

## **HEALTHY, SAFE, CLEAN AND GREEN COMMUNITIES SCRUTINY COMMITTEE**

Minutes of a meeting of the Healthy, Safe, Clean and Green Communities Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Friday 27th July 2018 at 1300 hours.

### **PRESENT:-**

Members:-

Councillor C. Moesby in the Chair

Councillors J.E. Bennett, J.A. Clifton, Mrs P.A. Cooper and K.F. Walker.

Officers:- S. Gordon (HR and OD Manager) (to Minute No. 0118), S. Gillott (Environmental Health Manager), V. Dawson (Team Manager (Legal)), J. Wilson (Scrutiny & Elections Officer) and A. Bluff (Governance Officer).

### **0112. APOLOGIES**

Apologies for absence were received on behalf of Councillors T. Munro, P. Smith and S. Peake.

### **0113. URGENT ITEMS OF BUSINESS**

There were no urgent items of business to consider.

### **0114. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **0115. MINUTES – 29<sup>TH</sup> JUNE 2018**

Moved by Councillor K.F. Walker and seconded by Councillor C.R. Moesby  
**RESOLVED** that the Minutes of a Healthy, Safe, Clean and Green Communities Scrutiny Committee held on 29th June 2018 be approved as a true record.

### **0116. LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE**

Due to the summer recess, the next List of Key Decisions and Items to be considered in private document would be published on 10<sup>th</sup> August 2018.

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Moved by Councillor K.F. Walker and seconded by Councillor C.R. Moesby  
**RESOLVED** that the update be noted.

### **0117. HEALTH AND WELLBEING STRATEGY – UPDATE ON ACTION PLAN**

Committee considered a report which provided an update on progress with the Council's Health and Wellbeing Framework 2017-2020.

The Health and Wellbeing Framework set out how the Council's employees would be supported to ensure a healthy, motivated and high performing workforce to achieve the Council's aims and priorities. A copy of the Framework was attached as an appendix to the report.

A key feature of the Framework was the action plan which detailed the following three key aims;

- Create a Healthy Work Environment
- Develop a supportive Workplace Culture
- Encourage employee engagement in healthy lifestyles

To ensure steps were being taken to achieve the above aims, officers were working with Senior Management Team, service managers and employee representatives and a number of significant activities had taken place.

These activities included lunch-time walks and sessions such as yoga, quizzes, sports, childcare vouchers and facilitating access to Council leisure facilities. There was also access to an Employee Assistance Programme which offered 24/7 telephone and on-line support to employees covering a range of topics including confidential telephone counselling.

In relation to sickness absence, the outturn figure for 2017/18 was 9.3 days per employee. This was a slight reduction on the previous year's outturn (2016/17) of 10.75 days but higher than the Council's target of 8.5 days per employee.

However, long term sickness absence had significantly reduced at the Council whereas short term sickness absence had remained steady. For 2017/18, 2239.5 days were attributed to long-term sickness absence and 1335.5 days attributed to short-term sickness absence.

The top three reasons stated for sickness absence in 2017/18 were stress/mental health, musculo/skeletal and operations and hospital. With regard to stress, the HR and OD Manager asked Members to note that the majority of sickness cases regarding stress were not work related.

The following actions were being undertaken to address sickness absence;

- HR link officers were working directly with service managers and providing monthly sickness analysis reports,
- action plans had been produced for service areas to assist Managers in awareness of actions required and support needed for employees concerned,

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- work was commencing on a more in depth analysis of sickness absence patterns and trends,
- procurement of a new Occupational Health Provider from August 2018 with onsite clinics at the Arc,
- regular sickness absence management training.

A strategic group led by the HR & OD Manager ensured that a holistic and corporate approach to organisational development enabled 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 feedback, ideas and proposals relevant to organisational development and action them as appropriate, directly link back to Strategic Alliance Management Team (SAMT) and build on the Council's commitment to Organisational Development.

Although it was recognised that further work needed to be undertaken, the importance of health and wellbeing was growing across both councils and positive feedback was being received regarding the activities provided by the Authority. Employees were also recognising that they had a responsibility for their own wellbeing and that they could play a key role in supporting the wellbeing of others.

Members asked various questions.

The HR & OD Manager advised the meeting that definitive figures which determined the split between sickness absences for work related stress and non-work related stress were not currently available, however, this could be looked at and provided to Members on an annual basis as to produce monthly or quarterly figures could identify individual employees. The HR & OD Manager further advised the meeting on the Authority's process for supporting an absent employee with either work or personal stress whilst being aware that each case was individual.

