

SAFETY COMMITTEE

**1ST JUNE 2012
AT 1000 HOURS
COMMITTEE ROOM
ONE**

ACCESS FOR ALL

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01246 242435 Democratic Services

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Website: www.bolsover.gov.uk

Sherwood Lodge
Bolsover
Derbyshire
S44 6NF

Date: 17th May 2012

Dear Sir or Madam,

You are hereby summoned to attend a meeting of the Safety Committee of Bolsover District Council to be held in Committee Room One Sherwood Lodge, Bolsover, on Friday, 1st June 2012 at 1000 hours.

Members are reminded that under Section 51 of the Local Government Act 2000 the Bolsover Code of Conduct was adopted by the Council on 16th May 2007. It is a Councillor's duty to familiarise him or herself with the rules of personal conduct by which Councillors must conduct themselves in public life. In addition, Members should review their personal circumstances on a regular basis with these rules in mind and bearing in mind the matters listed on the Agenda for discussion at this meeting.

Copies of the Bolsover Code of Conduct for Members will be available for inspection by any Member at the meeting.

Register of Members' Interest - Members are reminded that a Member must within 28 days of becoming aware of any changes to their interests under paragraph 14 or 15 of the Code of Conduct provide written notification to the Authority's Monitoring Officer.

Members are reminded of the provisions of Section 106 of the Local Government Finance Act 1992 and the responsibility of Members to make a declaration at this meeting if affected by the Section and not to vote on any matter before this meeting which would have an affect on the Council's budget.

You will find the contents of the agenda itemised on page 24.

Yours faithfully,



Chief Executive Officer

To: Members of the Safety Committee



AGENDA ITEM 6
SAFETY COMMITTEE - 1ST JUNE 2012
TERMS OF REFERENCE

(11) SAFETY COMMITTEE

1. The overall purpose of the Safety Committee is to promote cooperation between the council and its employees in developing and carrying out measures to manage health and safety risks and to secure the health and safety of employees, service users, contractors and any others who may be affected by the work of the Council.
 - (i) To promote the development of a safety culture throughout Bolsover District Council.
 - (ii) Reviewing the adequacy of and effectiveness of Bolsover District Council's Corporate Health and Safety Policy and any task specific or local health and safety policies, practices, procedures or safe systems of work.
 - (iii) Reviewing accident and industrial disease information and trends, to identify unhealthy or unsafe conditions and practices, along with recommendations for remedial action.
 - (iv) Review of health and safety information, risk assessments, audit reports, safety inspections and other monitoring information, making appropriate recommendations for remedial action.
 - (v) Analysis of information, reports and correspondence from enforcing authorities (Health and Safety Executive, fire service etc.).
 - (vi) Consideration of reports from safety representatives.
 - (vii) To receive reports from the Health and Safety Officer and Bassetlaw's Health and Safety Manager in relation to point (vi)
 - (viii) To approve new health and safety policies and procedures and amendments to existing policies and procedures.
 - (ix) To review arrangements for health and safety information and training.
 - (x) To review the impact of proposed or new legislation, codes of practice or legal judgements.
 - (xi) To consider any other health and safety matters raised by committee members.

- (xii) To resolve any issues referred from the Joint Safety Management Forum.

2. MEMBERSHIP

- (i) The Committee shall comprise representatives of Management and Employees holding office for a period of one year and eligible for reappointment or re-election.
- (ii) The composition of the Employers Side of the Committee shall be 5 elected Members with voting rights. The Head of Human Resources and Payroll, the Health and Safety Officer and Bassetlaw's Health and Safety Manager and the Head of Paid Services shall attend in an advisory capacity without voting rights; together with such other officers of the Council as may be appropriate having regard to matters to be discussed.
- (iii) The Employees Side of the Committee shall comprise 5 representatives selected by the local branch of the Trade Union representing the employees.
- (iv) The Union Side shall submit the names of their representatives forming the Employees side to the Committee to the Chief Executive Officer of the Council not later than the beginning of each meeting.
- (v) The Committee shall appoint a Chairman and Vice Chairman from among the Committee. When the Chairman is appointed from one side of the Committee the Vice-Chairman will be appointed from the other side. These Officers will also act as Chairman of their respective sides of the Committee.
- (vi) The Head of Democratic Services will act as Secretary to the Joint Committee.
- (vii) The Members of the Committee shall hold office for one year and shall be eligible for re-appointment. Any vacancy that occurs shall be filled as it arises by the relevant side.

