

Executive Scrutiny Committee

10:00	Tuesday, 26 February 2013	Committee Room 2, County Hall, Chelmsford, Essex
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Quorum: 4

Membership

Councillor M Mackrory
Councillor G Butland
Councillor S Candy
Councillor W Dick
Councillor N Edey
Councillor A Hedley
Councillor S Mayzes
Councillor V Metcalfe
Councillor G Mitchinson
Councillor M Page
Councillor J Pike
Councillor I Pummell
Councillor J Roberts
Councillor A Turrell
Councillor B Wood
Councillor J Young

Chairman
Vice-Chairman

Vice-Chairman

For information about the meeting please ask for:

Robert Fox, Governance Officer
Graham Hughes, Committee Officer
Telephone: 01245 430935
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Essex County Council

Essex County Council and Committees Information

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Part 1

(During consideration of these items the meeting is likely to be open to the press and public)

		Pages
1	Apologies and Substitution Notices The Committee Officer to report receipt (if any)	
2	Declarations of Interest To note any declarations of interest to be made by Members	
3	Minutes To approve as a true record the minutes of the last meeting held on Tuesday 29 January 2013.	7 - 14
4	Health and Safety To receive a presentation from Sanjay Dhir, Interim Head of Health and Safety, on the Performance Dashboard and the Action Plan and other associated documentation (ES/07/13)	15 - 52
5	Forward Look To consider the latest work programme (ES/08/13).	53 - 62
6	Date of Next Meeting To note that the next meeting will be held at 10am on Tuesday 26 March 2013 in Committee Room 2.	
7	Urgent Business To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.	

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

8 Urgent Exempt Business

To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

All letters of representation referred to in the reports attached to this agenda are available for inspection. Anyone wishing to see these documents should contact the Officer identified on the front page of the report prior to the date of the meeting.

**MINUTES OF A MEETING OF THE EXECUTIVE SCRUTINY COMMITTEE
HELD AT COUNTY HALL, CHELMSFORD ON 29 JANUARY 2013**

Present

G Butland (Vice-Chairman) (until 11.05am)	J Pike
W J C Dick (from 10.55am and the commencement of item 7)	Mrs I Pummell
M Mackrory (Chairman)	J Roberts
S Mayzes	Mrs A Turrell
Mrs V Metcalfe	B Wood
M Page	J A Young (Vice-Chairman)
	R Walters

The following officers were present in support of the meeting:

Robert Fox	Governance Officer
Graham Hughes	Committee Officer

1. Apologies for Absence and Substitutions

The Committee Officer reported apologies for absence from Councillors S Candy, N Edey, A M Hedley, and G Mitchinson. Councillor R Walters was substituting for Councillor N Edey.

2. Declarations of Interest

The following Councillors declared a personal interest.

G Butland	Personal Interest as Member of Braintree District Council and, in relation to discussions on the voluntary sector within Item 6, a personal interest as Chief Executive of the East Anglia Children's Hospice.
W J C Dick	Personal Interest as Member of Castle Point Borough Council and Member of Essex Fire Authority
S Mayzes	Personal Interest as Member of Tendring District Council
M Page	Personal Interest as Member of Tendring District Council
J Roberts	Personal Interest as Member of Essex Fire Authority
A Turrell	Personal Interest as Member of Colchester Borough Council
R Walters	Personal Interest as Member of Braintree District Council
B Wood	Personal Interest as Member of Castle Point Borough Council
J A Young	Personal Interest as Member Colchester Borough Council and Member of Essex Fire Authority. Personal Interest as Assessor for the East of England Member Development Charter Scheme.

3. Minutes

The minutes of the meeting held on 5 November 2012 were approved as a correct record and signed by the Chairman.

4. Order of Business

The Chairman proposed, and it was agreed, to vary the order of business from the published agenda so that the 2012-13 Financial Review as at the Third Quarter was considered first, followed by the Revenue and Capital Budgets 2013-14 and Medium Term Resource Strategy item and then Transformation 2. Thereafter, the order of business would follow that of the published agenda.

5. 2012-13 Financial Review as at the Third Quarter Stage

The Committee considered the 2012-13 Financial Review as at the Third Quarter Stage, (ES/04/13), introduced by Councillor Finch, Deputy Leader of the Council and Cabinet Member for Finance and Transformation Programme. Councillor Finch thanked the Finance staff involved with the preparation of both this update and the Budget item that followed which had been particularly challenging due to delayed announcements of Central Government funding settlements.

Overview

The projected underspend on the current revenue outturn forecast for the third quarter stage was £25.059 million, whilst the Capital Payments underspend was £28.306 million after proposed adjustments. Within the current revenue projection the Emergency Contingency of £8 million was currently assumed fully spent although it was unused at present. If this remained unused at year-end the under spend would be £33.059 million.

Revenue

Councillor Finch highlighted four of the most significant variances within the Revenue Budget; a £13.977 million underspend for Children's Services was predominantly as a result of the reduced number of externally commissioned care placements, reduced usage of agency staff and recruitment delays and a lower spend within Looked After Children; lower net borrowing costs of £8 million as a result of reduced borrowing to support the capital programme and higher than expected cash balances; an underspend of £1.144 million in Recharged Support Services for the Transformation Support Unit partly due to slippage and delays in recruitment; and an underspend of £701,000 in Economic Growth and Waste and Recycling predominantly as a result of a reduction in the forecast tonnage to landfill and under spends in the Systematic Review Project.

The number of Children in Care was currently 1,290, having been 1,580 in 2011, and was projected to further reduce to 1,253 by March 2013. Members congratulated the Schools Children and Families Service for their efforts in reducing the number of Children in Care. It was acknowledged that within this number a small number of children would have been placed in homes outside the county.

Capital

The projected under spend on the capital programme totalled £26.295 million (16%) against the latest capital budget of £164.674 million. Excluding Cash Balances Held by Schools and Devolved Formula Capital, the projected under spend totalled £26,819 million (18%) against a latest budget of £152.096 million.

Councillor Finch highlighted key points in connection with the Capital Programme including the following amounts being re-profiled into 2013/14:

Property Transformation Refurbishment - £1.376 million;
Building Schools for the Future (BSF) - £1.628 million, which was funded by a BSF ring-fenced grant (the ICT budget for BSF would be reduced by £996,000 which would be funded as a revenue cost);
Highways and Transportation - £11.468 million with £2.766 million relating to Local Highways Panels. The remaining £8,702 million had s106 funding, external funding or was contractually committed. It was confirmed that it was currently planned that the under spend on Local Highways Panels would be carried forward to the next year;
Harlow A414 Capacity Improvements - £1.082 million due to delays in utility works and final construction associated with the scheme which would not now commence until the next financial year; and
Integrated County Strategy - £2.000 million as initial spend was expected to occur in 2013.

In response to Member questions it was confirmed that (i) the progress, and any slippages, of capital projects were monitored through the Capital Programme Board and (ii) the Committee **Agreed** that further information on the deficit on Trading Activities would be included in the next quarterly update to the Committee.

The Committee **noted** the report.

6. Revenue and Capital Budgets 2013-14 and Medium Term Resource Strategy

The Committee considered the Revenue and Capital budgets 2013-14 and Medium Term Resource Strategy (ES/01/13) introduced by Councillor David Finch, Deputy Leader of the Council and Cabinet Member for Finance and Transformation Programme. Councillor Finch stressed that there were significant economic challenges which was leading to greater volatility in budget planning and highlighted that this was exacerbated by funding uncertainty as details on some finalised Central Government grant settlements remained outstanding. Consequently, the meeting of Full Council originally scheduled for the following week to approve the Budget had been pushed back a week in anticipation of soon receiving this outstanding grant information for inclusion in a finalised budget.

Overview

The 2013-14 revenue budget was outlined with the draft net cost of services estimated at £967.3 million compared to a latest budget in 2012-13 of £950.9 million, although direct comparison was distorted by reclassifications of certain grants. A Budget Requirement of £903.6 (after allowing for General Government Grants and a Withdrawal from General Balance) had been identified. ECC would apply for the Council Tax Freeze Grant for the third year running which meant that the Council Tax rate for 2013-14 would not be increased from that set for 2012-13. Members were mindful that the budget base line would remain unchanged for the third year running as a result.

Schools

The Schools Funding Settlement for 2013-14 was outlined. Schools expenditure, predominantly funded through the Dedicated Schools Grant (DSG), lay largely outside of ECCs control. It was estimated that the Schools Block part of the DSG would reduce by £309.457 million reflecting the increased number of schools achieving academy status who would receive Government funding direct rather than via the County Council. Changes in population demographics would also mean that demand for schools would vary from area to area within the county.

Children's Services

Some of the emerging pressures and efficiency opportunities in Children's Services were outlined including expected £2.4 million savings in Early Years and Childcare as a result of a major redesign of the service. During subsequent discussion Members stressed the need to take into account that the success of the Troubled Families Project would rely heavily on recruiting a significant number of highly capable volunteers. Members highlighted that some voluntary bodies, particularly smaller ones, were struggling for funding. However, it was stressed that contracting parties had to meet the requirements of the commissioning party and that the County Council was prioritising the approval of grant funding to those voluntary organisations that could deliver the County Council's desired outcomes. In response to Member questioning, the Cabinet Member agreed to investigate and ensure that, when contracting with the voluntary sector, the County Council had a consistent approach to risk management.

