

Title of report: Herefordshire Council Plan delivery plan working group terms of reference

Meeting: Scrutiny Management Board

Meeting date: 16 December 2024

Report by: Statutory Scrutiny Officer

Classification

Open

Decision type

This is not an executive decision

Wards affected

All wards

Purpose

To determine whether to form a committee working group to scrutinise development of *Herefordshire Council Plan* delivery plan.

Recommendation(s)

That:

- a) **The committee consider forming a working group according to the terms of reference attached as appendix 1; and**
- b) **The attending Cabinet Member(s) at the meeting be invited to identify any additional elements relevant to the terms of reference.**

Alternative options

1. The committee could make changes to the terms of reference before agreeing to form a working group.
2. It could also decide not to form the working group.

Key considerations

3. Scrutiny Management Board has looked at both the Herefordshire Council Plan and the delivery plan several times since May 2023.
 - a. On November 21 2023 the committee looked at the former Herefordshire County Plan's 2023-24 delivery plan, as well as receiving an update on the production of the (then) forthcoming Herefordshire Council Plan for the period 2024-2028.
 - b. On 19 March 2024 the committee agreed to set up a working group to contribute to a draft of the 2024-28 Council Plan.
 - c. On 14 May 2024 the committee reported on its work to contribute to the draft 2024-28 Council Plan, making a number of recommendations to strengthen the plan. At the time, the delivery plan was yet to be published, so the committee agreed to look at the draft plan before its presentation to Cabinet on 27 June 2024.
4. At a work programme planning meeting, the board agreed to carry out a piece of work to look at the progress in delivering the agreed objectives in the 2024-5 Herefordshire Council Plan delivery plan, as well as progress in producing the 2025-26 delivery plan.
5. As the committee has agreed a full work programme for the 2024-25 municipal year, it has agreed to carry out this work in an informal working group meeting, the membership of the group being the members of Scrutiny Management Board. It will then report back its findings and recommendations to a formal meeting of Scrutiny Management Board in March 2025.
6. Draft terms of reference for the working group are attached as appendix 1.

Community impact

7. The scrutiny function supports community development through robust scrutiny of the council's policy framework, including the Local Plan, Health and Wellbeing Strategy, Herefordshire Plan and the Medium Term Financial Strategy.
8. Scrutiny also supports community issues more directly through the work of the Connected Communities Scrutiny Committee.
9. The function also helps to ensure that the council discharges its corporate parent duties effectively, through scrutiny of the corporate parenting board and the council's broader work to support its looked after children and their families.

Environmental impact

10. Herefordshire Council provides and purchases a wide range of services for the people of Herefordshire. Together with partner organisations in the private, public and voluntary sectors we share a strong commitment to improving our environmental sustainability, achieving carbon neutrality and to protect and enhance Herefordshire's outstanding natural environment.
11. All reports to scrutiny committees, as with all council committees, include appraisals of the impact of the report content on climate change. Scrutiny committee work programmes directly link to the council plan priorities, including the key priority to 'Protect and enhance our environment and ensure that Herefordshire is a great place to live'.
12. Climate change and carbon reduction related issues are directly identified in the remit and therefore focus of the Environment and Sustainability Scrutiny Committee.
13. Whilst this is a decision on back office functions and will have minimal environmental impacts, consideration has been made to minimise waste and resource use in line with the council's Environmental Policy. Examples include:

- a. Creation of an online-only briefing programme, eliminating the need to travel to Hereford for a single meeting.
- b. Paper-free briefings and informal meetings, eliminating the need for printed paper.

Equality duty

14. Under section 149 of the Equality Act 2010, a public authority must, in the exercise of its functions, have due regard to the need to:
 - a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
15. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. As this report is primarily for information, we do not believe that accepting (or rejecting) this report will have an impact on our equality duty.

Resource implications

16. Effective scrutiny produces evidence-based recommendations. These can be informed by learning from best practice and an understanding of 'what works' at other similar local authorities, as well as developing a robust picture of what the situation is locally based on data, intelligence and insights. Where adopted, recommendations can help with the efficiency and effectiveness of services that can be delivered differently, as well as informing the development of current and new policies.
17. As this report is primarily for information, there are no direct resource implications arising from this report. However the function may require some funding in order to carry out its work effectively. Requirements may include purchasing training or expert advice. However it is anticipated that much of the training and development required during the year can be met using existing council resources.

Risk management

18. Effective scrutiny is a feature of the council's governance arrangements, where the council is operating executive arrangements. There are a range of factors that could result in risks to council of not doing scrutiny effectively. These include the failure to:
 - a. challenge and hold decision makers to account
 - b. link scrutiny work to the delivery of the council's priorities and risk management
 - c. carry out thorough and appropriate research to make evidence-based recommendations
 - d. engage partners and providers
 - e. ensure that structures and models of operation are fit for purpose and match ambition and available resources
 - f. ensure that scrutiny can operate as the voice of communities and
 - g. draw on member knowledge and experience to inform policy development.

19. To mitigate, tolerate or eradicate these risks, enablers for effective scrutiny include:
- a. operating in an apolitical manner
 - b. clarity of vision and purpose
 - c. scrutiny support availability, capability and capacity
 - d. effective engagement and commitment by members and officers at all levels, including cabinet, opposition leaders, scrutiny chairs and senior officers who play a central role in setting the tone and direction
 - e. robust work programming and prioritisation of topics with clear objectives and expected impacts
 - f. ensuring that scrutiny work will add value to the council and communities e.g. through strong links between work programme topics and the integrated strategic plans that set out the actions and timescales to deliver the priorities in the County Plan
 - g. access to and availability of robust data and intelligence and
 - h. good relationships with partners and providers.

Consultees

20. None

Appendices

Appendix 1 Herefordshire Council Plan delivery plan working group terms of reference

Background papers

[Herefordshire Council Plan delivery plan 2024/25](#)