

Bolsover District Council

Healthy, Safe, Clean and Green Communities Scrutiny Committee

27th July 2018

Health & Wellbeing Framework 2017-2020 Update

Report of HR & OD Manager

This report is public.

Purpose of the Report

- To inform and update the Scrutiny committee on progress with the Health and Wellbeing Framework.

1 Report Details

- 1.1 The Employee Health & Wellbeing Framework was agreed in October/November 2017 at Bolsover District Council. It describes how employees will be supported to ensure a healthy, motivated and high performing workforce to achieve the Councils aims and priorities. A copy of the Framework is attached at Appendix One.
- 1.2 A key feature of the Framework is the action plan on the final page of the document which details the three key aims, namely:
- Create a Healthy Work Environment
 - Develop a supportive Workplace Culture
 - Encourage employee engagement in healthy lifestyles
- 1.3 Work is continuing with the Senior Management Team, Service Managers and employee representatives to ensure steps are being taken to achieve the above aims. A number of significant activities have taken place and these are outlined in the following paragraphs.

Health & Wellbeing Initiatives

- 1.4 There have been a number of initiatives undertaken including:
- Access to an Employee Assistance Programme offering 24/7 telephone and on-line support to employees covering a range of topics, including confidential telephone counselling.
 - Health Checks offered to employees
 - Occupational Health, Counselling, Physiotherapy and Eye examinations
 - Cycle to work scheme, Childcare Vouchers and Kaarp Benefits.
 - Health surveillance and vaccination programme in place.

- Lunch-time walks and activity sessions such as Yoga, quizzes, sports
- Mental health, resilience and sleep well briefings
- Healthy Eating Week
- Dress down fundraising Fridays successfully raising the following across both Councils:
 - £258.10 for Macmillan
 - £301 for Wear it Pink
 - £355.53 for Children in Need
 - £81 for Save the Children
- Health & Wellbeing Notice Boards at all sites
- Promotion of Work Well initiatives such as Friday lunchtime activity sessions
- Facilitating access to Council Leisure facilities

Employee Sickness Absence

1.5 A key indicator of employee health and wellbeing is attendance at work. During the last financial year the sickness absence out-turn figure was 9.3 days per employee. This is a slight reduction on the previous year but higher than our target of 8.5 days per employee.

Sickness Absence Summary – 2015-2018

	2017/18	2016/17	2015/16
Days lost per FTE employee Outturn	9.3	10.75	6.28
Days Lost	3575	4202	2471.5

Reasons for Absence – 2015-2018

2017/18 Top Three Sickness Reasons	2016/17 Top Three Sickness Reasons	2015/16 Top Three Sickness Reasons
Stress/Mental Health	Musculo/Skeletal	Stress/Mental Health
Musculo/Skeletal	Stress/Mental Health	Musculo/Skeletal
Operations & Hospital	Other	Infections

For 2017/18, 2239.5 days were attributed to long-term absence and 1335.5 days attributed to short-term sickness absence.

In comparison for 2016/17, 3070 days were attributed to long-term absence and 1132 days attributed to short-term sickness absence.

Over the reporting year (2017/18), BDC has had 38 long-term cases, last year there were 60 cases (2016/17).

- 1.6 Actions currently being taken to address sickness absence:
- HR Link Officers working directly with Service Managers and providing monthly sickness analysis reports.
 - Action Plans produced for service areas to assist Managers in awareness of actions required and support needed for employees concerned.

- Commencing work on more in depth analysis of sickness absence patterns and trends
- Procurement of a new Occupational Health Provider from August 2018
- Regular sickness absence management training

Organisational Development

1.7 Organisational Development covers a range of workstreams that contribute to employee health & wellbeing these include:

- Workplace Culture
- Work Environment
- Employee Engagement & Experience
- Workforce Development
- Recruitment & Retention
- Employee Health & Wellbeing

1.8 There are a wide range of different activities being undertaken across the Council that fall under the above workstreams and result in varying levels of success. It is recognised that many activities undertaken are ad hoc and focus on particular areas of the organisation without involving all employees and relevant officers who should be consulted. For example, the Work Well Group has proven successful in generating ideas and implementing activities, yet more can be done to support this group and link actions into the wider corporate agenda.

1.9 A strategic group led by the HR & OD Manager has been formed to ensure a holistic and corporate approach to Organisational Development. This enables the Council to:

- Make better use of professional expertise
- Bring together all strands of organisational development with a view to building towards next year's employee survey and ongoing workforce development
- Bring together relevant key Officers to discuss ideas, feedback and proposals relevant to organisational development and action them as appropriate
- Directly link back to SAMT
- Build on the Councils commitment to Organisational Development

Summary

1.10 As evidenced above significant work has been undertaken in recent months to develop and positively progress employee health and wellbeing. It is recognised there is still further work to be undertaken. However, the importance of Health and Wellbeing is growing across the Councils with all employees recognising they have a responsibility for their own wellbeing and they can play a key role in supporting the wellbeing of others.

2 Conclusions and Reasons for Recommendation

2.1 Sections 3.6 and 4.3 of the Bolsover DC Constitution states that the Healthy, Safe, Clean and Green Communities Scrutiny Committee should oversee the development and delivery of the Health and Wellbeing Strategy as part of the Budget and Policy Framework.

3 Consultation and Equality Impact

3.1 None specifically in relation to this report, although consultation and equality issues are addressed in each specific area of reporting as required and appropriate.

4 Alternative Options and Reasons for Rejection

4.1 There are no reasons for rejection. The Constitution requires the Committee to oversee this area of service delivery as part of their Terms of Reference (section 3.6 of the Constitution).

5 Implications

5.1 Finance and Risk Implications

5.1.1 None from this report.

5.2 Legal Implications including Data Protection

5.2.1 None from this report.

5.3 Human Resources Implications

5.3.1 Initiatives associated with Sickness Absence Management, must be in line with the Policy adopted by the Authority.

6 Recommendations

6.1 That Committee Members note the progress update.

7 Decision Information

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	<p>No</p>
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Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Copy of report sent to Portfolio Holder
District Wards Affected	All
Links to Corporate Plan priorities or Policy Framework	Transforming our Organisation

8 Document Information

Appendix No	Title
1	Employee Health & Wellbeing Framework 2017-2020
Background Papers	
N/A	
Report Author	Contact Number
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