3. ADVISORS

- (i) Either side shall have the right to have in attendance upon them, persons with a specialised knowledge, in a consultative or advisory capacity but without the right to vote. Such attendance shall be notified to the Secretary of the Employers' Side who will arrange for notices of meeting, agendas and minutes to be forwarded to such representatives unless requested otherwise.

4. PROCEDURE

- (i) Regular meeting shall be convened during working hours at 3 monthly intervals and held at Sherwood Lodge, Bolsover.
- (ii) Meetings may be called by the Chairman at any item at the request of either side, such requests to be submitted through their respective Chairmen.
- (iii). Employees will be granted time off with pay to attend a reasonable number of meetings and will be entitled to payment in the event of meetings continuing beyond normal working hours.
- (iv) The Employees Side shall submit to their respective secretary's items which they wish to be included on the agendas of regular meetings, and they will be responsible for forwarding this information to the Head of Democratic Services not later than 14 days prior to a meeting.

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of Bolsover District Council held in Committee Room One, Sherwood Lodge, Bolsover, on Friday 2nd March 2012 at 1000 hours.

PRESENT:-

Members:-

Councillors H.J. Gilmour and G.O. Webster.

Unite:-

I. Barber, S. Sambrooks and T. Walker.

Officers:-

L. Keeling (Head of Human Resources and Payroll) J. Moran (Shared Health and Safety Manager), W. Carter (Facilities Planning and Development Manager – Leisure Services) I. Greeves (Market Services Manager) (to minute no. 937h) and R. Leadbeater (Democratic Services Officer).

Observers

J. Leah (Health and Safety Officer)

937a. APOLOGIES

Apologies for absence were received from Councillors P. Bowmer, D. Mc.Gregor, and B.R. Murray-Carr and A. Lowery (UNISON).

937b. APPOINTMENT OF CHAIR

Moved by Councillor G.O. Webster, seconded by S. Sambrooks
RESOLVED that Councillor H. Gilmour be appointed as Chair for the meeting.

Councillor H. Gilmour – in the Chair

SAFETY COMMITTEE

937c. URGENT ITEMS

The Chair consented to an issue regarding transfer of tools between personal and work vehicles at the depot being discussed.

937d. DECLARATION OF INTEREST

There were no declarations of interest submitted.

937e. MINUTES – 4TH NOVEMBER 2011

Moved by Councillor H. Gilmour, seconded by Councillor G. O. Webster
RESOLVED that the minutes of a meeting of the Safety Committee held on 4th November 2011 be approved as a true record.

937f. AMENDMENT TO TERMS OF REFERENCE

The Head of Human Resources and Payroll advised Members of a review of the Safety Committee Terms of Reference included in the Council's Constitution, following the appointment of the Shared Health and Safety Manager.

Members were advised of amendments required to the report included in the agenda :

'Add to the terms of reference of the Safety Committee at point vii and xii on page 97 and renumber the final point:-'

(vii) To receive reports from the Health and Safety Officer and Bassetlaw's Health and Safety Manager in relation to the above (refers to point (vi)
(xii) to resolve any issues referred from the Joint Safety Management Forum.

Add in to 2(ii) Bassetlaw's Health and Safety Manager.

Moved by Councillor G.O. Webster, seconded by S. Sambrooks
RECOMMENDED that the changes to the Safety Committee Terms of Reference be referred to Standards Committee.

(Head of Democratic Services)

SAFETY COMMITTEE

937g. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS OCTOBER TO DECEMBER 2011

The Head of Human Resources and Payroll presented the report to update the Committee on sickness absence/occupational health statistics for the period October to December 2011.

The Committee was advised that there had been an increase to 2.42 days per full time equivalent (FTE) in the third quarter compared to 2.01 days per FTE for the comparative period last year. The year to date outturn was 6.44 days per FTE against a target of 6 days per FTE. Overall sickness absence was up largely due to an increase in long term sickness.

Only 1 outstanding occupational health referral remained who was expected to return to work in the near future.

Muscular skeletal sickness and absences as a result of stress had increased on the previous year's data for this quarter.

Moved by Councillor G.O. Webster, seconded by I. Barber
RESOLVED that the report be received.

937h. GENERAL HEALTH AND SAFETY REPORT

The Head of Human Resources and Payroll presented the report to update the Committee on various general health and safety issues.

