

UNION / EMPLOYEE CONSULTATION COMMITTEE

AGENDA

Thursday 9th March 2017 at 1100 hours in the Council Chamber, the Arc, Clowne

Item No.		Page No.(s)
	PART 1 – OPEN ITEMS	
1.	To receive apologies for absence, if any.	
2.	Appointment of Vice Chair (Union side).	
3.	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.	
4.	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct 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.	
5.	Minutes of a meeting held on 8 th June 2016.	3 to 6
6.	Early Voluntary Release Policy.	To Follow
7.	Sickness Absence and Occupational Health Statistics 2015/16.	7 to 15
	NB: Please refer to the attached Safety Committee Minutes dated 7th November 2016 for April to June 2016 stats (Minute 0423) and July to September 2016 stats (Minute 0424). October to December stats will follow.	
8.	Employee Health and Wellbeing Survey 2016.	16 to 42
9.	Equalities Information for year ending March 2016.	43 to 52
10.	Apprenticeships 2017 Onwards – Presentation.	53 to 71

UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Wednesday 8th June 2016 at 1100 hours.

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PRESENT:-

Council Representatives:- Councillors A. Joesbury, K. Reid, ~~A.M. Syrett~~ and K.F. Walker.

Unison Representatives:- L. Cheong and J. Woods.

Unite Representatives:- No representatives present.

Officers:- S. Barker (Assistant Director – Human Resources and Payroll), P. Wilmot (Human Resources Manager) and A. Bluff (Governance Officer).

Councillor A.M. Syrett in the Chair

0057. _____ APOLOGIES

Apologies for absence were received on behalf of Councillors Mrs P.M. Bowmer, T. Cannon, M.J. Dooley, K. Shillitto (Unison) and C. McKinney (Unison).

0058. _____ APPOINTMENT OF VICE CHAIR (UNION SIDE)

It was agreed to defer the appointment of a vice Chair to the next meeting of Union / Employee Consultation Committee.

Moved by Councillor A.M. Syrett and seconded by Councillor K.F. Walker.

RESOLVED that the appointment of a vice Chair be deferred to the next meeting of Union / Employee Consultation Committee.

(Governance Manager)

0059. _____ URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0060. _____ DECLARATIONS OF INTEREST

There were no declarations of interest made.

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0061. _____ MINUTES – 28TH SEPTEMBER 2016

It was noted that the Resolution at Minute Number 0393; Sickness Absence/Occupational Health Statistics April 2015 – June 2015, that the report be received, had been moved by W. Edge, Unison and not W. Edge, Councillor.

Moved by Councillor K.F. Walker and seconded by Councillor A. Joesbury

RESOLVED that subject to the above amendment, the minutes of a Union / Employee Consultation Committee held on 28th September 2015 be approved as a true record.

0062. _____ SICKNESS ABSENCE AND OCCUPATIONAL HEALTH STATISTICS _____ 2015/16

Committee considered a report of the Assistant Director – Human Resources which provided information regarding Sickness Absence/Occupational Health Statistics for 2015/16 with comparative data from the previous year.

The sickness absence outturn for 2015/16 was 6.28 days compared to a target of 8.5 days. The outturn for the 2014/15 period was 9.20 days. A breakdown of the figures for 2015/16 by department and long term/short term sickness absence was attached to the report for information.

The Human Resources Manager noted that the reduction in sickness levels was excellent performance.

The outcome of occupational health referrals for 2015/16 was; Rehabilitation 29, Outstanding 6, Left the Authority 2. Comparisons for 2014/15 were; Rehabilitation 39, Outstanding 2, Left the Authority 0.

The top three causes of sickness absence for 2015/16 with days lost was; Stress 555 days lost, Muscular/skeletal 549.5 days lost and Infections 250.5 days lost, totalling 1355 days lost. Comparisons for 2014/15 were; Muscular/Skeletal 789.5 days lost, Stress 540 days lost, Infections 344 days lost, totalling 1673.5 days lost.

Reasons for long term sickness absence were provided in the report. Nine employees had undergone counselling during the period.

A Member acknowledged the decrease in the sickness absence figures and that the Authority's sickness absence policies and procedures were working for employees. In relation to stress, the Member also ~~noted-suggested~~ that consideration be given to those employees -any employees- receiving treatment for cancer; be taken out of the should be taken out of the sickness triggers/monitoring-

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A discussion took place and it was agreed not to differentiate sickness figures in the report between work related stress and personal stress as this could help identify individuals.

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A Unison representative queried the timescale on a decision for referring an individual to occupational health. The Human Resources Manager replied that this could be dependent on the circumstance of a particular case but the general rule was approximately a four week period taking into consideration any adjustments that may be required. He added that each area of work had a Human Resources Link officer and that both Human Resources and Unison could flag up a case where it was felt it was taking too long to refer.

The Assistant Director – Human Resources acknowledged that the sickness absence figures were good but they could be unpredictable. Human Resources were being proactive by introducing an employee assistance programme which would be launched in the near future and were also working with Public Health looking at physical health and mental health etc.

A Member noted that the Authority was looking at having a 'pop up' healthy lunch store for staff and also looking at the Leisure facilities in relation to staff with muscular/skeletal issues. In relation to the reduction in sickness absence levels, she added that the workforce should be congratulated on what had been achieved.

Moved by Councillor K. Reid and seconded by Councillor K.F. Walker
RESOLVED that the report be noted.

0063. ANNUAL LEAVERS BREAK DOWN REPORT FOR 2015/16

Committee considered a report of the Assistant Director – Human Resources in relation to exit information and a summary of primary reasons for permanent employees leaving the Authority during the period 1st April 2015 to 31st March 2016. Comparisons for the period 1st April 2014 to 31st March 2015 were also provided for information.

The number of leavers in the 2015/16 period was 29. The number of leavers in the 2014/15 period was 27. A breakdown of the figures for each period and by department was also provided in the report.

A copy of the standard exit questionnaire was attached to the report for committee's information.

Moved by Councillor K. Reid and seconded by Councillor A. Joesbury
RESOLVED that the report be received.

0064. RECRUITMENT AND SELECTION POLICY

Committee considered a report of the Assistant Director – Human Resources in relation to a draft Recruitment and Selection Policy and guidance documents to the Policy.

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The documents were new and not based on either of the district councils' existing policies. The intention was to provide a generic policy based on good practice with local requirements added. A key difference for Bolsover District Council was for the recruiting department to be responsible for long/short listing and that all applicants who met the essential criteria would progress to the next stage of the process.

Managers would be responsible for recruiting to their department's posts.

Discussion on the draft Policy had already taken place with senior managers and with trade union representatives.

The Human Resources Manager advised the meeting that it was intended to carry out briefing sessions with Managers in relation to the Policy.

Moved by Councillor K. Reid and seconded by L. Cheong
RECOMMENDED that Council be recommended to adopt the Recruitment and Selection Policy and associated guidance documents.

(Assistant Director – Human Resources / Governance Manager)

The meeting concluded at 1130 hours.

Bolsover District Council

Union Employee Consultation Committee

9 March 2017

Early Voluntary Release Policy

Report of the Joint Assistant Director – HR & Payroll

This report is public

Purpose of the Report

- To inform the Committee of the intention to put forward to Council a request to introduce an Early Voluntary Release Policy.

1 Report Details

- 1.1 Attached at Appendix A is a draft Early Voluntary Release Policy that is to be put forward to Council for consideration.
- 1.2 The Council currently does not have an enhanced redundancy payment should employees request and/or agree to a voluntary exit.
- 1.3 There is no requirement to have an enhanced redundancy scheme for either compulsory or voluntary redundancies but it is usual to offer some sort of enhancement when volunteers are requested by the employer (ie an employer led initiative).
- 1.4 This does not replace the existing compulsory redundancy scheme that is in place.

2 Conclusions and Reasons for Recommendation

- 2.1 There are a number of circumstances where early voluntary release may be under consideration for an employee. These can relate to the individual situation of an employee if it enabled flexibility for change, or be through the result of employer-led organisational change. A formalised scheme would set out the Council's approach to voluntary release through early retirement and severance arrangements.
- 2.2 Each application would need to be decided taking into account all considerations and must be based on sound business reasons and affordability in both the short and long term.
- 2.3 Early Voluntary Release schemes are used widely in the public sector and vary in terms of enhancement, although an enhancement of 50% (ie 1.5 weeks) is a standard approach to encourage volunteers.

- 2.4 There is the option within a Voluntary Release Policy to withhold the enhancement for those aged 55 or over as they have immediate access to pension benefits. However, to avoid age discrimination challenges, it would be good practice to offer the enhancement, if approved, to all staff regardless of age.
- 2.5 The introduction and use of Voluntary Early Release maximises the flexibility of workforce planning and mitigates the necessity for compulsory redundancies in future, although this of course cannot be guaranteed in the current financial climate.

3 Consultation and Equality Impact

- 3.1 This policy is discretionary and does not form part of terms and conditions of employment. The Council currently complies with all its statutory obligations in relation to compulsory redundancy policies should these need to be utilised.
- 3.2 It is good practice to consult generally on all employee related issues and for this reason, this draft policy has been submitted to this Committee for consultation purposes.

4 Alternative Options and Reasons for Rejection

- 4.1 There is no requirement to have such a scheme and the alternative option is to rely on the existing redundancy policy to facilitate any early exits from the organisation which offers no difference between someone volunteering for redundancy or being made compulsory redundant.
- 4.2 Not utilising Early Voluntary release as a method of delivering organisational change may restrict the Chief Executive in terms of achieving transformational change and budget savings targets.
- 4.3 Not utilising an Early Voluntary Release Scheme as a workforce planning tool may necessitate the need for compulsory redundancies if and when the budget situation worsens.

5 Implications

5.1 Finance and Risk Implications

There would be financial implications in terms of redundancy payments and pension strain costs (for employees 55 years or over). However, in order for an early release to be viable, a cost saving over a three year period must be achieved by either deleting the post from which the employee is exiting, or deleting a post elsewhere in the structure.

The risk of not utilising an early voluntary release solution would mean that potentially, in future, the Council may have no option but to utilise its compulsory redundancy scheme when staffing numbers need to be reduced in order to achieve financial savings.

5.2 Legal Implications including Data Protection

None specifically.

5.3 **Human Resources Implications**

Covered within the report.

6 **Recommendations**

- 6.1 That the Committee endorses the submission of an Early Voluntary Release Policy for consideration by Council.