Adult Social Care

The main budget pressures for Care and Support within Adult Social Care were demographic growth (£13.3 million) and Inflationary increases (£8.1 million). The service had delivered significant efficiency savings through taking commercial opportunities, containing cost pressures and new ways of working. In response to questioning, it was confirmed that the County Council acknowledged the significant challenge facing this particular service and were continually reviewing ways of working (including earlier interventions and re-ablement) and a number of actions had been taken in response to this. It was acknowledged that any further detailed information on the provision of ASC required by Members would need to be given by the portfolio holder.

Miscellaneous

The transfer of Public Health to the County Council and the development of Community Budgets would give further opportunities for further partnership working to deliver more streamlined and effective services.

Councillor Finch would investigate whether a subsidised sewing class advertised recently was consistent with current corporate objectives and priorities.

The focus on highway repairs, particularly pot hole repairs, would remain.

Employees

It was **agreed** that Councillor Finch would provide further information on the current ECC workforce size compared to the start of the current political administration in 2009.

In relation to publication of Pay data it was confirmed that ECC complied with statutory obligations and that it aimed to be as transparent as possible in this regard.

The Committee **noted** the report.

7. Transformation Phase II

Keir Lynch, Executive Director for Transformation, joined the meeting and introduced a report (ES/04/13) outlining the high level intentions of Transformation Phase II and the savings achieved in Transformation Phase I. Councillor David Finch, Deputy Leader of the Council and Cabinet Member for Finance and Transformation Programme was also in attendance to support this item.

The high level intentions for Transformation Phase II were to create a Council that was more efficient, agile and flexible, separating delivery of services from commissioning, and able to operate within a budget of around £200 million lower than 2012 funding levels.

It was emphasised that the approach had been adopted so as to not 'shy away' or defer difficult choices and stressed the importance of ensuring that future changes were sustainable. Good governance of the Programme was essential and would be led and supported by the TSU and Programme Office. It was anticipated that there would be opportunities for further integration and improved pathways by increased partnership working with other organisations. However, it was stressed that this would not be universal and that, whilst the County Council had worked very effectively with boroughs and districts on Council Tax issues, there would be some issues where the County Council would have different agendas and priorities to the boroughs and districts.

Resources would be integrated around people and their needs and, as part of this, the County Council would be developing an "All Age Service" structure for

many of its services. Different delivery vehicles, and early interventions, would be implemented so as to improve the customer care/service pathway.

Whilst the County Council were looking to increase community resilience, it was suggested that in the current economic climate local communities may actually be less resilient.

The Highways function had undergone significant restructuring and some depots had been upgraded although it was acknowledged that some staff had been released who, on reflection, should have been retained.

Members questioned whether the trend towards increased commissioning had led to a more complex working environment. The Cabinet Member stressed that contract management processes had significantly improved and that significant savings had been achieved. Whilst some ECC expertise in contract management was shared with other partners it was not actively marketed to ensure that contract management remained focussed on ECC contracts.

The Committee **noted** the report and it was **Agreed** that the Committee should be regularly briefed on the progress of Transformation II through quarterly updates at future meetings.

8. Corporate Plan Progress Report

The Committee considered the progress of the Corporate Plan as at the second quarter 2012/13, (ES/03/13) presented by Councillor David Finch, Cabinet Member for Finance and Transformation, supported by Justine Atterbury, Information and Intelligence Business Partner – Place and Adam Kendall Strategic Information and Intelligence Manager.

The report provided an updated assessment of the progress made in delivering the County Council's Corporate Plan Priorities in 2012/13. During discussion certain measures and scores were highlighted and/or discussed further:

Measure 1.1.3: the percentage of children achieving five plus A* - C grades in GCSE or equivalent had improved on previous years and was on track to meet the previously set target. Members questioned whether ECC should be aspiring to a yet higher figure. It was stressed that the County Council were not complacent in relation to this measure and that there was significant disparity in educational achievement between different areas in Essex and that a pan county focus needed to be maintained.

Measure 3.2.11: The County Council anticipated having greater access to, and influence over, the wider determinants of health as a result of the transfer of responsibility for Public Health from Primary Care Trusts to County Councils in April 2013. Members were in support of initiatives to encourage greater adult participation in sports to help reverse the current rising trend in obesity rates and further details on these initiatives would be provided to Members.

Measure 3.1.3: the trend for Activity Levels for Older People Supported Through Assistive Technology showed a slight reduction. The main aim was to reduce pressure on residential and domiciliary care by promoting independence and sustainability through re-ablement but evaluating and measuring the effect if those customers had instead used other alternative sustainable models of care was problematic.

Measure 5.1.5: it was noted that there was a discrepancy between the numbers stated for fatalities and serious injuries on Essex roads and those stated by Essex Police in the press recently due to the latter reported only fatalities and based on Police Force Boundaries which did not map directly with Essex County boundaries (for example they also included Southend and Thurrock data).

Members also highlighted concerns about the youth unemployment rate. A significant investment was being made into apprenticeships in Essex.

The report was **noted**.

Councillor Finch was thanked for his attendance and then left the meeting.

9. East of England Member Development Charter

Councillor John Aldridge, Cabinet Member for Adult Social Care (Chairman of the Member Development Steering Group), and Joanna Boaler, Member Support Manager, joined the meeting to provide an update (ES/05/13) on the progress made in achieving the East of England Member Development Charter.

The Charter aimed to promote best practice in Member development. Work had been progressing over the last 12 months in meeting the requirements of the Charter with final assessment scheduled for March 2013. During discussion the following points were made:

- (i) The Charter would ensure that ECC had a structure for future member inductions;
- (ii) A revised guide was available to County Council election candidates once the period for nominations had closed;
- (iii) It was agreed that advance pre-election briefings would be considered for each political party;
- (iv) Specific Member skill sessions, including suitable external courses (subject to budgetary limitations), should be considered;
- (v) Members would need to be proactive in advising of non ECC training undertaken and maintaining their own Personal Development Plans so as to provide an overall comprehensive record of their personal training (particularly useful for 'twin-hatted' Members).
- (vi) Members appreciated and recognised the considerable work involved in progressing towards Charter status.

The report was **noted**.

10. Forward Look

The Committee considered and **Agreed** the Forward Look (ES/06/13).

11. Dates of Future Meetings 2013

The next meeting of the Committee would be at 10am on Tuesday 26 February 2013 in Committee Room 2.

There being no urgent business the meeting closed at 12.02 pm.

Chairman
26 February 2013

AGENDA ITEM 4	
ES/007/13	
Committee:	Executive Scrutiny Committee
Date:	26 February 2013
<u>HEALTH AND SAFETY</u>	
Enquiries to:	Sanjay Dhir Interim Head of Health and Safety, Tel (01245) 431217

The following documents are attached as Appendices:

1. Health and Safety Performance Dashboard 2012/13 – **Appendix A**
2. Health and Safety Action Plan 2012/13 – **Appendix B**
3. Health and Safety Training Plan – **Appendix C**
4. List of Current ECC Health and Safety Co-ordinators and ECC Health & Safety Champions – **Appendix D**

Members attention is particularly drawn to the Dashboard and the Action Plan.

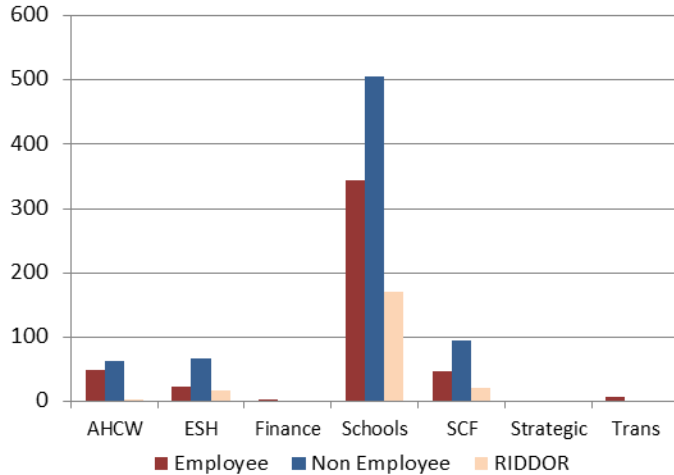
The following documents can be found via the Intranet hyperlinks in the Action Plan:

5. Corporate H&S Board Terms of Reference
6. Roles and Responsibilities Document
7. Health and Safety Handbook

Health and Safety Performance Dashboard 2012/13

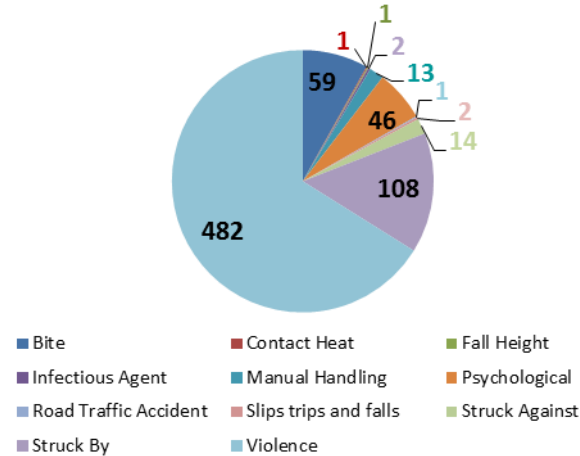
Accident Stats [Jan - Oct 12]

The statistics show that schools are reporting the majority of accidents. Most of the injuries reported occurred; during play, PE and slips, trips and falls.



