



PERSONNEL COMMITTEE
WEDNESDAY 18TH JUNE 2014 AT 5.30PM
COUNCIL CHAMBER, PARK NORTH, NORTH STREET, HORSHAM

Councillors:

Roger Arthur
Roger Clarke
Roy Cornell
Helena Croft
Malcolm Curnock
Ray Dawe
Brian Donnelly
David Holmes

Liz Kitchen
Christian Mitchell
Godfrey Newman
Brian O'Connell
Kate Rowbottom
Diana van der Klugt
Tricia Youtan

Tom Crowley
Chief Executive

AGENDA

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No. |
|---|---------------------|
| 1. Election of Chairman | |
| 2. Apologies for absence | |
| 3. Appointment of Vice-Chairman | |
| 4. To approve the time of meetings of the Committee for the ensuing year | |
| 5. To approve as correct the record of the meeting of 12 th March 2014 (herewith) | 1 |
| 6. To receive any declarations of interest from Members of the Committee | |
| 7. To receive any announcements from the Chairman of the Committee, the Chief Executive or the Monitoring Officer | |
| 8. To appoint representatives to the Joint Consultative Forum (six Members) | |

9. To consider the following reports:

- (a) Appointment of two additional Land Charges Officers **5**
- (b) Health and Wellbeing Team Expansion **15**

PERSONNEL COMMITTEE
12th March 2014

Present: Councillors: Brian Donnelly (Vice-Chairman), Roger Arthur, Roy Cornell, Liz Kitchen, Christian Mitchell, Godfrey Newman, Kate Rowbottom,

Apologies: Councillors: Claire Vickers (Chairman), Helena Croft, Malcolm Curnock, Ray Dawe, David Holmes, Brian O'Connell, Simon Torn, Tricia Youtan

PC/15 **MINUTES**

The minutes of the meeting of the Committee held on 31st July 2013 were approved as a correct record and signed by the Chairman.

PC/16 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

PC/17 **ANNOUNCEMENTS**

There were no announcements.

PC/18 **LIVING WAGE**

The Director of Corporate Resources introduced the report which proposed that the Council comply with the discretionary Living Wage Policy. The issue had been raised during recent negotiations with Trade Union representatives. The Living Wage was a level of pay set nationally at £7.65, which over 100 Councils had already adopted. The Living Wage Campaign encouraged employers to pay above the legal minimum wage.

In order to implement the Living Wage, it was proposed that Band One of the Council's agreed pay scales be removed and the three employees currently on Band One be moved to the bottom of Band Two. The Council would continue to employ casual staff at separately agreed rates, and continue with a number of apprentice schemes which have agreed pay levels.

Members discussed the financial implications of the proposal. It was noted that the Living Wage, which was calculated annually, would be monitored to ensure it did not exceed Pay Band 2.

RESOLVED

That the pay policy be amended by removing Band One from the Council's agreed Pay Scales from the beginning of 2014/15 to ensure that all contracted employees are paid above the annual Living Wage threshold.

PC/18 Living Wage (cont.)

REASON

To comply with the discretionary Living Wage Policy.

PC/19 **PAY POLICY STATEMENT – 2014/15**

The Director of Corporate Resources advised that the proposed Pay Policy 2014/15 had been prepared in response to the Localism Act 2011 (the Act) which had set out a provision that required local authorities to publish a Pay Policy Statement for each financial year.

The Pay Policy Statement had been updated in order to comply with the requirements of the Act and to incorporate changes to employee Terms and Conditions, pay banding and organisational structure.

The amended Pay Policy Statement for 2014/15 would be published on the Council's website, subject to approval by full Council. Members noted that having information on pay policy readily available to the public reflected the transparency agenda within the Act and facilitated that Council's provision of responses to FOI requests.

RECOMMENDED

That the Pay Policy 2014/15 be recommended to Council for approval for publication.

REASON

To comply with the requirements of the Localism Act 2011, and to approve a published pay policy annually.

PC/20 **WORKFORCE STATISTICS**

The Principal Personnel Officer presented the latest statistics on sickness absence, staff turnover, recruitment and equalities. Members noted that the information included in the report reflected staffing statistics prior to the implementation of the new structure and did not reflect the increased activity associated with the restructure.

