

Public Document Pack



#coopscrutiny

Democratic Support

Plymouth City Council
Ballard House
West Hoe Road
Plymouth PL1 3BJ

Please ask for Helen Wright, Democratic
Support Officer
T 01752 304022
E helen.wright@plymouth.gov.uk
www.plymouth.gov.uk/democracy
Published 14 August 2015

CO-OPERATIVE SCRUTINY BOARD

Wednesday 19 August 2015
4.00 pm
Council House (Next to the Civic Centre)

Members:

Councillor James, Chair

Councillor Mrs Aspinall, Vice Chair

Councillors Mrs Beer, Bowie, Mrs Bowyer, Sam Davey, Jordan, Murphy, Ricketts, Storer and
Kate Taylor.

Please find attached additional information, for your consideration, under agenda items 3, 7 and
8.

Tracey Lee

Chief Executive

CO-OPERATIVE SCRUTINY BOARD

AGENDA

PART I – PUBLIC MEETING

3. MINUTES **(Pages 1 - 6)**

The Co-operative Scrutiny Board will be asked to agree the minutes of the meeting held on 29 July 2015.

7. FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS **(Pages 7 - 8)**

To receive new items from the Forward Plan of Key Decisions and Private Business with a view to identifying items for scrutiny.

8. SCRUTINY ABSENCE REPORT **(Pages 9 - 14)**

The Co-operative Scrutiny Board will receive the Scrutiny Absence Report for its consideration.

Co-operative Scrutiny Board

Wednesday 29 July 2015

PRESENT:

Councillor James, in the Chair.

Councillor Mrs Aspinall, Vice Chair.

Councillors Mrs Beer, Bowie, Mrs Bowyer, Sam Davey, Jordan, Michael Leaves (substitute for Councillor Ricketts), Murphy, Storer and Kate Taylor.

Apology for absence: Councillor Ricketts.

Also in attendance: Andrew Hardingham (Assistant Director for Finance), Ross Jago (Performance and Research Officer), Guy Marshall (Senior Finance Analyst), David Northey (Head of Corporate Strategy) and Helen Wright (Democratic Support Officer).

The meeting started at 4.00 pm and finished at 5.35 pm.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

1. **TO NOTE THE APPOINTMENT OF CHAIR AND VICE CHAIR**

The Board noted the appointment of Councillor James as Chair and Councillor Mrs Aspinall as Vice Chair for the forthcoming municipal year 2015/16.

2. **DECLARATION OF INTEREST**

There were no declarations of interest made by councillors in accordance with the code of conduct in relation to items under consideration at this meeting.

3. **MINUTES**

The Board agreed that the minutes of the meetings held on 27 February 2015, 4 March 2015 and 11 March 2015 are confirmed as a correct record.

4. **CHAIR'S URGENT BUSINESS**

There were no items of Chair's urgent business.

5. **TERMS OF REFERENCE**

The Board noted its terms of reference.

6. **APPOINTMENT OF CO-OPTED REPRESENTATIVES**

The Board considered the appointment of co-opted representatives for the forthcoming municipal year and agreed to appoint co-opted representatives for specific items on the work programme and for co-operative reviews.

7. **DELEGATED AUTHORITY**

The Board discussed delegating authority to the Board's Lead Officer, in consultation with the Chair and Vice Chair, in order to expedite the decision making procedures outside of the normal meeting process.

The Board agreed that in order to expedite the decision-making process outside of the normal business meeting process, approval of work programme related matters are delegated to the Board's Lead Officer in consultation with the Chair and Vice Chair; work programme related matters included but were not limited to –

- Co-operative review(s);
- Co-operative review reports(s);
- Panel recommendations;
- Forward Plan of Key Decisions item(s).

8. **ANNUAL SCRUTINY REPORT 2014/15**

The Chair wished to convey his thanks to the officers for their work on the report. The Chair further advised that the report would be commended to the next full council meeting scheduled for 21 September 2015.

The Board agreed its Annual Scrutiny Report 2014/15.

9. **WORK PROGRAMMES**

The Board agreed its work programme.