The HR & OD Manager confirmed that Members as well as employees could access the 24 hour employee assistance line and further publicity in relation to advertising all of the Council's health and wellbeing services was being developed with the Communications and Marketing team for the Council's new intranet site. A report on organisational development would be taken to a future meeting of the Union Employee Consultation Committee (UECC) and through the Transformation Programme, the Strategic Director – People, would be covering how employees and managers could manage restructure changes in departments to reduce impact on stress.

A Member referred to the Action Plan in the report and requested that 6 monthly outcome milestones be included so Members could see if the Plan was on track.

In response to a Member's question regarding the Council's figures on its ageing work force, the HR & OD Manager agreed to provide data to Committee at a future meeting.

Moved by Councillor K.F. Walker and seconded by Councillor J.A. Clifton

**RESOLVED** that the report be noted and that the HR & OD Manager attend a future meeting to provide the additional information requested.

The HR & OD Manager left the meeting.

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### 0118. ENVIRONMENTAL ENFORCEMENT REVIEW – FINAL REPORT

Committee considered a draft report circulated at the meeting in relation to their Review of Environmental Enforcement.

The report had been updated with 'service responses' to the recommendations made from the review and replaced the version printed in the agenda.

The Scrutiny and Elections Officer took Members through the recommendations and the service responses for comment by Members. Lengthy discussion took place and the following was highlighted;

#### Recommendation 1

A Member requested clarification as to whether the emerging Corporate Enforcement Policy would be a joint policy with North East Derbyshire District Council. The Team Manager (Legal) advised the meeting that this had not yet been confirmed by SAMT but would either be a joint policy or mirror policies with separate council's logos.

#### Recommendation 2

The Team Manager (Legal) advised the meeting that the Council's Information and Policy Officer was collating a list of all Council policies and a timetable would be devised which set out when a policy was due for revision or renewal. Any new or revised policies would then be presented to the relevant Scrutiny Committees for their consideration.

#### Recommendation 3

A Member requested a list of the delegated powers which the CAN Rangers had in relation to enforcement before the next meeting of the Committee.

#### Recommendation 4

Committee noted that an additional staffing report would be necessary in relation to this recommendation.

#### Recommendation 9

Committee agreed that the second option as provided in the service response be the preferred option for the recommendation and that the word 'environmental' be added in.

#### Recommendation 11

It was noted that Streetscene lead on the organising of educational initiatives in schools and each school in the District was approached, however, it was the choice of the school to decide if they wished to take up the offer of the educational initiative or not. A Member requested a list of schools in the District which had turned down the offer of the initiatives. The Environmental Health Manager noted that different approaches were needed between primary and secondary schools.

#### Recommendation 13

It was noted that the Head of Housing and Community Safety had requested an extension to the timescale for the recommendation. The Scrutiny and Election Officer would follow this up with the Head of Housing and Community Safety.

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### Recommendation 14

A Member noted that the 'Report It' function on the Council's website was not user friendly. However, the service response noted that the 'Report It' function was being fully revamped towards the end of 2018. The Scrutiny and Elections Officer advised the meeting that Members could be part of the development process of the 'Report It' function outside of the Committee.

### Recommendation 15

The Environmental Health Manager noted that the Council's Driving Policy prevented staff from using the 'hands free' function whilst they were driving in Council owned vehicles.

### Recommendation 17

It was agreed that this recommendation had been addressed and the Scrutiny and Elections Officer would amend the narrative in the recommendation.

The Scrutiny and Elections Officer would also add in 2017/18 data at section 6.1 in the Review document.

Moved by Councillor J.A. Clifton and seconded by Councillor J.E. Bennett

**RESOLVED** that the recommendations of the Committee's Review of Environmental Enforcement be subject to the amendments agreed and the report be submitted to Executive for endorsement.

(Scrutiny and Elections Officer)

## **0119. SCRUTINY COMMITTEE WORK PROGRAMME 2018/19**

Committee considered their Work Programme for 2018/19.

Moved by Councillor C. Moesby and seconded by Councillor J.A. Clifton

**RESOLVED** that the Work Programme be noted.

The formal meeting concluded at 1500 hours and Members then met as a working party to continue their review work. The working party concluded at 1545 hours.