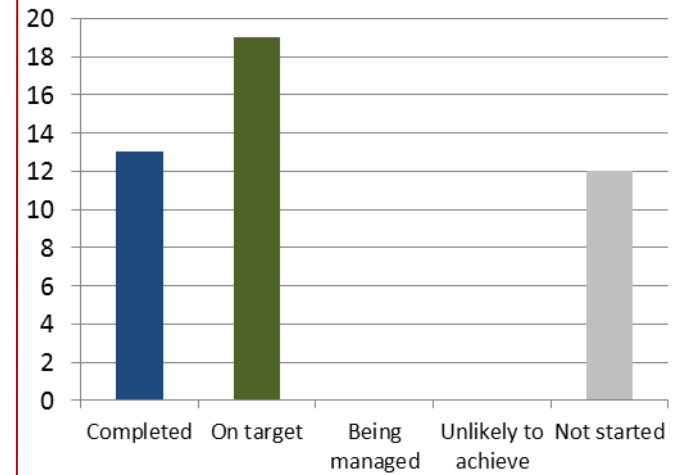
Incident/ Near Miss Stats [Jan - Oct 12]

Statistics show that majority of incidents are reported as violence. Incidents of reported violence are predominantly from social care and schools.



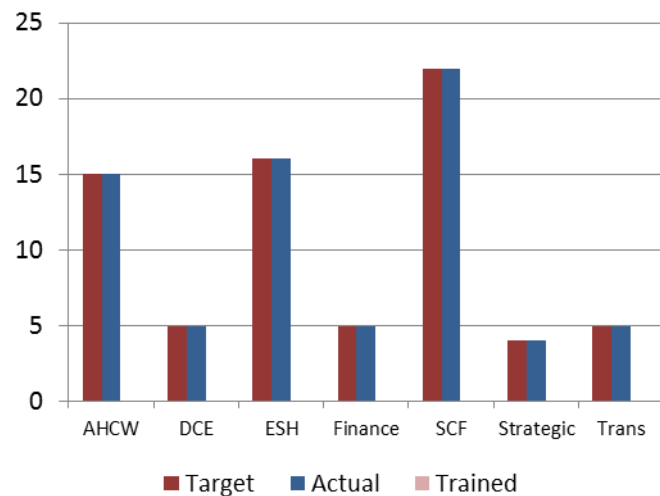
2012-2013 Action Plan Status

The actions not started are not scheduled to begin, other actions have been completed or are on target.



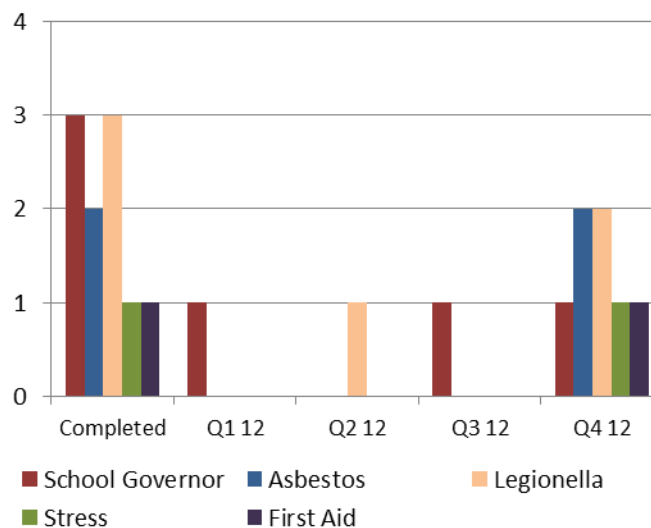
H&S Co-ordinators/ Champions

The numbers below show numbers of Co-ordinators/ Champions for each directorate. Health and Safety Update training to be undertaken in Jan/ Feb 13.



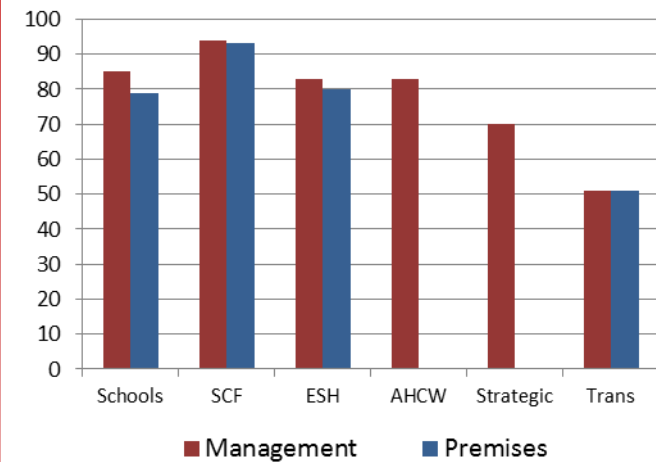
H&S Training

The figures below show the number of training sessions undertaken during 2012 by quarter. A revised training schedule has been produced.



H&S Monitoring Completion (%)

Services that carried out an H&S monitoring exercise are included within their directorates statistics. Finance did not provide the total responses expected therefore are not included.



HEALTH AND SAFETY ACTION PLAN 2012-2013

	OBJECTIVE	ACTION	RESPONSIBILITY	START	COMPLETION	STATUS/COMMENTS
POLICY	ECC Health and Safety Policy (statement of intent) to be refreshed, agreed, signed and communicated.	Agree content of new Health and Safety policy and obtain policy sign off by Chief Executive.	CEO/ H&S Board	Sep 2012	Oct 2012	COMPLETED: H&S Policy accepted by CHSB and Trade Union 24/10/12. Policy accepted by CLT and signed off by Chief Exec and Deputy Leader 05/11/12. Posted on intranet
		Communicate policy to respective employees and display on health and safety notice boards.	Comms/ Corp H&S	Oct 2012	Dec 2012	COMPLETED: Policy developed and communicated via Corp Comms Policy sent to H&S Champions who are responsible for maintaining H&S notice boards.
RESPONSIBILITY	Health and Safety responsibilities to be defined, understood and implemented for each directorate.	Agree responsibilities section of H&S Management System. Provide formal communication sessions to Directors and Heads of Department. Communicate general responsibilities as part of H&S Committees, training, briefings and intranet.	Corp H&S/ Directors	Sep 2012	Dec 2012	COMPLETED Final version distributed and signed off by CHSB Dec 2012. Roles and responsibilities document on intranet
	Annual & ongoing Health and Safety objectives required for each Directorate.	Develop and communicate Directorate Health and Safety objectives template.	Corp H&S/ Dir H&S Coords	Sep 2012	Nov 2012	COMPLETED: Objectives template distributed to Directorates and template on intranet
		Agree actions, monitor, review and report performance.	Directors/ Dir H&S Coords	Nov 2012	Dec 2012, then Quarterly	Objectives template discussed with AHSW, ESH, SCF & Corp Functions and Directorate objectives being compiled by H&S Groups

	OBJECTIVE	ACTION	RESPONSIBILITY	START	COMPLETION	STATUS/COMMENTS
RISK ASSESSMENTS	Identify and assess risks within generic 'low risk' activities (e.g. office environments).	Identify low risk/generic activities & services Develop generic risk assessments where appropriate and provide training/briefings for staff. Ensure control measures are understood, implemented and monitored by management & employees.	Corp H&S/ Directorates	Sep 2012	Dec 2012	COMPLETED: Risk Deep Dives took place for: ESH [17 Sep] ACHW [20 Sep] SCF [27 Sep]. Data analysed and low level risk assessments developed prior to being communicated to and owned by Directorate. Templates to be displayed risk assessment section on intranet .
	Identify hazards and assess risks within high and medium risk activities, processes and equipment.	Review existing or new activities, operations, processes or equipment and ensure risk assessments have been completed. Assessments to be reviewed in light of any changes.	Corp H&S/ Directorates	Oct 2012	Mar 2013	Risk Deep Dives took place for: ESH [17 Sep] ACHW [20 Sep] SCF [27 Sep] Data has been analysed and medium/high level risk assessment are being developed. Risk assessments identified include: <ul style="list-style-type: none"> • Lone working • Driving • Swimming Pools • Working From Home Other will be developed with Directorates, communicated to and owned by Directorate.
	Implement dynamic risk assessment process for non standard or unforeseen activities.	Develop dynamic risk assessment process	Corp H&S	Oct 2012	Dec 2012	COMPLETED: Proposed document tabled with ESH. Document posted on intranet
		Communicate/implement as part of training.	L&D	Jan 2013	Dec 2013	Discussed during H&S Training which commenced in Jan 2013.
Safety assessment forms to be simple and user friendly.	Review current assessment forms (VDU, Manual Handling, CoSHH, Fire, Young Person, Pregnant Workers, PEEPs). Simplify/improve if necessary. Communicate any changes to management/staff.	Corp H&S	Oct 2012	Jan 2013	Forms to be published on risk assessment section of H&S intranet .	

