



SCRUTINY WORK PROGRAMME 2024-2025

November 2024

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.

Table of Contents

Children and Young People Scrutiny Committee	2
Connected Communities Scrutiny Committee	6
Environment and Sustainability Scrutiny Committee	10
Health Care and Wellbeing Scrutiny Committee	14
Scrutiny Management Board	19

Children and Young People Scrutiny Committee

Committee Meeting

26 November 2024 **report deadline NEW** 14 November 2024 **pre meeting lines of enquiry planning** 15 November 2024

Topic and Objectives	Evidence required	Attendees*
<p>Including children’s voices in council policy</p> <ul style="list-style-type: none"> • Understand the role of the council’s children’s advocacy team. • Scrutinise the council’s participation and engagement strategy • 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"> ○ Transport and highways ○ Housing ○ Public Health ○ Planning ○ Education 	<ul style="list-style-type: none"> • Children and Young People quality of life survey • Background report on work within <ul style="list-style-type: none"> ○ Transport and highways ○ Housing ○ Public Health ○ Planning ○ Education 	<ul style="list-style-type: none"> • Complaints and Children’s Rights Manager • Head of Service for Corporate Parenting • Hereford City Youth Council • Herefordshire rural media • Head of Transport and Access Services • Other officers to be agreed

Committee Meeting

21 January 2025 **report deadline NEW** 9 January 2025 **pre meeting lines of enquiry planning** 10 January 2025

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

<ul style="list-style-type: none"> • Measure progress in meeting recommendations following the SEND peer review by the Local Government Association. • Explore how the council and the local parent-carer forum work together to co-produce strategy and practice. • Scrutinise the current neuro-development pathway and its role in supporting children. 		<ul style="list-style-type: none"> • Herefordshire and Worcestershire Integrated Care Board • Wye Valley Trust • Parent Carer Forum
<p>Supporting children with additional needs</p> <ul style="list-style-type: none"> • Explore the role of short breaks and their commissioning. • Other objectives to be agreed. 		<ul style="list-style-type: none"> • Hayley Doyle, Service Director All Age Commissioning • Jessica Davies – Service manager Children with Disabilities

Briefing

9 January 2025

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

Briefing

NEW 20 February 2025

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

Committee Meeting

18 March 2025 **report deadline** **NEW** 6 March 2025 **pre meeting lines of enquiry planning** 06 March 2025

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

Committee Meeting

27 May 2025 **report deadline** **NEW** 15 May 2025 **pre meeting lines of enquiry planning** TBC

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

Committee Meeting22 July 2025 **report deadline NEW 10 July 2025** pre meeting lines of enquiry planning TBC

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

Committee Meeting16 September 2025 **report deadline NEW 4 September 2025** pre meeting lines of enquiry planning TBC

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

*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

Committee Meeting

13 November 2024 **report deadline NEW 1 November 2024** pre meeting lines of enquiry planning 31 October 2024

Topic and Objectives	Evidence required	Attendees*
<p>Enterprise Zones</p> <ul style="list-style-type: none"> • Scrutinise operation of Hereford Enterprise Zone and how learning from the project will be applied to future enterprise zones. • Assess the economic and social benefits of enterprise zones, including the impact of businesses within Herefordshire moving into the Hereford Enterprise Zone. • Scrutinise the learning from forming the governance of the enterprise zone, and how this could be applied to development of Ross Enterprise Park. • Scrutinise alignment of the park development with the placement strategy agreed by Herefordshire Council. 	<ul style="list-style-type: none"> • Analysis of the economic and social benefits of enterprise zones. • SWOT of Ross Enterprise Park proposals. • Update on Ross Enterprise Park development • Background briefing on the history and regulatory framework of enterprise zones. • Analysis of impact of enterprise zones on the location and relocation of businesses. 	<ul style="list-style-type: none"> • Current and previous chairs of the Hereford Enterprise Zone • Representative from Ross Enterprise Park • Service Director, Economy and Growth
<p>NEW Local authority housing delivery models</p> <ul style="list-style-type: none"> • Receive commissioned research into housing delivery models in other local authorities. • Make recommendations to Cabinet on potential operating models in Herefordshire. 	<ul style="list-style-type: none"> • Update on commissioned research 	<ul style="list-style-type: none"> • Service Director, Economy and Growth • Head of Service, Housing and Wellbeing • Head of Housing Development
<p>Work programme</p> <ul style="list-style-type: none"> • Review work programme 	<ul style="list-style-type: none"> • Draft work programme 	<ul style="list-style-type: none"> • Statutory Scrutiny Officer

