



**MINUTES of
OVERVIEW AND SCRUTINY COMMITTEE
29 MARCH 2017**

PRESENT

Chairman Councillor M S Heard

Vice-Chairman Councillor E L Bamford

Councillors H M Bass, Mrs P A Channer, CC, R P F Dewick, N R Pudney
and S J Savage

1118. CHAIRMAN'S NOTICES

The Chairman drew attention to the list of notices published on the back of the agenda.

1119. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor M W Helm.

1120. MINUTES OF THE LAST MEETING

RESOLVED

- (i) that the Minutes of the meeting of the Committee held on 8 February 2017 be received.

Minute No. 968 – Section 106 Process and the Monitoring of Agreements and the Collection of Planning Contributions

Councillor S J Savage proposed that the last but one bullet point of the Minute be amended to read "...trackable, automated process *will be put in place*". This was duly agreed.

RESOLVED

- (ii) that subject to the above amendment the Minutes of the meeting of the Committee held on 8 February 2017 be confirmed.

1121. PUBLIC PARTICIPATION

In accordance with the Council's Public Participation Scheme two Members of the Public, Mr Anks and Ms Murphy addressed the Committee in relation to Agenda Item 6 – Progress on Maldon Health Hub Project.

1122. DISCLOSURE OF INTEREST

Councillor N R Pudney disclosed an interest in Agenda Item 6 – Progress on Maldon Health Hub Project as he worked part time for the NHS.

Councillor Mrs P A Channer disclosed a non-pecuniary interest as she was an Essex County Councillor and Essex County Council had links with the Health and Wellbeing Board, Health and Overview and Scrutiny Board along with a lot of interaction with the NHS.

1123. PROGRESS ON MALDON HEALTH HUB PROJECT

Prior to the presentation the Chairman asked the following present at the meeting to introduce themselves to the Committee:

- Dee Daly, Chief Finance Officers at the Clinical Commissioning Group (CCG);
- Melanie Crass, Director of Primary Care and Resilience, Mid Essex CCG;
- Martin Royal, Project Director, Mid Essex CCG;
- Russell Dawes, Public Relations Manager, Maldon District Council (MDC);
- Dawn Moyse, Group Manager - People, Performance and Policy, MDC;
- Helena Beattie, Senior HR Business Partner / Team Leader People Performance and Policy, MDC.

The Chief Executive referred to a pack of papers circulated prior to the meeting which had been marked as confidential, and advised that since distribution it had been ascertained that these papers were not confidential. A copy of the pack was circulated to those persons present and the Chairman advised that it would be available on the Council's website the following day. Mr Royal clarified that within the pack was detailed information which highlighted the levels of activity currently being delivered at the St. Peters site, including a breakdown by postcode to identify where activities were coming from. He explained that this information was available to the public and patient groups to interrogate as they saw fit.

Melanie Crass provided the Committee with an update on work carried out over the last six months. It was noted that the CCG was not in a position to replace the existing community hospital facility like for like and given the current level of austerity had to review how it delivered healthcare. There was lots of innovation and technology forthcoming, including the treatment of patients in their own homes to aid a speedy recovery. Members noted there was a lot of work currently being undertaken and models of working being assessed. Ms Crass informed Members that the CCG was not saying no beds, but no inappropriate beds. In response to a question regarding stroke beds, she explained at this time it was not possible to advise if there would be such a facility in the Maldon District but stroke pathways across the whole of Mid Essex would be assessed.

Mr Royal gave Members a short presentation which provided an executive summary of the work on the Health Hub, the key risks and next steps. A number of questions were raised by Members and in response the following information was provided:

- The service mapping established what was being provided out of the St. Peters site for the Maldon District. This data would be a key element to forthcoming modelling of the new facility. The Maldon Health Hub Stakeholders at its next meeting on 28 April would review the service mapping information.
- The location of the facility was a separate exercise and the CCG were working with the Council to look at a range of site options and would be evaluating these formally with an independent surveyor.
- The CCG as part of its work were looking at whether potential sites could house a health hub with beds or potentially a health hub with for example, a nursing home on the same site. Recommendations regarding this would be coming forward from the Director of Nursing in May and would also set out the Direction of Travel. A period of public engagement would take place in the summer, during which Maldon residents would be consulted regarding beds, primary care and all other accommodation details. The Chief Executive reported that the Council was working closely with the CCG and land owners. She also provided details of the sites currently being considered. The Chief Executive reported that there was very close working with the Planning Department to facilitate this.
- The CCG had undertaken a significant number of discussions with the local GP Practices, in particular to identify how they worked collaboratively. Members were advised it is intended that there would be a practice in Maldon, a new facility in Heybridge and a further new facility in Maldon and these would be interactive and work collaboratively.
- The CCG would shortly be submitted funding for 2017 / 18 and it was anticipated that this would be successful and enable technical and financial details, site access, Value for Money and procurement options to be worked up.
- Mr Royal referenced the need to right off £2.6m (the difference between the netbook value of £4.6m and the open market value of £2m). Mr Royal acknowledged that this had been ongoing and they were working with NHS England to identify with whom the cost would sit. It was noted that if included within the scheme it would render it unviable.

The presentation highlighted a number of current risks that had yet to be evaluated by the operational group. It was noted that mitigation of the key risks was required to ensure that they would not derail the process. The importance for engagement with the local community and patients was also noted.

The Chairman thanked those Officers from the CCG for attending the meeting, giving up their time and he reflected on the usefulness of the discussions.

1124. ABSENCE MANAGEMENT

The Committee received a presentation from the Group Manager - People, Performance and Policy and Senior HR Business Partner / Team Leader People Performance and Policy.

The Interim Director of Resources and Councillor N R Pudney, Member sponsor for this item of scrutiny, provided the Committee with detail of the work they had undertaken.