Health and Safety Service Review

The Shared Health and Safety Partnership had been in place since 1st February and the Health and Safety Officer for Bolsover would commence on 5th March 2012.

Animal Control

The Committee was advised that legal advice had been sought in respect of the amendment to the message relayed to customers when being asked to ensure dogs were kept under control when Council staff visited their homes.

Members had requested the amendment 'Failure to comply **will** ~~may~~ result in further action'. Legal advice was that this was considered inappropriate leaving the Council no room for discretion. The word 'may' would therefore remain in the message relayed to customers.

SAFETY COMMITTEE

Workplace Inspection

Representatives from services with outstanding workplace inspections had been invited to attend the meeting.

Leisure Facilities – the Facilities Planning and Development Manager advised that one round of inspections had been missed. This was an oversight following the departure of the responsible member of staff. It was added that health and safety was taken seriously by the service and discussions would take place on arrangements to be put in place for future reporting.

Shirebrook Market Office – the Market Services Manager advised that the inspection had been carried out and the only outstanding issue was completion of the appropriate paperwork as this could not be downloaded from the intranet. The Market Services Manager was advised to obtain the forms from Human Resources.

The Market Services Manager left the meeting.

Training

An update on training undertaken was provided in the report.

Improvement Notice Action Plan (Vibration)

The Committee was advised that no further progress had been made on electronic vibration monitoring equipment for Street Services equipment but exposure levels continued to be monitored manually.

Equipment used by Street Services was individually labelled to indicate safe exposure times. However the Unite representatives confirmed that equipment used by Housing Repairs staff was not. Monitoring sheets were completed daily by Housing Repairs staff which indicated that very few pieces of equipment generated anywhere near the safe lower limit of vibration exposure.

The Head of Human Resources and Payroll advised that APSE advice was that if records were in place to indicate such low level exposure, there was no requirement for daily monitoring to be in place. It was suggested that the Depot Health and Safety Group consider this to reduce the administrative burden on staff. Unite representatives indicated that this would be a welcome move by operatives and managers.

SAFETY COMMITTEE

HSE Inspection of Waste Services

The Head of Human Resources and Payroll updated the Committee on the HSE inspection of Waste Services from information provided by the Street Services Manager.

The HSE had advised that following their visit to the Council Depot and H W Martins, the Council's recycling contractors, they were satisfied with the arrangements in place. A number of issues that H W Martins were required to progress were outlined in the report. These included driver health checks, first aid cover and daily checks of lifting equipment.

The HSE did not intend to revisit Bolsover Council but would monitor progress on the issues raised with H W Martins.

Policy Reviews

Accident Reporting and Investigation Policy and Procedure

The Committee's attention was drawn to an accident reporting flowchart included in the agenda.

The Head of Human Resources and Payroll advised that an electronic Health and Safety monitoring system would be introduced over the next 12 months which would negate the need to keep paper copies of Accident Reports and Risk Assessments. This would also include an automatic reminder to Managers for any actions required.

In response to questions regarding the definition of 'as soon as possible' for reporting accidents, the Head of Human Resources advised that ideally this would be within 5 working days. It was added that Managers could input accident information into the reporting system if all the relevant information was available.

Working Time Policy

This had been reviewed due to changes in working practices.

Electricity at Work Policy

At the July meeting of the Safety Committee amendments had been proposed to the Electricity at Work Policy. Some ambiguities had arisen over the definitions 'live working' and 'live testing'. Unite representatives requested that the wording of the policy recognise that Housing Repairs staff do undertake work on live electricity systems for the purposes only of 'live testing'. Following discussion

SAFETY COMMITTEE

between Unite representatives and the Head of Human Resources and Payroll it was agreed to amend the wording of the Electricity at Work Policy to:

7.9 Under no circumstances will any work be carried out on live equipment or systems by Council employees other than for the purposes of live testing which is covered under the provisions of paragraph 8.

NB. Paragraph 8 refers to Paragraph 8 of the Electricity at Work Policy.

Legionella – Valley View, Shirebrook, Parkfields, Woburn House, Jubilee Court

The Head of Housing had provided an update on Legionella Works to the Council's group dwellings.

Personal Protective Equipment (PPE)

At the previous meeting of the Safety Committee it had been suggested that a blanket rule on the use of Personal Protective Equipment (PPE) be applied to all Council staff working outside. The Head of Human Resources and Payroll had discussed this with Heads of Service, who had raised concerns that this was not appropriate in all cases. The Committee was advised that the Council's policy on high visibility clothing made it clear that its use should be based on a risk assessment of the individual circumstances rather than a blanket policy. Extended Management Team had been advised to issue reminders to Managers of the requirement to carry out these risk assessments.