Committee Meeting

15 January 2025 **report deadline** **NEW** 3 January 2025 **pre meeting lines of enquiry planning** 6 January 2025

Topic and Objectives	Evidence required	Attendees*
AMENDED Local Transport Plan <ul style="list-style-type: none"> Scrutinise the proposed public consultation on Local Transport Plan proposals. Review draft plan before Council approval. 	<ul style="list-style-type: none"> Draft Local Transport Plan Plan consultation findings 	<ul style="list-style-type: none"> Service Director Environment and Highways Head of Transport and Access Services Members of Environment and Sustainability Scrutiny Committee
NEW Market Towns Investment Plans <ul style="list-style-type: none"> Objectives to be agreed. 	<ul style="list-style-type: none"> Evidence to be agreed. 	<ul style="list-style-type: none"> Service Director, Economy and Growth
Work programme <ul style="list-style-type: none"> Review work programme 	<ul style="list-style-type: none"> Draft work programme 	<ul style="list-style-type: none"> Statutory Scrutiny Officer

Committee Meeting

12 March 2025 **report deadline** **NEW** 28 February 2025 **pre meeting lines of enquiry planning** 21 February 2025

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

Committee Meeting

13 May 2025 report deadline NEW 1 May 2025 pre meeting lines of enquiry planning TBC

Topic and Objectives	Evidence required	Attendees*
NEW Cultural Strategy 2019-2029 <ul style="list-style-type: none"> Objectives to be agreed. 	<ul style="list-style-type: none"> Evidence to be agreed. 	<ul style="list-style-type: none"> Culture and Leisure Lead
NEW Local Transport Plan <ul style="list-style-type: none"> Scrutinise findings of public consultation on Local Transport Plan proposals. Review draft plan before Council approval. 	<ul style="list-style-type: none"> Draft Local Transport Plan Plan consultation findings 	<ul style="list-style-type: none"> Service Director Environment and Highways Head of Transport and Access Services Members of Environment and Sustainability Scrutiny Committee
Work programme <ul style="list-style-type: none"> Review work programme 	<ul style="list-style-type: none"> Draft work programme 	<ul style="list-style-type: none"> Statutory Scrutiny Officer

Committee Meeting

8 July 2025 report deadline NEW 26 June 2025 pre meeting lines of enquiry planning TBC

Topic and Objectives	Evidence required	Attendees*
Tourism and Destination Management <ul style="list-style-type: none"> Objectives to be agreed. 	<ul style="list-style-type: none"> Evidence to be agreed 	<ul style="list-style-type: none"> To be agreed

<p>NEW Gully cleansing</p> <ul style="list-style-type: none"> • Scrutinise progress against the October 2024 Council motion to: <ul style="list-style-type: none"> ○ Ensure all drains, gullies and culverts that fall under the responsibility of Herefordshire Council are accurately mapped. ○ Undertake an urgent programme of rectifying and repairing drains, gullies and culverts where they have been damaged by the recent unprecedented period of rainfall. ○ Develop a full countywide maintenance schedule that anticipates the likelihood of heavier rainfall in the future. ○ Publish the maintenance schedule so that ward members, city, town and parish councils and local people can have confidence in the plans. ○ Ensure that areas most at risk of flooding are prioritised for maintenance. 	<ul style="list-style-type: none"> • Evidence to be agreed 	<ul style="list-style-type: none"> • To be agreed
<p>Work programme</p> <ul style="list-style-type: none"> • Review work programme 	<ul style="list-style-type: none"> • Draft work programme 	<ul style="list-style-type: none"> • Statutory Scrutiny Officer