As retiring at a particular age was no longer a statutory policy, it was requested that those resigning on or after that age should be shown as 'retired' on the statistics. Members were advised that an exit questionnaire was completed by staff leaving the organisation, and that exit interviews would be actively encouraged.

It was agreed that a quarterly, rather than annual, turnout figure be supplied, and that a breakdown of reasons for leaving would be added to the statistics regarding staff turnover.

PC/20 Workforce Statistics (cont.)

Whilst short term sickness was low at an average of 1.56 days per full time employee, long term sickness had escalated in the second part of the year. The Committee discussed the figures and the Principal Personnel Officer indicated that there had been no correlation between long term sickness and the Terms & Conditions review.

Stress management had been a key factor for some managers and it was reported that workshops to support a department subject to particular stress had taken place. These workshops had union backing and had been run by an external facilitator.

Reasons for long term sickness were discussed, and it was noted that 20 managers had undertaken Health & Safety training. It was agreed that a breakdown of reasons for long term sickness be added to the statistics.

The meeting finished at 6.08pm having commenced at 5.30pm.

CHAIRMAN

Report to Personnel Committee

18th June 2014

By the Interim Director of Planning

DECISION REQUIRED



Horsham
District
Council

Appointment of two additional Land Charges Officers

Executive Summary

With the recession the number of Land Charges Officers (LCOs) has reduced to one over a number of years. However, the number of searches has recently been increasing which has resulted in an issue of a serious backlog of cases. This has resulted in a loss of income as searches are withdrawn and re-submitted as personal searches which, whilst requiring exactly the same amount of work, cannot be charged for. The LCO does the work but for fee income. To address this issue it has been necessary to use Planning Admin Officers to assist in clearing the backlog to the detriment of the delivery of that part of the service.

Given that the Land Charges Service is currently understaffed in comparison with other similar sized authorities such as Chichester, the demands placed on the planning administration team and that the service is struggling to deal with the numbers of searches it is proposed to appoint an additional two Land Charges Officers to bring the total number of staff to three.

The benefits of these appointments are that the current backlog is addressed thus providing a significantly improved delivery of service, potentially reducing the number of non-income generating personal searches as well as helping to balance the books in respect of fee income.

Recommendations

Personnel Committee recommends to Full Council:

- i) to authorise the appointment of an additional two Land Charges Officers
- ii) to approve supplementary revenue estimate of £33,000 in 2014/15
- iii) to approve an increase in Land Charges income budget to £33,000 in 2014/15

Reasons for Recommendations

- i) To ensure that the delivery of the service meets current demand and does not reduce its fee income through withdrawal of searches and re-submission as free private searches;

- ii) To address the issue of income exceeding costs for the provisions of the service contrary to the provisions of the Local Authority (England)(Charges for property Searches) Regulations 2008;
- iii) To avoid having to divert resources away from the planning administration team to deal with the backlog of cases. This is detrimental to the performance of that section and the overall performance of the Planning Department.

Contact Sim Manley Ext 5244

Background Information

1 Introduction

The purpose of this report

- 1.1 The purpose of the report is to provide justification for the appointment of two additional Land Charges Officers.

Background/Actions taken to date

- 1.2 The Land Charges section is currently staffed by one LCO with support being provided by Planning Administration officers. The number of land charge searches being received is such that current resources are not capable of managing the large caseload resulting in a backlog of cases. As a result searches are being withdrawn and re-submitted by specialist companies which are identical to that originally submitted, although no fee can be charged to these firms for access to the Council's database.
- 1.3 To address this issue it has been necessary to reallocate staff from the Planning Support Team to address this issue which impacts upon the delivery of that element of the service. A short term solution has been put in place by securing two voluntary workers through the Council's Work Experience Coordinator. Whilst this has been highly successful this does not address the real issue of the lack of resources within the team and does place a degree of burden upon the wider team in having to train new members of staff at the end of each placement (8 Weeks).

2 Statutory and Policy Background

Statutory background

- 2.1 Horsham District Council as a Local Authority has a statutory duty under the Local Land Charges Act 1975 to maintain an accurate and up-to-date Register of Local Land Charges affecting land and property in the Horsham District.
- 2.2 As a rule a Local Land Charge Search is required on the sale or purchase of a property or land, on re-mortgage or when there are any dealings with land. A fee is charged for providing a Local Land Search.
- 2.3 The Council's Local Land Charge Section carries out local searches which are normally requested by Solicitors, Conveyancers, Estate Agents or Personal Search companies or agents under the provisions of the Local Authority (England)(Charges for property Searches) Regulations 2008. It also collates information from a range of Council departments to ensure that search requests are returned as promptly as possible, minimising delays in the house buying process.

