

AUDIT AND GOVERNANCE COMMITTEE AGENDA



Thursday 15 October 2015

at 10.00am

in Committee Room B, Civic Centre, Hartlepool

MEMBERS: AUDIT AND GOVERNANCE COMMITTEE

Councillors Ainslie, S Akers-Belcher, Belcher, Cook, Lawton and Martin-Wells.

Standards Co-opted Members; Mr Norman Rollo and Ms Clare Wilson.

Parish Council Representatives: Parish Councillor J Cambridge (Headland) and Parish Councillor B Walker (Greatham).

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 Minutes of the meeting held on 24 September 2015 (*to follow*).
- 4. AUDIT ITEMS**

None
- 5. STANDARDS ITEMS**
 - 5.1 COMPLAINT – SCO11 / 2014 – *Monitoring Officer*



6. STATUTORY SCRUTINY ITEMS

- 6.1 Health and Wellbeing Board's Response to the Investigation into CardioVascular Disease CVD – *Health and Wellbeing Board*
- 6.2 Annual Review Health Status Presentation - *Director of Public Health*
- 6.3 Director of Public Health Annual Report – *Director of Public Health*
- 6.4 End of Life / Palliative Care in the Community – Evidence from Healthwatch – Presentation

7. MINUTES FROM THE RECENT MEETING OF THE HEALTH AND WELLBEING BOARD

- 7.1 Minutes of the meetings held on 3 August 2015 and 11 September 2015

8. MINUTES FROM THE RECENT MEETING OF THE FINANCE AND POLICY COMMITTEE RELATING TO PUBLIC HEALTH

None.

9. MINUTES FROM RECENT MEETING OF TEES VALLEY HEALTH SCRUTINY JOINT COMMITTEE

None.

10. MINUTES FROM RECENT MEETING OF SAFER HARTLEPOOL PARTNERSHIP

None.

11. NORTH EAST JOINT HEALTH SCRUTINY UPDATE

- 11.1 Minutes of the meeting held on 31 July 2015.

12. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

- 12.1 Proposed Merger of Victoria Medical Practice and Journee Medical Practice – *Scrutiny Manager*

For Information:

Date and time of next meeting: Thursday 12 November 2015 at 10.00am in the Civic Centre, Hartlepool



AUDIT AND GOVERNANCE COMMITTEE

MINUTES AND DECISION RECORD

24 September 2015

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

Present:

Councillor Ray Martin-Wells (In the Chair)

Councillors: Stephen Akers-Belcher, Sandra Belcher and Rob Cook

In accordance with Council Procedure Rule 5.2 (ii), Councillor Paul Beck was in attendance as substitute for Councillor Jim Ainslie

Co-opted members:
Norman Rollo

Also present:
Catherine Andrew and Mark Kirkham, Mazars

Officers: Chris Little, Chief Finance Officer
Noel Adamson, Head of Audit and Governance
Sandra Shears, Head of Finance (Corporate)
Angela Armstrong, Principal Democratic Services Officer

50. Apologies for Absence

Apologies for absence were received from Councillor Jim Ainslie, Trisha Lawton and Independent Person Clare Wilson.

51. Declarations of Interest

None.

52. Minutes

Minutes of the meetings held on 20 August 2015 at 10.00am and 11.00am and the meeting held on 3 September – Confirmed.

53. Mazars' Report – Value for Money Review (*Chief Finance Officer*)

The report set out Mazars' statutory duty to confirm that the Council had

made proper arrangements for securing economy, efficiency and effectiveness in the use of its resources. The criteria used were:

- Proper arrangements in place for securing financial resilience; and
- Proper arrangements for challenging how the Council secure economy, efficiency and effectiveness.

Details of the key messages from the findings of Mazars were included in the main body of the report which was attached at Appendix 1.

A Member sought clarification on the amber rating in relation to financial planning. The representative from Mazars confirmed that this was in place to reflect the ongoing pressure on the Council's budgets. The Chief Finance Officer confirmed that the Council continued to face significant challenges and there would not be an easy budget to balance going forward and the rating reflected that difficult position.

The Independent Person questioned how long local authorities would have to face the ongoing pressures of reducing budgets year on year. The Mazars' representative indicated that the National Audit Office had undertaken research into the financial sustainability of local authorities. It was noted that the Government did expect local authorities to do more with less resources which was resulting in local authorities being in a fraught position. Whilst the Council's current financial arrangements were successful, this did not mean the arrangements were sustainable in view of future financial pressures. The Chief Financial Officer confirmed that Members would have more difficult budgetary decisions to make in the next 2-4 years.

Recommended

The report of Mazars was noted.

54. Internal Audit Plan 2015/16 Update (*Head of Audit and Governance*)

The Head of Audit and Governance updated the Committee on the progress made to date completing the internal audit plan for 2015/16. The report updated Members on the completed school audits, the completed internal audits and those currently ongoing. The Head of Audit and Governance highlighted the two audits where only limited assurance had been given. These related to the audit of SIMS Application Controls and Purchase Cards. In relation to the SIMS Applications Controls, it had been noted that the SIMS software was held on schools' own computers and servers and was not subject to normal back up arrangements. Arrangements had been agreed with schools to set up a School Governance Group to develop a set of standards with evidence required to show these had been complied with. The second area of limited assurance was the provision of Council purchase cards which were used for the

purchase of low value items in a similar way to credit cards and were introduced to reduced petty cash. It was recognised that whilst there had not been any inappropriate use of these cards identified, the use of these cards had increased. An Officer group was to be set up to review the use of the cards, update the guidance for using the cards and analyse spend on the cards to ensure best value for the Council was received.

A discussion ensued on the use of purchase cards and the Head of Audit and Governance confirmed that there were around 480 Council purchase cards in use currently. The Chief Finance Officer confirmed that there had been no concerns highlighted with the use of the cards and there were procedures in place to ensure the effective use of the cards. However, Officers were not complacent and as part of the outcome of this audit, the procedures in place for the use of purchase cards would be reinforced with all card holders and their managers to ensure that the highest standards were maintained.

A Member requested further information on the use of the purchase cards to be submitted to this Committee. The Chief Finance Officer confirmed that the recommendations from the audit would provide for that without too much additional work and it will be reported back to a future meeting of this Committee.

Recommended

- (i) Members noted the content of the report.
- (ii) That further information on the use of purchase cards across the Council be reported to a future meeting of this Committee.

55. The 2014/15 Financial Report (Including the 2014/15 Statement of Accounts) *(Chief Finance Officer)*

The Chief Finance Officer reported that the Committee had considered the draft accounts at its meeting on 16 July 2015. The July report indicated the draft Statement of Accounts would be subject to review by the external auditors Mazars. The Audit and Governance Committee would then need to approve the final accounts by 30 September 2015.

The report outlined the main aspects that had been incorporated in the Statement of Accounts reflecting the decisions made by Council in February in regards to the budget in view of a continuing extremely challenging financial position due to Government grant cuts already implemented and those forecast for 2016/17 to 2018/19, the re-localisation of business rates along with the reduction in rateable value for the Hartlepool Nuclear Power Station by 48% and the transfer of responsibility from 1 April 2013 to Council's for Local Council Tax Support Schemes with a 10% national funding reduction.

The Chief Finance Officer highlighted that the final uncommitted General

Fund Outturn was £0.595m with £0.4m allocated by the Finance and Policy Committee on 29 June 2015 to cash back the Jacksons Landing interest free loan and £0.195m allocated for initiatives to be identified by the Neighbourhood Services Committee.

The audit identified no significant unadjusted misstatements in the financial statements. A small number of misstatements/ disclosure amendments were identified by the Auditor during the audit and the Chief Finance Officer agreed to amend the Accounts to reflect the issues detailed in Section 5 of the Audit Completion Report.

