

SCRUTINY WORK PROGRAMME 2024-2025

December 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 | Error! Bookmark not defined. |
| Connected Communities Scrutiny Committee | Error! Bookmark not defined. |
| Environment and Sustainability Scrutiny Committee | Error! Bookmark not defined. |
| Health Care and Wellbeing Scrutiny Committee | Error! Bookmark not defined. |
| Scrutiny Management Board | Error! Bookmark not defined. |

Children and Young People Scrutiny Committee

Committee meeting

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

| Topic and Objectives | Evidence required | Attendees* (Report or presentation writer in bold) |
|--|--|---|
| <p>Findings of the CQC/Ofsted inspection of SEND services Review the inspection and its finding, in order to:</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). • 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"> • 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 • 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* (Report or presentation writer in bold) |
|---|--|--|
| Thresholds of Need <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 |
| 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
20 February 2025

| Topic and Objectives | Evidence required | Attendees* (Report or presentation writer in bold) |
|--|---|--|
| School attainment <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 6 March 2025 pre meeting lines of enquiry planning 06 March 2025

| Topic and Objectives | Evidence required | Attendees* (Report or presentation writer in bold) |
|-----------------------------|--|--|
| HSCB Annual report | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> |

| | | |
|---|--|---|
| 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 |
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Committee Meeting

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

| Topic and Objectives | Evidence required | Attendees* |
|---|--|---|
| Child exploitation <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 |
| Update on Improvement Plan and Quality Assurance Framework <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 |
| 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

22 July 2025 report deadline **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 Meeting

16 September 2025 report deadline 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

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

| Topic and Objectives | Evidence required | Attendees* |
|--|--|---|
| Local Transport Plan <ul style="list-style-type: none"> Scrutinise the ongoing development of the Local Transport Plan. | <ul style="list-style-type: none"> Overview report | <ul style="list-style-type: none"> Service Director Environment and Highways Head of Transport and Access Services Members of Environment and Sustainability Scrutiny Committee |
| Market Towns Investment Plans <ul style="list-style-type: none"> Scrutinise progress in the creation and delivery of investment plans for Herefordshire towns. | <ul style="list-style-type: none"> Market town reports | <ul style="list-style-type: none"> Service Director, Economy and Growth Ross Town Clerk Ledbury Town Clerk Leominster Town Clerk Kington Town Clerk Bromyard Town Clerk |
| 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 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 |

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| Hereford City Masterplan | • | • |
| <ul style="list-style-type: none"> Objectives to be agreed | | |
| Work programme | • Draft work programme | • Statutory Scrutiny Officer |
| <ul style="list-style-type: none"> Review work programme | | |

Committee Meeting

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

| Topic and Objectives | Evidence required | Attendees* |
|--|--|--|
| Cultural Strategy 2019-2029 <ul style="list-style-type: none"> Review progress in delivering the cultural strategy. Scrutinise delivery of proposed cultural developments, such as Hereford Shire Hall. | <ul style="list-style-type: none"> Evidence to be agreed. | <ul style="list-style-type: none"> Culture and Leisure Lead Hereford Voice Chief Executive, Courtyard Hereford |
| 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 | • Draft work programme | • Statutory Scrutiny Officer |
| <ul style="list-style-type: none"> Review work programme | | |

Committee Meeting

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

| Topic and Objectives | Evidence required | Attendees* |
|---|-------------------------|----------------|
| Tourism and Destination Management | • Evidence to be agreed | • To be agreed |

| | | |
|---|---|--|
| <ul style="list-style-type: none"> Objectives to be agreed | | |
| Gully cleansing <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 |
| 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

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

| Topic and Objectives | Evidence required | Attendees* |
|---|--|--|
| Broadband <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, 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

20 January 2025 **report deadline 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"> • Receive an update on the current apportionment of the sources of nutrient overload on the River Lugg. • Understand progress in delivering the special plan for the River Wye. • Update on activity to improve the water quality of the River Lugg and evaluate the progress on developing new wetland areas on river improvement and their impact on housing development. • Further understand the environmental, social and economic impacts of poor water quality and pollution in the River Lugg, including the ability to plan and build new housing. | <ul style="list-style-type: none"> • Analysis of water quality data from Nutrient Management Board or Environment Agency • Environment Agency Source apportionment data • Evidence from Natural England to Nutrient Management Board • Diffuse Water Pollution Plan report | <ul style="list-style-type: none"> • Head of Environment, Climate Emergency and Waste Services • Herefordshire Construction Industry Lobby Group • Farm Herefordshire • CPRE Herefordshire |
| <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