3 Details

- 3.1 Horsham employs 1 F/T LCO with 0.5 FTE assistance being provided by Planning Support Officers (PSO), although the cost of this support is drawn from the Planning budget, not that of Land Charges. Having reviewed the delivery of the Land Charges Service with the Interim Planning Administration Manager it is clear that, in addition to the 0.5 FTE PSO, other PSO's support this service, particularly in respect of the planning history element of the search, throughout the year. It is considered that cumulatively, the additional PSO support over and above the 0.5 FTE mentioned above is in excess of 1.0 FTE.
- 3.2 As a comparative base Chichester employ 3 full time LCOs although Horsham deals with 33% more searches. Chichester's market share however is 21% higher. Overall Horsham has the second highest number of searches within West Sussex and the third lowest market share (See Appendix 3)
- 3.3 It is therefore proposed to employ two full time LCO's at Band 3 which will address the problem of the backlog and provide an improved delivery in turnaround times of searches.
- 3.4 The cost of each staff would be £21,515 pa.

SCP 18	£17333
NI ers	£975
Super ers	<u>£3207</u>
Total	£21,515

This would equate to £43,030 for two staff per annum and pro-rotta for three quarters of the year at £33,000.

- 3.5 On the assumption that the same level of searches will be received over the next three years, which seems likely given the increases in the housing market, the cost of the additional staff would be met by the likely income generated and due improve efficiency of service would lead to an improvement in market share and additional income.

4 Next Steps

- 4.1 If approved, internal and/or external adverts would be run to secure the two additional members of staff.

5 Outcome of Consultations

- 5.1 The Head of Financial and Legal Services reports no objections and recommends request for additional supplementary estimate of £33,000 in 2014/15 to meet the cost of the additional staff needed to support the delivery of Land Charges.

6 Other Courses of Action Considered but Rejected

- 6.1 To do nothing will result in a likely drop in market share and fee income.

7 Staffing Consequences

- 7.1 The existing member of staff is under considerable pressure to try and deal with the high numbers of searches and any backlog that builds up.
- 7.2 Planning Administration Officers required supporting the Land Charges Section thus reducing resources within that team which adversely impacts upon performance of the wider planning Department.

8 Financial Consequences

- 8.1 Outlined within 3.1 – 3.7

Appendix 1

Consequences of the Proposed Action

What are the risks associated with the proposal? Risk Assessment attached Yes/No	That the number of searches declines thus reducing fee income and a decrease in customer satisfaction. No
How will the proposal help to reduce Crime and Disorder?	N/A
How will the proposal help to promote Human Rights?	N/A
What is the impact of the proposal on Equality and Diversity? Equalities Impact Assessment attached Yes/No/Not relevant	N/A
How will the proposal help to promote Sustainability?	N/A

**APPENDIX 2
LAND CHARGES STATEMENTS 2012 - 14**

HORSHAM DISTRICT COUNCIL

Local Land Charges Statement

Summary of costs for 2011/12

Issued in accordance with Statutory Instrument 2008 No. 3248 The Local Authorities (ENGLAND) (Charges for Property Searches) Regulation 2008 (SI 3248) regulation 9 (2) & (3)

Actual cost of Council's Land Charges Service	£144,790
Actual income received in respect of Council's Land Charges Service	£221,694
Number of searches processed	2,959

Summary of Estimates for 2012/13

Issued in accordance with Statutory Instrument 2008 No. 3248 The Local Authorities (ENGLAND) (Charges for Property Searches) Regulation 2008 (SI 3248) regulation 9 (1)

Estimate of cost of Council's Land Charges Service	£167,650
Estimated income received in respect of Council's Land Charges Service	£120,000
Estimated number of searches processed	1,150

Signed: ***Katharine Eberhart***
Director of Corporate Resources

Date 21st June 2012

S151 Officer

HORSHAM DISTRICT COUNCIL

Local Land Charges Statement

Summary of costs for 2012/13

Issued in accordance with Statutory Instrument 2008 No. 3248 The Local Authorities (ENGLAND) (Charges for Property Searches) Regulation 2008 (SI 3248) regulation 9 (2) & (3)