The representative from Mazars thanked Officers for being organised and assisting in the production of this report. The representative from Mazars referred to the three risks identified, two around management of overall controls and revenue recognition and the third around pensions including the estimation of uncertainty and assurance to be sought from the pension fund auditor. The Chief Finance Officer recommended the risks identified above were not material in accounting terms and therefore did not impact on the position reported in the Accounts, or the level of General Fund Balances.

Members accepted the report and were pleased with the level of detail reported.

Recommended

- (i) The adjustments to the financial statements set out in Section 5 of the Mazars Audit Completion Report under Disclosure amendments were noted.
- (ii) The reasons detailed in the Letter of Representation (Appendix B) to the report for not amending the Statement of Accounts to reflect to unadjusted misstatements in the accounts were approved.
- (iii) It was noted that the Chair will sign the Letter of Representation attached at Appendix B.
- (iv) The final 2014/15 Statement of Accounts attached at Appendix C were approved.

56. Standards Items

None.

57. Statutory Scrutiny Items

None.

58. Minutes of the Recent Meeting of the Health and Wellbeing Board held on 22 June 2015

Received.

59. Minutes of the Recent Meeting of the Safer Hartlepool Partnership held on 10 July 2015

Received.

60. North East Joint Health Scrutiny Committee Update

The Chair informed Members that the next meeting of the North East Joint Health Scrutiny Committee would take place on Thursday 1 October 2015 at 2.00pm in the Civic Centre, Hartlepool. At this meeting, representatives from NHS England would be in attendance to present proposals to reorganise the provision of neonatal services across the north east region. The importance of looking at the impact on existing services in the long term by moving/centralising services was discussed and would be explored further at the forthcoming meeting of the Joint Committee.

The meeting concluded at 2.45 pm

CHAIR

AUDIT AND GOVERNANCE COMMITTEE

15 October 2015



Report of: Monitoring Officer

Subject: COMPLAINT – SCO11 / 2014

1. PURPOSE OF REPORT

- 1.1 On 9 October, 2014, Hartlepool Borough Council received a complaint made against Councillor Stephen Akers-Belcher and Councillor Ray Martin-Wells surrounding telephone conversations on 30th June, 2014 with Councillor Akers-Belcher and the complainant with subsequent telephone conversations with Councillor Ray Martin-Wells on 3rd July and further telephone conversations with another Councillor. It was alleged; that the tone and content of these telephone conversations was “inappropriate” when measured against the Council’s adopted Code of Conduct. The matters were also reported to Cleveland Police and to ensure there was no conflict with the investigations to be pursued by the Police, the complaints pursuant to the Council’s Code of Conduct necessarily awaited the outcome of these separate investigations. On the 27th January, 2015, Cleveland Police made a public statement that “no further action is to be taken” in relation to these matters of complaint. The complaint to the Council was revived by the Chief Solicitor in his capacity as Monitoring Officer but as indicated in this report, I have been unable to sufficiently progress this complaint and hence this report and the recommendations made herein.

2. BACKGROUND

- 2.1 On or around the 30th June 2014, the then prospective parliamentary candidate for the United Kingdom Independence Party (UKIP) initiated contact with Radio Hartlepool. The radio station in seeking a balanced presentation following on from the planned interview with the prospective UKIP candidate also offered a “right to reply” to the Hartlepool Labour Party. This request was evidently made to the Councillor Stephen Akers-Belcher on the 30th June. Thereafter it was alleged that the nature of this telephone conversation was “inappropriate” and hence the later complaint made both to the Cleveland Police and Hartlepool Borough Council. On the 3rd July, the Leader of the Conservative Group on Hartlepool Borough Council Councillor Ray Martin-Wells initiated contact with the radio station and there appears to have been subsequent conversations with another Borough Councillor over

the period 14-17th July, 2014. As stated, these matters were reported to Cleveland Police circa October, 2014 and in late January, 2015 Cleveland Police issued the following statement;

“Hartlepool Police conducted a thorough investigation with relevant parties and are satisfied that there is no further investigation required. There was no inappropriate conduct by Councillors, due process was followed at all times and no further action is to be taken.”

- 2.2 On the 12th of February, 2015 I had cause to meet with the Managing Director of the radio station who outlined the facts above and indicated that in his view, the tone and the general conversation between Radio Hartlepool and the Councillors named in the complaint was less than cordial. However, it was indicated that the actual transcripts of these conversations would be made available to the Monitoring Officer as part of his own investigations.

3. INVESTIGATIONS

- 3.1 The Council have adopted a Code of Conduct which is compliant with the Localism Act 2011 and also has applicable policies and procedures to underpin the Council's complaints process pursuant to the operation of the Code of Conduct. One element of this procedure is the assessment of complaints against three material criteria.
- *The complaint was against a named member of the authority.*
 - *The named member was in office at the time of the alleged misconduct and the code of conduct was in force at that time.*
 - *The complaint, if proven, would be a breach of the Code under which a member was operating at the time of the alleged misconduct.*
- 3.2 Each case is evaluated against the above criteria, without making any findings of fault at that stage and such an assessment is conducted by the Monitoring Officer with the views of the Independent Persons being taken into account. Given the allegations made and the attendant publicity it was believed at that time that this matter merited investigation and that investigation had to be forestalled owing to the reference made to Cleveland Police. Once the police had determined that no further action was to be taken and in their view “there was no inappropriate conduct”, the Council's own investigation could then take place. With this in mind, initial meetings did take place with the Managing Director of Radio Hartlepool who outlined the case surrounding this complaint and that further information would be made available. In those initial meetings, it was expressed some doubt as to whether the two Councillors subject to this complaint were acting in their “official capacity” as approaches had been made to Councillor Stephen Akers-Belcher as a representative of the Hartlepool Labour Party as opposed to his role as a Borough Councillor. There was also a reference to the potential of a complaint falling within the scope of the Council's “corporate” complaints process with allegations that the Council had made representations through its’ officers, in relation to certain “advertising

opportunities” which would be made available to Radio Hartlepool to highlight “their presence in the town”. Clearly, such a matter falls outside the remit of the Code of Conduct but was a material concern of the Managing Director of Radio Hartlepool as well as the Board of the radio station.

- 3.3 Requests were made to the complainant to receive the transcripts of these telephone conversations but to no avail. Such requests were made through e-mail on the 24th February, 15th and 18th May and 19th August, 2015, respectively.
- 3.4 The Council through its Audit and Governance Committee which deals with ‘standards’ as part of its overall functions, agreed a revision to the policies and procedures for Code of Conduct complaints on 11 December, 2014. Materially, the Committee requested (in line with previous timescales intimated through the then ‘Standards Board for England’) that investigations and appreciating the level of complexity of some cases, should ideally be concluded within a period of six months. If that was not achievable then a report should be brought back to the Committee as to the reasons for any delay and also the impact that such a complaint could have upon the complainant, but also those individuals, the subject of the complaint. In this particular case, I have been unable to progress this matter as initially envisaged. I am also conscious that this complaint surrounds circumstances in June / July 2014, although the complaint was not formally registered with Cleveland Police and the Monitoring Officer until sometime later. Although the investigations undertaken by the Police are distinct from those falling within an investigation under the Code of Conduct, it is a consideration that Cleveland Police in this particular matter did not feel that any “inappropriate conduct” had taken place. I have not been able to draw such a conclusion as the information that has been made available to Cleveland Police has not been made privy to the Monitoring Officer. However, I note as a matter of record the findings of Cleveland Police and further note from the attendant publicity, that both the complainant and the individuals subject to the reference of Cleveland Police firmly believed that the Police investigation was “thorough”.
- 3.5 There was a request by the complainant to meet with the Council’s Chief Executive Officer in relation to the concerns raised as to expectation that certain advertising would be offered to Radio Hartlepool. Despite invitations being extended, no approaches have been made to progress this element of the complaint.
- 3.6 This complaint has been hanging over these Councillors for a considerable period of time and despite the findings of Cleveland Police, the residual nature of any complaint entails the same is never properly concluded. From the Monitoring Officers perspective that is the case here. It cannot be progressed and the actions and motivations of the complainant in initiating this complaint does not fall for consideration within the confines of this report nor should it be the case for any further speculation as to the conduct of the Councillors named within the particular complaint. For their part, they have