7 **Decision Information**

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	Transforming our Organisation

8 **Document Information**

Appendix No	Title
A	Draft Early Voluntary Release Policy
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Stephanie Barker	2237

EARLY VOLUNTARY RELEASE

BOLSOVER DISTRICT COUNCIL

INTRODUCTION

1. There are a number of circumstances where early voluntary release may be under consideration for an employee. These can relate to the individual situation of an employee or be through the result of organisational change. This policy sets out the Council's application of voluntary release through early retirement and severance arrangements.
2. This policy is applicable to all staff of the Council.
3. Where it is decided, in each case, that after taking all considerations into account, early voluntary release is appropriate for sound business reasons, then discretion will be exercised reasonably and objectively with any payments agreed being affordable in both the short and long term.
4. This scheme sets out the arrangements for:
 - Voluntary Early Retirement – Business Efficiency
 - Voluntary Redundancy with Severance

VOLUNTARY EARLY RETIREMENT – BUSINESS EFFICIENCY

5. This is a voluntary scheme, unlike redundancy where there are circumstances when a dismissal may be compulsory.
6. Employees are allowed to leave their job before normal retirement age. There is usually a reduction in the monthly retirement benefit and possible cost implications to the Council.
 - (a) Local Government Pension Scheme (LGPS):

Members aged under 55 who volunteer, and are approved for early release, will be entitled to preserved benefits. Members aged 55 or over who volunteer and are approved for early release will automatically be entitled to immediate unreduced benefits.

VOLUNTARY REDUNDANCY WITH SEVERANCE

7. Should a change event realise a decrease in the number of employees, the Council will consider applications for voluntary redundancy with a lump sum payment. The payment will be in excess of the statutory redundancy payment provision. This will provide some incentive for those staff considering voluntary severance and potentially mitigating the need for compulsory redundancies from the remaining workforce. It should be noted that compulsory redundancy will not attract an enhanced payment. Please refer to the [Redundancy Policy](#).

EARLY VOLUNTARY RELEASE

8. Severance payments will be calculated in accordance with contractual terms and statutory redundancy provisions. The relevant statutory provisions are based on the employee's age and length of continuous service and a maximum weekly amount. The Council will provide an enhanced benefit of utilising the employee's actual weekly wage in addition to providing a multiplier of 1.5 times the statutory redundancy payment as per the following example:

An employee who is 33 years of age with 10 completed years' service and an actual weekly wage of £350 would be entitled to:

10 (weeks) x £350 (weekly wage) = £3500 x 1.5 = £5250 enhanced redundancy payment

9. Those staff accepted for the enhanced terms associated with voluntary redundancy will be required to participate in a settlement agreement which will negate any existing or future claims against the organisation.
10. Staff who are accepted for voluntary redundancy, and are aged less than 55, will receive the enhanced lump sum payment with preserved pension benefits. Staff aged over 55 will also receive the enhanced lump sum payment and may access their pension with immediate unreduced benefits.

**If you require any further guidance in relation to this policy,
please contact Human Resources**

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Monday 7th November 2016 at 1000 hours.

PRESENT:-

Members:- Councillors H.J. Gilmour, B.R. Murray-Carr and M.J. Ritchie.

UNITE:- No representatives present.

UNISON:- K. Shillitto and J. Woods.

Officers:- S. Barker (Assistant Director - HR & Payroll), P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Advisor), S. Brunt (Assistant Director - Streetscene) and A. Bluff (Governance Officer).

0417. ELECTION OF CHAIR FOR THE ENSUING YEAR

Moved by Councillor J. Ritchie and seconded by Councillor H.J. Gilmour

RESOLVED that Councillor B.R. Murray-Carr be elected Chair of Safety Committee for the ensuing year.

0418. APPOINTMENT OF VICE CHAIR (UNISON SIDE)

Moved by Councillor H.J. Gilmour and seconded by J. Woods

RESOLVED that K. Shillitto (Unison) be appointed Vice Chair of Safety Committee for the ensuing year.

0419. APOLOGIES

Apologies for absence were received on behalf of Councillors R.J. Bowler and A. Joesbury, L. Hickin (Assistant Director of Leisure) and J. Clayton (Unison).

0420. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0421. DECLARATIONS OF INTEREST

There were no declarations of interest made.

SAFETY COMMITTEE

0422. MINUTES – 28TH APRIL 2016

Moved by Councillor H.J. Gilmour and seconded by K. Shillitto

RESOLVED that the Minutes of a Safety Committee held on 28th April 2016 be approved as a correct record.

0423. SICKNESS ABSENCE /OCCUPATIONAL HEALTH STATISTICS – APRIL TO JUNE 2016

Committee considered a report which provided information on Sickness Absence/Occupational Health Statistics for the first quarter period; April to June 2016, with comparative data from the previous year.

Sickness absence was increasing and the number of occupational health referrals had also increased.

The sickness absence outturn figure for April to June 2016 was 1.92 days per full time employee against a target of 2.12 days. The outturn figure for the same quarter in 2015 was 1.35 days.

A breakdown of the figures by department and by long term/short term sickness absence was attached to the report for Committee's information.

The outcome of occupational health referrals for the quarter with comparisons for 2015 was as follows;

	April to June 2016	April to June 2015
Rehabilitated	6	1
Continuing	10	0
Left Authority	2	0
Totals	18	1

The top three causes of sickness absence for the quarter with comparative data for the same period in 2015 was as follows:

	April to June 2016 Days Lost		April to June 2015 Days Lost
Muscular/skeletal	186.5	Back/Neck	103.5
Stress	165.5	Stress	94.5
Other	150.5	Other	77
Totals Days Lost	502.5		275

A breakdown of the reasons for all long term sickness absence for July to September 2016 with comparative data for the same period in 2015 was included in the report for Committee's information.

There had been 3 employees undergoing counselling during this period.

SAFETY COMMITTEE

The figures for Stress Related Illness by Directorate were included in the report for Committee's information.

In response to a Member's query, the HR Manager replied that most of the sickness absence relating to stress was due to home life stress and these employees were being given the best support to help them get back to work. The 'Employee Assistance Programme' report, which was an item on the agenda, would cover the types of assistance available to staff, including stress related sickness.

Moved by Councillor H.J. Gilmour and seconded by K. Shillitto
RESOLVED that the report be received.

0424. SICKNESS ABSENCE /OCCUPATIONAL HEALTH STATISTICS – JULY TO SEPTEMBER 2016

Committee considered a report which provided information on Sickness Absence/Occupational Health Statistics for the second quarter period; July to September 2016, with comparative data from the previous year.

The sickness absence outturn figure for July to September 2016 was 2.74 days per full time employee against a target of 2.12 days. The outturn figure for the same quarter in 2015 was 1.49 days.

A breakdown of the figures by department and by long term/short term sickness absence was attached to the report for Committee's information

The outcome of occupational health referrals for the quarter with comparisons for 2015 was as follows;

	July to September 2016	July to September 2015
Rehabilitated	13	0
Continuing	9	1
Left Authority	3	0
Totals	25	1

The top three causes of sickness absence for the quarter with comparative data for the same period in 2015 were as follows:

	July to September 2016 Days Lost		July to September 2015 Days Lost
Muscular/skeletal	296	Muscular/skeletal	119
Stress	258	Stress	180
Other	136	Other	69.5
Totals Days Lost	690		368.5

A breakdown of the reasons for all long term sickness absence for July to September 2016 with comparative data for the same period in 2015 was included in the report for Committee's information.

SAFETY COMMITTEE

There had been 3 employees undergoing counselling during this period.

The figures for stress related illness by Directorate was included in the report for Committee's information.

In response to a Unison representative's query, the HR Manager replied that to identify stress and muscular/skeletal issues in advance of them happening was difficult; reliance was put on employees completing health surveillance questionnaires and also one to one appraisals etc.

The Health and Safety Advisor noted that manual handling training and risk perception training was also carried out with employees.

The Assistant Director HR & Payroll added that a piece of work was necessary on the reasons used for sickness absence, for example, leave to care for someone who was ill or planned medical treatment. Policies would need looking at to allow more flexibility and sensitivity for staff in these types of circumstances.

Moved by Councillor H.J. Gilmour and seconded by Councillor J. Ritchie
RESOLVED that the report be noted.

0425. ACCIDENTS STATISTICS – APRIL TO JUNE 2016

Committee considered a report in relation to accident statistics for the quarter period April to June 2016.

The total number of all accidents for the quarter was 34. A breakdown of accident by type was provided in a table and graph format which included the split between employee (operational area) accidents (9) and public accidents (25).

The main causes of employee accidents in the quarter was lack of risk perception (33.35%), other (3 different incidents) (33.35%), strike against a fixed object (22.2%) and animal bite (11.1%). It was noted that there had been a substantial reduction in manual handling accidents in the first quarter and this was due to training which had been provided to staff. However, public accidents had risen and it was felt that this was down to better recording of accidents.

The number of employee accidents recorded in the quarter was 10% less than the figure recorded in the same period in 2015/16. The number of days lost in the quarter had significantly reduced from the same period in 2015/16 with 60.5 days recorded compared to zero being recorded in 2016/2017.

The overall number of accidents within the Authority in the first quarter had risen by 61.9% compared to the same period in 2015/16. The increase was largely due to a 227% rise in the number of public accidents reported however most of these were of a very minor nature and monitoring was being carried out to ensure that there were no underlying issues. In 2015/2016 public accidents accounted for 52.3% of all accidents recorded in the first quarter, whereas in the current year, public accidents accounted for 73.5.3% of the total.

SAFETY COMMITTEE

Street Scene (77.7%) remained the operational area with the highest number of accidents occurring in the quarter however this was very much in line with the risk profile of the service.

The main root causes of employee accidents was lack of risk perception (55.5%), individual factors (22.2%), organisational factors and third party (11.1%).

Moved by Councillor B.R. Murray-Carr and seconded by Councillor J. Ritchie
RESOLVED that the report be noted.

0426. ACCIDENT STATISTICS – JULY TO SEPTEMBER 2016

Committee considered a report in relation to accident statistics for the quarter period July to September 2016.

The total number of all accidents for the quarter was 29. A breakdown of accident by type was provided in a table and graph format which included the split between employee (operational area) accidents (13) and public accidents (16).

The main causes of employee accidents in the second quarter was slips, trips & fall (53.8%), manual handling and struck by moving objects (15.4%), strike against fixed objects and contact with hazardous substance (7.7%).

The number of employee accidents recorded in the second quarter had remained consistent with the figures for 2015/16. The number of days lost recorded in the second quarter had significantly increased from 1 day in 2015/2016 to 84 days in 2016/2017.

The overall number of accidents within the Authority in the second quarter had risen by 31.8% compared to the same period in 2015/16.

In 2015/2016 public accidents accounted for 40.9% of all accidents recorded in the second quarter, whereas in the current year public accidents accounted for 55.2% of the total.

Housing Services (46.2%) and Street Scene (38.5%) remained the operational areas with the highest number of accidents occurring in the quarter however as previously reported this was in line with the risk profile of the services.

The main root cause of employee accidents in the second quarter was lack of risk perception (53.8%), organisational factors (23.1%), individual factors (15.4%) and third party (7.7%).

Moved by Councillor B.R. Murray-Carr and seconded by Councillor J. Ritchie
RESOLVED that the report be noted.