Actual cost of Council's Land Charges Service	£168,198
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Actual income received in respect of Council's Land Charges Service	£223,712
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Number of searches processed	3,107
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Summary of Estimates for 2013/14

Issued in accordance with Statutory Instrument 2008 No. 3248 The Local Authorities (ENGLAND) (Charges for Property Searches) Regulation 2008 (SI 3248) regulation 9 (1)

Estimate of cost of Council's Land Charges Service	£190,890
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Estimated income received in respect of Council's Land Charges Service	£120,000
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Estimated number of searches processed	1,150
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Signed: ***Katharine Eberhart***
Director of Corporate Resources

S151 Officer

HORSHAM DISTRICT COUNCIL

Local Land Charges Statement

Summary of costs for 2012/13

Issued in accordance with Statutory Instrument 2008 No. 3248 The Local Authorities (ENGLAND) (Charges for Property Searches) Regulation 2008 (SI 3248) regulation 9 (2) & (3)

Actual cost of Council's Land Charges Service	£168,198
Actual income received in respect of Council's Land Charges Service	£223,712
Number of searches processed	3,107

Summary of Estimates for 2013/14

Issued in accordance with Statutory Instrument 2008 No. 3248 The Local Authorities (ENGLAND) (Charges for Property Searches) Regulation 2008 (SI 3248) regulation 9 (1)

Estimate of cost of Council's Land Charges Service	£190,890
Estimated income received in respect of Council's Land Charges Service	£120,000
Estimated number of searches processed	1,150

Signed: ***Katharine Eberhart***
Director of Corporate Resources

S151 Officer

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Official Search and Personal Search Figures throughout West Sussex 2013-2014

	Mid Sussex					Arun					Chichester					Horsham				
	F	LLC	P	T	M	F	LLC	P	T	M	F	LLC	P	T	M	F	LLC	P	T	M
Apr-13	201	6	76	277	73	206	15	81	287	72	224	3	63	287	78	175	1	127	302	58
May-13	247	8	97	344	72	260	15	81	341	76	251	1	53	304	83	208	3	149	357	58
Jun-13	222	5	88	310	72	247	15	95	342	72	260	30	49	309	84	203	4	134	337	60
Jul-13	228	13	106	334	68	282	18	95	377	75	248	4	65	313	79	214	5	148	362	59
Aug-13	192	6	113	305	63	290	16	95	385	75	228	1	62	290	79	170	2	147	317	54
Sep-13	234	6	99	333	70	300	51	124	424	71	216	2	64	280	77	180	6	183	363	50
Oct-13	281	4	119	400	70	265	20	112	377	70	241	1	63	304	79	224	0	159	383	58
Nov-13	233	11	98	331	70	310	14	105	415	75	235	2	79	314	75	216	2	147	363	60
Dec-13	162	6	78	240	68	182	14	67	249	73	131	2	38	169	78	141	1	100	241	59
Jan-14	179	12	73	252	71	233	15	92	325	72	201	1	53	254	79	162	0	110	272	60
Feb-14	214	19	68	282	76	244	20	70	314	78	214	1	54	268	80	152	0	120	272	56
Mar-14	268	30	90	358	75	267	42	81	348	77	142	0	57	199	71	203	5	148	351	58
Total	2661	126	1016	3766	71	3086	255	1098	4184	74	2591	48	700	2570	78	2248	29	1672	3920	57

F = Full
LLC = LLC only
P = Personal
T = Total
M = % Market Share (F / (F+P) * 100)

Continued/...

Crawley					Worthing	Adur					Adur				
F	LLC	P	T	M	F	LLC	P	T	M	F	LLC	P	T	M	
87	3	82	169	51	152	18	77	229	66	56	11	49	105	53	
95	1	78	173	55	156	11	119	275	57	66	3	66	132	50	
87	1	94	181	48	169	10	93	262	65	64	7	66	130	49	
84	4	93	177	47	162	20	102	264	61	61	1	75	136	45	
102	1	94	196	52	119	18	105	224	53	63	6	77	140	45	
118	6	93	211	56	142	20	104	246	58	61	5	72	133	46	
115	3	95	210	55	187	21	127	314	60	70	5	81	151	46	
107	6	77	184	58	136	20	89	225	60	89	2	67	156	57	
80	3	64	144	56	112	8	74	186	60	33	1	40	73	45	
106	0	112	218	49	136	15	92	228	60	42	3	58	100	42	
105	1	86	191	55	130	22	92	222	59	69	4	61	130	53	
143	3	138	281	51	154	26	102	256	60	43	7	66	109	39	
1229	32	1106	2335	53	1755	209	1176	2931	60	717	55	778	1495	48	