made public statements refuting “any wrong doing” and those statements are in the public domain, for the information of the Hartlepool public. Owing to the request of the Audit and Governance Committee that complaints should be conducted as ‘expeditiously as possible’ and contained within a six month period, this is certainly not the case with this particular matter. Accordingly, the only recommendation that befits the circumstances of this particular complaint is that no further action should now be taken. Whilst this is less than ideal, this is the position this complaint has reached and which can go no further forward.

4. RISK IMPLICATIONS

4.1 None.

5. FINANCIAL CONSIDERATIONS

5.1 None.

6. LEGAL CONSIDERATIONS

6.1 None.

7. CHILD AND FAMILY POVERTY CONSIDERATIONS

7.1 None.

8. EQUALITY AND DIVERSITY CONSIDERATIONS

8.1 None.

9. STAFF CONSIDERATIONS

9.1 None.

10. ASSET MANAGEMENT CONSIDERATIONS

10.1 None.

11. RECOMMENDATIONS

11.1 The Committee note the contents of this report.

- 11.2 That the Committee acknowledge that a complaint was made against Councillor Stephen Akers-Belcher and Councillor Ray Martin-Wells and for the reasons outlined in this report this complaint cannot be progressed and therefore no further action should be taken.

12. REASONS FOR RECOMMENDATIONS

- 12.1 The Council's Audit and Governance Committee have adopted a policy which stipulates that all complaints should ideally be concluded within a six month period. Where this has not transpired then a report should be then brought before the Committee. This has been done in unison with that policy. The Committee in reflecting upon the current status of this particular complaint must understand the inability of the Monitoring Officer to take matters any further forward. Owing to the time that has elapsed since the initiation of this complaint it would in a sense be prejudicial to seek to revive this complaint, in the absence of very extenuating circumstances, even at some future date. In the absence of material information that has been requested on a number of occasions, this matter of complaint should now rest. In the absence of any conclusion upon this complaint, the same should simply be noted without any further speculation or conjecture
- 12.2 The Committee, where a matter has been investigated under Section 28 (6) of the Localism Act, 2011, should determine what, if any, publicity should be given to a complaint and its finding. Such reports are normally made "exempt" whilst the Committee can consider its merits, but given that this particular complaint has attracted widespread publicity, this report has been made "open" so that all are made aware. This essentially addresses, in part, what is able to be reported in relation to this complaint. Any party affected who wishes to engage in any further publicity or comment, would be a matter entirely for them and therefore beyond further consideration in this report. However, the Committee are able to make such comment upon the aspect of publicity which that they think is either appropriate, necessary or otherwise desirable.

13. BACKGROUND PAPERS

- 13.1 None.

14. CONTACT OFFICER

Peter Devlin
Chief Solicitor & Monitoring Officer
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01429 52(3003)

AUDIT AND GOVERNANCE COMMITTEE

15 October 2015



Report of: Report of Health and Wellbeing Board

Subject: HEALTH AND WELLBEING BOARD'S RESPONSE
TO THE INVESTIGATION INTO CARDIOVASCULAR
DISEASE (CVD)

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to provide Members of the Audit and Governance Committee with feedback on the recommendations from the investigation into Cardiovascular Disease (CVD), which was reported to the Health and Wellbeing Board on 11 September 2015.

2. BACKGROUND INFORMATION

- 2.1 The investigation into CVD falls under the remit of the Public Health Department and within the remit of the Health and Wellbeing Board.
- 2.2 On 6 August 2015, the Health and Wellbeing Board considered the Final Report into CVD. This report provides feedback from the Health and Wellbeing Board's consideration of, and decisions in relation to the recommendations.
- 2.3 Following on from this report, progress towards completion of the actions contained within the Action Plan will be monitored through Covalent; the Council's Performance Management System; with standardised six monthly monitoring reports to be presented to the Committee.

3. SCRUTINY RECOMMENDATIONS AND DECISION

- 3.1 Following consideration of the Final Report, the Health and Wellbeing Board approved the recommendations and actions. Details of each recommendation and action are provided in the Action Plan, attached as **Appendix A**.

4. RECOMMENDATIONS

- 4.1 That Members note the proposed actions detailed within the Action Plan and seek clarification on its content where felt appropriate.

Contact Officer:- Joan Stevens – Scrutiny Manager
Chief Executives Department –Legal Services
Hartlepool Borough Council
Telephone: 01429 284142
E-mail – joan.stevens@hartlepool.gov.uk

BACKGROUND PAPERS

The following background papers were used in the preparation of this report:-

- (i) Final Report into CVD considered by the Health and Wellbeing Board on 11 September 2015
- (ii) Decision Record of the Health and Wellbeing Board held on 11 September 2015

COUNCIL SCRUTINY ENQUIRY ACTION PLAN**NAME OF COMMITTEE:** Council**NAME OF SCRUTINY ENQUIRY:** Cardiovascular Disease (CVD)

RECOMMENDATION	EXECUTIVE RESPONSE / PROPOSED ACTION⁺	FINANCIAL / OTHER IMPLICATIONS	LEAD OFFICER	COMPLETION DATE*
Provision of Services				
(a) That following the transfer of Public Health responsibilities to the Local Authority and the inclusion of sports and recreation services within the Public Health Department, CVD provision commissioned by the Council be reviewed to ensure that:-				
(i) It is effectively joined up and integrated to take advantage of the opportunities across service areas, with due regard to the wider piece of work being undertaken in relation to the Better Care Fund;	Ensure future CVD provision is considered as part of future developments across all service areas, including BCF.	By aligning CVD provision with existing services, it is hoped efficiencies can be found.	Louise Wallace	Ongoing
(ii) Community provision for the	Ensure Health Check delivery is	Dependent upon	Louise	March 2017

<p>delivery of Healthy Heart Checks is developed and the use of community buildings, such as community centres and libraries be explored to improve accessibility and sustainability of services and facilities; and</p> <p>(iii) There are no gaps/shortfalls in provision.</p>	<p>integrated into the proposed model for community hubs and is better aligned with existing health and social care services in the community.</p> <p>Health Check delivery will be closely monitored across all sites and among the eligible population to ensure targets are met.</p>	<p>the future decision around community hubs and the agreed delivery model of Health Checks moving forward.</p> <p>Shortfalls or rises in checks will impact upon payment-by-delivery costs.</p>	<p>Wallace</p> <p>TVPHSS</p>	<p>Ongoing</p>
<p>(b) That as part of the service review of the Healthy Heart Check Programme currently being undertaken by the TVPHSS, consideration be given to:</p> <p>(i) Why the take up of Healthy Heart Checks varies across GP practices, particularly in the most disadvantaged wards, with a significant difference between the number of invitations sent and the number of checks</p>	<p>Issues to be explored with GP practices with a view to a more consistent approach by sharing good practice.</p>	<p>Shortfalls or rises in checks will impact upon payment-by-delivery costs.</p>	<p>TVPHSS</p>	<p>March 2016</p>

