Board</li><li>Director of Public Health</li></ul>
<b>All-age carers' strategy action plan – recommendations of the working group</b> <ul style="list-style-type: none"><li>Discuss and agree recommendations of the proposed working group.</li></ul>	<ul style="list-style-type: none"><li>Working group report and draft recommendations</li></ul>	<ul style="list-style-type: none"><li>All-age carers' steering group chair</li><li>Senior commissioning officer</li></ul>
<b>Work programme</b> <ul style="list-style-type: none"><li>Review work programme</li></ul>	<ul style="list-style-type: none"><li>Draft work programme</li></ul>	<ul style="list-style-type: none"><li>Statutory Scrutiny Officer</li></ul>

## Briefing

**NEW** 11 February 2025

Topic and Objectives	Evidence required	Attendees*
<b>Roundtable with home care providers</b> <ul style="list-style-type: none"><li>Objectives to be confirmed.</li></ul>		<ul style="list-style-type: none"><li>Home care providers</li></ul>

**Committee Meeting**

**31 March 2025** report publication date **21 March 2025** pre meeting lines of enquiry planning **20 March 2025**

Topic and Objectives	Evidence required	Attendees*
Topic to be confirmed		
<b>Work programme</b> <ul style="list-style-type: none"><li>Review work programme</li></ul>	<ul style="list-style-type: none"><li>Draft work programme</li></ul>	<ul style="list-style-type: none"><li>Statutory Scrutiny Officer</li></ul>

**Committee Meeting**

**NEW** 19 May 2025 report publication date **TBC** pre meeting lines of enquiry planning **TBC**

Topic and Objectives	Evidence required	Attendees*
Topic to be confirmed		
<b>Work programme</b> <ul style="list-style-type: none"><li>Review work programme</li></ul>	<ul style="list-style-type: none"><li>Draft work programme</li></ul>	<ul style="list-style-type: none"><li>Statutory Scrutiny Officer</li></ul>

**Committee Meeting**

**NEW** 28 July 2025 report publication date **TBC** pre meeting lines of enquiry planning **TBC**

Topic and Objectives	Evidence required	Attendees*
Topic to be confirmed		
<b>Work programme</b> <ul style="list-style-type: none"><li>Review work programme</li></ul>	<ul style="list-style-type: none"><li>Draft work programme</li></ul>	<ul style="list-style-type: none"><li>Statutory Scrutiny Officer</li></ul>



### Committee Meeting

**NEW** 29 September 2025 **report publication date TBC** **pre meeting lines of enquiry planning TBC**

Topic and Objectives	Evidence required	Attendees*
Topic to be confirmed		
<b>Work programme</b> <ul style="list-style-type: none"><li>Review work programme</li></ul>	<ul style="list-style-type: none"><li>Draft work programme</li></ul>	<ul style="list-style-type: none"><li>Statutory Scrutiny Officer</li></ul>

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

## Scrutiny Management Board

### Committee Meeting

28 October 2024 **report publication date 18 October 2024** **pre meeting lines of enquiry planning 16 October 2024**

Topic and Objectives	Evidence required	Attendees*
<b>The management and delivery of capital projects</b> <ul style="list-style-type: none"><li>How does the council approach the management of capital projects?</li><li>How does the council prioritise and fund capital projects?</li><li>How does the council ensure that it has the right capability and capacity to deliver projects at the right quality, within budget and to agreed timescales?</li><li>How does the council ensure value for money through the delivery of capital projects?</li><li>How does planned capital investment reduce the council's revenue costs?</li><li>How does the council understand its performance with regards to the management and delivery of projects, how does it ensure it constantly improves its performance?</li></ul>	The current capital prioritisation process  A review of the current 2024-2025 capital programme (featuring Q1 and Q2) outturn  Ensuring an aligned timetable for Cabinet and for Scrutiny for the year ahead	<ul style="list-style-type: none"><li>Corporate Director, Economy and Environment</li></ul>

<ul style="list-style-type: none"> <li>• How does the council ensure that the interactions between capital projects and the revenue budget are effectively managed?</li> <li>• What impact has the council had through capital project and how can it have greater impact in the future?</li> </ul>		
<p><b>Devolution – options for Herefordshire</b></p> <ul style="list-style-type: none"> <li>• To assess prospective options for a submission to Government for devolution powers to include: <ul style="list-style-type: none"> <li>○ Options for partnership arrangements with other local authorities.</li> <li>○ Understanding the path to a devolution settlement</li> <li>○ The opportunities and benefits for Herefordshire Communities from devolution</li> <li>○ The risks and challenges to Herefordshire from devolution</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Member briefing on devolution</li> <li>• HM Government devolution Green Paper</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Director, Economy and Environment</li> </ul>
<p><b>Herefordshire Council Plan – Delivery Plan Working Group</b></p> <ul style="list-style-type: none"> <li>• Agree terms of reference for a Council Plan Delivery Plan Working Group, to contribute to the development of the delivery plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft working group terms of reference</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>
<p><b>Work programme</b></p> <ul style="list-style-type: none"> <li>• Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