Report to Personnel Committee

18th June 2014

By the Head of Community & Culture

DECISION REQUIRED



Horsham
District
Council

Health and Wellbeing Team Expansion

Executive Summary

It is proposed that 3 new posts are established within the externally funded Health and Wellbeing Team. The posts will increase capacity and enable the Council to deliver against Public Health's current areas of focus within the Horsham District.

These posts and all costs associated with them will be fully funded through West Sussex County Council Public Health. The new team members will enable the Council to extend the scope and quality of Wellbeing services and enhance the Council's reputation as a wellbeing service provider with a view to demonstrating value for money and quality performance that will hopefully result in additional funding and contract extensions for the appointees beyond the initial term.

The Roles

- 1) **Alcohol Advisor** – Alcohol harm reduction has been identified by Public Health as a key focus for this year. Judith Wright, the Director of Public Health has suggested this as an area where West Sussex as a whole are not allocating much money for preventative care and Horsham has been identified as having one of the higher levels of "Risky Drinkers" in West Sussex comparatively to other areas of the County with the level being at 26.2% (rethink your drink data).
- 2) **Falls Prevention Advisor** – This post is needed as falls prevention has been highlighted as an area of need for the district by the CCG, health and wellbeing partnership board and other health professions as currently, other than the hospital fall service, there is no further services available to Horsham District residents. It is also noted that by 2026 it is estimated that in Horsham people aged over 65 will increase by over 60%.

In addition, reducing falls is a key focuses within the National Service Framework for Older People with Standard 6 aiming to reduce the number of falls which result in serious injury as well as ensuring effective treatment and rehabilitation for those who have falls. (DOH 2001)

- 3) **Healthy Workplace Advisor** – This post is needed due to the success of the project. Current demand exceeds delivery capacity for workplace / follow up MOT's which in turn means that customers are waiting longer for an appointment thereby impacting on an individual who may be motivated to change their health behaviours.

Recommendations

That the Personnel Committee recommends to Council

- (i) to authorise the appointment of three additional Health and Wellbeing Staff; and
- (ii) to approve a supplementary estimate to increase salary by £85,000 and increase budgeted income from the West Sussex Public Health by £85,000 resulting in no net cost to the Council.

Reasons for Recommendations

- (i) To increase the breadth of wellbeing services within the Horsham district in direct response to health data evidence and knowledge of best practice
- (ii) To provide value for money to public health commissioners
- (iii) All costs connected to the post are externally funded (including an accrual of grant to meet future redundancy costs if the posts were to be extended through further external funding at some point in the future)

Background Papers	Prevention and Wellbeing Programme - Local Programme Business Plan 2014-2015; Service Specification for Local Wellbeing Programme; Local Programme Service Specification: Falls Prevention Service, Alcohol Extended Brief Interventions, Wellbeing Hub Advisor (Workplaces)
Consultation	Director of Corporate Resources, Head of Finance
Wards affected	All
Contact	Greg Charman, ext 5124

Background Information

1 Introduction

The purpose of this report

- 1.1 The purpose of this report is to provide justification for the appointment of three additional health and wellbeing staff.

Background/Actions taken to date

The Horsham District Health and Wellbeing Service is a fully funded service by money received from Public Health and is delivered via the Health and Wellbeing Hub and wrap around services to provide preventative health and wellbeing service to all people that live and work in the Horsham District. These three new post will all be fully funded by this public Health money and this will include all on-costs and HDC hosting charges. will be provided through two interlinking parts:-

a) Horsham District Wellbeing Hub

The Wellbeing Hub acts as a “one-stop-shop” for health and wellbeing for adults and families. It will provide signposting and advice to those using and referring to health and wellbeing services.

This service is tailored to reflect local demographics, need and capacity and links in to a County-wide network of wellbeing hubs so that local people can access services most convenient to them.