24 March 2025 **report deadline 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 National Retrofit Hub |
| 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 29 April 2025** pre meeting lines of enquiry planning May 2025

| Topic and Objectives | Evidence required | Attendees* |
|---|---|--|
| Road User Safety <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 Representatives from road user groups TRL |

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|---|---|--|
| | <ul style="list-style-type: none"> • Research on motor vehicle operation and air quality | |
| 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

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

| Topic and Objectives | Evidence required | Attendees* |
|--|--|---|
| Provision of bus services across the county <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 |
| 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 September 2025 report deadline **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

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

16 January 2025 [planning 4 December 2024](#)

| 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 15 January 2025](#) [pre meeting lines of enquiry planning 16 January 2025](#)

| Topic and Objectives | Evidence required | Attendees* |
|--|---|--|
| MOVED FROM MAR 25 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 |

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| <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. | | |
| CQC assurance visit preparation <ul style="list-style-type: none"> • To scrutinise preparation for an anticipated 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"> <ul style="list-style-type: none"> • Meet with home care providers to <ul style="list-style-type: none"> ○ better understand their work and <ul style="list-style-type: none"> • learn more about challenges to the sector. | | <ul style="list-style-type: none"> • Home care providers |

RESCHEDULED Committee MeetingFebruary 2024 **report deadline TBC** pre meeting lines of enquiry planning TBC

| Topic and Objectives | Evidence required | Attendees* |
|---|---|--|
| West Mercia Police “Right Care, Right Person” policy <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 |
| Supported housing for working age adults with additional needs <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 |
| 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

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

| Topic and Objectives | Evidence required | Attendees* |
|---|---|--|
| MOVED FROM JAN 2025 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 |

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|--|---|---|
| <p>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 7 May 2025 pre meeting lines of enquiry planning TBC

| Topic and Objectives | Evidence required | Attendees* |
|---|---|---|
| <p>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 |
| <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

28 July 2025 **report deadline 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 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

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

| Topic and Objectives | Evidence required | Attendees* |
|--|--|--|
| <p>Financial Monitoring</p> <ul style="list-style-type: none"> • Review of 2024-2025 Quarter 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"> • Quarter 2 2024-25 Budget Report • Capital Forecast Quarter 2 2024-25 • Revenue Outturn Quarter 2 2024-25 • Savings Delivery Quarter 2 2024-25 • Earmarked Reserves 01 April 2024 • Treasury Management Forecast Quarter 2 2024-25 | <ul style="list-style-type: none"> • Director of Finance |
| <p>Herefordshire Council Plan – Delivery Plan Working Group</p> <ul style="list-style-type: none"> • Agree terms of reference for the planned 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 |
| <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

14 January 2025 **report deadlines 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* |
|--|---|--|
| 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. 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. | 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 2024-25 capital programme | Leader of the Council Head of Corporate Performance & Intelligence Portfolio Manager, Corporate Services Programme co-ordinator |

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| <ul style="list-style-type: none"> Further scrutinise support for the current delivery plan through the 2024-25 budget, and proposals for the 2025-26 delivery plan and budget. | | |
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Committee Meeting

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

| Topic and Objectives | Evidence required | Attendees* |
|--|--|--|
| Digital, Data and Technology <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? | | |
| Financial Monitoring <ul style="list-style-type: none"> Review of 2024-2025 quarter 3 outturn. Scrutiny of management action to achieve planned budget outturn. Scrutiny of portfolio holder action to identify risks in delivery of agreed budget. | <ul style="list-style-type: none"> Quarter 3 outturn | <ul style="list-style-type: none"> Director of Finance |
| 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 8 May 2025** pre meeting lines of enquiry planning May 2025

| Topic and Objectives | Evidence required | Attendees* |
|--|--|--|
| <p>Hoople</p> <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 |
| <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

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

| Topic and Objectives | Evidence required | Attendees* |
|--|--|--|
| <p>Workforce planning</p> <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? | <ul style="list-style-type: none"> • Workforce strategy | <ul style="list-style-type: none"> • Director of Human Resources and Organisational Development |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • 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? | | |
| 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 **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.