	OBJECTIVE	ACTION	RESPONSIBILITY	START	COMPLETION	STATUS/COMMENTS
RISK MANAGEMENT	Ensure adequacy, suitability and provisions of work and safety equipment.	Assess and review work and safety equipment currently in operation (e.g. access equipment, PPE, work equipment), determine suitability and procure equipment identified in the risk assessment.	Procurement/ Corp H&S	Nov 2012	Mar 2013	Currently reviewing resource availability
	Ensure ECC contractors/third parties are working in line with ECC's health and safety policy, standards, commitment and legal requirements.	Ensure contractor control procedure/standard is robust and fit for purpose. Review procurement arrangements/implementation/compliance. Monitor and audit compliance against standards/best practice.	Procurement/ Directors/ Corp H&S	Nov 2012	Mar 2013	Start to be delayed until Q2 2013. Dependent on availability of resources.
	Ensure H&S in schools is effectively managed	Develop a robust H&S Action Plan for schools to encompass training, guidance, monitoring and auditing	Corp H&S	Nov 2012	Dec 2012	COMPLETED: Action plan developed and agreed.
		Implement the Action Plan	Corp H&S/SCF	Jan 2013	Dec 2013	Implementation underway and has the support of the SCF Directorate.

	OBJECTIVE	ACTION	RESPONSIBILITY	START	COMPLETION	STATUS/COMMENTS
COMMUNICATION & CONSULTATION	Establish structured and strategic Health and Safety Board.	Identify Board members; establish Terms of Ref; arrange & undertake meetings every month; record, communicate and implement actions.	H&S Board Champion/ Corp H&S	Sep 2012	Monthly	COMPLETED: CHSB membership agreed, monthly meetings set up and commenced Sept 2012. CHSB ToR agreed on 24/10/12
	Ensure health and safety issues are discussed at a Directorate/ local level.	Directorates to undertake meetings at least every six months. Agree agenda; identify attendees; minute; communicate and implement actions.	Directors	Nov 2012	Every 6 Months	COMPLETED: AHSW, ESH, SCF & Corp Functions meetings in place. Template agenda created and on H&S Intranet
	Provide user-friendly health and safety information for all staff at all levels.	Develop staff H&S handbook with summary of responsibilities and condensed health and safety arrangements - use document as part of induction.	Corp H&S/ Comms	Oct 2012	Jan 2013	COMPLETED: Published as part of H&S Intranet launch Feb 2013
	Promote H&S via European H&S week.	Plan and promote week long events and initiatives (e.g. poster competition, wellbeing events, prize draws). Promote & communicate.	Corp H&S/ Comms	Oct 2012	Oct 2012	COMPLETED: Various Health, Safety and Wellbeing activities arranged, publicised and provided.
	Ensure continual support and training for Safety Support Staff (e.g. Local H&S Champions, Trade Union Reps, Fire Marshals & First Aiders).	Establish formal and informal two-way communication for Safety support staff between Health & Safety and Line Management.	Corp H&S/ L&D/ Mitie	Dec 2012	Dec 2013 then meetings as req'd	COMPLETED: Health and Safety Champion/Coordinator Meeting held on 23 Nov 2012. Meeting to continue on 6 monthly basis.
H & S STANDARDS	Ensure ECC's health and safety standards and guidance are adequate and relevant to ECC activities and services.	Identify ECC activities & operations. Complete gap analysis. Develop remaining procedures/ standards/ guidance containing sufficient information and instruction to ensure efficiency and simplicity.	Corp H&S	Dec 2012	Jul 2013	Intranet site framework and format developed . Procedures and forms identified.
		Review & structure standards, document control, intranet and other H&S sites in order that information can be found quickly and readily.	Corp H&S/ Comms	Jan 2013	Jul 2013	Format, structure and control agreed and to be included on new Intranet in early February

	OBJECTIVE	ACTION	RESPONSIBILITY	START	COMPLETION	STATUS/COMMENTS
TRAINING	Ensure formal health and safety training in place for ECC staff.	Develop structured health and safety training plan and monitor implementation.	L&D/ Corp H&S	Oct 2102	Feb 2013	COMPLETED: Meetings held with H&S & L&D Oct 2012. Training plan completed and will be included on new H&S Intranet site .
		Develop health and safety needs analysis/ training matrix for each directorate and establish a monitoring process	Directorates	Oct 2012	Feb 2013	Training matrix template drafted and discussed with Directorates. Template on H&S Intranet
	Ensure new starters are aware of H&S arrangements and responsibilities.	Review health and safety induction process with stakeholders. Simplify and implement any recommendations.	HR/Corp H&S/ Comms/ Directorates	Oct 2012	Dec 2012	COMPLETED: Process reviewed and agreed. To be included as part of H&S Handbook
	Mandatory Health and safety awareness training required for Senior and Line managers.	Deliver Senior and Line manager training programme. Provide guidance and outline responsibilities. Develop process to monitor attendance.	Corp H&S/L&D	Nov 2012	Dec 2013	Training for CLT & Ops Board completed. Wash-up session scheduled for Feb for those unable to attend. CHSB advised that Line Mgr. training to be via e-learning module.
	Develop Health and Safety e-learning module	Develop and agree content	Corp H&S	Oct 2012	Dec 2012	COMPLETED: Content agreed.
		Publish on e-learning portal and communicate	L&D	Jan 2013	Jan 2013	With L&D to develop and test
		Ensure staff/contractors with access complete training and monitor completion rates	Directorates	Jun 2013	Jun 2013	
Establish process for excepted contractor/agency staff to ensure they receive induction		Mar 2013		April 2013		
WELL BEING	Develop and Implement Stress Management Strategy for ECC.	Establish stress policy; stress steering group; training; assessments & surveys; counselling support mechanisms for management and staff.	HR/OH/Corp H&S	Jan 2013	Dec 2013	Stress briefings run as part of European H&S week and included in training plan. Stress Steering Group took place Jan 2013 and will continue every 3 months

	Ensure Occupational Health provisions in line with legal requirements, best practices and risk assessment findings.	Review health surveillance and screening processes in line with legal requirements and risk assessment findings. Ensure management and staff are aware of OH requirements, process and adjustments to work activities and work patterns.	Corp H&S/HR	Nov 2012	Dec 2012	COMPETED: Meeting held with OH and processes considered to be robust. Corp H&S to support OH in health promotion. Process to be defined in H&S standard.
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	OBJECTIVE	ACTION	RESPONSIBILITY	START	COMPLETION	STATUS/COMMENTS
ACCIDENTS & EMERGENCIES	Ensure robust accident & incident reporting procedure and monitoring process.	Review accident & incident report processes.	Corp H&S	Oct 2012	Jan 2013	Process agreed but will not be implemented until new financial year so that stats for 2012 are not impacted
		Train management on accident causation and investigation.	Corp H&S	Jan 2013	Dec 2013 (continue as necessary)	Incorporated into the Training schedule for 2013
		Develop process for management of accident/incident database.	Corp H&S	Sep 2012	Dec 2012	COMPLETED: Stats to be reported at monthly CHSB
		Provide management information for Health and Safety Board and CLT.	Corp H&S	Oct 2012	Monthly (CHSB) Quarterly (Board)	COMPLETED: Dashboard agreed by CHSB in Nov 2012. Submission to quarterly Governance Steering Board.
	Ensure adequate compliment, training and motivation for Fire Marshals and First Aiders.	Identify names and locations of Fire Marshals & First Aiders. Establish training needs and frequency Establish regular meetings/communications with Fire Marshals and First Aiders.	Mitie/ Corp H&S	Sep 2012	Mar 2013	Meeting (via Mitie) with Fire Marshals Oct. Provided examples of fire marshal and first aider lists plus monthly checks. Meeting with Mitie Dec. Fire Marshal training scheduled. Chasing Mitie for the following: <ul style="list-style-type: none"> List of County Hall Fire Marshals & First Aiders Schedule for updating non-County Hall H&S noticeboards List of sites that Mitie manage (to identify any not managed by Mitie)
MONITORING	Ensure routine health and safety inspections within directorates and offices.	Develop forms/process for regular fire safety, office safety and workplace inspections.	Corp H&S/ Directorates	Oct 2012	Dec 2012	COMPLETED: Forms developed and published on H&S Intranet Feb 2013
		Train management/staff on use and develop process to monitor implementation	Corp H&S	Jan 2013	Dec 2013	Incorporated into the Training schedule for 2013

	OBJECTIVE	ACTION	RESPONSIBILITY	START	COMPLETION	STATUS/COMMENTS
AUDITS	Develop systematic means to measure health and safety compliance within each Directorate/function.	Establish Audit plan for ECC sites and operations. Undertake health and safety audits for each Directorate/function. Report back audit findings and actions to Department Heads. Provide summary to Health and Safety Board and CLT.	Corp H&S	Feb 2013	Mar 2013	Delayed to Q2 2013 Dependent on availability of resources
				July 2013	Aug 2013	
				Feb 2014	Mar 2014	
REVIEW	Senior Management to formally review ECC health and safety compliance and performance against objectives.	Undertake regular health and safety management reviews with CLT and ECC senior management.	CEO/Corp H&S	Nov 2012	Quarterly	Meeting with Chief Exec on 27/11/12. Meetings to continue in 2013.
		Develop and present annual report. Identify strengths, weaknesses, actions and resources going forward.	Corp H&S	Mar 2013	Apr 2013	
3 rd PARTY VALIDATION	Ensure ECC's H&S management system is robust & meets best practice requirements via 3 rd party validation.	Agree recognised 3 rd party audit methodology (e.g. RoSPA, British Safety Council, OHSAS 18001).	H&S Board	Sep 2013	Oct 2013	
		Establish audit plan and assist auditors. Review findings and report back to H&S Board and CLT.	Corp H&S	Dec 2013	Jan 2014	