The Wellbeing Hub is currently comprised of a trained team of staff including:-

- Wellbeing Hub Manager (1 x FTE)
- Wellbeing Hub Advisor (1 x FTE)
- Wellbeing Hub Information Officer (1x 0.5 time equivalent)
- Wellbeing Hub Advisor (1 x 0.5 time equivalent)
- Contribution towards County Wide Data Wellbeing Hubs Monitoring Officer post (part time)

The Wellbeing Hub is administered from the District Council offices and accessed by telephone, email or through the dedicated website and face to face service. The website contains a database of healthy lifestyle services, activities and events and is maintained by the Hub Information and Support Officer.

The Wellbeing Advisors provide timetabled outreach services in key locations such as Help Points, Children and Family Centres, leisure centres and at community events. Drop in sessions are held at the Octagon in Horsham most Wednesdays. The Wellbeing Advisors are trained in brief interventions, behavioural change and motivational interviewing. The Wellbeing Hub is a universally accessible service, but will also target areas of deprivation, health inequalities and those residents at greater risk of poor health.

The Wellbeing Hub establishes and links with other services and providers to create a more coordinated approach to health and wellbeing. This will include Horsham District Council services such as Housing, Benefits, Environmental Health, Leisure Services and Community Services. It also links with GPs, pharmacies, Prevention Assessment Teams and voluntary and community organisations.

Customers either self-refer or are referred to the Wellbeing Hub by a health professional or through a partner organisation. A member of the Wellbeing Hub will determine their needs via a consultation which will take place at Horsham District Council's offices, an outreach location or by telephone.

b) **Commissioning Function**

In addition to the Wellbeing Hub, Horsham District Council's Wellbeing Service also commission evidence-based health and wellbeing services. These commissioned services have cross cutting agendas and deliver specific health outcomes and will address local health and wellbeing priorities. The commissioned services aligned with Domain 2 Health Improvement of 'A public health outcomes framework for England, 2013-2016' and the West Sussex Public Health Plan 2012 to 2017, with a focus on reducing the rates of premature deaths and illness resulting from cardiovascular disease and cancer risk.

These commissioned services have been designed to provide a joined-up approach to delivering these outcomes, with clients being referred between services via the hub. Seven projects will be targeted to address key contributing factors to cardiovascular disease and cancer risk: healthy weight, physical activity, workplace health, fuel poverty, cancer prevention and Gypsies and Traveller insight project.

- 1.2) To address the issue as a short term solution we have put in place two voluntary workers through the councils Journey to Work Co-ordinator. Whilst this has been highly successful this does not address the real issue of lack of resource within the team and does place a degree of burden upon the wider team having to train a new member of staff of whom is only on placement for a period of 2-8 weeks.

In addition to this, all our staff need specialist skill to deliver the health and wellbeing services in addition to enhanced delivery of a service over a period of time and clearance or an enhanced DBS.

2 Statutory and Policy Background

Statutory background

- 2.1 The Council has a statutory duty to work in partnership to protect and maintain health as a result of Health Act 1999 and Local Government and Public Involvement in Health Act 2007.
- 2.2 In 2011, the Coalition Government announced major reforms to the delivery of NHS and Public Health services. These changes include GPs commissioning their own services, Primary Care Trusts (PCTs) being abolished, and the role of public health becoming the responsibility of top tier local authorities (i.e. West Sussex County Council) by 2013.

- 2.3 NHS West Sussex is now working alongside West Sussex County Council (WSCC) in a shadow capacity to help them to prepare for their new Public Health role in April 2013.
- 2.4 In order to fulfil their Public Health obligations, WSCC and NHS West Sussex have met with District and Borough Council Leaders and Chief Executives to explore and test ideas as to how second tier authorities could play a role in delivering the new public health responsibility.
- 2.5 The outcome of these meetings is Borough and District Prevention, Wellbeing Implementation Projects (PWIP), which propose a role for District and Borough Councils in relation to the delivery of specified Public Health services at a local level.

Relevant Council policy

2.3 District Plan:-

Economic Development: Keeping people of working age healthy and reducing sickness absence levels relating to the harm associated with alcohol consumption.