SAFETY COMMITTEE

0427. HEALTH AND SAFETY REPORT

Committee considered a report of the Health and Safety Advisor which provided an update on Health and Safety Performance since the last meeting.

Employee Protection Register

Five names had been added to the Employee Protection Register with three names removed. However, since the report had been produced a further three names were to be added to the Register; this would bring the total to 29.

Work Place Inspections

All work place inspections were either complete, in progress or scheduled to be carried out.

In response to a Member's query, the Assistant Director – Property and Estates reported that he had arranged for essential repairs to be carried out at Ashbourne Court, Shirebrook.

A Member raised concern that she had witnessed a 'near miss' incident at the Arc where a visitor had been almost hit in the face by the delay of the automatic doors opening at the front of the building. The Health and Safety Advisor replied that he would request Property and Estates to inspect the doors and also that warning signs be put in place in the interim.

Health and Safety Training

It was noted that a number of staff had not completed training; however, this was being addressed with the help of the Customer Service and Improvement Team.

Near Miss/ Learning Events

There had been no near miss / learning events reported in the quarter period.

Moved by Councillor B.R. Murray-Carr and seconded by Councillor J. Ritchie **RESOLVED** that the report be noted.

0428. EMPLOYEE ASSISTANCE PROGRAMME

Committee considered a report regarding an Employee Assistance Programme (EAP), which would be introduced across both councils as part of the commitment to improving employee health and well-being and also to potentially assist in reducing sickness absence.

Strategic Alliance Management Team had agreed to the introduction of an Employee Assistance Programme which was offered by many employers and was a cost-effective way of providing access to a wide range of confidential services either over the telephone and/or on-line. It was intended to help employees deal with personal problems that may adversely impact their work performance, health and well-being.

SAFETY COMMITTEE

Employee Assistance Programmes had been proven to reduce absence by 34% on average, (CBI Absence Survey), improve productivity in the work place, reduce stress in employees, improve staff retention and demonstrate a caring approach towards employees.

Typically EAPs would include;

- Legal information
- Financial advice
- Comprehensive telephone help-lines available 24 hours a day, 7 days a week, for issues such as relationships, domestic abuse/violence, elderly care, gambling addiction etc
- Structured Counselling (via telephone)
- Critical incident advice
- GP call back and Medical information
- Employment advice
- On-line Health Assessments
- On-line Stress Coaching tool

In terms of publicising the EAP, information had been advertised on the Council's intranet and Managers would relay in staff meetings; posters and leaflets had been produced for the Depot staff that did not have access to the intranet and reminders would be put in all employees' payslips.

Committee welcomed the report and felt the programme would help staff to be able to deal with issues individually instead of going through the Council's system. The Assistant Director HR & Payroll added that Health and Wellbeing champions were also being considered.

0429. FIRE ALARM SYSTEM AND EMERGENCY LIGHTING AT RIVERSIDE DEPOT

Committee considered a report which raised awareness of issues regarding fire safety compliance at the Riverside Depot and also an update on the actions taken to address the issues.

There had been two fire compliance issues at Riverside Depot; the fire alarm provision and the emergency lighting provision.

Fire alarm provision - three fire panels served the Riverside Depot site with the main panel located in the reception foyer and two secondary panels; one located in central control and one in the garage block.

A recent issue with the main fire panel had caused it to periodically activate a fault buzzer. An engineer had attended the site and identified a faulty battery which he temporarily fixed.

SAFETY COMMITTEE

Whilst on site, the engineer had checked the other two panels and found the garage block fire panel to be totally blank. Further tests revealed that although power was entering the panel, no power was flowing out and this was not showing a fault on the system.

In respect of the fire compliance issues, the following steps had been taken;

- A temporary fire procedure had been adapted for the garage block.
- Air horns had been purchased and strategically placed around the premise for raising the alarm in the event of an emergency.
- Battery operated smoke detectors had been installed at strategic locations within the Garage block to provide a warning system. (This was not possible in the Garage Area)
- Work patterns had been amended to ensure that all hot works were terminated at least 1 hour 30 minutes before the end of a shift.
- New end of shift monitoring processes had been introduced as a temporary measure.
- Increased levels of employee vigilance had been encouraged.
- Remedial work on the panel had been scheduled for 7th November 2016.

Emergency lighting provision – the Health and Safety Advisor had raised concerns in respect of the annual 3 hour emergency light discharge test, which upon completion, was not possible to say how much charge was left in the battery.

It was a legal requirement that emergency lights remained illuminated for a period of 1 hour after activation of the alarm system and this could not be guaranteed until the emergency light batteries had recharged. As the process took a number of hours, the building would not be fully fire compliant during that time.

Discussions with Property and Estates had arrived at a solution where areas with natural daylight could be tested in working hours and other areas tested out of hours.

Monthly flick tests had continued and a number of lights/fittings had been identified with problems but no remedial work had been undertaken. This posed serious concerns over the current level of emergency lighting available for staff.

The cost to replace/repair the inoperative fittings amounted to an approximate cost of £21,000

In respect of the emergency lighting issues, the following steps had been taken;

- Remedial work on emergency lighting to commence on 31st October 2016.
- The Health and Safety team to review all fire escape routes to ensure minimum levels of emergency lighting were being maintained.

It was noted that the fire system was a closed system and could only be worked on by the company who were under contract to carry out works.

The Assistant Director - Streetscene noted that the Depot had recently been struck by lightning and this could have caused the problems concerned.

SAFETY COMMITTEE

It was agreed that the Head of Housing be invited to attend an Asset Management Group and/or Cabinet to discuss the scope of utilising Housing operatives to carry out this type of maintenance work in the future.

Moved by Councillor H. Gilmour and seconded by K. Shillitto

RESOLVED that (1) the report be noted,

(2) the Head of Housing be invited to attend an Asset Management Group and/or Cabinet to discuss the scope of utilising Housing operatives to carry out this type of maintenance work in the future.

(Health and Safety Advisor/Assistant Director - Property and Estates)

0430. LEGIONELLA – GROUP DWELLINGS

The Health and Safety Advisor presented a report to make Committee aware of issues relating to Legionella compliance within the Authority and what actions had been taken.

At a recent Asset Management Group, concerns had been raised with regard to long term outstanding actions in respect of Legionella management, which were as follows;

- 175 High Priority
- 48 Medium Priority
- 16 Low Priority

However, it was believed that a number of actions had been completed but not signed off on the system. Further, a number of the actions applied to multiple sites, for example, training to site staff, and this would remove approximately 15 actions at once.

Regular meetings had been held with Housing Services, Property & Estates and Health and Safety to push actions forward. Further proposed actions were to request individuals with outstanding actions to;

- review their status
- complete any actions that could be closed out
- provide reasons for any outstanding actions with potential target completion dates
- convene a meeting one week prior to the Asset Management Group to track progress

Committee requested that an update be provided to the next meeting of Safety Committee.

Moved by Councillor J. Ritchie and seconded by Councillor K. Shillitto

RESOLVED that (1) the report be noted,

(2) An update be provided to the next meeting of Safety Committee.

The meeting concluded at 1150 hours.

Bolsover District Council

Union Employee Consultation Committee

9 March 2017

Employee Health and Wellbeing Survey 2016

Report of the Joint Assistant Director – HR & Payroll

This report is public

Purpose of the Report

- To inform the Committee of the results of the Health and Wellbeing survey that took place at both Bolsover DC and North East Derbyshire DC and the resulting action plan that has been developed for the year January 2017 to December 2017.

1 Report Details

- 1.1 This is the first time that either Council has undertaken a specific Health and Wellbeing survey for employees. Each Council undertakes a generic Employee Survey which was undertaken prior to this particular survey.
- 1.2 The survey was designed with assistance from Public Health and sent to all employees at both Councils on 6 September 2016 with a closing date of 25 September 2016. Both email and postal questionnaires were used in an attempt to increase response rates. 140 employees completed the survey at BDC, 112 at NEDDC and 38 stated they were in a joint post. This produced an overall response rate of 31%.
- 1.3 An analysis of the report is attached at Appendix A. This is a joint report across the two Councils but specific reference is made to each Council's data and responses.
- 1.4 As part of the survey, employees were asked if they would like to volunteer to be a Health and Wellbeing Champion. This has produced a group of 'Champions' made up of employees across both Councils and in Joint positions. The group meets as a joint group and the action plan attached at Appendix B is the same for each Council.

2 Conclusions and Reasons for Recommendation

- 2.1 The Health and Wellbeing survey received a 31% response rate in total which is satisfactory and enables each Council to make decisions on the development of Health and Wellbeing initiatives.

- 2.2 A Health and Wellbeing Action Plan has been produced which is attached at Appendix B and this has been endorsed by the Strategic Alliance Management Team.

3 Consultation and Equality Impact

- 3.1 All employees from BDC and NEDDC were invited to respond to the survey therefore ensuring equality. Work was undertaken to communicate the survey and both email and postal surveys were available to employees to ensure that as many employees as possible were able to access the survey and respond.

4 Alternative Options and Reasons for Rejection

- 4.1 An alternative option is that no Health and Wellbeing initiatives are undertaken. However, we would not be meeting our obligations under Health and Safety, welfare, service plans and the Council's People Strategy.
- 4.2 There are many options available to support employee health and wellbeing. However, those areas identified on the attached action plan are those that are believed to be initiatives that will appeal to employees, based on the findings of the survey, are realistic and achievable and can be carried out within existing budgets.

5 Implications

5.1 Finance and Risk Implications

There was a minimal cost arising from the survey in terms of printing and postage. However, existing staff resources and systems were used to produce, analyse and report on the survey.

It is expected that progress of the attached action plan will be within existing budgets.

5.2 Legal Implications including Data Protection

None specifically.

5.3 Human Resources Implications

Some HR & OD resource will be required to develop and monitor initiatives and Health and Wellbeing Champions will be required to attend meetings throughout the year and participate in the running of some initiatives. Communications and Marketing staff will also be called upon from time to time to publicise events.

6 Recommendations

- 6.1 That the Committee:
- (i) Considers the content of the report and results of the Employee Health and Wellbeing Survey.
 - (ii) Supports the initiatives outlined on the Action Plan for 2017.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	Transforming our Organisation

8 Document Information

Appendix No	Title
A	Health and Wellbeing Survey Analysis
B	Health and Wellbeing Action Plan Jan 2017-Dec 2017
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Stephanie Barker	2237

HEALTH AND WELLBEING SURVEY – BDC AND NEDDC 2016

Report of the HR Manager

Executive Summary

Background and objectives

A Health and Wellbeing survey was sent out to employees at both Bolsover District Council and North East Derbyshire District Council. The main objective of undertaking the research was to investigate how employees feel about a number of areas relating to their Health and Wellbeing and to develop a focused action plan to deliver Health and Wellbeing initiatives that employees want and would find beneficial.