The Board further agreed the following work programmes –

- (1) Working Plymouth Panel (subject to the following additions) -
 - (a) the role of the Local Enterprise Partnership (including the successes or otherwise, the impact on Plymouth businesses and whether any action by the Council is required to improve effectiveness and comparison to other LEPs in particular Cornwall and Isles of Scilly); to be undertaken at the October business meeting;
 - (b) disabled parking spaces;
- (2) Caring Plymouth Panel (subject to the following) –

- (a) the addition of volume, cost and review of social care packages and the CQC report and the action plan (PHNT);
 - (b) the removal of the Care Act II (following a delay in the implementation date);
- (3) Ambitious Plymouth Panel (subject to the following) -
- (a) more focus on Children's Social Care, in particular budget containment plans/output of in service star chambers;
 - (b) the addition of early help gateway;
 - (c) consideration is given to grouping agenda items relating to education such as under-performing, multi academy trusts, validated results, head teacher succession planning, etc;
- (4) Your Plymouth Panel.

The Board noted that a business meeting had been omitted from the Your Plymouth Panel's work programme (12 October 2015).

10. **FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS**

The Board considered the following executive decisions in the Forward Plan which were scheduled to be discussed at Cabinet between August /September 2015 –

- review and prioritisation of the capital programme;
- Plymouth coach station and car par at Mayflower Street;
- retender of education home to school transport contracts;
- re-procurement of the highways services contract;
- Integrated Health and Wellbeing programme phase II;
- community domiciliary care services contract award;
- review of Corporate Plan 2013/14 – 2016/17;
- Plymouth Plan (Part One);
- Medium Term Financial Strategy.

The items included on the Forward Plan were already contained within the Panel's work programmes. However, the Board agreed to seek further clarity regarding the coach station and car park in Mayflower Street, prior to considering whether further scrutiny will be required.

11. **OVERVIEW BUDGET POSITION**

The Chair took the opportunity to welcome Andrew Hardingham (Assistant Director for Finance) to his first meeting of the Co-operative Scrutiny Board.

The Assistant Director for Finance, the Head of Corporate Strategy and the Senior Finance Analyst presented the financial outturn 2014/15 report and the presentation on Integrated Health and Wellbeing, which highlighted the following key areas –

- (a) Integrated Health and Wellbeing –
- overview and scope of the Plymouth integrated fund;
 - overview of the Section 75 Agreement;
 - the financial framework;
 - the risk cap model;
 - Plymouth integrated fund governance;
 - the commissioning strategies;
- (b) the net total of the pooled and aligned fund was £462m (net pooled fund £241m and net aligned fund £221m);
- (c) Plymouth City Council's net contribution was £131m with a contribution of £123m for the Net Pooled Fund and £8m for the Net Aligned Fund;
- (d) the Section 75 of the National Health Service Act (2006) provided the framework for health bodies and local authorities to pool monies, delegate functions and integrate resources and management structures; it also allowed for the commission of existing or new services and provided arrangements for working together;
- (e) the maximum risk to the Council was £0.504m which was based on a capped overspend of 0.5% of the gross budgeted outturn;
- (f) the four commissioning strategies included -
- Wellbeing;
 - Children and Young People;
 - Community;
 - Enhanced and Specialised Care...

In response to questions raised by the Board, it was reported that –

- (g) an undertaking was given to provide the following –
- information on the Beechwood Campus;
 - information on the percentage of bad debt which had been written off that could be attributable to customers (eg Council Tax);
 - a copy of the NEW Devon CCG Western Locality and the Plymouth Integrated Fund first quarter finance report and the risk register.

The Board agreed that –

- (1) the Plymouth Integrated Fund finance report is submitted to its meeting on 19 August 2015;
- (2) the Plymouth Integrated Fund risk register is submitted to its meeting in September/October 2015.

The Chair thanked officers for attending the meeting.

12. **CALL-INS**

There were no call-ins to consider.

13. **RECOMMENDATIONS**

The Board considered and agreed the recommendations from the Caring Plymouth Panel relating to –

- (1) Plymouth Hospitals NHS Trust performance report;
- (2) success regime.

14. **URGENT EXECUTIVE DECISIONS**

There were no urgent executive decisions to consider.