<p>carried out;</p> <p>(ii) How those from the most deprived communities can be better engaged, including the exploration of the most effective means of establishing initial contact;</p> <p>(iii) How the process for the transmission of data to GPs practices in relation to Health Checks undertaken in the community facilities could be improved to better record community checks.</p>	<p>Further consultation to be carried out with providers and the wider community to establish new approaches to awareness and engagement.</p> <p>Data transfer processes are being reviewed to ensure patient information from community checks transfers seamlessly onto the GP clinical database.</p>	<p>Payments for health checks higher for people from the most deprived quintile.</p> <p>Improved data sharing and transfer processes will lead to efficiencies.</p>	<p>Louise Wallace</p> <p>TVPHSS</p>	<p>March 2016</p> <p>March 2016</p>
<p>Prevention of CVD</p> <p>(c) That the Health and Wellbeing Board support the approach to amend the childhood measurement letter, for use in the next roll out of measurements, in order to make it compassionate and friendly by using suitable wording;</p>	<p>Hartlepool is represented on the NCMP national steering group to feedback and influence decision-making around the communication of NCMP data. National letters have already been adapted locally and continue to be regularly reviewed.</p>	<p>A more compassionate and friendly approach when presenting NCMP data is expected to improve numbers of families accessing support.</p>	<p>Deborah Clark</p>	<p>Ongoing</p>

<p>(d) That an evaluation be undertaken of the work carried out in schools relating to CVD awareness, with focus on ensuring the continued provision of activities. The evaluation to include:-</p> <ul style="list-style-type: none"> (i) What schools are doing well; (ii) How schools can promote CVD messages; (iii) How schools can further raise awareness of healthy eating and lifestyle choices; and (iv) How the Council can work with secondary schools to encourage schools to offer CPR training to their pupils. 	<p>Capacity within Public Health will need to be identified to carry out the CVD evaluation with schools.</p> <p>Initial scoping around the work in schools and 'what more schools can do' was carried out as part of the Healthy Weight Healthy Lives conference in February 2015 and a new obesity strategy for Hartlepool is currently in development.</p> <p>Further work will need to be aligned with the development of a 'curriculum for life' as part of the overall obesity strategy.</p> <p>NEAS may be able to support CPR training alongside community defibrillator provision.</p>	<p>Staff capacity and funding may need to be identified to carry out an evaluation of the work in schools.</p> <p>CPR training may come at a cost in the future.</p>	<p>Steven Carter</p>	<p>March 2016</p>
<p>(e) That the Council continue to raise awareness of CVD by:-</p> <ul style="list-style-type: none"> (i) Continuing to offer the Healthy Heart Check to Council staff; 	<p>Further NHS Health Check opportunities to be promoted with HBC staff across all sites utilising nurse bank and mobile health improvement service.</p>	<p>Staff time required to attend health checks.</p>	<p>Steven Carter</p>	<p>Ongoing</p>

(ii) Encouraging Council staff to become CPR trained; and	To be arranged with NEAS as part of Community Defibrillation programme – awaiting dates for training.	Staff time required to attend training – key staff to be identified.	Steven Carter	March 2016
(iii) Publicising the Healthy Heart Checks in all Council buildings and GP practices.	Promotional materials to be developed and circulated to all sites and key services.	Funding required to produce promotional materials.	TVPHSS	Ongoing
Treatment of CVD				
(f) That the Health and Wellbeing Board:-				
(i) Encourage businesses across Hartlepool to install defibrillators within their workplace and register the defibrillators with NEAS; and	Businesses involved in Better Health at Work Award to be approached initially. Several businesses already have defibs in place but exercise is needed to confirm registration with NEAS.	Businesses will be required to fund the units and training may not be free in the future.	Steven Carter	Ongoing
(ii) Explore the installation of defibrillators in venues for community provision usage, including the Health Bus.	Units in place in HBC sites and Parish Councils – further locations have been identified for phase 2.	Funding has been identified for provision and installation of additional units.	Steven Carter	March 2016

⁺ please detail any risk implications, financial / legal / equality & diversity / staff / asset management considerations

^{*} please note that for monitoring purposes a date is required rather than using phrases such as 'on-going'

AUDIT AND GOVERNANCE COMMITTEE

15th October 2015



Report of: Director of Public Health

Subject: ANNUAL REVIEW HEALTH STATUS
PRESENTATION

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present to the Audit and Governance Committee key messages regarding the health status of the people of Hartlepool.

2. BACKGROUND

- 2.1 Understanding the health status of the population is a key public health activity. In order to improve and protect health, it is vital to understand what the health of a local population is like, in order to measure any positive or negative change.
- 2.2 Measuring health status is complex and relies on a range of data sources from routinely collected national and local quantitative statistics, as well as qualitative measures and adhoc and bespoke data collection.
- 2.3 Public Health England (PHE) has responsibility to support knowledge and intelligence across the health system. On an annual basis PHE produces local Health Profiles for each local authority area providing an overview of key measures relating to the Health and Well Being of a population. This is a useful resource for members of the Board.
- 2.4 The presentation provides an opportunity for discussion at the Audit and Governance Committee regarding what is known about the current health status of the people of Hartlepool.

3. PROPOSALS/ISSUES FOR CONSIDERATION

- 3.1 None

4. RECOMMENDATIONS

- 4.1 Members of the Board are asked to consider the content of the presentation and discuss the key messages regarding the health status of the people of Hartlepool.

5. REASONS FOR RECOMMENDATIONS

- 5.1 Annual presentation to Audit and Governance Committee regarding Health inequalities.

6. BACKGROUND PAPERS

- 6.1 None

7. CONTACT OFFICER

- 7.1 Louise Wallace
Director of Public Health
Hartlepool Borough Council
4th Floor Civic Centre
louise.wallace@hartlepool.gov.uk

AUDIT AND GOVERNANCE COMMITTEE

15 October 2015



Report of: Director of Public Health

Subject: DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present for information to the Committee the Director of Public Health Annual Report for 2014/15 (copy available in the members library and Council website). This report was presented to full Council in 6 August 2015.

2. BACKGROUND

- 2.1 The requirement for the Director of Public Health to write an Annual Report on the health status of the town and the Local Authority duty to publish it is specified in the Health and Social Care Act 2012.
- 2.2 Director of Public Health Annual Reports are not a new requirement, as prior to 2012, Directors of Public Health in the National Health Service (NHS) were expected to produce annual reports.
- 2.3 Historically, the equivalent of the Director of Public Health Annual Report was produced by the Local Authority Chief Medical Officer.
- 2.4 The Director of Public Health Annual report 2014/15 focuses on the issues relating to health and work. The report explores the following:
1. Relationship between employment and good health and poor health.
 2. Historical overview of employment in Hartlepool
 3. Health and employment.
 4. Role of employers and employees in improving and protecting health.
 5. Regulation.
 6. Equal opportunities.
 7. Success stories.
 8. Vision and the future creation of employment.
- 2.5 The report concludes that there is a positive relationship between health and work and reflects the work of Professor Sir Michael Marmot, who concludes

in The Marmot Report 2010, that we should seek to ‘create fair employment and good work for all’.

3. **RECOMMENDATIONS**

- 3.1 Members are asked to note that this report was the subject of a Members’ Seminar and has been presented to the Health and Wellbeing Board.

4. **REASONS FOR RECOMMENDATIONS**

- 4.1 Ensures compliance with the statutory duties under the Health and Social Care Act 2012 for the Director of Public Health to produce a report and the Local Authority to publish it.