As this is the first time that an employee health and wellbeing survey has been undertaken there was no baseline for the data. This allows managers to gain useful information on how employees view their current health and wellbeing and expectations of their employer.

Methodology

Employees with an email address were sent an email invitation to take part in the survey by the Communications Team.

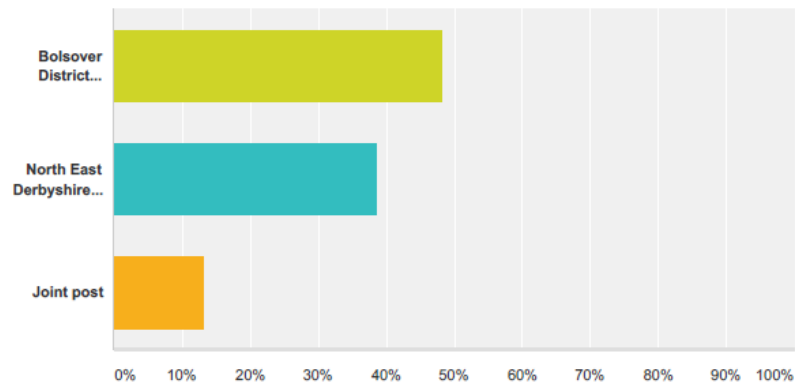
The survey was designed and results produced using Survey Monkey by the NEDDC Partnerships Team.

A paper survey pack was distributed to all employees without an email address (or with limited access to email) requesting that they complete the survey and return it to HR in a Freepost envelope provided (the option to complete online was also included).

In total, at BDC, 314 email invitations and 155 paper surveys were sent to employees. At NEDDC, 323 email invitations and 143 paper surveys were sent to employees. Surveys were distributed on the 6th of September 2016 with a closing date of the 25th of September 2016. Of these 140 completed the survey from BDC, 112 completed the survey from NEDDC and 38 completed the survey stating that they were in a joint post. This produces an overall response rate of 31%.

Q1 Which Council do you work for?

Answered: 290 Skipped: 0



Answer Choices	Responses
Bolsover District Council	48.28% 140
North East Derbyshire District Council	38.62% 112
Joint post	13.10% 38
Total	290

Satisfaction

In general around 60% of respondents were satisfied with the social and physical environment at work. 65% of employees were satisfied with the social environment and 58% were satisfied with the physical environment.

Receiving information

The majority of respondents, over half, would like to receive H&W information via the Intranet (63%) and Weekly Bulletin (52%).

Participation

The majority of respondents were not interested in participating in physical activity or becoming more physically active (54%).

Working day

There was no significant difference reported between those that did (52%) and those that did not (48%) have the opportunity to be physically active during the working day.

Of those who did have the opportunity to be physically active during their working day the majority (45%) stated that their job involved physical activity, whilst nearly a third (31%) stated that they undertook an off-site activity (e.g. running/walking).

Offers

The majority of respondents, over 50%, stated that they were unlikely to take part in many initiatives if they were to be offered at work. However 60% of employees stated that they were likely to take part in Health checks (e.g. blood pressure/cholesterol).

A further 57% of respondents said they would be interested in learning more about healthy eating/diet.

Nearly 6 in 10 respondents (58%) said that they would be interested in learning more about mental wellbeing and support. The most likely methods for encouraging participation were on site taster sessions (44%) and awareness information (43%).

Nearly half (44%) of all respondents felt that the best time for participating in initiatives was lunchtime.

Awareness

The majority of respondents (86%) do not smoke and (88%) are aware of the weekly guidelines for drinking alcohol.

At least 7 out of 10 (73-79%) respondents were aware that general information and support exists on Healthy eating, Mental Health and many other sources.

Encouragingly 95% of employees are aware of the Councils' Sickness Absence Policies. However only 55% of employees were aware of how to access the Councils' Occupational Health services.

12 members of staff have volunteered to be a Health and Wellbeing champion. Further work would be required to ensure that the staff and their line managers are aware of what the remit of the champions would be and what they would be required to undertake in this role.

CONCLUSION

The majority of employees were satisfied with the physical and social environment at work and the Councils can be pleased with this. The majority of respondents stated that they were not interested in participating in physical activity or taking part in initiatives if they were offered at work.

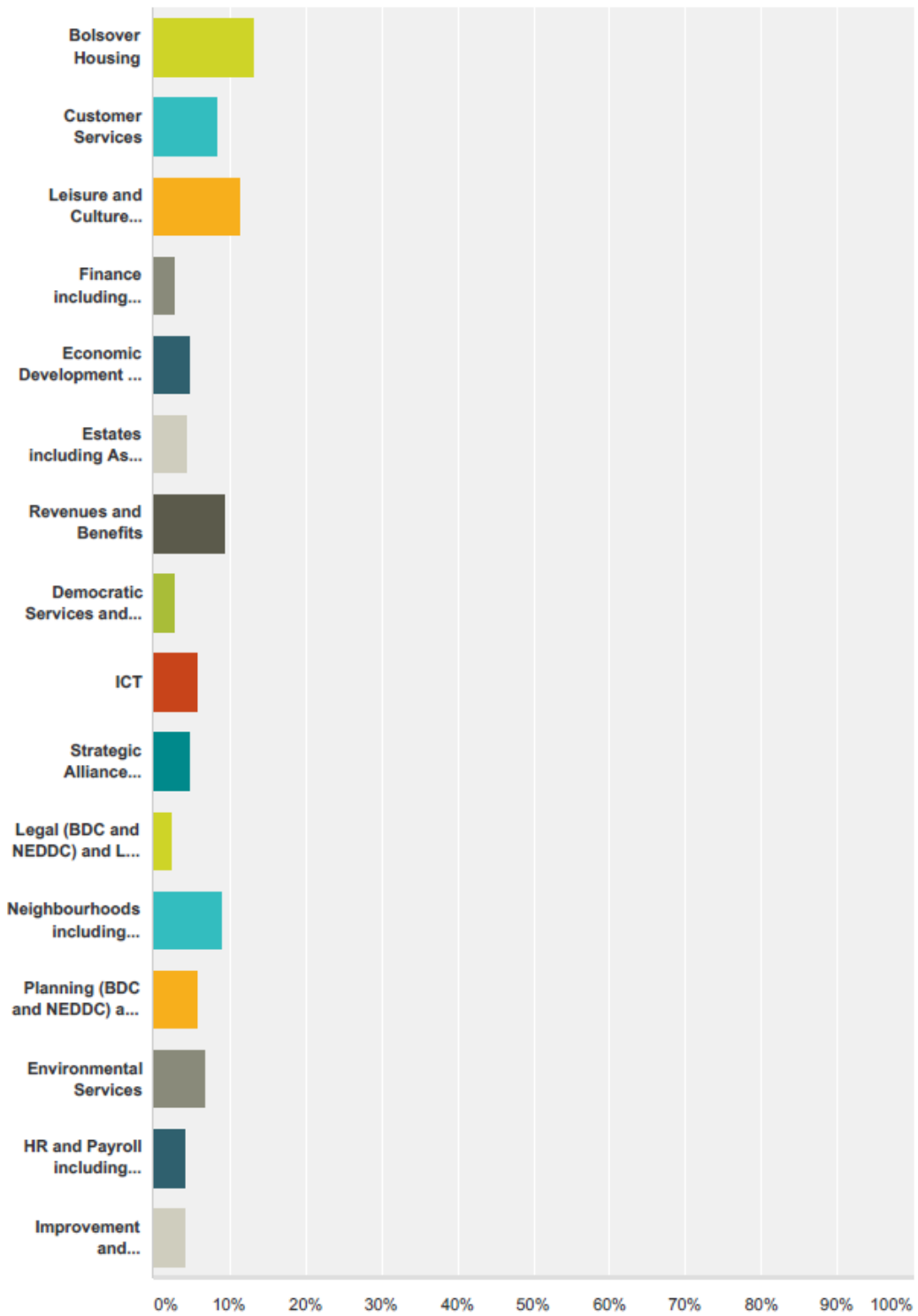
However there were areas where the majority of employees did state that they were interested in participating including health checks (e.g. blood pressure/cholesterol checks), healthy eating/diets, and mental wellbeing and support. Should the Councils choose to put on such initiatives consideration should be made to arrange taster and awareness sessions, during lunchtimes and communicating any information via the Intranet and Weekly bulletins to appeal to the most employees.

The Council should also consider communicating information on its internal Occupational Health services as a significant number of employees felt unaware of how to access these services which may provide beneficial for employees and managers and support reducing absence.

SUMMARY

Q2 Which service areado you work in?

Answered: 290 Skipped: 0



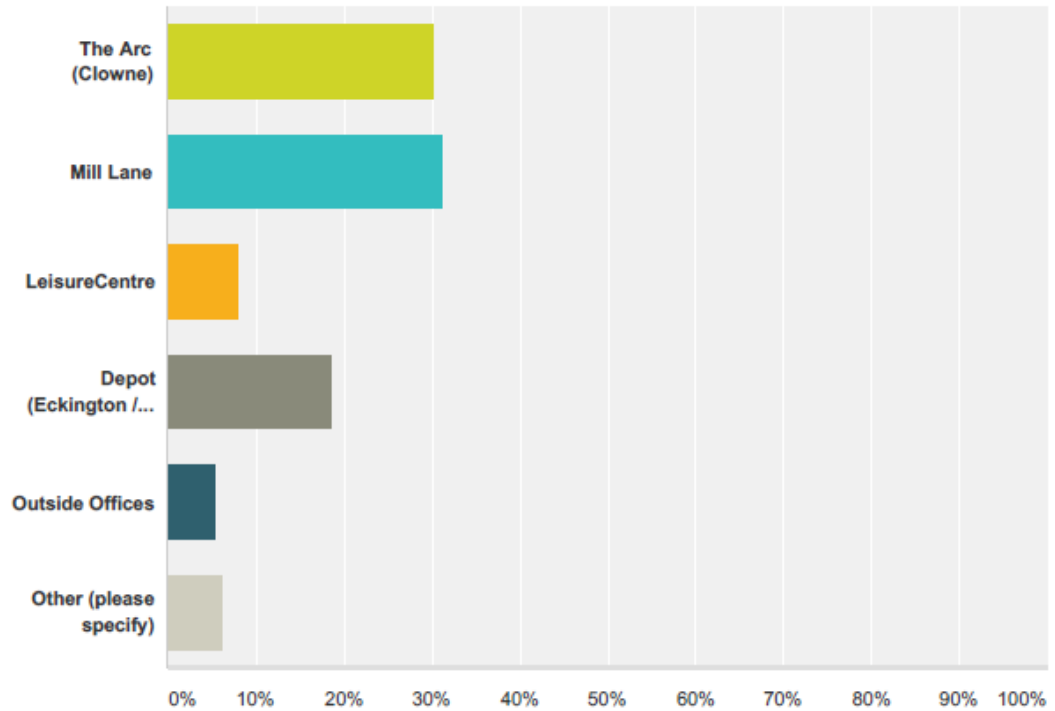
SUMMARY

Answer Choices	Responses	
Bolsover Housing	13.10%	38
Customer Services	8.28%	24
Leisure and Culture including Active and Healthy Lifestyles and Emergency Planning	11.38%	33
Finance including Procurement	2.76%	8
Economic Development and Strategic Housing	4.83%	14
Estates including Asset Management	4.48%	13
Revenues and Benefits	9.31%	27
Democratic Services and Governance	2.76%	8
ICT	5.86%	17
Strategic Alliance Management Team and Joint Chief Executives Office including Strategic Partnership Team	4.83%	14
Legal (BDC and NEDDC) and Land Charges (BDC)	2.41%	7
Neighbourhoods including Street Scene and Community Safety	8.97%	26
Planning (BDC and NEDDC) and Land Charges (NEDDC)	5.86%	17
Environmental Services	6.90%	20
HR and Payroll including Health and Safety	4.14%	12
Improvement and Communications	4.14%	12
Total		290