- Living and Working Communities: Providing a service for our communities to help contribute to the health and wellbeing needs of our residents.
Keeping people of working age healthy and reducing sickness absence levels from work related issues
- **Safer and Healthier:** Prevention of long term health conditions, increased life expectancy and independence. The links to alcohol abuse and Crime and Disorder are well documented and it is proven that by reducing alcohol consumption the chances of being both a victim and perpetrator of a crime are significantly reduced.
- **Economic Development:-**Prevention of long term health conditions, increased life expectancy and independence.
- HDC achieving the Workplace health award is being built into the latest version of the District Plan.

Service Plan:-

- Establish a signposting Service to Health and Wellbeing providers in the District.
- Meet with stakeholders and partners within community networks to determine needs and priorities.
- Health and Wellbeing action to address where district plan and partner priorities coverage.
- Protect and extend Health and Wellbeing initiatives with support from partners.

3 Details

Sub-heading (if necessary)

Finances have been advised for the staff members of 2 FTE and 1 part worker of 25 to all be on Salary to be at the level of B4 SCP 21-25 £19,126 - £21,519 Plus Essential car users allowance – These salaries will all be fully funded by external money from Public Health to deliver Falls prevention, Alcohol and work health and wellbeing projects for all people that live and work in the Horsham District.

3.1 **Role 1 - Falls Prevention Advisor**

Falls and fractures in people aged 65 and over account for over 4 million hospital bed days each year in England alone. The healthcare cost associated with fragility fractures is estimated at £2 billion per year.

Injurious falls, including 70,000 hip fractures annually, are the leading cause of accident-related mortality in older people. After a fall, an older person has a 50 per cent probability of having their mobility seriously impaired and a 10 per cent probability of dying within a year.

Falls destroy confidence, increase isolation and reduce independence, with around 1 in 10 older people who fall becoming afraid to leave their homes in case they fall again. A tailored exercise programme can reduce falls by as much as 54 per cent.

Horsham and Mid Sussex have an older population greater than the national and the South East average. By 2026 it is estimated that in Horsham and Mid Sussex people aged over 65 will increase by over 60%.

Falls are a key focus within the National Service Framework for Older People with Standard 6 aiming to reduce the number of falls which result in serious injury as well as ensuring effective treatment and rehabilitation for those who have falls. (DOH 2001)

Current scarce resources should be targeted where they are most effective and to focus on activities which will prevent the need for acute hospital care and long-term social care.

Highlighted as an area of need for the district by the CCG, health and wellbeing partnership board and other health professions as currently other than the hospital fall service there is no further services available to the Horsham district community

To provide and deliver a high calibre variety of Wellbeing services to meet the needs and requirements of the Horsham district area and to prove our worth and quality to public health and our commissioners to gain further funding and contract extensions.

- To align ourselves comparatively on performance and outcome with the other hubs across West Sussex.
- To reduce waiting times for clients and ensure we are present at all necessary promotional events to raise awareness of our free services
- To provide additional capacity to raise the profile and develop the Wellbeing hub to above and beyond the status of other Wellbeing hubs across West Sussex
- Equal cover, provision and service across the large and rural Horsham district

3.2 Role 2 - Workplace health Advisor

The Workplace health project is going from strength to strength and currently has the following businesses signed up which require Wellbeing being MOTs and other wellbeing services post the results from their MOT:-

Creative Assembly	200
South Lodge Hotel	100
Chichester College Brinsbury Campus	200+
Christs Hospital	200+
Sussex Healthcare	200+
JobCentre Plus	42
SAS Communicat ions	70
Horsham Hospital	200
Kia Washington	15
DC Pavilions	300+
AJWalters Aviation	300 inc p/t
Salts Healthcare	39 (15 under 40)
Unibind	40
Assurity Consulting	75
Trend Control Systems	240
Wenban	6
Camelia Botnar	200+
Boots Horsham	

- Furthering a recent audit by Places for People Leisure (formerly DC Leisure) staff health was red flagged and as such we have pending MOT requirement for over 250 DC leisure staff that we currently do not have the staff capacity to deliver.
- In addition to the new businesses that have been taken on revisits are needed to existing award holders to see what their new Wellbeing requirements may be.
- This post will be fully funded by the money received from Public Health via the Health and Wellbeing Hub and wrap around services. This will include all on-costs and HDC hosting charges.
- To reduce waiting times for clients and ensure we are present at all necessary promotional events to raise awareness of our free services
- To provide additional capacity to raise the profile and develop the Wellbeing hub to above and beyond the status of other Wellbeing hubs across West Sussex
- Equal cover, provision and service across the large and rural Horsham district
- Currently demand exceeds delivery capacity for workplace / follow up MOT's which in turn means that customers are waiting longer for an appointment thereby impacting on an individual who may be motivated to change their health behaviours.