Signed _____
Joanna Killian
Chief Executive Officer
Essex County Council

Date _____

ECC HEALTH AND SAFETY TRAINING PLAN – 1st October 2012 - End December 2013

COURSE TITLE	WHO SHOULD ATTEND	DURATION	TRAINER(S)	EXTERNAL / INTERNAL	DATES PLANNED	NUMBERS BOOKED	NUMBERS ATTENDED
New Employees							
H & S Induction Training (new employees) – provide & complete H&S Handbook*	All new employees New Contractor Employees	30-40 Minutes	Line Managers / H&S Champions	Internal	Launch due from 15-2-13		
H & S Management Courses							
H&S Briefing for CLT Members*	CLT Members	3 Hours	Mark Scoggins	Internal	27/11/12		8
H&S Briefing for Operations Board*	Operations Board Members	3 Hours	Mark Scoggins	Internal	27/11/12		8
H&S for CLT/Ops Board*	CLT/Ops Board	90 mins	Sanjay Dhir	Internal	10/01/13 TBA		17 TBC
H & S Briefing for SLG Members*	SLG Members	3 Hours	Mark Scoggins	Internal	30/11/12 a.m.		20
					30/11/12 p.m.		15
					10/12/12 a.m.		28
					21/1/13 a.m.	29	21
H & S Briefing for Directorate H & S Co-Ordinators & Service Group H & S Champions*	H & S Coordinators & H & S Champions	1 Day	Corporate H&S Team	Internal	18/1/13	15	14
					23/1/13	17	15
					7/2/13	11	10
					11/2/13	13	10
					27/2/13		
					27/3/13		
					17/4/13		
24/4/13							
H & S Briefing for Line Managers	Line Managers & Supervisors	1 Day	Corporate H&S Team	Internal	Course in Development		
H & S E-Learning Module*	All Managers and Employees	30-40mins	E-learning	Internal	Launch due from 1-4-13		
Dealing with Aggressive Behaviour	All Employees, as appropriate	½ Day	Learning & Development	Internal	Link to next course date		
Managing Lone Workers	Line Managers & Supervisors	½ Day	Learning & Development	Internal	Link to next course date		

Stress Awareness Briefing	Line Managers & Supervisors	90 Minutes	Sanjay Dhir	Internal	26/10/12	6	6
Stress Risk Management Training	Line Managers & Supervisors	1 Day	Occupational Health	Internal	Link to next course date		
Understanding Depression in the Workplace	Line Managers & Supervisors	½ Day	Learning & Development	Internal	Link to next course date		
Working Effectively Under Pressure / Resilience	All Employees, as appropriate	1 Day	Learning & Development	Internal	Link to next course date		
COURSE TITLE	WHO SHOULD ATTEND	DURATION	TRAINER(S)	EXTERNAL / INTERNAL	DATES PLANNED	NUMBERS BOOKED	NUMBERS ATTENDED
Technical Training Courses – Emergency Response Courses							
EVAC Chair Training	All Employees as identified in local PEEP plans	1 Hour	MITIE (?)	Internal			
KEY:- CC = County Hall, Chelmsford EB = Ely House, Basildon EC = Essex House, Colchester GH = Goodman House, Harlow	Fire Marshals & Deputies	½ Day	MITIE	Internal	29/1/13 a.m.	EC	
					31/1/13 a.m.	CC	
					31/1/13 p.m.	CC	
					4/2/13 a.m.	GH	
					4/2/13 p.m.	GH	
					5/2/13 p.m.	EC	
					7/2/13 p.m.	EB	
					14/2/13 a.m.	CC	
					21/3/13 a.m.	CC	
21/3/13 p.m.	CC						
First Aid Awareness Briefing (FAA)	All Employees, as required	90 Minutes	ACL	Internal	22/10/12	7	7
First Aid at Work Training (FAW)*	First Aiders (at Work)	3 Days	ACL	Internal			
First Aid at Work Requalification Training (FAWR)	First Aiders (at Work)	2 Days	ACL	Internal			
Emergency First Aid at Work Training (EFAW)	Emergency First Aiders (at Work)	1 Day	ACL	Internal			
First Aid Paediatric Training (FAP)	Creche Workers and	2 Days	ACL	Internal			

	Pre-School Employees						
Technical Training Courses							
Lone Working	All relevant Employees	½ Day	Learning & Development	Internal	Link to next course date		
Manual Handling of Inanimate Objects (Loads)	All relevant Employees	½ Day	Learning & Development	Internal	Link to next course date		
Manual Handling (People) Training	All relevant Employees	½ Day	Corporate H&S Team / ACL	Internal	<i>Course in Development</i>		
Portable Appliance Testing (PAT)	Premises Managers, Caretakers	1 Day	Learning & Development	Internal - (attendance charge applies)	Link to next course date		
VDU / DSE Assessor	VDU Assessors	½ Day	Learning & Development	Internal	Link to next course date		
COURSE TITLE	WHO SHOULD ATTEND	DURATION	TRAINER(S)	EXTERNAL / INTERNAL	DATES PLANNED	NUMBERS BOOKED	NUMBERS ATTENDED
ACL Specialist H & S Training Courses							
CIEH Health & Safety in the Workplace – Level 2 Training	All relevant Employees	1 Day	ACL	Internal			
CIEH Food Safety in Catering – Level 2 Training	Catering Employees	1 Day	ACL	Internal			
CIEH Food Safety in Catering – Level 2 Refresher Training	Catering Employees	½ Day	ACL	Internal			
CIEH HACCP in Catering – Level 3 Training	Catering Employees	1 Day	ACL	Internal			
CIEH Healthier Food and Special Diets – Level 2 Training	Nutritionists, Catering Employees	1 Day	ACL	Internal			
CIEH Principles of COSHH – Level 2 Training	All relevant Employees	½ Day	ACL	Internal			
CIEH Principles of Risk Assessment – Level 2 Training	All relevant Employees	1 Day	ACL	Internal			
Schools H & S Training Courses							
School Head Teacher Introduction to H & S Briefing*	School Head Teachers	½ Day	Corporate H&S Team	Internal			

School Governor H & S Awareness Training*	School Governors	½ Day	Corporate H&S Team	Internal	28/11/12		TBC
School H & S Coordinator Training	School H & S Coordinators	½ Day	Corporate H&S Team	Internal			
Asbestos Awareness and Management Training	Head Teachers, Premises Managers, Caretakers	½ Day	Corporate H&S Team	Internal	2/10/12		13
					22/11/12		16
Legionella Awareness and Management Training	Head Teachers, Premises Managers, Caretakers	½ Day	Corporate H&S Team	Internal	25/10/12		16
					4/12/12		16
Swimming Pool Safety Training*	Head Teachers, School Swimming Pool Operators	½ Day	Corporate H&S Team	Internal	25/2/13		
					27/2/13		
Caretaker H & S Training	Premises Managers, Caretakers	1 Day	L&D / MITIE / Schools	Internal	<i>Course in Development</i>		
Working at Height Training	Premises Managers, Caretakers	½ Day	Corporate H&S Team	Internal / External	<i>Course in Development</i>		

* mandatory training courses

Latest Version – v12 Feb 14 PW

List of Current ECC Health & Safety Co-Ordinators and ECC Health & Safety Champions – as at 13-2-13

Directorate / Lead / H & S Co-Ordinator(s)	Service / Sub-Group	H & S Champions (A = Alternate)	Location	Contact Details (W = Work, M = Mobile)
AH&CW - Adults, Health & Community Wellbeing - Dave Hill - Simon Griffiths W – 01245 436509 M – 07748 623978 Simon.griffiths@essex.gov.uk Ely House, Basildon - Lawrence Fitzgerald W – 01245 437043 M – 07786 125771 Lawrence.fitzgerald@essex.gov.uk - Karen Wright W – 01245 434695 M – 07919 624828 Karen.wright@essex.gov.uk County Hall - A704	Safeguarding Practice and Development, and Internal Standards & Governance	Ros Wilson	County Hall – A8	W – 01245 434109 M – 07769 164270 Rosalyn.wilson@essex.gov.uk
		Tracey Field (A)	County Hall – A8	W – 01245 435602 M – 07788 303691 Tracey.field@essex.gov.uk
		Danny Canning	County Hall – A2 Annexe	W – 01245 434824 M – 07584 151487 Danny.canning@essex.gov.uk
	Strategic Planning & Commissioning (including Mental Health)	Christine Strong	County Hall – A5	W – 01245 433225 M – N / A Christine.strong@essex.gov.uk
		Joanna Wanmer	County Hall – A5	W – 01245 434897 M – 07827 976164 Joanna.wanmer@essex.gov.uk
	Access Assessment &	Jacqueline Tulip	Magnet House,	W – 01255 253458