**Working Group Meeting  
November 2024**

<b>Topic and Objectives</b>	<b>Evidence required</b>	<b>Attendees*</b>
<p><b>Herefordshire Council Plan delivery plan – 1<sup>st</sup> meeting</b></p> <ul style="list-style-type: none"> <li>• Understand the actions the executive is prioritising in the 2024-25 delivery plan.</li> <li>• Assess delivery of the current delivery plan and the impact of those actions on the 2025-26 delivery plan and the capital programme.</li> </ul>	<ul style="list-style-type: none"> <li>• 2024-28 Herefordshire Council Plan</li> <li>• 2024-25 Herefordshire Council Plan delivery plan</li> <li>• Draft 2025-26 Herefordshire Council Plan delivery plan</li> </ul>	<ul style="list-style-type: none"> <li>• Leader of the Council</li> <li>• Head of Corporate Performance &amp; Intelligence</li> <li>• Portfolio Manager, Corporate Services</li> </ul>

<ul style="list-style-type: none"> <li>• Appraise how the executive ensure that the actions in the current and future delivery plans meet the ambitions of the Herefordshire Council Plan.</li> <li>• Ensure that oversight of the delivery plan is reflected in performance reporting, and that performance reporting is helping to drive delivery of the plan.</li> <li>• Scrutinise the alignment between the delivery plan, the capital programme and the medium term financial strategy.</li> <li>• Further scrutinise support for the current delivery plan through the 2024-25 budget, and proposals for the 2025-26 delivery plan and budget.</li> </ul>	<ul style="list-style-type: none"> <li>• 2024-25 medium term financial strategy</li> <li>• 2024-25 capital programme</li> </ul>	<ul style="list-style-type: none"> <li>• Programme co-ordinator</li> </ul>
<p><b>Work programme</b></p> <ul style="list-style-type: none"> <li>• Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

**Committee Meeting**late November 2024 (date TBC) **report publication date November 2024** pre meeting lines of enquiry planning November 2024

Topic and Objectives	Evidence required	Attendees*
<b>Government Budget 2025</b> <ul style="list-style-type: none"> <li>Analyse the potential impact of HM Government’s budget statement of 30 October.</li> </ul>	<ul style="list-style-type: none"> <li>HM Government 2025 budget statement</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive</li> <li>Director of Finance</li> </ul>

**Committee Meeting**16 December 2024 **report publication date 6 December 2024** pre meeting lines of enquiry planning 4 December 2024

Topic and Objectives	Evidence required	Attendees*
<b>Financial Monitoring</b> <ul style="list-style-type: none"> <li>Review of 2024-2025 Quarters 1 and 2 outturn</li> <li>How effective has the executive been in managing the budget for the first six months of the year</li> <li>Where has the executive failed to achieve planned savings and what mitigating actions have been taken?</li> <li>Where has the executive seen unplanned growth in budgets and what mitigating actions have been taken?</li> <li>What are the key risks to the delivery of the budget over the remainder of the year?</li> <li>What has been the impact of the executive’s work on the communities of Herefordshire?</li> <li>Scrutiny of management action to achieve planned budget outturn.</li> </ul>	<ul style="list-style-type: none"> <li>Budget 2024 Quarter 1 and 2 outturn</li> </ul>	<ul style="list-style-type: none"> <li>Director of Finance</li> </ul>
<b>Herefordshire Council Plan – Delivery Plan Working Group</b> <ul style="list-style-type: none"> <li>Agree findings of the delivery plan working group</li> </ul>	<ul style="list-style-type: none"> <li>Final working group report</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Working Group Meeting**  
**January**

Topic and Objectives	Evidence required	Attendees*
<p><b>Herefordshire Council Plan delivery plan – 2<sup>nd</sup> meeting</b></p> <ul style="list-style-type: none"> <li>• Understand the actions the executive is prioritising in the 2024-25 delivery plan.</li> <li>• Assess delivery of the current delivery plan and the impact of those actions on the 2025-26 delivery plan and the capital programme.</li> <li>• Appraise how the executive ensure that the actions in the current and future delivery plans meet the ambitions of the Herefordshire Council Plan.</li> <li>• Ensure that oversight of the delivery plan is reflected in performance reporting, and that performance reporting is helping to drive delivery of the plan.</li> <li>• Scrutinise the alignment between the delivery plan, the capital programme and the medium term financial strategy.</li> <li>• Further scrutinise support for the current delivery plan through the 2024-25 budget, and proposals for the 2025-26 delivery plan and budget.</li> </ul>	<ul style="list-style-type: none"> <li>• 2024-28 Herefordshire Council Plan</li> <li>• 2024-25 Herefordshire Council Plan delivery plan</li> <li>• Draft 2025-26 Herefordshire Council Plan delivery plan</li> <li>• 2024-25 medium term financial strategy</li> <li>• 2024-25 capital programme</li> </ul>	<ul style="list-style-type: none"> <li>• Leader of the Council</li> <li>• Head of Corporate Performance &amp; Intelligence</li> <li>• Portfolio Manager, Corporate Services</li> <li>• Programme co-ordinator</li> </ul>