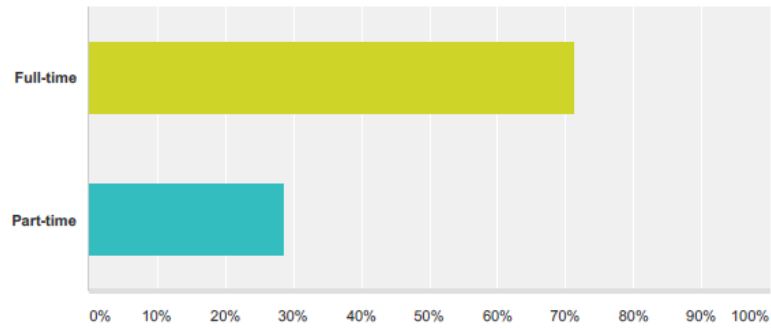
Responses were received from all sections and across all sites. Main locations identified as Mill Lane and The Arc, as you would expect.

**Q3 At which location are you mainly based?
(If you work equally across two or more
bases, please select one which you will use
for the purpose of this questionnaire)**

Answered: 290 Skipped: 0



Answer Choices	Responses	
The Arc (Clowne)	30.34%	88
Mill Lane	31.38%	91
LeisureCentre	7.93%	23
Depot (Eckington / Riverside site)	18.62%	54
Outside Offices	5.52%	16
Other (please specify)	6.21%	18
Total		290

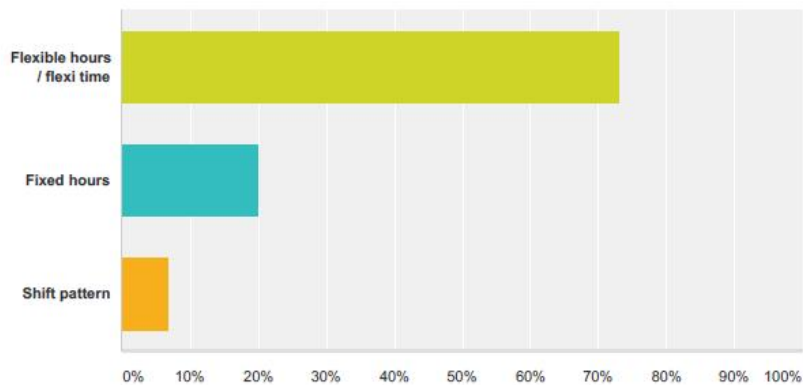


Answer Choices	Responses	
Full-time	71.38%	207
Part-time	28.62%	83
Total		290

There is a significant difference in the number of respondents who work full time, compared to those working part-time and whilst this isn't representative of the general workforce you can understand how this would occur when part time employees may not have had the exposure to reminders etc that full time staff would have.

Q5 Work pattern

Answered: 290 Skipped: 0

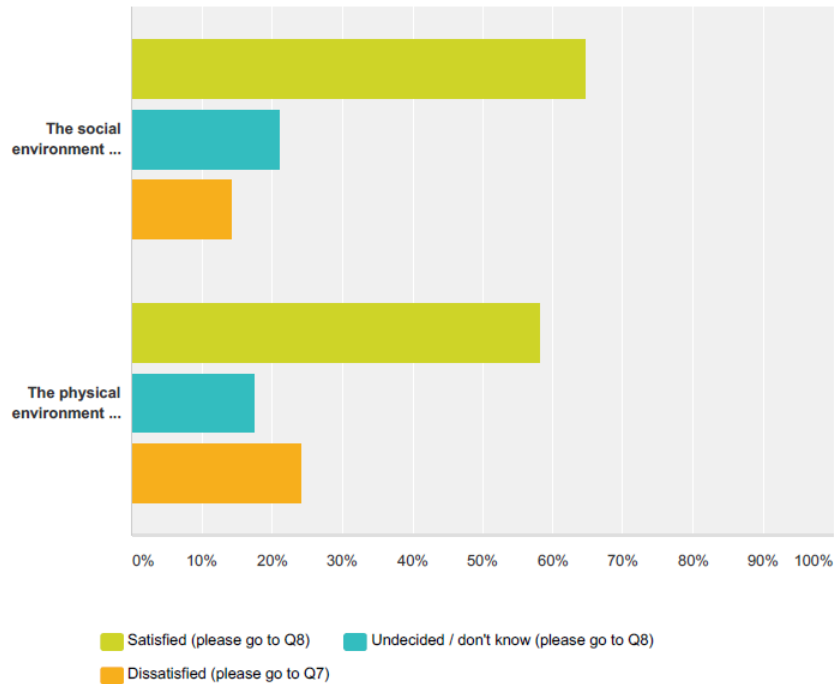


Answer Choices	Responses	
Flexible hours / flexi time	73.10%	212
Fixed hours	20.00%	58
Shift pattern	6.90%	20
Total		290

Most respondents work flexible hours/flexi time, which is expected.

Q6 In general, how satisfied are you with

Answered: 283 Skipped: 7



	Satisfied (please go to Q8)	Undecided / don't know (please go to Q8)	Dissatisfied (please go to Q7)	Total
The social environment at work	64.77% 182	21.00% 59	14.23% 40	281
The physical environment at work	58.20% 149	17.58% 45	24.22% 62	256

Interestingly the majority of employees are satisfied with their social environment 65% and the physical environment 58%.

Question 6 demonstrates that there is greater dissatisfaction with both the Social and Physical Environment at North East Derbyshire compared with Bolsover. There is particular dissatisfaction with the physical environment at North East Derbyshire.

Q6 In general how satisfied are you with	Bolsover		NEDDC		Joint		Overall	
	Satisfied	Undecided/don't know	Satisfied	Undecided/don't know	Satisfied	Undecided/don't know	Satisfied	Undecided/don't know
The Social Environment	Satisfied	70%	Satisfied	51%	Satisfied	31%	Satisfied	64%
	Undecided/don't know	18%	Undecided/don't know	30%	Undecided/don't know	11%	Undecided/don't know	21%
	Dissatisfied	12%	Dissatisfied	19%	Dissatisfied	6%	Dissatisfied	15%
The Physical Environment	Satisfied	47%	Satisfied	26%	Satisfied	23%	Satisfied	58%
	Undecided/don't know	18%	Undecided/don't know	35%	Undecided/don't know	31%	Undecided/don't know	18%
	Dissatisfied	12%	Dissatisfied	49%	Dissatisfied	45%	Dissatisfied	24%

However in the comments sections there are several issues at both Bolsover and North East Derbyshire which are specific to each site which need to be looked at in more detail. However a number of the comments are not practical and cannot realistically be addressed.

Those who were dissatisfied with the social environment were based in the Arc or at Mill Lane, with a few based at the Depot.

There appears to be no link between those that were dissatisfied with their physical environment. A mix of employees based at the various sites and working for either Council were dissatisfied.

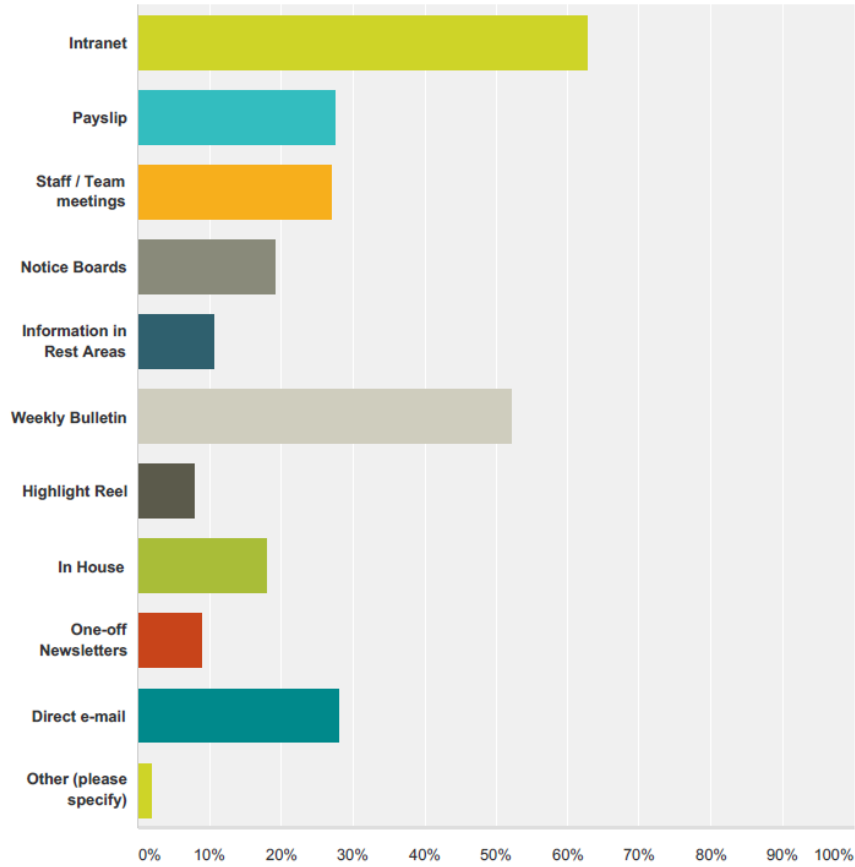
Main reasons highlighted for dissatisfaction with social/physical environment

Q7

The Arc	Mill Lane	Depot	Leisure
Open plan – noisy and disruptive	Building – not up-to-date, dark and oppressive	Lift not working	Not cleaned properly
Cramped	Situated in the middle of nowhere, not much to do	Poor ventilation – cant open windows fully if hot and can be cold in Winter	
Poor ventilation – too hot in summer, too cold in winter	Poor ventilation – too hot in summer, too cold in winter	Noise and vibration from compressor unit	
Poor social environment, used to be a lot better	Poor social environment, layout not conducive to seeing other teams		
Poor access to breakout rooms	Poor access to breakout rooms		
	Needs private outside areas		
	Needs access to water coolers		