<p>H & S Co-Ordinators</p> <p>- Susan Sawyer</p> <p>W – 01245 350910</p> <p>M – 07824 496666</p> <p>Susan.sawyer@essex.gov.uk</p> <p>Home Based (post c/o A8)</p> <p>- Hanife Ahmet (A)</p> <p>W – 01245 437043</p> <p>M – 07826 531413</p> <p>Hanife.ahmet@essex.gov.uk</p> <p>County Hall – A8</p>	Care Management	– (North Essex Area)	Clacton-on-Sea	W – 07880 092753 Jacqueline.tulip@essex.gov.uk
		Gaynor Emmerton – (South Essex Area)	Ely House, Basildon	W – 01268 643471 M – N / A Gaynor.emmerton@essex.gov.uk
		Kristy Brooks – (Mid Essex Area)	County Hall –	W – 01245 434330 M – 07585 984480 Kristy.brooks@essex.gov.uk
		Ben Ashcroft – (West Essex Area)	Goodman House, Harlow	W – 01279 781639 M – 07780 493415 Ben.ashcroft@essex.gov.uk
	Residential & Short Breaks - Learning Disabilities	Janice Shwky	Tudor House, Colchester	W – 01206 562790 M – 07748 624077 Janice.shwky@essex.gov.uk
		Olutayo Oyefeso (A)	Tudor House, Colchester	W – tba M – Olutayo.oyefeso@essex.gov.uk
	Commercial Group	Lesley Ferguson	Home Based	W – 07769 936417 M – 07769 936417 Lesley.ferguson2@essex.gov.uk

	Business Support	Katy Smith	County Hall – A8	W – 07780 493347 M – 07780 493347 Katy.smith2@essex.gov.uk
		Toni Flowers	County Hall – A8	W – 07780 493405 M – 07780 493405 Toni.flowers@essex.gov.uk
AH&CW - Adults, Health & Community Wellbeing	Directorate Health & Safety Co-Ordinators / Alternates = 2	Service Group Health & Safety Champions = 14		
ESH – Environment, Sustainability & Highways - Robert Overall H & S Co-Ordinator - Peter Kelsbie W – 01245 437183 M – N / A Peter.kelsbie@essex.gov.uk County Hall - C417	Essex Highways	Clive Woodruff	County Hall – E3	W – 01245 437185 M – N / A Clive.woodruff@essex.gov.uk
		Mike Ager	County Hall – E3	W – 01245 342739 M – 07720 097182 Mike.ager@essexhighways.org
	Essex Highways – Ringway Jacobs	Victoria Hall	County Hall – E3	W – 07768 940165 M – 07747 802592 Victoria.hall@ringwayjacobs.com
	Waste and Recycling	David Petrie	County Hall	W – 01245 437704

			- C402-C404	W – N / A David.petrie@essex.gov.uk
	Major Projects & Infrastructure Delivery	Daniel Stanesby	County Hall – C412	W – 01245 436702 M – 07557 081520 Daniel.stanesby@essex.gov.uk
		Jean Harford	County Hall – C412	W – 01245 435551 M – 07920 467105 Jean.harford@essex.gov.uk
	Business Services & Strategy	Flora Cerrino	County Hall – E3	W – 07747 486169 M – 07747 486169 Flora.cerrino@essex.gov.uk
	Strategic Development	Keith Lawson	County Hall – E3	W – 01245 437123 M – 07788 301573 Keith.lawson@essex.gov.uk
	Place Services (including arboriculture)	Simon Smith	County Hall – E3	W – 01245 436040 M – 07774 221803 Simon.smith@essex.gov.uk
	Essex Countywide Traveller Unit	Stephen Andrews	County Hall – E3	W – 01245 437645 M – N / A Stephen.andrews@essex.gov.uk

	Country Parks	Tim Dixon	Cressing Temple, Cressing	W – 01376 584903 M – 07717 867628 Tim.dixon@essex.gov.uk
		Jennie Duffy	County Hall – E3	W – 01245 437639 M – 07585 308228 Jennie.duffy@essex.gov.uk
	Business Services	Paul Ashworth	County Hall – E3	W – 01245 437075 M – 07788 303641 Paul.ashworth@essex.gov.uk
	Trading Standards	Steve Lynch	Beaufort Road, Chelmsford	W – 01245 341905 M – N / A Steve.lynch@essex.gov.uk
	EPF – Essex Property & Facilities	Richard Green	County Hall – C210	W – 01245 435525 M – 07827 976279 Richard.green@essex.gov.uk
ESH – Environment, Sustainability & Highways	Directorate Health & Safety Co-Ordinators / Alternates = 1	Service Group Health & Safety Champions = 15		

<p>Also – ESH Services Responsibility of Deputy Chief Executive</p> <p>- Robert Overall</p> <p>H & S Co-Ordinator</p> <p>- Geoff Elgar</p> <p>W – 01245 244956 Ext 254 M – 07786 125596</p> <p>Geoff.elgar@essex.gov.uk</p> <p>Library HQ, Goldlay Gardens, Chelmsford</p>	Libraries	Julie Haugh	Rayleigh Library	W – 01268 775830 M – N / A Julie.haugh@essex.gov.uk
		Christine Booty UNISON	Goldlay Gardens, Chelmsford	W – 01245 244928 M – N / A Christine.booty@essex.gov.uk
	Heritage & Culture	Stephen Dixon	Essex Record Office, Chelmsford	W – 01245 244662 M – N / A Stephen.dixon@essex.gov.uk
	Customer Services (including Contact Essex)	Cheryl Arthur	Essex House, Colchester	W – 01206 266000 M – 07747 486298 Cheryl.arthur@essex.gov.uk
	Registration Service	Roger Robbins	County Hall – A2 Annexe	W – 01245 437924 M – N / A Roger.robbins@essex.gov.uk
ESH Services - Responsibility of Deputy Chief Executive	Directorate Health & Safety Co-Ordinators / Alternates = 1	Service Group Health & Safety Champions = 5		

SCF – Schools, Children & Families - Dave Hill - Paul Abrahams - Tim Coulson H & S Co-Ordinators - Keren Prior (Schools) W – 01245 434031 M – 07760 172800 Keren.prior@essex.gov.uk County Hall – E2 - Annette Cox (Non-Schools) W – 01245 437389	Schools			
	NASUWT (N.B. – also represents Non-Schools)	Jackie Scannell	External Contact	W – tba M – Jackie.scannell@talktalk.net
	GMB (N.B. – also represents Non-Schools)	Cathy Holland	External Contact	W – tba M – Cathy.holland@gmb.org.net
	VOICE (N.B. – also represents Non-Schools)	Simon Smith	External Contact	W – tba M – Simons@sweynepark.com
	ATL – Association of Teachers & Lecturers	Jeff Fair	External Contact	W – tba M – jfair@essex.atl.org.uk

<p>M – 07769 164307 Annette.cox@essex.gov.uk County Hall – E2</p> <p>- Kevin Green (A – for both) W – 01245 433143 W – N / A Kevin.green@essex.gov.uk County Hall – C228</p>	NUT – National Union of Teachers	Paul Bundy	External Contact	W – tba M – pb006c4108@blueyonder.co.uk
	Non-Schools			
	CSS – Children’s Support Services (Secondary)	Jacqui Mitchell	County Hall – E2	W – 01245 436278 M – N / A Jacqui.mitchell@essex.gov.uk
		Kerry Ayre	County Hall – E2	W – 01245 436756 M – N / A Kerry.ayre@essex.gov.uk
	EMTAS – Ethnic Minority & Traveller Achievement Service	Peta Ullmann	Crays Hill Primary School, Billericay	W – 01268 531291 M – N / A Peta.ullmann@essex.gov.uk
	EY&C – Early Years and Childcare (Capacity and Implementation Team) (Localities Commissioning Team)	Joanna Eastoe	County Hall – E2	W – 01245 438549 M – N / A Joanna.eastoe@essex.gov.uk
		Benjamin Poulton	County Hall	W – 01245 438551 M – 07827 840826 Benjamin.poulton@essex.gov.uk

	Mid Quadrant PLA – Permanency, Leaving and After Care Family Centres	Debbie Ounan	Writtle Wick Family Centre, Chelmsford	W – 01245 352784 M – 07881 517720 Deborah.ounan@essex.gov.uk
	Writtle Wick and Witham	Russell Coward	County Hall – E2	W – 01245 434782 M – N / A Russell.coward@essex.gov.uk
	North Quadrant	Alison Baker	Magnet House, Clacton	W – 01255 253382 M – 07990 563176 Alison.baker@essex.gov.uk
		Janine Dawson	Magnet House, Clacton	W – 01255 253484 M – 07880 180029 Janine.dawson@essex.gov.uk
	South Quadrant	Dave Barron	Ely House, Basildon	W – 01268 643309 M – N / A Dave.barron@essex.gov.uk
		Martin Purbrick	Ely House, Basildon	W – 01266 643299 M – N / A Martin.purbrick@essex.gov.uk
	West Quadrant	Colette Elliot-Cooper	Goodman House, Harlow	W – 01279 781620 M – N / A

				Colette.elliott-cooper@essex.gov.uk
		Richard Powell	Goodman House, Harlow	W – 01279 781721 M – N / A Richard.powell@essex.gov.uk
	Standards and Excellence	Heather Faulkner	County Hall – E2	W – 01245 436142 M – 07564 480114 Heather.faulkner@essex.gov.uk
	Planning and Provision	Andrew Heynes	County Hall – E2	W – 01245 436773 M – N / A Andrew.heynes@essex.gov.uk
	Quality Assurance ESCB – Essex Safeguarding Children Board	Graham Duke	70, Duke Street, Chelmsford	W – 01245 436782 M – N / A Graham.duke@essex.gov.uk
	Fostering and Adoption – Fostering	Alison Braden	County Hall – EUG	W – 01245 434895 M – N / A Alison.braden@essex.gov.uk
	Fostering and Adoption – Adoption	Hazel Hall	County Hall – EUG	W – 01245 434150 M – N / A Hazel.hall@essex.gov.uk