Moved by Councillor H. Gilmour, seconded by Councillor G. O. Webster
RESOLVED that (1) the various updates in the report be noted;

(2) The Accident Reporting/Investigation Policy and Procedure, the Working Time Policy and the Electricity at Work Policy (as amended) be approved by Safety Committee and the policies updated and placed on ERIC.

(Head of Human Resources and Payroll)

SAFETY COMMITTEE

937i. THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Moved by Councillor H. Gilmour, seconded by Councillor G.O. Webster
RESOLVED that under Section 100(A)(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information as defined in the stated Paragraph of Part 1 of Schedule 12A of the Act and it is not in the public interest for that to be revealed.

937j. ACCIDENT AND STRESS STATISTICS OCTOBER TO DECEMBER 2011 EXEMPT – PARAGRAPH 2

The Head of Human Resources and Payroll provided the Committee with an update on Accident and Stress statistics for the period October to December 2011.

The most significant change had been an increase in days lost through stress related illness, however only 50% of these cases were work related. The Committee was advised that stress risk assessments for each job role were carried out as a preventative measure and counselling services were in place for employees requiring this service.

A breakdown of accidents was provided in the agenda for the Committee's information.

Moved by Councillor H. Gilmour, seconded by Councillor G.O. Webster
RESOLVED that the report be received.

PART 1 – OPEN ITEMS

937k. URGENT ITEM – TRANSFER OF TOOLS BETWEEN VEHICLES AT DEPOT

Unite representatives raised concerns over a recent direction given to staff to park their personal vehicles in the lower car park at the depot which necessitated the manual transfer of tools between this car park and the car park where works vehicles were stored. It was added that this was some distance away and could present health and safety issues.

SAFETY COMMITTEE

The Head of Human Resources and Payroll advised that these concerns should be raised with the Director of Neighbourhoods in the first instance and taken to the Depot Health and Safety group for further discussion if a satisfactory resolution could not be agreed with the Director.

The meeting concluded at 1054 hours.

Committee:	Safety Committee	Agenda Item No.:	8.
Date:	1 st June 2012	Category	
Subject:	Sickness Absence/Occupational Health Statistics 2011/12	Status	Open
Report by:	Assistant Director, Human Resources		
Other Officers involved:	Human Resources Officer		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council.		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by providing monitoring information which can be used to shape future policy decisions

TARGETS

The subject matter of this report does not contribute to any specific targets in the Corporate Plan.

VALUE FOR MONEY

As this report relates to retrospective monitoring data value for money criteria is not applicable

THE REPORT

1. Sickness Absence/Occupational Health Referral Statistics 2010/11 and 2011/12.

1.1 The sickness absence outturn for 2011/12 are shown below, with comparisons for 2010/11:

Target 2011/12	Out turn 2011/12	Out turn 2010/11
8.days	7.83 days	7.97 days

A breakdown of these figures for 2011/12 by Department, and by long term/short term sickness absence, is attached for information.

1.2 The outcome of occupational health referrals 2011/12, with comparisons for 2010/11 is shown below:

	2010/11	2011/12
Rehabilitation	42	39
Resigned	1	0
Ill Health Retirement	0	0
Dismissed	1	2
Redundancy	1	0
Retired	1	0
Outstanding	2	0
Compromise Agreement	0	1
12 month career break	0	1
TOTAL	48	43

1.3 The top three causes of sickness absence for 2010/11 and 2011/12 are as follows:

2010/11		2011/12	
Cause	Days Lost	Cause	Days Lost
Musc/Skeletal	1137	Musc/Skeletal	1152
Stress	481	Stress	801
Infections	444	Stomach/Digestion	548
TOTAL	2062	TOTAL	2501

1.4 A breakdown of the reasons for all long term sickness absence is as follows:

Reasons for Long Term Sickness Absence 2011/12	
Reason for Absence	No. of Employees Citing this Reason
Muscular/Skeletel	22
Genito/Gynae	4
Other	2
Back/neck	1
Stress/Depression	9
Stomach/Digestion	4
Neurological	1

1.5 The following routine health surveillance clinics have been held during the financial year 2011/12:

- 12th and 27th July 2011
- 24th August 2011
- 21st September 2011
- 18th and 21st October 2011
- 16th and 23rd November 2011
- 15th December
- 21st February 2012

and covered topics such as Hand Arm Vibration, audiometry, driver medicals, blood tests and hepatitis B immunisation to 'at risk' groups.