Committee Meeting

9 September 2025 report deadline **NEW 28 August 2025** pre meeting lines of enquiry planning TBC

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

*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 deadline** **NEW** 6 November 2024 **pre meeting lines of enquiry planning** 7 November 2024

Topic and Objectives	Evidence required	Attendees*
<p>AMENDED Tree and hedgerow management</p> <ul style="list-style-type: none"> Scrutinise council tree and hedgerow management policy and its alignment with the work on the local nature recovery strategy and landscape recovery and climate change adaptability. Understand the findings of the recent Defra consultation on hedgerow management. Consider the county tree strategy as an enabler for Herefordshire to become a carbon offset trading partner with others. Examine countywide action on ash dieback and replacement. 	<ul style="list-style-type: none"> Council policy on tree and hedgerow management Draft work on the local nature recovery strategy. Findings of the Defra consultation on hedgerow management. The Management of Hedgerows (England) Regulations 2024 (legislation.gov.uk) 	<ul style="list-style-type: none"> Farm Herefordshire CPRE (formerly Council for the Protection of Rural England) Policy leads on tree and hedgerow management Head of Highways and Traffic Phosphate Mitigation Lead
<p>Work programme</p> <ul style="list-style-type: none"> Review work programme 	<ul style="list-style-type: none"> Draft work programme 	<ul style="list-style-type: none"> Statutory Scrutiny Officer

Committee Meeting

20 January 2025 **report deadline** **NEW** 8 January 2025 **pre meeting lines of enquiry planning** 9 January 2025

Topic and Objectives	Evidence required	Attendees*
<p>River Lugg water quality</p> <ul style="list-style-type: none"> 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. Understand the implications of poor water quality on the ability to plan and build new housing. 	<ul style="list-style-type: none"> Five years of analysis of water quality data (from Nutrient Management Board or Environment Agency) Evidence from Merry Albright (Home Builders Federation) 	<ul style="list-style-type: none"> Herefordshire Construction Industry Lobby Group Natural England Environment Agency Natural Resources Wales Defra River Wye champion

Topic and Objectives	Evidence required	Attendees*
<ul style="list-style-type: none"> Evaluate the progress on developing new wetland areas on river improvement and their impact on housing development. 		
Work programme <ul style="list-style-type: none"> Review work programme 	<ul style="list-style-type: none"> Draft work programme 	<ul style="list-style-type: none"> Statutory Scrutiny Officer

Committee Meeting

24 March 2025 report deadline **NEW** 12 March 2025 pre meeting lines of enquiry planning 13 March 2025

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

Committee Meeting

12 May 2025 report deadline **NEW 29 April 2025** pre meeting lines of enquiry planning **May 2025**

Topic and Objectives	Evidence required	Attendees*
<p>NEW Road User Safety</p> <ul style="list-style-type: none"> • How do speed limits impact on road user safety and what is council policy on them. • Looking at the administration of TROs across the council. • Look at best practice on the provision of road architecture. 	<ul style="list-style-type: none"> • Relevant evidence from the LTP consultation. • Evidence on the effectiveness of 20mph speed limit zones. • A map of existing/pending 20 mph speed zones across the county. 	<ul style="list-style-type: none"> • Road Safety Officer West Mercia Police • Head of Highways and Traffic • Western Bypass consultant
<p>Work programme</p> <ul style="list-style-type: none"> • Review work programme 	<ul style="list-style-type: none"> • Draft work programme 	<ul style="list-style-type: none"> • Statutory Scrutiny Officer