	IYS – Integrated Youth Service	Jane Holden	County Hall – D104-D106	W – 01245 430550 M – 07769 933179 Jane.holden@essex.gov.uk
	Access to Resources – 16+	Wendy Edward	County Hall – A205-A207	W – 01245 434149 M – N / A Wendy.edward@essex.gov.uk
		Shumi Mushayi	County Hall – E2	W – 01245 436761 M – N / A Shumirayi.mushayi@essex.gov.uk
	Residential	Geoff Darwin	Leverton Hall, Brentwood	W – 01277 233588 M – N / A Geoff.darwin@essex.gov.uk
		Angie Standing	Leverton House, Brentwood	W – 01277 233588 M – 07748 623532 Angie.standing@essex.gov.uk
	Commissioned and Traded Services – (Education Consultancy, Workforce Planning, Health & Safety)	Keith Bush	County Hall – E2	W – 01245 436372 M – N / A Keith.bush@essex.gov.uk
		Wendy Scott-Horne	County Hall – E2	W – 01245 436318

		? – Leaving ECC?		W – N / A Wendy.scott-horne@essex.gov.uk
YOS – Youth Offending Service	Rob Brown	Empire House, Chelmsford	W – 01245 265151 M – N / A Rob.brown@essex.gov.uk	
	Jo Hamilton	Empire House, Chelmsford	W – 01245 265151 M – 07557 167896 Jo.hamilton@essex.gov.uk	
Transformation and Planning – Involvement Team	Linda Marshall	Colchester Town House, Colchester	W – 01206 762923 M – 07748 623264 Linda.marshall@essex.gov.uk	
Transformation and Planning – Business Support Services	Sharon Harrington	Magnet House, Clacton	W – 07827 882477 M – 07827 882477 Sharon.harrington@essex.gov.uk	
	Rebecca Jones	Goodman House, Harlow	W – 07584 218018 M – 07584 218018 Rebecca.jones@essex.gov.uk	
SEN / AEN Provider Services Education Psychology	Alison Bridge	Causeway House, Braintree	W – 0300 003 4125 M – N / A Alison.bridge2@essex.gov.uk	

	Specialist Teacher Team	Janet Hill	County Hall – E2	W – 01245 436514 M – N / A Janet.hill@essex.gov.uk
	EWS – Education Welfare Service	Rachel Thorogood	County Hall – E2	W – 01245 437900 M – 07717 867420 Rachel.thorogood@essex.gov.uk
	EDS – Emergency Duty Service	Anne Jones	Ambulance Centre, Broomfield Hospital, Chelmsford	W – 0845 606 1212 M – 07786 125897 Anne.jones@essex.gov.uk
		David Stratford	Ambulance Centre, Broomfield Hospital, Chelmsford	W – 0300 123 0778 M – 007760 161600 David.stratford@essex.gov.uk
	Planning & Programmes – Information Governance & SCF Communications	Chris Carroll	County Hall – E2	W – 01245 435516 M – N / A Chris.carroll@essex.gov.uk
		Maria Alvarez	County Hall – E2	W – 01245 431895 M – N / A Maria.alvarez@essex.gov.uk
	Joint Partnership Working – Strategy	Jane Bloom	Home Based – (Linked to County)	W – N / A

	and Innovation		Hall – E2)	W – 07919624517 Jane.bloom@essex.gov.uk
	ETA – Education Transport and Awards	Tamsin Collins	County Hall – E2	W – 01245 433038 M – N / A Tamsin.collins@essex.gov.uk
		Emma Toublic	County Hall – E2	W – 01245 431625 M – N / A Emma.toublic@essex.gov.uk
	School Meals Service	Jason Walmsley	Westlands Community Primary School, Chelmsford	W – 01245 356218 M – N / A Jason.walmsley@essex.gov.uk
	ACL – Adult Community Learning	Paul Williams	County Hall – A1 Annexe	W – 01245 436638 M – 07876 691174 Paul.williams2@essex.gov.uk
		Ann Garner (A)	c/o ACL Witham	W – 01376 534770 M – 07845 184614 Ann.garner@essex.gov.uk
	UNISON	TBA – To be appointed N / A	tba	W – tba M –

	ESU – Employability and Skills Unit (Apprenticeships)	Martin Kilbey	County Hall – D202	W – 01245 433077 M – N / A Martin.kilbey@essex.gov.uk
		Leanda Cable (A)	County Hall – D202	W – 01245 433071 M – 07881 615534 Leanda.cable@essex.gov.uk
SCF – Schools, Children & Families	Directorate Health & Safety Co-Ordinators / Alternates = 3	Service Group Health & Safety Champions = 51 (1)		

Finance - Margaret Lee - Nicole Wood W – 07946 705816 M – 07946 705816 Nicole.wood@essex.gov.uk County Hall – E1 H & S Co-Ordinator - Derek Ingle W – 01245 430025 M – N / A Derek.ingle@essex.gov.uk County Hall – E1	Finance Professional Services & Performance (- includes RMCS)	Lorna Norris	County Hall – E1	W – 01245 431052 M – 07733 115485 Lorna.norris@essex.gov.uk
		Hadiza Salami-Boye	County Hall – E1	W – 01245 431038 M – N / A Hadiza.salami-boye@essex.gov.uk
	Procurement	Mark Rawlinson	County Hall – C422	W – 01245 431125 M – 07919 624407 Mark.rawlinson@essex.gov.uk
	Governance Team	Sarah Harris	County Hall – C320-C321	W – 01245 434213 M – N / A Sarah.harris@essex.gov.uk
	Essex Legal Services	Philippa Hardy-King	New Bridge House Chelmsford	W – 01245 506755 M – N / A Philippa.hardy-king@essex.gov.uk
Transformation - Keir Lynch H & S Co-Ordinator - Mark Hobson	TSU – Transformation Support Unit	Gary Carr	County Hall – C233	W – 07717 867084 M – 07717 867084 Gary.carr@essex.gov.uk
	HR – Human Resources	Neal Roberts	County Hall – E4	W – 01245 434306 M – N / A

W – 01245 431026 M – N / A Mark.hobson@essex.gov.uk County Hall – E1				Neal.roberts@essex.gov.uk
	ESS – Essex Shared Services	Janet Tindall	County Hall – E1	W – 01245 430794 M – N / A Janet.tindall@essex.gov.uk
	IS – Information Services	Juliette Arnold	County Hall – BG01	W – 01245 431851 M – N / A Juliette.arnold@essex.gov.uk
Strategic Services – Richard Puleston H & S Co-Ordinator –Petra Crees W – 01245 431256 M – 07774 335600 Petra.crees@essex.gov.uk County Hall – C302	SS – Strategic Services (not including External Communications)	Samantha Grant	County Hall – C302 / C309	W – 01245 436264 M – N / A Samantha.grant@essex.gov.uk
	External Communications	TBA - N.B. – Alternate Contact to be added shortly (Contact: Eleri Roberts 20650)	County Hall – C302	W – M –
Finance	Directorate Health & Safety Co-Ordinators / Alternates = 1	Service Group Health & Safety Champions = 5		
Transformation	Directorate Health & Safety Co-Ordinators / Alternates = 1	Service Group Health & Safety Champions = 4		

Strategic Services	Directorate Health & Safety Co-Ordinators / Alternates = 1	Service Group Health & Safety Champions = 2 (0)		
Combined:- Finance & Transformation & Strategic Services	Directorate Health & Safety Co-Ordinators / Alternates = 3	Service Group Health & Safety Champions = 11 (9)		
	Total of Directorate Health & Safety Co-Ordinators / Alternates 8 (plus 2 Alternates) = 10 Active	Service Group Health & Safety Champions 96 (including 2 yet to be confirmed) = 94 Active	Total number of Champions and Co-Ordinators = 104 Active (+ 2 = 106)	

Additional Contacts (Internal & External)

Organisation	Service / Sub-Group	H & S Contact	Location	Contact Details
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	OH - Occupational Health	Pat Herbert	County Hall – B2	W – 01245 430222

				M – N / A Pat.herbert@essex.gov.uk
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		Steve Daly	County Hall – A103/4	W – 01245 434949 M – 07790 599478 Steve.daly@essex.gov.uk
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		Sarah Tiffen	County Hall – A103	W – 01245 430320 M – N / A Sarah.tiffen@essex.gov.uk
MITIE	MITIE	Tricia Shirley	County Hall – B1	W – 01245 435760 M – 07788 303979 Tricia.shirley@mitie.com
		Laurence Hails	County Hall – B1	W – 01245 436651 M – 07788 303994 Laurence.hails@mitie.com
		Lee Brown	County Hall Security (Hallkeepers) – BUG	W – 01245 435820 M – 07747 756689 Lee.brown@essex.gov.uk

	AGENDA ITEM 5
	ES/008/13
Committee:	Executive Scrutiny Committee
Date:	26 February 2013
<u>FORWARD LOOK/ WORK PROGRAMME 2012/13</u>	
Enquiries to:	Robert Fox, Governance Officer 01245 430526 robert.fox@essex.gov.uk

Purpose of Report

The purpose of this report is to set out the Committee's latest work programme for its consideration.