5. **CONTACT OFFICER**

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HEALTH AND WELLBEING BOARD

MINUTES AND DECISION RECORD

3 August 2015

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

Present:

Councillor C Akers-Belcher, Leader of Council (In the Chair)

Prescribed Members:

Elected Members, Hartlepool Borough Council – Councillors Jim Ainslie (substitute for Councillor Simmons), Carl Richardson, and Paul Thompson
Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning Group (2) – Dr Schock and Alison Wilson
Director of Public Health, Hartlepool Borough Council - Louise Wallace
Director of Child and Adult Services, Hartlepool Borough Council – Sally Robinson
Representatives of Healthwatch – Ruby Marshall and Margaret Wrenn

Other Members:

Representative of Hartlepool Voluntary and Community Sector – Tracy Woodhall (also in attendance as Chief Executive, Hartlepool and District Hospice in relation to agenda item relating to Breathlessness Support Programme
Representative of Tees Esk and Wear Valley NHS Trust – David Brown (substitute for Martin Barkley)
Representative of North Tees and Hartlepool NHS Foundation Trust – Alan Foster
Representative of Cleveland Police – ACC Simon Nickless

Also in attendance:-

Hartlepool and District Hospice, Deputy Chief Executive, Sandra Britten
Healthwatch – L Allison, J Gray, G and S Johnson
Public – J Clayton, E Leck, S Leighton

Hartlepool Borough Council Officers:

Neil Harrison, Head of Service

Amanda Whitaker, Democratic Services Team

11. Apologies for Absence

Elected Member, Hartlepool Borough Council – Councillor Simmons
Chief Executive, Hartlepool Borough Council – Gill Alexander
Director of Regeneration and Neighbourhoods, Hartlepool Borough Council – Denise Ogden

12. Declarations of interest by Members

Cllr Ainslie declared a personal interest in agenda item 5.4 – Breathlessness Support Programme – as trustee of Hartlepool and District Hospice.

13. Minutes

The minutes of the meeting held on 22 June 2015 were confirmed.

Minute 9 – Community Based Urgent Care Update – the Chief Officer, Hartlepool and Stockton-on-Tees Clinical Commissioning Group, advised the Board that NHS England had decided to review some standards and had asked all Clinical Commissioning Groups to pause the procurement process until the review had been completed. The Chair of the Board requested that regular updates be provided to the Board.

14. Improving Clinical Standards – Implications from the Dalton Review *(Chief Officer, NHS Hartlepool and Stockton-on-Tees Clinical Commissioning Group)*

The Board received a report which provided an appraisal on the outcome of the Dalton Review 'Examining new Options and Opportunities for the Providers of NHS Care', a copy of which was appended to the report. The report was supported by a presentation by the Chief Officer. The Board was advised of the background to the review, the conclusions of the review and the local implications in relation to improving clinical standards.

The 'Dalton Review' had included a series of recommendations to national bodies, Clinical Commissioning Groups, Trust Boards and NHS leaders. There was an expectation that leaders in the NHS with their partners would consider the review recommendations and how these might support solutions that reflected local circumstances. The Board had received previously reports on the Securing Quality in Health Services (SeQHIS) project and received an update of the progress with SeQUIS at the meeting. It was highlighted that the Dalton Review would be helpful in considering the organisational changes required to deliver robust and sustainable services in the future.

Board Members debated issues arising from the presentation. During the debate, the implications of a statement by the Secretary of State for Health were discussed with reference to the extension of cover by Consultants to provide health care 24/7, 365 days year.

Board Members acknowledged issues raised in relation to the functions of voluntary and charity organisations. The significance of public engagement was recognised also and the Chief Officer provided an assurance that genuine public engagement was pertinent.

Decision

The report was noted.

15. Local Health and Social Care Plan (*Chief Executive*)

The Board was informed that at the Council meeting held on 25th June 2015, an update had been received on the development of a plan for submission to NHS England to see the delivery of integrated health and social care services from the hospital site. In taking forward the wishes of Council, it had been proposed that a Hartlepool Local Health and Social Care Plan Working Group be established; the draft terms of reference for the working group had been circulated to the Board.

Recognising the comments made earlier in the meeting regarding the engagement process including the role of the voluntary and community sector, attention was drawn to details of the membership of the Working Group. It was highlighted that there was scope in the terms of reference to involve 'other interested parties'. There was interest expressed by the Assistant Chief Constable in representation by Cleveland Police in the Working Group. Opportunities arising from the Working Group were recognised by Board Members.

Decision

The report was noted.

16. Learning Disability Update – Tees Integrated Commissioning Group (*Director of Child and Adult Services*)

The Board was provided with an update on progress in relation to the Tees Integrated Commissioning Group action plan for adults with learning disabilities. The Board was informed of the background to the establishment of the group, details of the terms of reference for the Group. The proposed action plan for 2015/16 had been appended to the report. Progress on previous actions was presented to the report together with associated risks and details of the establishment of a regional Transformation Board to support 'fast track arrangements'.

Decision

The Board noted progress on actions to date and updates on recent developments and agreed to receive further reports in due course.

17. Breathlessness Support Programme (*Chief Executive, Hartlepool and District Hospice*)

The Board received a report and presentation which provided an appraisal on the Breathlessness Support Programme Pilot which had comprised 9 x 6 week programmes with the final programme ending on 23 March 2015. The Board was presented with the progress and benefits that the service had brought both to the patients and the health economy. The presentation by the Chief Executive and Deputy Chief Executive of the Hospice included an evaluation of the Core Aims of the Programme.

The Chief Officer, Hartlepool and Stockton-on-Tees Clinical Commissioning Group, advised the Board that the programme was one of a number of initiatives funded by the CCG. Details were provided of a number of those projects. The Breathlessness Support Programme presentation had been useful insight that the CCG would consider in conjunction with the other initiatives.

During the discussions arising from the report, a member of the public referred to her personal experience of COPD. The Chair of the Board requested that a report be submitted to a future meeting of the Board relating to respiratory disease in Hartlepool. In response to concerns expressed regarding implications of air pollution, the Director of Public confirmed this would be addressed in the report to be submitted to the Board on respiratory disease.

Decision

- (i) The report and presentation were noted
- (ii) It was agreed that a report be submitted to the Board relating to respiratory conditions in Hartlepool.

18. Director of Public Health Annual Report 2014/15 (*Director of Public Health*)

The Director of Public Health reported the requirement for the Director of Public Health to write an Annual Report on the health status of the town and the Local Authority duty to publish the annual report as specified in the Health and Social Care Act 2012.

The Director of Public Health Annual report 2014/15 focused on the issues relating to health and work. The report concluded that there was a positive relationship between health and work and reflected the work of Professor Sir Michael Marmot, who concluded in The Marmot Report 2010, to seek to 'create fair employment and good work for all'.

Decision

The report was noted.

Meeting concluded at 4.00 p.m.