Committee Meeting

7 July 2025 report deadline **NEW 25 June 2025** pre meeting lines of enquiry planning **June/July 2025**

Topic and Objectives	Evidence required	Attendees*
<p>AMENDED Provision of bus services across the county</p> <ul style="list-style-type: none"> • Consider the council’s response to the government white paper on authorities running their own bus services. • Examine the opportunities to develop ‘on-demand’ bus services. • Scrutinise council policy on free access to public transport for disadvantaged groups. • Scrutinise the outcome of the £1,064,000 grant allocation to Herefordshire Council by the Department for Transport to improve bus services. 	<ul style="list-style-type: none"> • Evidence from the local transport plan consultation. • Best practice examples from other local authorities. 	<ul style="list-style-type: none"> • Head of Transport and Access Services • Bus services user groups
<p>Work programme</p> <ul style="list-style-type: none"> • Review work programme 	<ul style="list-style-type: none"> • Draft work programme 	<ul style="list-style-type: none"> • Statutory Scrutiny Officer

Committee Meeting

8 September 2025 report deadline **NEW** **27 August 2025** pre meeting lines of enquiry planning August/September 2025

Topic and Objectives	Evidence required	Attendees*
Land management and use		
Work programme <ul style="list-style-type: none">• Review work programme	<ul style="list-style-type: none">• Draft work programme	<ul style="list-style-type: none">• Statutory Scrutiny Officer

*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

25 November 2024 **report deadline NEW 13 November 2024** pre meeting lines of enquiry planning 14 November 2024

Topic and Objectives	Evidence required	Attendees*
<p>West Mercia Police “Right Care, Right Person” policy</p> <ul style="list-style-type: none"> • Scrutinise the impact of the change in West Mercia policy regarding responses to welfare, mental health incidents and missing persons. • Further scrutinise the delivery of the policy. 	<ul style="list-style-type: none"> • West Mercia Police “Most Appropriate Agency” policy • Herefordshire Council policy 	<ul style="list-style-type: none"> • West Mercia Police • Director of Public Health
<p>Supported housing for working age adults with additional needs</p> <ul style="list-style-type: none"> • How do we forecast, commission and meet the housing needs of adults with a learning or with a severe and enduring mental health problem? • How do we work with developers to provide the required housing? 		<ul style="list-style-type: none"> • Service Director – All Ages Commissioning • Head of Housing
<p>Work programme</p> <ul style="list-style-type: none"> • Review work programme 	<ul style="list-style-type: none"> • Draft work programme 	<ul style="list-style-type: none"> • Statutory Scrutiny Officer

Working Group Meeting
January 2025

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

Briefing
NEW January 2025

Topic and Objectives	Evidence required	Attendees*
Joint Strategic Needs Assessment (JSNA) <ul style="list-style-type: none"> • Objectives to be confirmed. 	<ul style="list-style-type: none"> • Briefing on JSNA 	<ul style="list-style-type: none"> • Director of Public Health • Intelligence Unit team Leader • Consultant in Public Health

Committee Meeting
27 January 2025 report deadline **NEW** **15 January 2025 pre meeting lines of enquiry planning** **16 January 2025**

Topic and Objectives	Evidence required	Attendees*
Health and Wellbeing Strategy <ul style="list-style-type: none"> • To examine the objectives of the strategy. • To scrutinise delivery plans underpinning key objectives of the Health and Wellbeing Strategy. <ul style="list-style-type: none"> ○ Good start in life ○ Mental Health • To measure progress in developing Herefordshire's Joint Strategic Needs Assessment. 	<ul style="list-style-type: none"> • Health and Wellbeing strategy 	<ul style="list-style-type: none"> • Chair, Health and Wellbeing Board • Director of Public Health