15. **CO-OPERATIVE REVIEWS**

The Board agreed the following co-operative reviews –

- (1) strengthening the overview and scrutiny function (Co-operative Scrutiny Board);
- (2) be-wise to child sexual exploitation (Ambitious Plymouth Panel) subject to the change in the number of members required on the review from five to seven;
- (3) Living Streets review (Working Plymouth Panel);
- (4) the summer budget and implications for Plymouth residents (Councillor Kate Taylor).

The Board considered that the Lead Officers for the reviews should not be involved with the specific service area that was being reviewed however, it recognised that there would be a need to provide 'subject matter experts' to support the reviews.

16. **EXEMPT BUSINESS**

There were no items of exempt business.

This page is intentionally left blank

CABINET AND EXECUTIVE DECISIONS

FORWARD PLAN OF KEY DECISIONS AND PRIVATE BUSINESS

SEPTEMBER TO DECEMBER 2015 SUPPLEMENT



This document lists a key decision due to be taken by a Cabinet Member as agreed by the Leader, in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012. A key decision relates to an executive function which results in the council incurring spending or raising annual income by more than £500,000 (or more than £2,000,000 if that is the total cost of the contract award), results in the council saving more than £1,000,000 (unless the saving has a material impact upon service provision such as a significant change or cessation of service delivery and associated staff redundancies or a significant impact on customers) or is to be significant in terms of its effect on communities living or working in an area comprising two or more wards.

This decision has been included in previously published forward plans.

The decision makers referred to throughout this document are as follows:

Executive (Leader and Cabinet Members):

Councillor Tudor Evans, Leader.

Councillor Peter Smith, Deputy Leader.

Councillor Mark Lowry, Cabinet Member for Finance.

Councillor Sue McDonald, Cabinet Member for Children, Young People and Public Health.

Councillor Ian Tuffin, Cabinet Member for Health and Adult Social Care.

Councillor Chris Penberthy, Cabinet Member for Co-operatives and Housing.

Councillor Brian Vincent, Cabinet Member for Streetscene.

Councillor Mark Coker, Cabinet Member for Strategic Transport and Planning

Councillor Jon Taylor, Cabinet Member for Transformation and Customer Services

For any query regarding this document, please contact the Democratic Support Unit on 01752 304867 or democraticsupport@plymouth.gov.uk.

Democratic Support Unit

Chief Executive's Office

Plymouth City Council

Ballard House

Plymouth PL1 3BJ

Page 8
LIST OF KEY DECISIONS AND PRIVATE BUSINESS

Reference	Title	Decision Maker and Date of Decision
I066004	PLYMOUTH COACH STATION AND CAR PARK AT MAYFLOWER STREET	Councillor Lowry (Cabinet Member for Finance) Between 13 July 2015 and 30 October 2015

SCRUTINY ABSENCE REPORT – AUGUST 2015

HR & OD

1. Purpose

The purpose of this report is to review levels of sickness absence across Plymouth City Council, with an emphasis on stress related absence and the interventions taken.

2. General Information

Employee absence is actively monitored and interventions are in place to support managers in the prevention of days lost due to sickness, with an emphasis on stress related absence. Council wide absence figures show that as of July 2015, all Directorates were below their Directorate target.

Council Wide Sickness (Excl Schools)

Year to 31st July 2015

Working Days Lost

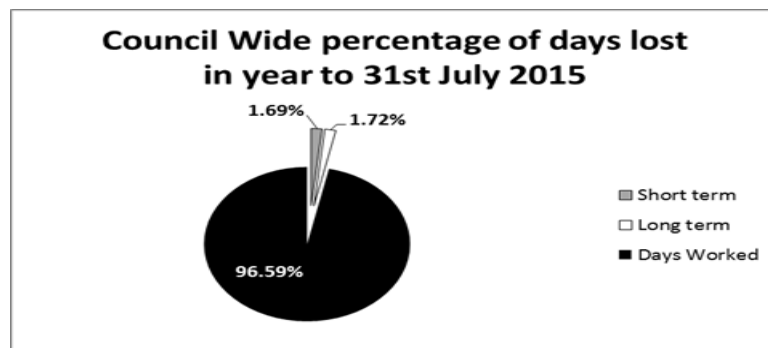
Directorate	Total Number of Days Lost	Average Absence Days per FTE	Directorate Target	Comparison of average to Directorate Target	
Executive Office	358.40	5.31	7.00	-1.69	●
Office of the Director of Public Health	616.30	5.98	8.50	-2.52	●
People	8,404.54	8.66	9.45	-0.79	●
Place	5,430.94	8.41	8.50	-0.09	●
Transformation & Change	5,457.42	7.47	8.50	-1.03	●
Council Wide Total	20,267.60	8.05	8.49	-0.44	●