CHAIR

HEALTH AND WELLBEING BOARD

MINUTES AND DECISION RECORD

11 September 2015

The meeting commenced at 10.00 am in the Civic Centre, Hartlepool

Present:

Councillor C Akers-Belcher, Leader of Council (In the Chair)

Prescribed Members:

Elected Members, Hartlepool Borough Council – Councillors Carl Richardson and Chris Simmons

Representative of Hartlepool and Stockton-on-Tees Clinical Commissioning Group – Graeme Niven (as substitute for Alison Wilson)

Director of Public Health, Hartlepool Borough Council - Louise Wallace

Representatives of Healthwatch – Ruby Marshall and Margaret Wrenn

Other Members:

Representative of Tees Esk and Wear Valley NHS Trust – David Brown (as substitute for Martin Barkley)

Representative of Cleveland Police – Assistant Chief Constable Simon Nickless

Also in attendance:- Julia Waller, Screening and Immunisation Manager, NHS England

Dr Simon Howard, Public Health Registrar

L Fletcher J Gray, G and S Johnson and S Thomas

Officers: Steven Carter, Health Improvement Practitioner (Workplace, Obesity, Physical Activity)

Deborah Clark, Health Improvement Practitioner

Amanda Whitaker, Democratic Services Team

19. Apologies for Absence

Representatives of Hartlepool and Stockton-on-Tees Clinical Commissioning Group – Dr Schock and Alison Wilson

Director of Child and Adult Services, Hartlepool Borough Council – Sally Robinson

Representative of North Tees and Hartlepool NHS Foundation Trust – Alan Foster

20. Declarations of interest by Members

Councillor Christopher Akers-Belcher reiterated the declaration he had made at a previous meeting of the Board that in accordance with the Council's Code of Conduct, he declared a personal interest as Manager for the Local HealthWatch, as a body exercising functions of a public nature, including responsibility for engaging in consultation exercises that could come before the Health and Wellbeing Board. He had advised that where such consultation takes place (or where there is any connection with his employer), as a matter of good corporate governance, he would ensure that he left the meeting for the consideration of such an item to ensure there was no assertion of any conflict of interest.

Councillor Christopher Akers-Belcher informed the Board that he would, therefore, vacate the Chair during consideration of the item relating to HealthWatch Hartlepool investigation of good practice examples in the care and support of residents with dementia in Hartlepool care homes. The Board agreed that Graeme Niven, representative of the Clinical Commissioning Group, Chair the meeting during consideration of that item.

21. Minutes

The minutes of the meeting held on 3 August 2015 were confirmed.

22. Draft Healthy Weight Strategy for Hartlepool (*Director of Public Health*)

The Director of Public Health presented a proposed 10-year Healthy Weight Strategy for Hartlepool, a copy of which was appended to the report. together with the associated Action Plan to support its implementation.

Board Members were reminded that at the meeting of the Board held on 11 August 2014, it had been requested that a Childhood Obesity Strategy for the town be developed, to set out an approach to tackling rising levels of overweight and obesity among young people in Hartlepool. A town-wide obesity conference had been held in February 2015, in order to bring together key stakeholders and services that had a significant role to play in the obesity agenda, including Elected Members and the wider community. The aim of the conference was to highlight areas of good practice, identify gaps in provision, establish what more key partners can do around the agenda, and highlight key actions and areas for strategic focus. Following the conference, a steering group had been established from members of the Hartlepool Healthy Weight Healthy Lives Strategic Group, to analyse the findings from the conference, consider the existing evidence and good practice, and develop a proposed healthy weight strategy and action plan for the town.

It was proposed that the healthy weight strategy take a longer-term view of the obesity issue and three key strategic themes were detailed covering primary, secondary and tertiary prevention, each with specific objectives to be

tackled over a 10-year period. It was also proposed that the strategy take a whole-systems approach to the issue across the full life course, and as such, also addressed obesity in adults and the wider family unit.

Board Members debated issues arising from the report. The Chair of the Children's Strategic Partnership advised the Board of observations which had been highlighted at a recent meeting of the Partnership. It had been suggested that children should be guided towards making healthier choices of school meals.

A Healthwatch representative referred to recent attendance at a health consultation meeting with refugee and asylum seekers when discussions had highlighted diet awareness issues and consequences arising from change in diets.

It was agreed that the issues raised at the Board meeting should be referred to the Hartlepool Healthy Weight Healthy Lives Strategic Group. Interest expressed by the representative of Cleveland Police, to be involved in the campaign, was noted for inclusion in the action plan.

Decision

The Health and Wellbeing Board:

- i) Considered the draft Healthy Weight Strategy 2015-2025 and Action Plan;
- ii) Agreed the content of the draft Healthy Weight Strategy and Action Plan subject to the comments made by Board Members being reflected in the Action Plan;
- iii) Agreed that the Strategy and Action Plan be referred to partner governing bodies, with a view to seeking support for its adoption and implementation
- iv) Agreed that responsibility for the implementation of the Strategy be referred to the Hartlepool Healthy Weight Healthy Lives Strategic Group;
- v) Agreed that the membership of the Hartlepool Healthy Weight Healthy Lives Strategic Group be reviewed/extended to ensure that those involved are in a position to take forward all required actions within their respective organisations / bodies; and
- vi) Agreed that the Hartlepool Healthy Weight Healthy Lives Strategic Group report progress against implementation of the Strategy to the Health and Wellbeing Board on a 6 monthly basis and the feedback from partner governing bodies be included in the subsequent report to the Board.

23. Immunisation Presentation *(Director of Public Health)*

The Board received a presentation by the Director of Public Health and the Immunisation and Screening Manager from NHS England. The presentation provided the Board with the following:-

- assurance that appropriate governance arrangements are in place within NHS England in relation to immunisations for the population, in order to protect the health of people in Hartlepool.
- an update on the local picture of Immunisations in Hartlepool and;
- NHS England's plans to improve uptake and local actions being undertaken to address these.

The Immunisation and Screening Manager highlighted at the meeting that although there had been a significant improvement in the uptake of immunisations in Hartlepool, immunisation rates continued to be below the rate for the North East overall. Board Members discussed ethnicity issues, including the involvement of international centres, and were advised of information which was available nationally. It was recognised that there needed to be more intelligence to address issues which existed locally in particular wards and links to social workers were discussed. In response to concerns expressed regarding issues of communication, it was suggested that the Council's communication team should liaise with the Director of Public Health and the Immunisation and Screening Manager with a view to inclusion of information in Hartbeat community magazine. It was suggested also that ward information be forwarded to ward councillors for dissemination in ward bulletins.

Activities to improve immunisation uptake were included in the presentation. It was intended that visits would be arranged to General Practice's with lowest uptake to discuss seasonal flu uptake for 'at risk' groups, to all practices to discuss routine childhood programme and seasonal flu programme and to work with practices to ensure robust data collection via Child Health Information System (CHIS). There had been also engagement with children and parents to design a bespoke leaflet. A Healthwatch representative requested copies of the leaflet for distribution although the benefit of face to face interaction was recognised including the role of health visitors and nursery nurses through children's centres in the promotion of immunisation.

The Chair thanked the Director of Public Health and the Immunisation and Screening Manager for their informative presentation.

Decision

The Board noted the content of the presentation.

24. Scrutiny Investigation into Cardiovascular Disease (CVD) – Action Plan *(Director of Public Health)*

The report sought agreement of the Action Plan in response to the findings and subsequent recommendations of Council's investigation into Cardiovascular Disease (CVD). As a result of the Scrutiny investigation into CVD, a series of recommendations had been made. To assist the Health and Wellbeing Board in its determination of either approving or rejecting the proposed recommendations an action plan had been produced, appended to the report, and was detailed along with the Final Report and recommendations of Council also appended to the report.

The Director of Public Health assured the Board that the recommendations, arising from the investigation, were being progressed. The Board was advised of a report which had been submitted to the Finance and Policy Committee on options for the future commissioning and delivery of, feasible and appropriate, NHS Health Checks, in the context of the Cardiovascular Disease (CVD) review and Council's provision of wider public health services to address ill health, inequalities and premature mortality caused by CVD.

During the discussion following presentation of the report, the Director of Public Health responded to clarification sought from Board Members. It was noted that dialogue was ongoing with GP practices to increase awareness of patients eligible for NHS Health Checks.

Decision

The Board approved the proposed recommendations and approved the action plan in response to the recommendations of Council's investigation into CVD.

Councillor C Akers-Belcher vacated the Chair.

Graeme Niven, representative of the Clinical Commissioning Group, chaired the meeting during consideration of the following item.