### Committee Meeting

14 and 24 January 2025 **report publication dates 6 and 16 January 2025** pre meeting lines of enquiry planning 3 or 6 January 2025 (date to be confirmed)

Topic and Objectives	Evidence required	Attendees*
<b>Budget, Capital Programme and Medium-Term Financial Strategy</b> <ul style="list-style-type: none"><li>Scrutinise the proposed 2025-26 budget for Herefordshire Council.</li><li>Evaluate the alignment between the medium term-financial strategy and the Herefordshire Council Plan and its delivery plan.</li><li>Ensure that the capital priorities in capital programme align with the priorities of the delivery plan.</li></ul>	<ul style="list-style-type: none"><li>Draft 2025-26 budget</li><li>Capital Programme</li><li>Medium-term financial strategy</li></ul>	<ul style="list-style-type: none"><li>Director of Finance</li><li>All corporate directors</li><li>Leader, Council</li></ul>
<b>Work programme</b> <ul style="list-style-type: none"><li>Review work programme</li></ul>	<ul style="list-style-type: none"><li>Draft work programme</li></ul>	<ul style="list-style-type: none"><li>Statutory Scrutiny Officer</li></ul>

### Committee Meeting

11 March 2025 **report publication date 3 March 2025** pre meeting lines of enquiry planning 28 February 2025

Topic and Objectives	Evidence required	Attendees*
<b>Digital, Data and Technology</b> <ul style="list-style-type: none"><li>What are the council's proposed investments in digital and data technology?</li><li>How does the council achieve value for money in its investments?</li><li>What are the gaps in the council's information technology, and how will address them?</li><li>What staffing, training and corporate restructuring will be required to deliver the proposed investments?</li><li>What opportunities exist to digitise council services?</li><li>How will the council ensure that digitisation does not exclude vulnerable groups?</li></ul>		
<b>Work programme</b> <ul style="list-style-type: none"><li>Review work programme</li></ul>	<ul style="list-style-type: none"><li>Draft work programme</li></ul>	<ul style="list-style-type: none"><li>Statutory Scrutiny Officer</li></ul>

Topic and Objectives	Evidence required	Attendees*
<b>Financial Monitoring</b> <ul style="list-style-type: none"> <li>Review of 2024-2025 quarter 3 outturn.</li> <li>Scrutiny of management action to achieve planned budget outturn.</li> <li>Scrutiny of portfolio holder action to identify risks in delivery of agreed budget.</li> </ul>	<ul style="list-style-type: none"> <li>Quarter 3 outturn</li> </ul>	<ul style="list-style-type: none"> <li>Director of Finance</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

### Committee Meeting

20 May 2025 report publication date May 2025 pre meeting lines of enquiry planning May 2025

Topic and Objectives	Evidence required	Attendees*
<b>Hoople</b> <ul style="list-style-type: none"> <li>How does our relationship with Hoople deliver value for money for the council? How does our relationship with Hoople deliver value for money for the council?</li> <li>How does Hoople itself deliver value for money?</li> <li>What are Hoople's areas of competence and expertise?</li> <li>How does the council balance the friction caused by having a client/supplier relationship with the benefits of having a Tekkal supplier and a specialist?</li> <li>How does the council capture Hoople's expertise in shaping relevant policies and plans?</li> <li>What has been in the impact of Hoople on the communities of Herefordshire?</li> <li>How does Hoople contribute to the priorities in the Council Plan and its annual delivery plan?</li> </ul>		<ul style="list-style-type: none"> <li>Director of Finance</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Committee Meeting**

**NEW** 1 July 2025 **report publication date 23 June 2025** **pre meeting lines of enquiry planning TBC**

Topic and Objectives	Evidence required	Attendees*
<p><b>DATE CHANGE</b> <b>Workforce planning</b></p> <ul style="list-style-type: none"> <li>• How does the council determine its workforce requirements?</li> <li>• Where are the gaps in the current council staffing structures and skills, and what work is underway to fill those gaps?</li> <li>• What has been the impact of MERS on the council’s structure, and how will those impacts be addressed?</li> <li>• What programmes are planned and are underway to develop the council’s workforce?</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Human Resources and Organisational Development</li> </ul>
<p><b>Work programme</b></p> <ul style="list-style-type: none"> <li>• Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

**Committee Meeting**

**NEW** 30 September 2025 **report publication date 22 September 2025** **pre meeting lines of enquiry planning TBC**

Topic and Objectives	Evidence required	Attendees*
<p><b>Topic to be confirmed</b></p>		
<p><b>Work programme</b></p> <ul style="list-style-type: none"> <li>• Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Scrutiny Officer</li> </ul>

\*The Director of Finance and all Cabinet portfolio holders have a standing invitation to each committee meeting. Portfolio holder attendance is dependent on the topic being discussed.