**Q8 How would you like to receive Health & Wellbeing information in the workplace?
(please select all that apply)**

Answered: 280 Skipped: 10



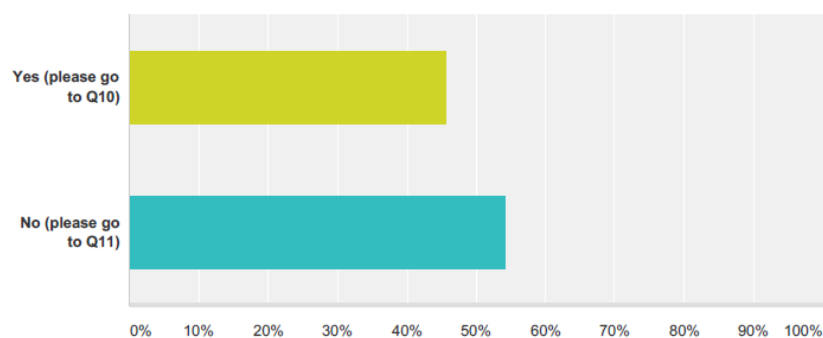
Answer Choices	Responses	
Intranet	62.86%	176
Payslip	27.50%	77
Staff / Team meetings	27.14%	76
Notice Boards	19.29%	54
Information in Rest Areas	10.71%	30
Weekly Bulletin	52.14%	146
Highlight Reel	7.86%	22
In House	17.86%	50
One-off Newsletters	8.93%	25
Direct e-mail	28.21%	79
Other (please specify)	1.79%	5
Total Respondents: 280		

Respondents would most like to receive any information via the intranet and weekly bulletin. These two mediums were the most popular for over half of all respondents and the Council should strongly consider the use of these when promoting any initiatives which should ensure maximum visibility to employees and beneficially for the Council these mediums are free of charge. It would be good to look at the existing information that is on the intranet and develop a Health and Wellbeing section. This could include information around campaigns as well as signposting to local services and activities.

However it should be noted that information attached to payslips and notice boards were popular responses for those staff in Street Scene and Leisure whose access to email is more limited.

Q9 Are you interested in participating in physical activity or becoming more physically active?

Answered: 269 Skipped: 21



Answer Choices	Responses
Yes (please go to Q10)	45.72% 123
No (please go to Q11)	54.28% 146
Total	269

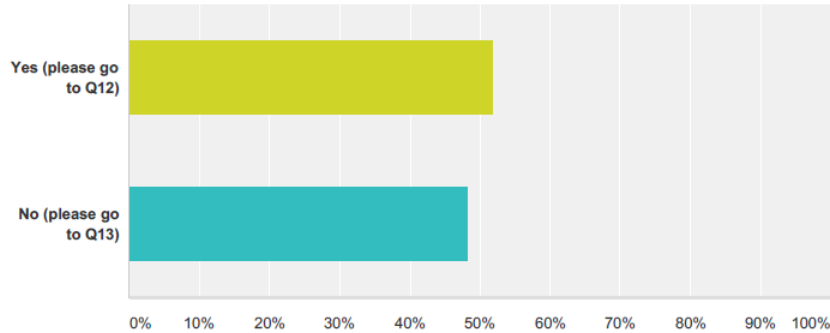
Only a slight majority (54%) of respondents were not interested in participating in physical activity or becoming more physically active. Across all locations respondents were interested in participating in physical activity or becoming more physically active. There were no obvious bases where physical activity would be better placed.

Respondents were asked what type of physical activity they would be interested in participating in. A variety of physical activities were raised. However the most popular activities noted were swimming, gym, walking, cycling, yoga and pilates. Therefore it would be good to identify what is already on offer at each site and develop a programme of activities for staff to try. It is also important to promote existing programmes at the Leisure Centres.

Just over half of all respondents (52%) felt that they were able to be physically active during their working day, with 45% of respondents able to be physically active as part of their job. Nearly a third of respondents (31%) were able to undertake an off-site activity such as running/walking.

Q11 Do you have the opportunity to be physically active during your working day?

Answered: 270 Skipped: 20



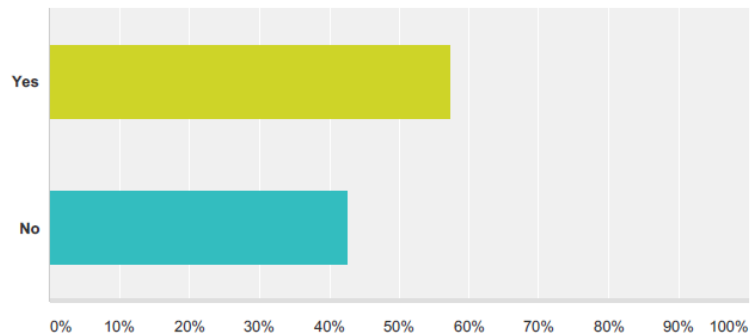
Answer Choices	Responses	
Yes (please go to Q12)	51.85%	140
No (please go to Q13)	48.15%	130
Total		270

As you would expect the majority of staff who did not have the opportunity to be active during their working day were office staff. The effect that the Council can have on this response is limited as some jobs have a limited ability to be physically active.

On average between 20 and 30% of respondents said that they would participate if the Council put on physical initiatives. However as many as 6 in 10 respondents said that they would participate in Health checks if they were to be offered to employees. A similar number of employees (57%) said that they would participate in Healthy Eating initiatives. Nearly 6 in 10 respondents (58%) said that they were interested in learning more about Mental Wellbeing and support. These three initiatives should be prioritised by the Council in any Health and Wellbeing work to get some quick wins and to build interest from a significant group of employees at an early stage. This should be offered to all staff followed by support and advice from the advisor who conducts them. One option could be that the Council considers these checks being conducted by both Districts' Leisure Staff.

Q16 Are you interested in learning more about healthy eating or following a healthier diet?

Answered: 261 Skipped: 29

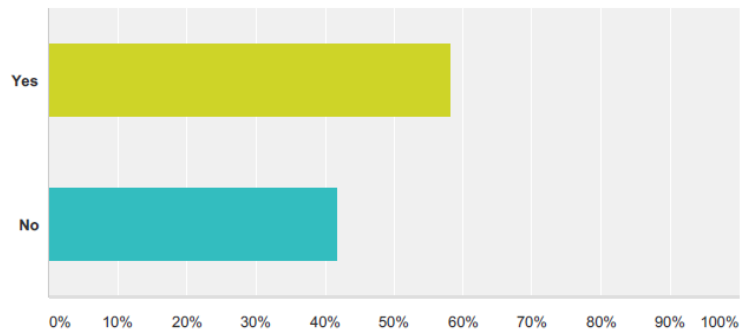


Answer Choices	Responses	
Yes	57.47%	150
No	42.53%	111
Total		261

Bolsover & North East Derbyshire Healthy Workplaces Survey

Q19 Are you interested in learning more about mental wellbeing and support?

Answered: 254 Skipped: 36



Answer Choices	Responses	
Yes	58.27%	148
No	41.73%	106
Total		254

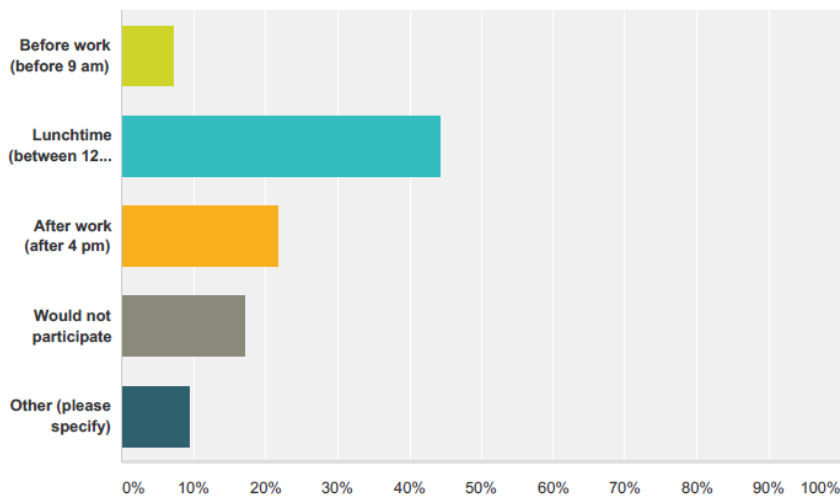
Practical support such as free or subsidised fruit, access to healthy food and snacks in vending machines and free chilled drinking water, as well as on site taster sessions on mental health were popular requests from employees. However informative talks, presentations and awareness information ranked high as initiatives which employees would like to access.

It should be noted that some support has been offered on mental health and healthy eating for employees at both Councils via information which was promoted in May 2016 by the HR team – this information and links through the Intranet and the Weekly Bulletin has been highlighted by employees as being preferred methods. Training has also been offered on stress awareness in the past and had positive evaluations from the staff who attended. Management may wish to take a decision to run this course again, although there would be a cost involved with this. Management may also wish to promote Mental Wellbeing (as has been undertaken previously) on a rolling programme e.g. every 6 months to ensure that all staff get the chance to access this information.

When considering any initiatives which require participation, consideration should be given to the timing of these events as nearly half (44%) of employees prefer lunchtime events. However consideration should be given to the timing of events for those employees who work on routes/shift work and may not be able to attend. For these staff alternative options should be explored with management to minimise downtime and cost.

Q22 When is the best time for you to participate in initiatives if they were offered at work?

Answered: 257 Skipped: 33

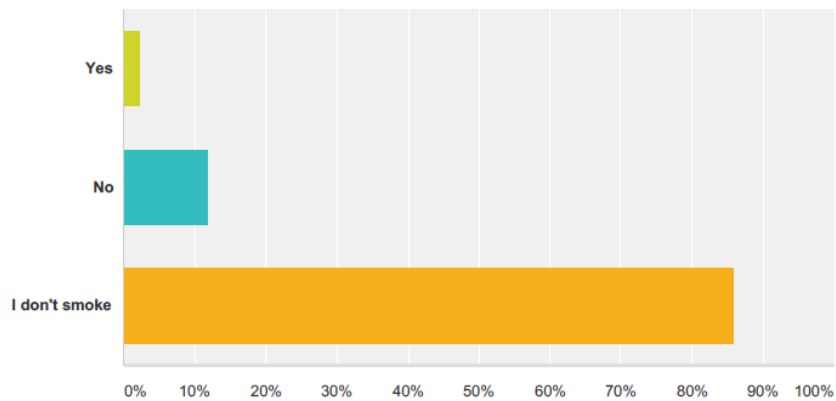


Answer Choices	Responses
Before work (before 9 am)	7.39% 19
Lunchtime (between 12 noon and 2 pm)	44.36% 114
After work (after 4 pm)	21.79% 56
Would not participate	17.12% 44
Other (please specify)	9.34% 24
Total	257

Management may wish to de-prioritise such events as smoking cessation or alcohol awareness as 86% of employees said that they do not smoke and 88% of employees claimed to already be aware of guidance on alcohol limits. However it should be noted that it is likely that respondents are more healthy and the non respondents are less so (see information on health statistics p16). The Council could signpost employees to cessation services and the Live Life Better Derbyshire website that has a self referral for those who would like support with smoking cessation.