Note: FTE is Full Time Equivalent

Data is for staff retained in service as at 31 July 2015.

Targets vary by department to take into account different working environments and to ensure targets are realistic and achievable. Targets are reviewed regularly by Corporate Management Team.

The impact of sickness on available working days shows that during the last 12 months, we lost 3.41% of available working days attributed to sickness absence.



Note: Data takes account of available working days excluding standard annual leave (25 days).

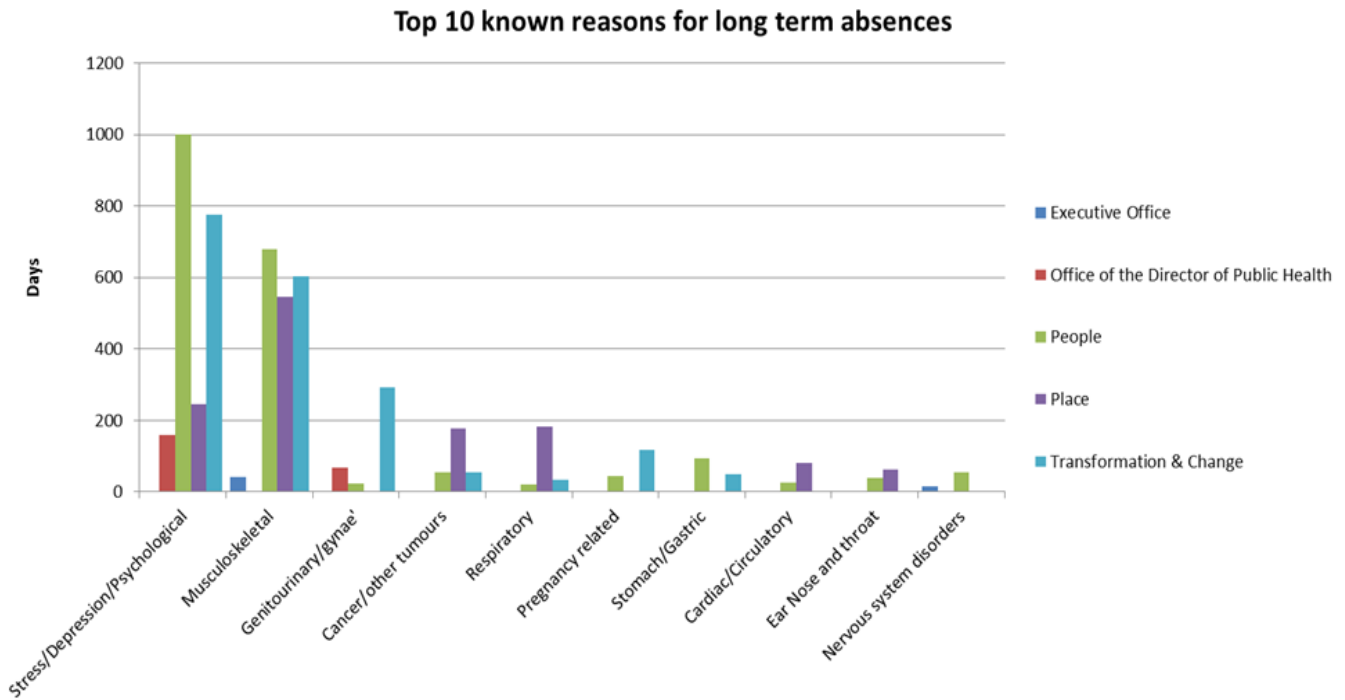
3. Sickness Levels (Rolling Year as of July 2015, excluding Schools)

- The overall Council target is an average of 8.49 Full Time Equivalent (FTE) days.
- The actual average FTE days lost to sickness is: 8.05 FTE days.