- An increase in capacity to deal with the health of working age people across the District therefore reducing the sickness related absence and increasing the productivity and efficiency of staff as well as their overall mental wellbeing.

3.3 Role 3 - Alcohol advisor

A significant proportion of the population is drinking frequently, at levels which increase their risk of health harm. Working age adults use alcohol in different ways to young people but nevertheless are storing up long term health risks for later life.

Research shows that working adults aged 35 – 55 who drink at increasing risk levels do not acknowledge that their drinking puts their future health at risk. This is particularly the case for couples where one or both work and have disposable income, meaning that spending on alcohol is not a problem. Frequency of drinking is important given that drinking on most days can more easily lead to drinking at increasing risk or higher risk levels. Around a fifth of adults in West Sussex report drinking at increasing risk levels, with between 6% and 7% (depending on the local authority area) engaging in higher risk drinking.

To provide and deliver a high calibre variety of Wellbeing services to meet the needs and requirements of the Horsham district area and to prove our worth and quality to public health and our commissioners to gain further funding and contract extensions.

To align ourselves comparatively on performance and outcome with the other hubs across West Sussex.

To reduce waiting times for clients and ensure we are present at all necessary promotional events to raise awareness of our free services

To provide additional capacity to raise the profile and develop the Wellbeing hub to above and beyond the status of other Wellbeing hubs across West Sussex equal cover, provision and service across the large and rural Horsham district.

Alcohol is an area that has been identified by public health a key focus for this year as Judith Wright the Director of Public health has identified this as an area where West Sussex as a whole are not allocating much money for preventative care.

The Health and Wellbeing Team would like to focus our Alcohol project on the “Chablis belt” population as there is a growing pool of evidence which shows that a there is a large and overlooked group of drinkers who are consuming alcohol at increasingly risky levels which could potentially lead to long term health problems.

The highest level of ‘risky drinkers’ in men has been identified as the 45-64 age group with the highest weekly consumption in the managerial and professional socio-economic groups. Groups identifies with the highest household income also have the highest level of consumption. Horsham has been identified as having one of the higher levels of “Risky Drinkers in West Sussex with the level being at 26.2% (rethink you drink data)

4 Next Steps

- 4.1 If approved, internal/external adverts would be run to secure the three additional members of staff

5 Outcome of Consultations

- 5.1 The Chief Executive has approved these posts within the Senior Leadership Team decision making forum subject to support from the Personnel Committee.

6 Other Courses of Action Considered but Rejected

- 6.1 To do nothing with have large implications both health wise and economically for the Horsham District

7 Staffing Consequences

- 7.1 The existing staff member is under considerable pressure to try and deal with the high numbers of referrals into the service.

8 Financial Consequences

- 8.1 None. The posts are externally funded. Historically, externally funded posts have delivered small savings to the Council as a result of synergies between the roles of the externally funded staff and existing Council employees

Appendix 1

Consequences of the Proposed Action

<p>What are the risks associated with the proposal?</p> <p>Risk Assessment attached Yes/No</p>	<p>Set out in the Prevention and Wellbeing Programme - Local Programme Business Plan 2014-2015</p>
<p>How will the proposal help to reduce Crime and Disorder?</p>	<p>There is a strong correlation between poor health outcomes and criminal behaviour. The PWIP has a strong element of addressing health inequalities. By targeting people/communities around a range of health issues, our services can help to improve people's life chances, contribute to a reduction in overall crime reduction figures, and produce savings across the range of public service / agencies budgets (Local Government, NHS and Police etc) in years to come.</p>
<p>How will the proposal help to promote Human Rights?</p>	<p>It will help to improve access to services for vulnerable people</p>
<p>What is the impact of the proposal on Equality and Diversity?</p> <p>Equalities Impact Assessment attached Yes/No/Not relevant</p>	<p>Will have a positive impact in addressing health inequalities</p>
<p>How will the proposal help to promote Sustainability?</p>	<p>Communities are more sustainable if residents have access to information and services.</p>