There have been 15 employees undergoing counselling during this period.

ISSUES FOR CONSIDERATION

The report is for monitoring purposes only and there are no specific issues for consideration.

IMPLICATIONS

Financial : None
Legal : None
Human Resources : None

RECOMMENDATION

That the report be received.

ATTACHMENT: Y (1)
FILE REFERENCE: N/A
SOURCE DOCUMENT: N/A

BVPI12 - APRIL 2011 TO MARCH 2012 LONG TERM/SHORT TERM SPLIT

DEPARTMENT	AVERAGE FTE 12 MONTHS	DAYS LOST	FTE DAYS	LONG TERM ABSENCE NO OF DAYS	SHORT TERM ABSENCE NO OF DAYS	LT ABSENCE PER FTE	ST ABSENCE PER FTE
CHIEF EXECS DIRECTORATE							
CHIEF EXECUTIVES AND PARTNERSHIP	5.75	15	2.609	0	15	0.000	2.609
CONTACT CENTRES	21.12	449	21.259	195	254	9.233	12.027
CUSTOMER SERVICE/PERFORMANCE	12.52	77.5	6.190	51	26.5	4.073	2.117
HUMAN RESOURCES AND PAYROLL	11.50	17.5	1.522	0	17.5	0.000	1.522
APPRENTICES	77.46	552.5	7.133	250	302.5	3.227	3.905
DEMOCRATIC	10.10	14	1.386	0	14	0.000	1.386
LEGAL/LICENSING AND LAND CHARGES	11.19	52.5	4.692	0	52.5	0.000	4.692
RESOURCES DIRECTORATE							
FINANCE	10.67	58	5.436	26.5	31.5	2.484	2.952
PROCUREMENT	2.81	18	6.406	18	0	6.406	0.000
REVENUES	36.50	195.5	5.356	96	99.5	2.630	2.726
NEIGHBOURHOODS							
LEISURE	47.89	153	3.195	118	35	2.464	0.731
COMMUNITY	14.00	31	2.214	22	9	1.571	0.643
STREET SERVICES	98.23	1116	11.361	739	377	7.523	3.838
HOUSING (REPAIRS AND MANAGEMENT)	117.79	1032	8.761	632.5	399.5	5.370	3.392
DEVELOPMENT							
PLANNING/ECON DEV/HOUSING STRATEGY	25.40	159.5	6.280	122.5	37	4.823	1.457
REGENERATION/ENVIRONMENTAL HEALTH	42.79	343	8.016	181	162	4.230	3.786
DEVELOPMENT ADMIN	5.51	33	5.989	0	33	0.000	5.989
GRAND TOTAL	551.23	4317.00	7.83	2451.5	1865.50	4.447	3.384

Street Services include Depot Resources, Street Scene and Waste Services

Housing includes Repairs and Maintenance and Supporting People Service

Regeneration includes Security, Markets, Environmental Health

Legal includes Land Charges and Licensing

Planning includes Economic Development and Housing Strategy

Directors included as 50% in Leisure, Finance, Development Admin, CEPT, Street Services

SAFETY COMMITTEE

AGENDA

Friday 1st June 2012 at 1000 hours
Committee Room One

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	To receive apologies for absence, if any.	
2.	To Elect a Chair for the ensuing year (Members' side).	
3.	To appoint a Vice Chair for the ensuing year (Union side).	
4.	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4 (b) of the Local Government Act 1972.	
5.	Members should declare the existence and nature of any personal or prejudicial interests in respect of:- a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
6.	To approve the Terms of Reference for the Safety Committee.	3 to 5
7.	To approve the minutes of a meeting held on 2 nd March 2012.	6 to 13
8.	Sickness Absence/Occupational Health Statistics 2011/12. Recommendation on Page 16	14 to 17
9.	General Health and Safety Report.	To follow
	PART 2 – EXEMPT ITEMS <i>The Local Government (Access to Information) Act 1985,</i> <i>Local Government Act 1972, Part 1, Schedule 12a</i>	
	<u>Paragraph 2</u>	
10.	Accident and Stress Statistics January to March 2012 Recommendation on Page 19	18 to 23