CQC assurance visit preparation <ul style="list-style-type: none"> To scrutinise preparation for an anticipated assurance visit from the Care Quality Commission. 		
All-age carers' strategy action plan – recommendations of the working group <ul style="list-style-type: none"> Discuss and agree recommendations of the proposed working group. 	<ul style="list-style-type: none"> Working group report and draft recommendations 	<ul style="list-style-type: none"> All-age carers' steering group chair Senior commissioning officer
Work programme <ul style="list-style-type: none"> Review work programme 	<ul style="list-style-type: none"> Draft work programme 	<ul style="list-style-type: none"> Statutory Scrutiny Officer

Briefing

11 February 2025

Topic and Objectives	Evidence required	Attendees*
Roundtable with home care providers <ul style="list-style-type: none"> Meet with home care providers to <ul style="list-style-type: none"> better understand their work and learn more about challenges to the sector. 		<ul style="list-style-type: none"> Home care providers

Committee Meeting

31 March 2025 **report deadline** **NEW** 19 March 2025 **pre meeting lines of enquiry planning** 20 March 2025

Topic and Objectives	Evidence required	Attendees*
NEW Dental services in Herefordshire <ul style="list-style-type: none"> To identify the responsibilities of the local authority in respect of oral health, and the responsibilities of NHS England, in respect of dentistry. 	<ul style="list-style-type: none"> Briefing on dentistry responsibilities in Herefordshire 	<ul style="list-style-type: none"> Director of Public Health Others to be determined

<ul style="list-style-type: none"> To examine Hereford’s oral health outcomes and the work being undertaken to improve the oral health of the local population. To investigate the pressures and challenges faced by dental care services and the work being undertaken to improve access to dental care. To examine the local population’s views and experiences of accessing and using NHS dental services To identify potential recommendations to improve the oral health of Herefordshire’s population and access to dental care. 		
<p>NEW Community activity – day provision</p> <ul style="list-style-type: none"> Review the information available to support carers Scrutinise the commissioning of short breaks and other forms of respite care. Understand and identify possible learning from good practice in other local authorities. 	<ul style="list-style-type: none"> Provision in other local authorities Focus group with consortium members Other evidence to be determined. 	<ul style="list-style-type: none"> Herefordshire Activities Together consortium Service Director All Age Commissioning Registered Manager Shared Lives
<p>Work programme</p> <ul style="list-style-type: none"> Review work programme. 	<ul style="list-style-type: none"> Draft work programme 	<ul style="list-style-type: none"> Statutory Scrutiny Officer

Committee Meeting

19 May 2025 **report deadline** **NEW** 7 May 2025 **pre meeting lines of enquiry planning** TBC

Topic and Objectives	Evidence required	Attendees*
<p>NEW Respite care for working-age adults</p> <ul style="list-style-type: none"> Review the information available to support carers of working-age adults Scrutinise the commissioning of short breaks and other forms of respite care. Understand and identify possible learning from good practice in other local authorities. 	<ul style="list-style-type: none"> Respite provision in other local authorities Briefing on current respite care provision in Herefordshire. Focus group with consortium members Other evidence to be determined. 	<ul style="list-style-type: none"> Service Director All Age Commissioning Registered Manager Shared Lives Respite care providers

Work programme <ul style="list-style-type: none"> Review work programme 	<ul style="list-style-type: none"> Draft work programme 	<ul style="list-style-type: none"> Statutory Scrutiny Officer
---	--	--

Committee Meeting

28 July 2025 report deadline **NEW** 16 July 2025 pre meeting lines of enquiry planning TBC

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

Committee Meeting

29 September 2025 report deadline **NEW** 17 September 2025 pre meeting lines of enquiry planning TBC

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

*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

19 November 2024 (subject to requirement) **report deadline NEW 7 November 2024** pre meeting lines of enquiry planning TBC November 2024