4. How Does Plymouth City Council Compare to Other councils?

The average days lost in public sector (Councils) for sickness absence is: 8.7 FTE¹, Plymouth City Council has set a target below the average and proactively manages employee wellbeing initiatives Council-wide.

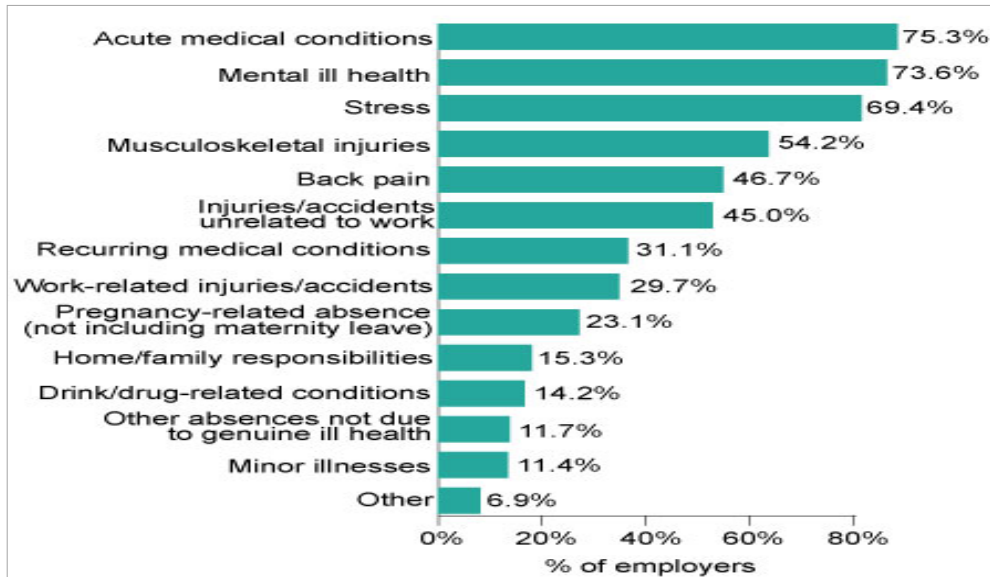
Reasons for sickness absence in Plymouth City Council



The leading cause of sickness was reported to be *stress, depression, psychological* followed by *musculoskeletal problems*. This is similar with general labour market data as evidenced in the table below.