Meeting	Topic	Approach	Current status
26 March	Developing the Localism Agenda	Full Committee	Committee agreed scoping document for review.
26 March	Coroner's Service	Full Committee	Annual Update on performance of the service
26 March	Property Strategy and Fixed Assets Register	Full Committee	To be agreed – scoping document to follow
23 April	Transformation II	Full Committee	Quarterly update on Transformation Phase II and then ongoing
June 2013	Year End Outturn	Full Committee	Standing item
June 2013	Year End Performance Report	Full Committee	Standing item
Ongoing	External & Internal Communications	Task and Finish Group	In hiatus due to Transformation II
Ongoing	Procurement Strategy	Task and Finish Group	Scrutiny Board referred item to Executive Scrutiny following the initial presentation late 2012. T &F to commence post-May 2013

**Executive Scrutiny Committee:
Schedule 2012/2013 (provisional)**

Meeting	Topic	Approach	Current status
2012/13			
January and February 2013 and ongoing.	Transformation Programme Scrutiny Review: Beyond 2012/13	Full Committee	<p>To understand the overall vision for the Transformation II Programme and the methodology for its delivery. Also to ensure the governance arrangements are appropriate for a project of this importance and that the maximum benefit to the Council and to public services in Essex is derived from the Programme.</p> <p>Commissioned Services are key in terms of checking the arrangements and scrutiny adding value to the commissioned services.</p> <p>Scrutiny to commence in January 2013 and February 2013 and ongoing.</p>
Date to be agreed	Transformation Programme Scrutiny Review: Shared Services	Full Committee	To consider the Essex Shared Services Strategy 2011-16. A scoping document will be prepared by Mark Hobson, Shared Services and presented to a future meeting of the Committee.
February 2013	Health and Safety at Work	Full Committee	The Committee agreed at its 30 May 2012 meeting that as assessment of whether ECC fulfils its H&S legislative requirements in a scrutiny review which will look at the approach the Authority takes to H&S; and to ensure the Authority is fully compliant with relevant H&S legislation. A scoping document was agreed in January 2013.
March 2013	Property Strategy and Fixed Assets Register	Full Committee	Councillor David Finch to attend Committee (Scoping Document to follow).

March 2013	Coroner's Service	Full Committee	The Committee considered report ES/030/11 on 24 May, and received a report at its 31 January meeting. The Committee will receive a further update in March 2013.
Ongoing via T&F Group	External Communications	Task and Finish Group	The Committee considered a scoping document (ES-SCR-01/12) and agreed that a Task and Finish Group be convened. This Group has met twice to date, and it is anticipated there will be at least two further meetings. The Committee received an interim report in September 2012. This is currently in hiatus due to the Transformation II programme.
From May 2013 via T&F Group	Procurement Strategy	Task and Finish Group	The Committee agreed at its 30 May 2012 meeting that the Deputy Leader be invited to attend the Committee to present on the strategy which is to be revised in September 2013 to ensure the strategy, as it exists and in future, ensures the procurement of cost-effective, high quality services for the residents of Essex. The report was received in November 2012. It was agreed to refer to the Scrutiny Board for further instruction. The Scrutiny Board in January 2013 referred back to Executive Scrutiny to conduct a review via Task and Finish Group with the caveat this commences post-May 2013.
March 2013	Developing the Localism Agenda	Full Committee	The Committee agreed at its 30 May 2012 meeting that an update be invited from the Cabinet Member for Communities and Planning on the Big Society Revenue and Capital Fund. The review should also include elements of Partnership working, the elected Member as a Community leader, the General Power of Competence and communities being given the right to run services. The ECC Petitions Policy should also form

			part of the review. Partnerships and the Impact of the Localism Bill, Locality Boards and the Essex Partnership Forum refresh will also form part of this agenda item. A scoping document was agreed in November 2012.
Standing Items			
Ongoing	Quarterly Budget Reports	The Committee will receive quarterly financial reviews.	The quarterly 2011/12 Financial Reviews were presented throughout the year. The 2012/13 quarterly reviews will be presented to Committee throughout the year.
3 April 2012	Performance Management		The Executive Scrutiny Committee takes an overview of the performance scorecard and referrals to other Policy and Scrutiny Committees. At its 15 February (ES/005/11, minute 7) and 26 April (ES/022/11, minute 33) meetings the Committee considered the new arrangements for reporting performance. Quarter One Performance Report will be presented in July 2012; Quarter Two in October 2012; Quarter 3 in January 2013; and the Annual Report in June 2013.
April 2013	Equality Impact Assessments (ES-SCR-004)	Full Committee	A scoping document setting out the suggested areas of focus for this review was agreed on 23 June 2011 (ES/041/11). Committee received an update on 29 November 2011. A further update will be received in the spring of 2013.
1 May 2012	Capita Resourcing		The final report prepared by a Task and Finish Group convened from the Central Services Policy and Scrutiny Committee was presented for consideration on 25 January 2011. Report ES/024/11 containing an update from the Task and Finish

			Group was presented on 26 April 2011 where it was subsequently agreed that the topic would be brought to the 1 May 2012 meeting for continued monitoring. This report was received in July 2012.
26 June 2012	Customer Satisfaction, Complaints and Public Relations		The Executive Scrutiny Committee considered report ES/029/11 at its meeting on 24 May meeting, with Duncan Wood, Head of Research and Intelligence in attendance to introduce the report, answer questions and provide an update. The Committee agreed that a report providing details of the current performance in this area was brought to the July 2012 meeting (minute 42, 2011). The Committee will receive annual customer satisfaction reports. The first of which will be July 2013 .
5 November 2012	Absence Management	Task and Finish Group	The Community Wellbeing and Older Persons Policy and Scrutiny Committee undertook a review into Absence Management for its' relevant Directorate. The Executive Scrutiny Committee awaited the outcome of this scrutiny before continuing with their review. The final scrutiny review report was agreed at the Community Wellbeing and Older Persons Policy and Scrutiny Committee on 9 December. A copy of this report was presented at the 25 January 2011 meeting of the Executive Scrutiny Committee, along with absence figures for all service areas. The Committee agreed (25 January, minute 6) that the topic would be referred to the Scrutiny Board, with a view to discussing each Policy and Scrutiny Committee reviewing their respective directorate absence statistics. The Scrutiny Board subsequently agreed that the Community and Older People P & SC

			undertakes this task on behalf of all P & SC's and established a Task and Finish Group which would report to Executive Scrutiny. The Committee agreed in September 2012 that this review was now complete given that absence rates within ECC are lower than comparable public sector organisations. A final report was presented to the 5 November 2012 Committee. The Committee will receive updated data in November 2013 .
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Completed Scrutiny Reviews by the Executive Scrutiny Committee

January 2013	Member support, development and effectiveness (ES-SCR-005)	Full Committee	<p>The Executive Scrutiny Committee considered this topic at its 29 November 2011 meeting. The main areas of focus were:</p> <ul style="list-style-type: none"> • Member Development Charter • Member effectiveness • Support for Members • Information and communication for and with Members <p>A scoping document setting out the suggested areas of focus was agreed on 23 June 2011 (ES/045/11). An update was received in January 2013.</p>
3 April 2012	Corporate Human Resources issues	Full Committee	<p>The Committee will considered a scoping document (ES-SCR-02/12) was considered by the Committee at its 31 January 2012 meeting and a report was received on 3 April 2012 and the Committee agreed that the scrutiny review of this item was complete</p>
25 January 2011	Facilities Management Overspend	The full Committee agreed the	<p>At its 30 November meeting the Committee requested further information about the Facilities</p>

		summary report	Management Service overspend detailed in the Financial Review as at the Half-Year stage 2010/11. A summary report containing details of the overspend was presented at the 25 January meeting.
24 May 2011	Risk Management and contracting arrangements (report ES/33/10)	The full Committee undertook the review.	The Committee monitored the scrutiny review recommendations at 24 May 2011 meeting and received a response from Councillor Louis, Cabinet Member for Major Projects and Commercial Services (ES/031/11). The Committee found that the recommendations had all been accepted, and good progress had been made against them. The Committee agreed that no further action was required in relation to this topic.
29 November 2011	Essex People Strategy 2012 and beyond including staff survey results (ES-SCR-007)	Full Committee	Adam Bowles, Head of Corporate HR and Keir Lynch, Executive Director for Transformation were in attendance to provide an update on the Essex People Strategy, focusing on 2012 and beyond, and include details of the staff survey results and collection methods. A scoping document setting out the areas of focus for this review was agreed at the 23 June 2011 meeting (ES/044/11). The Central Services Policy and Scrutiny Committee originally considered the Essex People Strategy at its September 2009 meeting.
September 2012	The Changing Pattern of Finance within Local Government	Full Committee	The Committee agreed at its 30 May meeting that it receive a presentation in how the Local Government Finance Bill will affect ECC; what approach the County will be taking to the changes and the areas which might be affected. The review should include The Community Infrastructure Levy, Business Improvement Districts,

			Localism Benefits, National Non-Domestic Rates, and Tax Increment Financing. This report will be received at the 11 September meeting of the Committee. A Member Development Session has been arranged.
June 2012	Refresh of EssexWorks Corporate Vision (ES-SCR-006)	Full Committee	The Committee considered the refreshed EssexWorks Corporate Vision on 29 November 2011, following previous consideration of this topic at the 23 June meeting.