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

Committee Meeting

16 December 2024 **report deadline NEW 4 December 2024** pre meeting lines of enquiry planning 4 December 2024

Topic and Objectives	Evidence required	Attendees*
Financial Monitoring <ul style="list-style-type: none"> Review of 2024-2025 Quarters 1 and 2 outturn How effective has the executive been in managing the budget for the first six months of the year What mitigating actions have been taken in high-risk areas of planned cost savings? Have we delivered costs savings in line with the quarterly savings profile? Where has the executive seen unplanned growth in budgets and what mitigating actions have been taken? What are the key risks to the delivery of the budget over the remainder of the year? What has been the impact of the executive’s work on the communities of Herefordshire? Scrutiny of management action to achieve planned budget outturn. 	<ul style="list-style-type: none"> Budget 2024 Quarter 1 and 2 outturn 	<ul style="list-style-type: none"> Director of Finance
AMENDED Herefordshire Council Plan – Delivery Plan Working Group	<ul style="list-style-type: none"> Draft terms of reference 	<ul style="list-style-type: none"> Statutory Scrutiny Officer

<ul style="list-style-type: none"> Agree terms of reference for the planned Herefordshire Council Plan delivery plan working group 		
Work programme <ul style="list-style-type: none"> Review work programme 	<ul style="list-style-type: none"> Draft work programme 	<ul style="list-style-type: none"> Statutory Scrutiny Officer

Committee Meeting

14 January 2025 **report deadlines** **NEW 2 January 2025** pre meeting lines of enquiry planning 3 or 6 January 2025 (date to be confirmed)

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

Working Group Meeting

February 2025

Topic and Objectives	Evidence required	Attendees*
AMENDED Herefordshire Council Plan – Delivery Plan Working Group <ul style="list-style-type: none"> Understand the actions the executive is prioritising in the 2024-25 delivery plan. Assess delivery of the current delivery plan and the impact of those actions on the 2025-26 delivery plan and the capital programme. 	<ul style="list-style-type: none"> 2024-28 Herefordshire Council Plan 2024-25 Herefordshire Council Plan delivery plan Draft 2025-26 Herefordshire Council Plan delivery plan 2024-25 medium term financial strategy 	<ul style="list-style-type: none"> Leader of the Council Head of Corporate Performance & Intelligence Portfolio Manager, Corporate Services Programme co-ordinator

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

Committee Meeting

11 March 2025 report deadline **NEW** 27 February 2025 pre meeting lines of enquiry planning 28 February 2025

Topic and Objectives	Evidence required	Attendees*
<p>Digital, Data and Technology</p> <ul style="list-style-type: none"> • What are the council’s proposed investments in digital and data technology? • How does the council achieve value for money in its investments? • What are the gaps in the council’s information technology, and how will address them? • What staffing, training and corporate restructuring will be required to deliver the proposed investments? • What opportunities exist to digitise council services? • How will the council ensure that digitisation does not exclude vulnerable groups? 		
<p>Financial Monitoring</p> <ul style="list-style-type: none"> • Review of 2024-2025 quarter 3 outturn. • Scrutiny of management action to achieve planned budget outturn. 	<ul style="list-style-type: none"> • Quarter 3 outturn 	<ul style="list-style-type: none"> • Director of Finance

Topic and Objectives	Evidence required	Attendees*
<ul style="list-style-type: none"> Scrutiny of portfolio holder action to identify risks in delivery of agreed budget. 		
AMENDED Herefordshire Council Plan – Delivery Plan Working Group <ul style="list-style-type: none"> Agree findings of the delivery plan working group 	<ul style="list-style-type: none"> Final working group report 	<ul style="list-style-type: none"> Statutory Scrutiny Officer
Work programme <ul style="list-style-type: none"> Review work programme 	<ul style="list-style-type: none"> Draft work programme 	<ul style="list-style-type: none"> Statutory Scrutiny Officer

Committee Meeting

20 May 2025 report deadline **NEW** 8 May 2025 pre meeting lines of enquiry planning May 2025

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

Committee Meeting

1 July 2025 report deadline NEW 19 June 2025 pre meeting lines of enquiry planning TBC

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

Committee Meeting

30 September 2025 report deadline NEW 18 September 2025 pre meeting lines of enquiry planning TBC

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

*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.