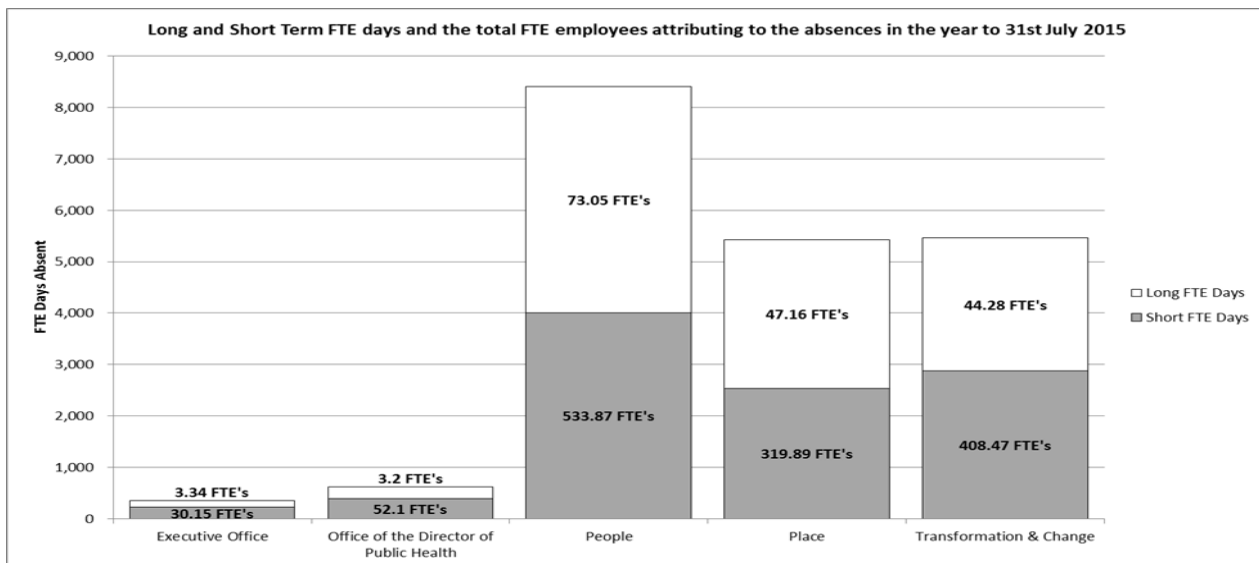
¹ LGA Workforce Survey 2014

Causes of Long Term Illness – UK 2014²



5. Short and long term absence in Plymouth City Council by Department

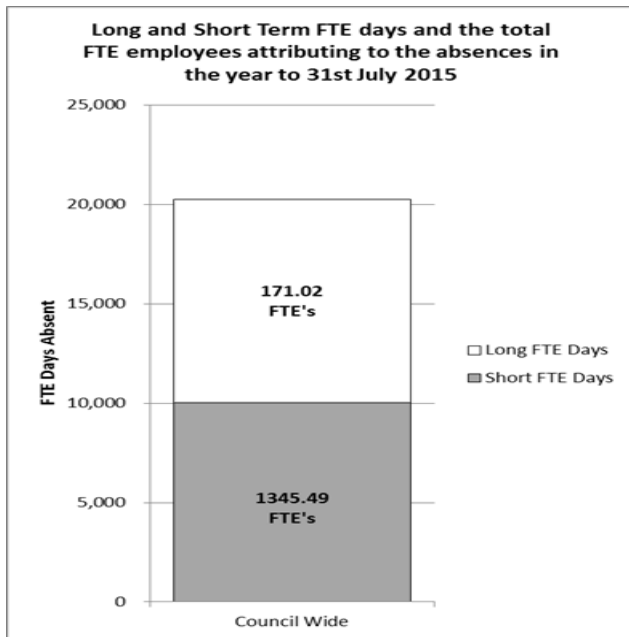
The chart below shows the number of employees grouped as full time equivalents (FTE's) who have had sickness absence in the rolling year, both long and short term.



Absences which are less than four weeks are classed as short term, absences greater than four weeks are long term.

² Xpert HR 2015

The chart below shows the council wide absences both long and short term, and proportion of FTE's (Full Time Equivalent) who have taken sickness absence in the rolling year.



You can see from the table that long term absences are attributed to significantly fewer employees (FTE's), and that a similar number of days are lost when compared to short term absence. Long term absences are serious conditions, usually requiring medical interventions and Occupational Health support. Short term absences are monitored by line management, who offer support, make reasonable adjustments and arrangements for Occupational Health support and advice where appropriate.