25. Healthwatch Hartlepool Investigation of Good Practice Examples in the Care and Support of Residents with Dementia in Hartlepool Care Homes *(Healthwatch Hartlepool)*

The report informed the Health & Wellbeing Board of the outcomes of the Healthwatch Hartlepool investigation of good practice examples in the care and support of residents with dementia in Hartlepool Care Homes. Healthwatch representatives explained that the Care Home Dementia Project had been included in the 2014/15 work programme of Healthwatch Hartlepool as a result of some concerns which had been raised about inconsistencies in the quality of care and support received by residents with varying levels of

dementia in residential care homes in Hartlepool.

Appreciation was expressed to Healthwatch Members who had contributed to the report. Board Members highlighted issues arising from the report including examples of good practice and management and staff continuity and training. The Chair of the Council's Adult Services Committee complimented Healthwatch on the report. Assurances were sought that the issues which had been raised would be acted upon. A Healthwatch representative advised that the report would be shared with all Care Homes and the Care Quality Commission. The context of the report in terms of commissioning arrangements was highlighted. The Chair of Adult Services Committee advised that he would welcome the submission of the report to the Adult Services Committee.

Arising from the debate, the Director of Public Health undertook to determine how many disabled access taxis there were in Hartlepool and to update Board Members at a subsequent meeting.

Decision

- (i) The Board noted the contents of the report and considered the recommendations contained therein.
- (ii) The Healthwatch report was referred to the Council's Adult Services Committee.

Meeting concluded at 11.30 a.m.

CHAIR

NORTH EAST JOINT HEALTH SCRUTINY COMMITTEE

MINUTES

31 July 2015

The meeting commenced at 10.00 am in the Civic Centre, Hartlepool

Present:

Chair: Councillor Ray Martin-Wells, Hartlepool Borough Council

Stockton Borough Council:
Councillor Hall

South Tyneside Council:
Councillor Brady

Northumberland County Council:
Councillors Sambrook and Nisbet

Newcastle City Council:
Councillor Mendelson

North Tyneside Council:
Councillor Brooks

Durham County Council:
Councillor Robinson

Middlesbrough Council
Councillor Dryden

Also Present: Yvonne Ormston and Paul Liversidge, North East Ambulance Service
Stephen Gwilym, Durham County Council
Peter Mennear, Stockton Borough Council
Karen Christon, Newcastle City Council
Paul Baldasera, South Tyneside Borough Council
Angela Frisby, Gateshead Borough Council
Sharon Ranade, North Tyneside Borough Council
Elise Pout, Middlesbrough Borough Council
Paul Allen, Northumberland County Council

Officers: Joan Stevens, Scrutiny Manager (HBC)
Denise Wimpenny, Principal Democratic Services (HBC)

1. **Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor Kay, Redcar and Cleveland, Councillor Green, Gateshead Borough Council, Councillor Turner, Newcastle City Council, Councillor Javed Stockton Borough Council and the Member representative from Sunderland City Council.

2. **Declarations of Interest**

None.

3. **Resignation of Vice-Chair Councillor Richards and Appointment of Replacement**

In the absence of any nominations, the Chair advised that the position of Vice-Chair would remain vacant.

4. **Minutes of the Meeting held on 24 February 2015**

Confirmed.

5. **Terms of Reference for the North East Joint Health Scrutiny Committee** *(Chair of the North East Joint Health Scrutiny Committee)*

The Scrutiny Manager (HBC) sought the Committee's agreement to re-confirmation of the terms of reference and protocols for the North East Joint Health Scrutiny Committee.

Recommendation

That the Terms of Reference and Protocols for this Committee be re-affirmed.

6. **Introduction and Performance Update** *(Chief Executive, North East Ambulance Service)*

Representatives from the North East Ambulance Service (NEAS) had been invited to the meeting to provide an introduction and update on performance of NEAS.

The Chief Executive from NEAS provided a detailed and comprehensive presentation which included information on the current performance of the service and the measures that had recently been introduced to improve performance. The Committee was advised of the recent links that had been

established with Teesside University to address the shortage nationally of paramedics, support mechanisms in place for staff as well as the future role of the ambulance service following the Government's review of mobile treatment services. The Chief Executive was pleased to report that the North East Ambulance Service had recently achieved network vanguard status, the benefits of which were outlined.

In support of the presentation, further information was provided in a report, a copy of which was tabled at the meeting, that had been presented on ambulance A&E activity to Tees Valley Joint Health Scrutiny Committee in relation to the overall current provision of emergency ambulance care services. The report included a summary of key findings, ambulance activity including response times by ambulance trust, national benchmarking data up to May 2015, patient experience information, community first responder and third party performance as well as workforce data in terms of sickness absence and vacancies.

In response to concerns raised by a Member regarding perception that Teesside was a secondary priority in terms of coverage and response, the Chief Executive, whilst acknowledging difficulties in hot spot rural areas, provided assurances that the aim was to provide a consistent high level service across the North East and highlighted that work was currently ongoing with the police and the fire services in relation to co-responding with a view to improving services in rural areas. It was highlighted that work was also ongoing with CCGs and Urgent Care Centres with a view to reducing the number of transfers to hospital where possible.

The representatives responded to a number of issues raised by Members in relation to the information provided in the report. Clarification was provided regarding the proportion of calls meeting the response times, examples of the challenges faced by the NEAS, paramedic/student training arrangements and how training provision with other emergency services could be shared and more effective. Examples of how a co-responding scheme would operate including the benefits of such a scheme was also outlined. The Chief Executive placed emphasis upon the importance of extending in-house training and work was ongoing to progress this issue.

Discussion ensued as to how the paramedic shortfall could be addressed. The Chair referred to assurances that had been given by the Ambulance Service at a recent Tees Valley Joint Committee that capacity issues would be resolved by 2014 and concerns were raised that this had subsequently been extended to 2016. The importance of retaining students in the North East with a view to actively recruiting paramedics to vacant posts was emphasised. Reference was made to the continuing heavy reliance on third party providers and the request by Members at the last meeting that the viability of student sponsorship with a tie in period, as a means of addressing the paramedic shortfall and aid staff retention be explored. Disappointment was expressed that feedback had not been received in this regard.

A query was raised regarding the current position in terms of ambulances queuing outside hospitals due to delays in hospital admissions. In response, the Committee was advised that whilst the pressures arising as a result of hospital delays had reduced, discussions and work were ongoing with hospital trusts to manage this issue.

Recommendation

- (i) That the contents of the presentation and comments of Members be noted.
- (ii) That the NEAS explore the suggestion of Members in relation to student sponsorship as detailed above, feedback from which to be reported to this Committee as soon as possible.

7. Selection of Potential Topics for Inclusion in the Committee's 2015/16 Work Programme *(Joan Stevens, Scrutiny Manager)*

Members consideration was requested of potential topics for inclusion into the work programme for the North East Joint Health Scrutiny Committee for the 2015/16 Municipal Year. In considering the development of a potential work programme item, the Directors of Public Health across the region and each Local Authority representative had been consulted and the potential topics that had been suggested were included in the report. In order to identify a suitable topic for investigation a PICK scoring system had been utilised, an explanation of which was attached as an Appendix to the report.

The Committee was advised to be cautious in setting an overly ambitious work programme and a maximum of one topic for the coming year was recommended to allow for flexibility in its work programme for emerging issues and referrals.

During the discussion that ensued on the potential work programme items, a number of preferences were suggested including the wider issue around GP provision as well as recruitment, encouraging people to use pharmacies for minor ailments and other services where provided as well as 7 day NHS working. Following debate, the majority of Members supported the issue of encouraging people to use pharmacies for minor ailments and other services as their chosen work programme topic for this municipal year.