Q23 If you are a smoker, would you like to receive support to give up smoking?

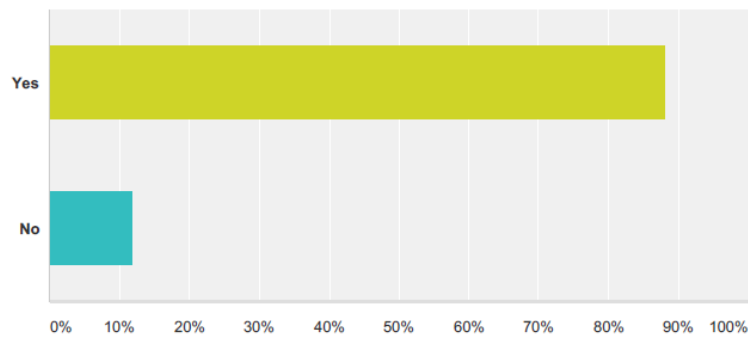
Answered: 262 Skipped: 28



Answer Choices	Responses	
Yes	2.29%	6
No	11.83%	31
I don't smoke	85.88%	225
Total		262

Q24 Are you aware of the weekly unit guidelines for drinking alcohol?

Answered: 260 Skipped: 30

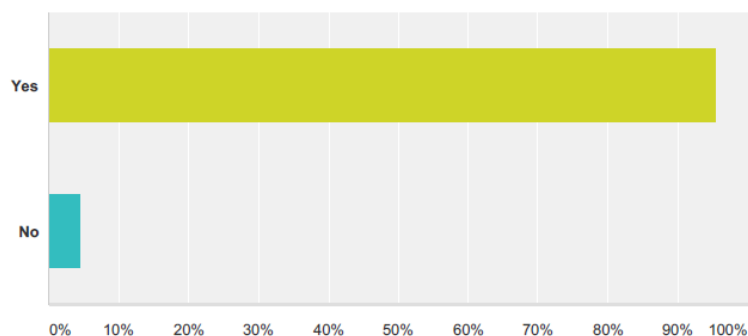


Answer Choices	Responses	
Yes	88.08%	229
No	11.92%	31
Total		260

At a more local level, encouragingly 95% of staff were aware of the Council’s sickness absence policies. The Council would not need to do much to maintain this level as most managers would remain aware from working with HR to manage sickness in their area. New managers would be picked up via manager briefings.

Q26 Are you aware of the Councils' Sickness Absence Policies?

Answered: 261 Skipped: 29

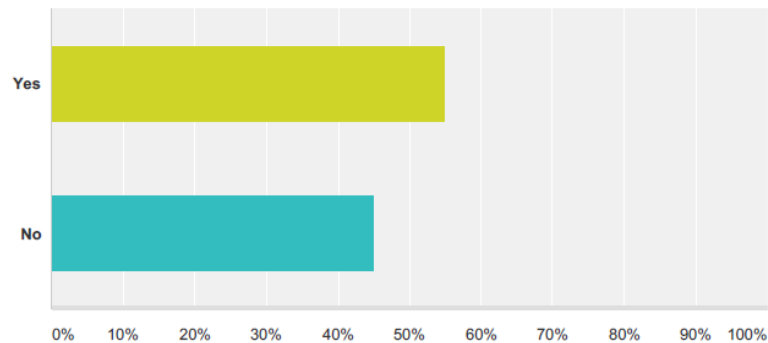


Answer Choices	Responses	
Yes	95.40%	249
No	4.60%	12
Total		261

However only 55% of respondents were aware of how to access Occupational Health and referral services. A further initiative for the Council to prioritise might be local support options; this could also include counselling and physiotherapy.

Q27 Do you know how to access the Councils' Occupational Health and referral services?

Answered: 262 Skipped: 28



Answer Choices	Responses	Count
Yes	54.96%	144
No	45.04%	118
Total		262

General comments from NEDDC Partnerships Team who authored the Council's Health and Wellbeing Strategy for the District and Healthy NED Partnership Public Health Locality Plan:

- Both NED and Bolsover Health Partnerships have received an additional allocation of £5000 each to engage businesses in workplace health initiatives to make workplaces healthier, happier and more productive. The Workplace Health Team is currently developing a Corporate Games Network with 6 events planned over 12 months from February 2017 at various locations around NED, Bolsover and Chesterfield. Events will be inclusive and aimed at participation: rounders, indoor cricket, wheelchair basketball, new age kurling and boccia, handball and walking football. This programme will be promoted by the end of the year and both Councils will be invited to field teams.
- Recognising that most employees live in the north eastern part of Derbyshire, latest Health Profile data 2016 for NED, Bolsover and Chesterfield show that estimated levels of excess weight in adults has worsened since last year and recorded levels of diabetes is significantly worse than the England average. Smoking related deaths in Chesterfield and Bolsover are significantly worse. Mental health and wellbeing continues to be a main priority across all areas.

FULLER CONCLUSION

The response rate to the questionnaire of 31% although significant enough to report on should be considered with caution as two-thirds of employees have not responded and there is no way of knowing what their responses would have been.

Responses were received across all bases and services which hopefully reflects a response that is reflective of employee views, however as discussed above this should be progressed with caution.

The majority of employees, on the whole, were satisfied with the physical and social environment at work and the Councils can be pleased with this. The majority of respondents stated that they were not interested in participating in physical activity or taking part in initiatives if they were offered at work. However monitoring of the comments made should be undertaken to reduce dissatisfaction where possible.

However there were areas where the majority of employees did state that they were interested in participating including health checks (e.g. blood pressure/cholesterol checks), healthy eating/diets, and mental wellbeing and support. Should the Councils choose to put on such initiatives, consideration should be made to arrange taster and awareness sessions, during lunchtimes and communicating any information via the Intranet and Weekly bulletins to appeal to the most employees. Proceeding with health checks is a good starting point towards preventable ill health, but consideration should be given to how we support those employees who are advised after checks to take more exercise – signposting to the exercise referral team and promotion of leisure facilities may be an option.

Consideration should be given to the fact that 2/3 of employees did not respond to the survey. However we know from sickness reporting that other musculo –skeletal problems, stress / depression/ mental health and stomach / liver / kidney / digestion are three of the main causes of sickness absence and it may be that some of this absence is preventable, if healthier lifestyles are maintained.

The Council should also consider communicating information on its internal Occupational Health services as a significant number of employees felt unaware of how to access these services which may prove beneficial for employees and managers and support a reduction in sickness absence. The Council has various mechanisms to support employees in remaining at work or returning to work including Occupational Health, phased return to work programmes, counselling, physiotherapy and access to online and telephone support services.

The HR team will be working with services to recruit a number of Health and Wellbeing champions who will be able to progress Health and Wellbeing initiatives across the Council. It should be noted that managers and senior managers should commit to supporting the work of this group. However it is felt that considering the content of this report much of the support requested from employees can be met from existing resources including the HR team and Health and Wellbeing Champions.

An action plan and summary report alongside this detailed report will be provided to the Strategic Alliance Management Team.



Draft Action Plan January 2017 – December 2017

Key Area/Focus	Issue	Response rate (fairly likely and extremely likely, number of responses)	Key Actions/Priorities	Responsibility	Timescale
Communications	Q 1. How would you like to receive Health and Wellbeing information in the workplace?	<ul style="list-style-type: none"> - Intranet – 62% - Weekly Bulletin – 52% 	<ul style="list-style-type: none"> - Develop a Health and Wellbeing section on internal intranet – include local and national information as well as services - Update the above sections regularly and focus on key initiatives 	Communications/ Derbyshire Healthy Workplaces (DHW) / HR	January/February
Physical Activity	Q. 9 Are you interested in doing more Physical activity	<ul style="list-style-type: none"> - Yes – 45% (123) - No – 54% (146) 	<ul style="list-style-type: none"> - Offer a programme of lunchtime physical activity taster sessions at both Arc and Mill Lane 	Leisure Services/Sports Development/ Derbyshire Healthy Workplaces	January/February Ongoing
			<ul style="list-style-type: none"> - Promote leisure centre activities and 	Communications / Leisure	Ongoing

			rates to staff regularly		
			- Promote Corporate Games Events that are planned in for 2017	Derbyshire Healthy Workplaces	January/Ongoing
			- Promote Workplace Challenge throughout the year to encourage people to be more physically active	Derbyshire Sport/Derbyshire Healthy Workplaces	January
	Q.14 If physical activity was offered at work, how likely are you to take part	<ul style="list-style-type: none"> - Health Checks – 60% (158) - On site activity sessions (Yoga/aerobics) – 29.41% (75) - Onsite activity run by qualified instructor – 29.07% (75) - Physical activity awareness sessions – 25% (65) 	<ul style="list-style-type: none"> - Deliver a programme of Health MOT's across both districts - Leisure staff to deliver Health and Wellbeing sessions – 20 minute snapshots during lunch time - Invite external providers in to deliver lunchtime sessions – i.e. Derbyshire Alcohol Advice Services 	<p>Leisure services teams/GP referral staff</p> <p>Derbyshire Healthy Workplaces to set up external providers to deliver talks</p> <p>HR</p>	January/March
Healthy Eating	Q. 16 Are you interested in learning more about healthy eating or	<ul style="list-style-type: none"> - Yes – 58% (150) - No – 42% (111) 	<ul style="list-style-type: none"> - Include a section on Healthy Eating on intranet Health and Wellbeing section - Develop a series of 	Communications/ Derbyshire Healthy Workplaces to draft info	Jan/Feb

	following a healthier diet?		healthy eating stories/information in Weekly Bulletins - Fruit and veg swap, growing etc.		
	If yes – what?	<ul style="list-style-type: none"> - Free or subsidised fruit and salad in the workplace - 72% (188) - Better access to healthy food on site - 57% (142) - Free chilled drinking water (where not already provided) - 56% (142) - Recipes and tips for healthy eating – 54% (142) - Health Awareness information (e.g. leaflets/websites) - 42% (108) 	<ul style="list-style-type: none"> - Investigate possibility of providing more healthy food options for all sites including healthy vending machine options/alternatives - Investigate providing water coolers across all sites - Set up a number of healthy eating information sessions and promote a healthy eating campaign yearly 	TBC	Ongoing
Mental Wellbeing	Q. 19 Are you interested in learning more about mental wellbeing and support	<ul style="list-style-type: none"> - Yes – 58% (148) - No – 41% (106) - On site tasters run by qualified therapists (e.g. Stress management techniques) 43% (110) - Mental Wellbeing 	<ul style="list-style-type: none"> - Develop a programme of events and training to support Mental Wellbeing for staff across all sites - To include: Mental Health First Aid Lite course to be delivered to Health 	HR/Derbyshire Healthy Workplaces	Ongoing