6. Approach to managing sickness absence in Plymouth City Council

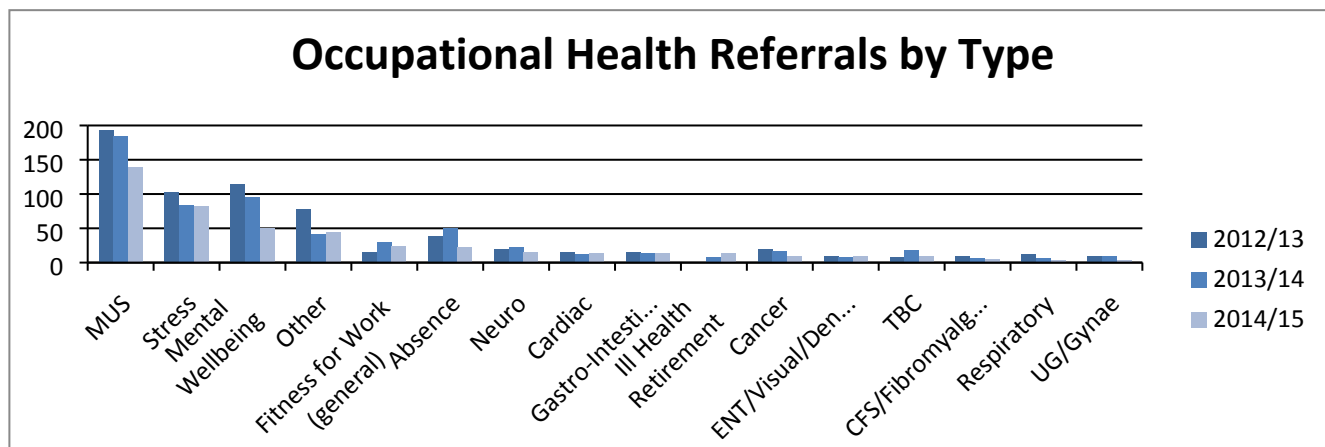
Plymouth City Council actively manages staff who are off work sick on a day to day basis through our Capability policy and procedures. This includes Return to Work meetings, and Wellbeing meetings (when sickness levels reach a trigger of either 5 days or more or 3 separate periods of absence). Sickness absence data is regularly reviewed by managers and by Assistant Directors every month. HR Advisors review the top 100 cases each month directly with the relevant line manager to ensure the appropriate action is being taken. For example, formal action under the Capability Policy was taken in 138 cases over the last 12 months.

Plymouth City Council also proactively supports the well-being of Plymouth City Council staff. We have multiple strategies in place to equip managers and supporting employees by;

Council employees have access to an Employee Assistance Programme (EAP) which provides guidance on managing work and non-work related stressors through access to a 24/7 helpline and a signposting website as well as up to 6 free counselling sessions.

The Health Safety and Wellbeing Team have been raising awareness of the service and a total of 606 employees contacted the EAP service in 2014.

Plymouth City Council encourages the use of Occupational Health Services wherever relevant. A total of 462 referrals were made to Occupational Health in the 2014/15 year. You can also see from the data that managers are proactively referring employees to Occupational Health for stress and mental health support and advice.



Note: The 'other' category includes a wide range of referral types that are grouped together to avoid identifying individuals. 'TBC' is a code used by our Occupational Health for referrals that they have not yet classified.

It is difficult to identify whether stress related illness is work or non-work related due to the confidentiality offered to employees through available support services.

The Health, Safety and Wellbeing team have issued an assessment tool and guide on Managing Stress and Resilience in the workplace. This is to provide guidance to managers on the principles and processes of reducing stress related sickness absence. Managers across Plymouth City Council, supported by Health Safety and Wellbeing and HR Advisory team use the tool across teams, as well as individually with employees where required.

Where we identify particular teams or services with high levels of absence due to stress we work with the managers to put tailored measures in place. For example Customer Services has undergone significant change and service managers are proactively supporting employees to reduce the risk of increasing stress related absence by;

- Holding career transitions workshops for all managers followed by employees workshops from August 2015.
- Stress and Resilience assessments have been completed on the team and on individuals where required. The HR Advisory and Health Safety and Wellbeing Team are supporting manager's action planning following the assessments.
- Implementation of a new flexible working scheme called Timeback Credit Scheme has now been agreed and will be implemented in August 2015.

The Corporate Management Team has confirmed their commitment to implement a Workplace Wellbeing Charter. This is a nationally recognised accredited scheme which provides guidance on how to make the workplace a supportive and productive environment where employees can flourish. The Charter has a set of standards to embed best practice and a statement of intent which demonstrates our commitment to the health and wellbeing of employees.

The Workplace Wellbeing Charter Programme is considered a vital tool to support our transforming organisation. It will pull together existing good practice, define the gaps, and lay the groundwork for continuous improvement. Working alongside Public Health this will also focus on the four main causes of poor health – smoking, physical activity, health eating and alcohol/substance misuse. There is strong evidence to show that having a healthy workforce can reduce sickness absence, lowers staff turnover and boosts productivity.

Marion Fanthorpe
Interim Assistant Director for HROD
Human Resources & Organisational Development

E: marion.fanthorpe@plymouth.gov.uk