In terms of taking this issue forward the Committee's approval was sought for the Scrutiny Manager, in consultation with the Chair and officer representatives to scope the investigation for consideration at the next meeting. The Chair indicated that the level of support regionally would need to be explored in order to determine the depth of the investigation.

A Member highlighted capacity issues within their organisation and the

difficulties they would encounter in providing any support.

Recommendation

- (i) That encouraging people to use pharmacies for minor ailments and other services be undertaken as the Committee's main topic for investigation during the 2015/16 municipal year.
- (ii) That authority be delegated to the Chair of this Committee together with the Scrutiny Manager (HBC) to scope the investigation for consideration at the next meeting.

8. Chairman's urgent items

None

9. Date and Time of Next Meeting

The Chair reported that the next meeting would be held on 1 October 2015 at 2.00 pm – Committee Room B, Civic Centre, Hartlepool

The meeting closed at 11.20 am.

CHAIR

AUDIT AND GOVERNANCE COMMITTEE

15 October 2015



Report of: Scrutiny Manager

Subject: PROPOSED MERGER OF VICTORIA MEDICAL
PRACTICE AND JOURNEE MEDICAL PRACTICE

1. PURPOSE OF REPORT

- 1.1 To provide feedback from the Victoria Medical Practice and Journee Medical Practice in respect of questions raised by the Committee.

2. BACKGROUND

- 2.1 The Audit and Governance Committee at its meeting on the 16 July 2015 was asked by the Chair of the Health and Wellbeing Board to consider a proposal for the merger of the Victoria Medical Practice and Journee Medical Practice (attached at **Appendix A**).
- 2.2 The Committee considered the request at its meeting on the 2 July 2015, and indicated that there was overall support for the initial proposal on the basis that it will ensure the long term viability of the practices, whilst improving the quality of services for patients.
- 2.3 It was suggested that any finalised proposal in relation to the merger of the practices must:
- Effectively accommodate the requirement for weekend opening; and
 - Detail proposals in relation to opening times, the booking of appointments and / or operation of 'walk in' sessions.
- 2.4 The Committee also welcomed the opportunity to comment on the initial proposal at such an early stage and indicated that it looks forward to being consulted formally as part of the process for consideration of the finalised proposal by NHS England.

3. PROPOSALS/ISSUES FOR CONSIDERATION

- 3.1 The Committee views / initial response were relayed to the Practices by letter on the 17 July 2015 (attached at **Appendix B**) and a response received from the Practice on the 1 October 2015 (attached at **Appendix C**).
- 3.2 In response to the points raised in paragraph 2.3 above, the Practice indicated that
- ‘Regarding your second point for our final proposal both practices are not required to offer weekend opening as part of our contracts. The practices want to ensure that the merger goes smoothly. Both practices have agreed that after a settling in period of around 6 months we would evaluate the services offered and carry out a patient satisfaction survey and evaluate patient demand and capacity for appointments. In the survey they will ask for views of patients on the opening hours and appointments system and evaluate responses received.’
- 3.2 The Committee is asked to consider the response outlined in 3.2 and finalise its response to the consultation for submission to NHS England and the Practices and NHS England.

4. RECOMMENDATIONS

- 4.1 The Committee is asked to finalise its response to the consultation for submission to NHS England and the Practices and NHS England.

5. REASONS FOR RECOMMENDATIONS

- 5.1 To finalise the Committees response to the proposals.

6. BACKGROUND PAPERS

- 6.1 Letters (Appendices A to C)

7. CONTACT OFFICER

- 7.1 Joan Stevens – Scrutiny Manager
Chief Executive’s Department – Legal Services
Hartlepool Borough Council
Tel: 01429 284142
Email: joan.stevens@hartlepool.gov.uk

Victoria Medical Practice
The Health Centre
Victoria Road
Hartlepool
TS26 8DB

Journee Medical Practice
The Health Centre
Victoria Road
Hartlepool
TS26 8DB

Proposed merger of Victoria Medical Practice and Journee Medical Practice

2nd July 2015

Mr Christopher Akers-Belcher
Health and Wellbeing Board
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Dear Mr Akers-Belcher

The practices of Victoria Medical Practice and Journee Medical Practice would like to submit an application to Durham, Darlington and Tees Area Team proposing to merge the two practices. Both practices are part of the Hartlepool and Stockton Clinical Commissioning Group.

The merger will provide far greater security for the long term viability of both practices. The demands of registration with the Care Quality Commission, responding to rapidly changing contractual requirements and the ever increasing expectations placed on primary care would struggle to be met by small practices working alone. We believe this merger will safeguard the patients of Victoria and Journee. We are committed to keeping all that is best and most cherished about the family doctor whilst maximising benefits found from working in a larger organisation.

It is very important that we hear your thoughts and understand your views.

We would be grateful if you could therefore consider our proposal and provide us with your feedback to assist our application to NHS England. We would appreciate a response by Friday 24th July 2015.

Kind Regards



Stephanie Raper
Practice Manager on behalf of
Victoria Medical Practice and Journee Medical Practice

Stephanie.raper@nhs.net

Councillor Ray Martin-Wells (Chair, Audit and Governance Committee)
C/o Civic Centre
Hartlepool
TS24 8AY



Stephanie Raper
Practice Manager
Victoria Medical Practice and Journee Medical Practice
The Health Centre
Victoria Road
Hartlepool
TS26 8BD

17 July 2015

Dear Ms Raper

Proposed Merger of Victoria Medical Practice and Journee Medical Practice

Further to your letter of the 2 July 2015, your request for a view on the proposed merger was referred to the Audit and Governance Committee by the Chair of the Health and Wellbeing Board.

The Audit and Governance Committee considered your initial proposal at its meeting on the 16 July 2015 and commented as follows:

- i) There was overall support for the initial proposal on the basis that it will ensure the long term viability of the practices, whilst improving the quality of services for patients.
- ii) Any final proposal in relation to the merger of the practices must:
 - Effectively accommodate the requirement for weekend opening; and
 - Detail proposals in relation to opening times, the booking of appointments and / or operation of 'walk in' sessions.

The Committee welcomed the opportunity to comment on the initial proposal at such an early stage and indicated that it looks forward to being consulted formally as part of the process for consideration of the finalised proposal by NHS England.

Yours faithfully

COUNCILLOR RAY MARTIN-WELLS
CHAIR OF THE AUDIT AND GOVERNANCE COMMITTEE

**Victoria Medical Practice
The Health Centre
Victoria Road
Hartlepool
TS26 8DF**

**Journee Medical Practice
The Health Centre
Victoria Road
Hartlepool
TS26 8DF**

Proposed merger of Victoria Medical Practice and Journee Medical Practice

1st October 2015

Counsellor Ray Martin- Wells
Chair of the Audit and Governance Committee
Hartlepool Borough Council
Civic Centre
Hartlepool
TS24 8AY

Dear Counsellor Martin-Wells

Thank you for your letter dated 17th July 2015 regarding our initial proposal to merge the two practices.

Regarding your second point for our final proposal both practices are not required to offer weekend opening as part of our contracts. The practices want to ensure that the merger goes smoothly. Both practices have agreed that after a settling in period of around 6 months we would evaluate the services offered and carry out a patient satisfaction survey and evaluate patient demand and capacity for appointments. In the survey they will ask for views of patients on the opening hours and appointments system and evaluate responses received.

I have attached a copy of your original letter for your reference and we look forward to receiving the full support of the Audit and Governance Committee.

Kind Regards

Stephanie Raper
Practice Manager on behalf of
Victoria Medical Practice and Journee Medical Practice

Stephanie.raper@nhs.net