The Group Manager - People, Performance and Policy explained that the presentation was an extract from Manager training on managing attendance. This related to optimising attendance and keeping absence to a minimum. Members were informed of the benefits from the new attendance management policy and HR system.

The presentation highlighted a number of areas, including:

- Current absence levels – Members were informed that the Council's number of Full Time Equivalent (FTE) days lost were higher than the national average.
- Absence management – The presentation highlighted the main reasons for sickness absence and it was noted that all staff received a return to work interview following an absence.
- Stress management – It was noted that all managers had received training on the Managing Work Related Stress Policy. In addition, HR were continuing to work with the Council's Mind Body and Soul Group and excellent feedback had been received in response to the new Employee Assistance Programme available to all staff.
- The key principles to absence management were explained and Members advised how each case was dealt with on an individual basis.
- The Bradford Score (recently introduced by the Council) was used to identify short and long term triggers and managers were provided with a monthly record of the score to review. A new system would shortly provide staff access to their individual record and score.

Councillor Mrs P A Channer referred to work life balance and how some companies had introduced a policy whereby emails were not be dealt with after 6pm at night. She suggested that perhaps this should be considered for both Officers and Members. In response the Group Manager - People, Performance and Policy, agreed in general, referred to the Working Time Directive and questioned the productivity of a person working all hours.

The Chairman agreed for copies of the presentation to be circulated to all Committee Members and urged them all to attend the forthcoming training session. He thanked the Group Manager - People, Performance and Policy and Senior HR Business Partner / Team Leader People Performance and Policy for their presentation and attending the meeting.

Members were advised of an earmarked reserve for capacity building and efficiency funds which the Council would be using in relation to long term sickness and backfilling posts.

Councillor Mrs Channer proposed that the Finance and Corporate Services Committee be asked that consideration corporately be given to the work life balance of Officers including the intrusion of technology in this area e.g. times when emails are not looked at or responded to. This proposal was duly seconded.

In response to a question regarding incorporating the proposal into the Attendance Management Policy, the Chief Executive advised that it was separate issue and it would be clearer for Officers if it was not within this policy. The Group Manager - People,

Performance and Policy informed Members that it could be incorporated into the Council's Wellbeing Policy.

Following further discussion the Chairman put the proposal to the Committee and upon a vote being taken was duly agreed.

RESOLVED that that the Finance and Corporate Services Committee be recommended to consider a policy in respect of work life balance across the Council including the intrusion of technology e.g. times when emails are not looked at or responded to.

1125. CORPORATE COMMUNICATIONS PROTOCOL

The Committee considered the report of the Interim Director of Resources presenting a revised Corporate Communications Protocol (attached at Appendix 1 to the report), taking into the comments of the Finance and Corporates Services Committee (F&CS).

Appendix B to the report detailed the comments and resolution from the F&CS following its consideration of the report from this Committee. The Interim Director of Resources advised that Officers along with Councillor Mrs P A Channer, the Member sponsor, had been working through these comments to address them and the report highlighted how they points had been addressed.

In response to a question regarding the section 2.6.5 of Appendix A and the Peer Review, the Chief Executive advised that the draft Peer Review report had been received by the Council and once the final report was received an action plan would be drawn up to pick up the comments raised. The final Peer Review report would be sent to Members once the draft report had been reviewed.

The Public Relations Manager confirmed that the Courier newspaper was produced with the last one being December 2016. Copies of the publication were available from various locations including the Council offices, online, local libraries etc.

It was noted that the Council's Vision and Goals detailed in section 3 of Appendix A were incorrect as these had recently been updated. The Chief Executive advised that this would amended.

Following further discussion, Councillor H M Bass raised a point of order regarding the discussion and its direction.

Members were advised that they should concentrate on the red comments in Appendix A as these reflected the post recent changes.

The Chairman then put the recommendations as set out in the report which were agreed subject to the amendment to section 3 of Appendix A, as detailed above.

RESOLVED

- (i) that the revised Corporate Communications Protocol, be noted;

- (ii) that the Finance and Corporate Services Committee be recommended to consider the revised Corporate Communications Protocol attached at **APPENDIX A** for adoption by the Council.

1126. 2016 / 17 PROGRAMME OF WORK

The Committee received the report of the Director of Resources which provided an update of the Committee's Work Programme for 2016 / 17 (attached at Appendix 1 to the report).

A brief update on the topics of scrutiny was provided and it was agreed that the scrutiny topic regarding Absence Management (with a report back in six months to the Committee) would be added to the Programme of Work. Those completed would be marked as such.

It was agreed that the Chief Executive would send a letter of thanks to those representatives from the Clinical Commissioning Group who had given their time to attend this meeting. Members commented on the importance of this project, moving it forward and celebrating the progress to date.

It was noted that the Community Services Committee would be receiving a regular update on the Community Health Hub but it was agreed that this was still required as an item of scrutiny on the Programme of Work.

The Chairman reminded Members that the Membership of this Committee may change in May at the Statutory Annual meeting of the Council. This 'new' Committee would then have to decide its own Programme of Work and whether current items of scrutiny were to continue or new matters added.

RESOLVED that subject to the above amendments to the Programme of Work the contents of the report be noted.

1127. ANY OTHER ITEMS OF SCRUTINY MEMBERS WISH TO CONSIDER

There were none.

Prior to the close of the meeting the Chairman advised this was the last meeting of the municipal year and thanked Members for their work. The Chairman informed the Committee that this was Mr Mehta, Interim Director of Resources last meeting and thanked him for his time and work.

Councillor Mrs P A Channer also thanked the Interim Director of Resources and then the Chairman for his chairmanship during the year.

There being no further items of business the Chairman closed the meeting at 9.46 pm.

M S HEARD
CHAIRMAN