		<p>awareness information (e.g. leaflets/websites) - 42% (106)</p> <ul style="list-style-type: none"> - On site blood donation sessions – 38% - (94) - Talks/presentations/workshops on mental wellbeing – 34% (85) 	<ul style="list-style-type: none"> - Champions - Deliver Mental Health Training for Managers Course - Promote the links between Mental Wellbeing and Physical Activity 		
Timing of Initiatives/Activities	Q. 22 When is the best time to participate in initiatives if they were offered at work?	<ul style="list-style-type: none"> - Lunchtime between 12noon and 2.00pm – 44% (114) 	<ul style="list-style-type: none"> - Plan a range of activities during lunch times - Promote existing local activities to staff 	HR/Derbyshire Healthy Workplaces/Leisure Services staff	Ongoing
Awareness of Council Support Offer	Awareness of existing Council Support is good	<ul style="list-style-type: none"> - Good responses about what already is available to staff 	<ul style="list-style-type: none"> - Continue to promote the council wellbeing offer including occupational health and support services 	HR/Leisure Services/Comms	Ongoing
General	Promote and Develop Health and Wellbeing offer through staff forum/group to ensure sustainability – Staff engagement		<ul style="list-style-type: none"> - Set up a Staff Health and Wellbeing group - Develop action plan and calendar of campaigns to promote - Develop a network of Health Champions – Allow staff time to attend DCC Free 1 day course 	<p>Derbyshire Healthy Workplaces Mental Health First Aid – Lite course</p> <p>Tailored training for managers</p> <p>HR</p>	January 2017

	<p>Support for low priority areas such as smoking cessation</p> <p>Communicate developments in relation to Health and Wellbeing and where initiatives cannot be delivered comment as to why so that staff are aware of the reason</p>		<ul style="list-style-type: none"> - Promotion of the Live Life Better Derbyshire self referral scheme 	<p>Health and Wellbeing Champions</p>	
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Bolsover District Council

Union Employee Consultation Committee

9 March 2017

Equalities Information for year ending March 2016

Report of the Joint Assistant Director – HR & Payroll

This report is public

Purpose of the Report

- To provide the Committee with equality data in relation to its workforce and recruitment practices for the period April 2015 to March 2016.

1 Report Details

- 1.1 Attached at Appendix A is a comprehensive summary of the equalities data that is collected and published by the Council on an annual basis.
- 1.2 Monitoring information is collected for gender, ethnicity, disability, age, sexual orientation, religion or belief.
- 1.3 The Council also monitors information with regard to Recruitment and Selection and this is also included in section 3 of Appendix A, along with information in relation to training and staff turnover.

2 Conclusions and Reasons for Recommendation

- 2.1 As Appendix A demonstrates there are areas where the Council is exceeding targets, for example Top 5% of earners being female, employees declaring a disability and employees being from an ethnic minority group. However, whilst the Council has no target in relation to the top 5% of earners being from an ethnic minority, the Council does not employ anyone in this group and hasn't during the period of monitoring.
- 2.2 It is pleasing to note that during the financial year 2015/16 there has been no formal disciplinary action taken, no formal grievances (including harassment and bullying) raised and no dismissals.

3 Consultation and Equality Impact

- 3.1 The summary information will be discussed at this Committee.

4 Alternative Options and Reasons for Rejection

- 4.1 N/A

5 Implications

5.1 Finance and Risk Implications

None specifically.

5.2 Legal Implications including Data Protection

Data is published in accordance with specific Regulations and Data Protection principles.

5.3 Human Resources Implications

None specifically.

6 Recommendations

6.1 That the Committee:

- (i) Considers and analyses the content of the Equality Information Summary.
- (ii) Notes that the data for year ending March 2017 will be available for the next meeting.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
District Wards Affected	
Links to Corporate Plan priorities or Policy Framework	Transforming our Organisation

8 Document Information

Appendix No	Title
A	Equality Information Summary 2015/16
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Stephanie Barker	2237



EQUALITY INFORMATION SUMMARY 2015/16

Under Section 149 of the Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011, the Council is required to publish information which demonstrates our compliance with the general equality duty. This summary sets out equality information relating to recruitment practices and workforce information at Bolsover District Council.

1. Headline results

- Women account for 47.19% of the workforce at March 2016
- 52% of our top 5% of earners in 2015/16 were female
- In 2015/16, 10.26% of the workforce declared themselves as disabled, exceeding our target of 6%
- In 2015/16, 1.40% of the workforce declared themselves as from a minority ethnic background
- Analysis of our age profile shows that in 2015/16, 39.16% of our workforce was aged 50 years or more
- Recruitment and Selection – There were fluctuations in the number of vacancies throughout the year and fewer applicants from black/minority/ethnic communities overall. There were also consistently more female than male applicants and of these applicants generally more males than females were successful in obtaining employment.
- Workforce Monitoring – There was a general increase in employees declaring they meet the Equality Act 2010 and a significant increase in females during October to December 2015.
- Learning and Development – There were fluctuations in the number of places 'taken up' with regard to off the job training and considerably more males than females attended consistently during the year.

2. Monitoring of employment policies

The Council currently has a number of ways it monitors the effects of its policies on employees, which are co-ordinated by the Human Resources and Payroll Department. The authority undertakes equalities monitoring at all stages of the employment process. This is achieved through methods such as employee surveys and exit questionnaires. Monitoring information is collected for gender; ethnicity; disability; age; sexual orientation; religion or belief (see Figure 6)

Equalities monitoring with regard to employment practices provides statistical data on the following:-

- Job applicants
- Shortlisted candidates
- Successful candidates

- Workforce monitoring
- Training and development
- Discipline
- Grievances (including harassment and bullying)
- Labour turnover
- Voluntary leavers
- Dismissals
- Redundancy
- Ill health retirements
- Efficiency of the service

In addition, annual monitoring takes place on pay decisions relating to appointment within grades and the awarding of market supplements.

3. Recruitment Monitoring

During 2015/16 there were 46 vacancies advertised (4 of which were unfilled), 471 applications received, 214 shortlisted and 79 successful candidates. On numerous occasions there was more than one successful candidate per vacancy i.e. more than one post available. Of those applications received, 174 were from males and 297 from females, 12 from ethnic communities and 22 from disabled people. Applicants short-listed for interview included equal numbers from males and females (107), 3 from ethnic communities and 13 from disabled people. Successful applicants included 47 males, 32 females, 0 from ethnic communities and 2 disabled.

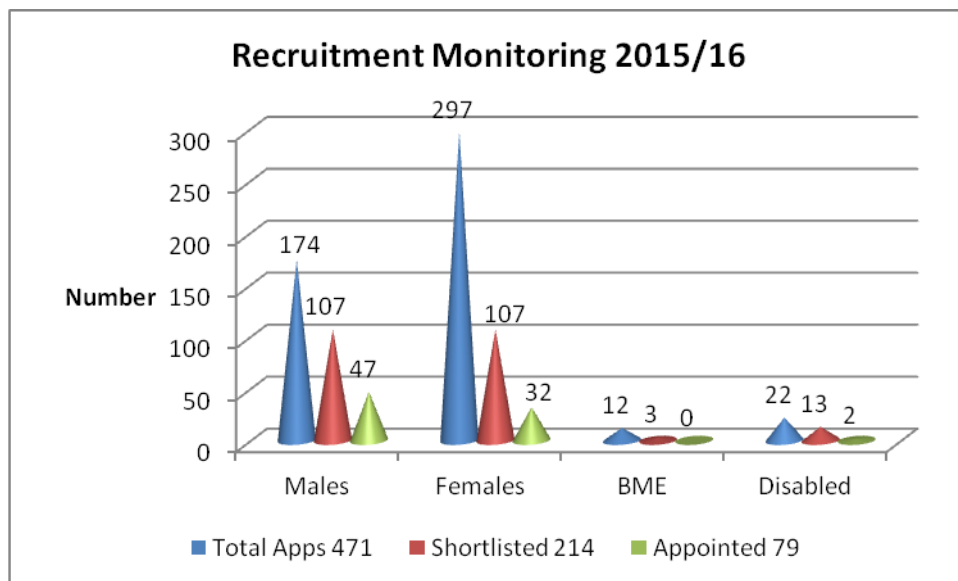


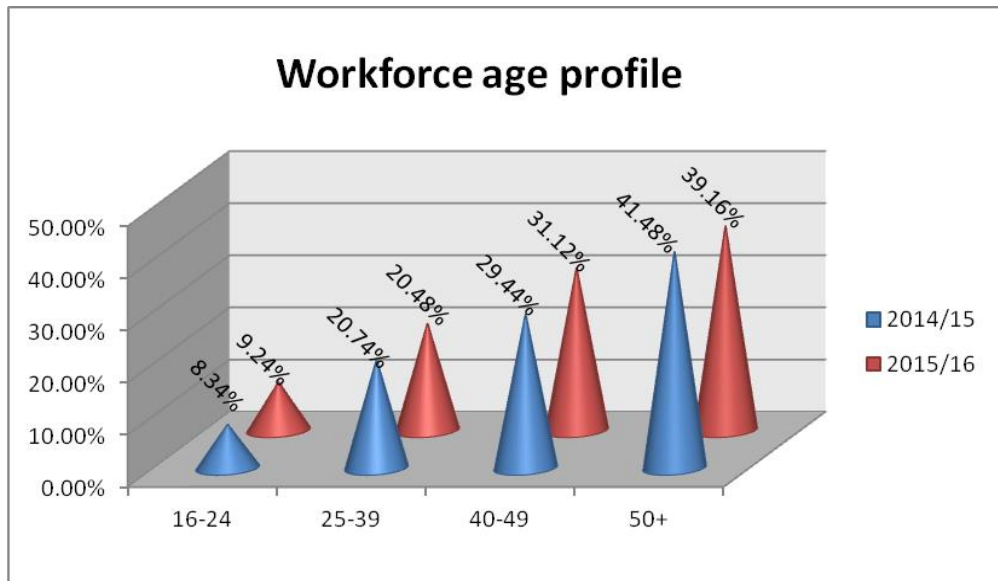
Fig 1: No of applications and number appointed split by male, female, BME and disabled

4. Workforce Equality Information

At March 2016, the Council had 498 employees, 235 (47.19%) of whom are female and 263 (52.81%) of whom are male.

During 2015/16, 47.19% of our employees were female; 52.81% were male; 99% declared their ethnicity as white and 1% declared as ethnic minorities; 9.84% of our workforce declared themselves to be disabled. Figure 1 below illustrates the age profile of our workforce.

Fig 2: Workforce age profile

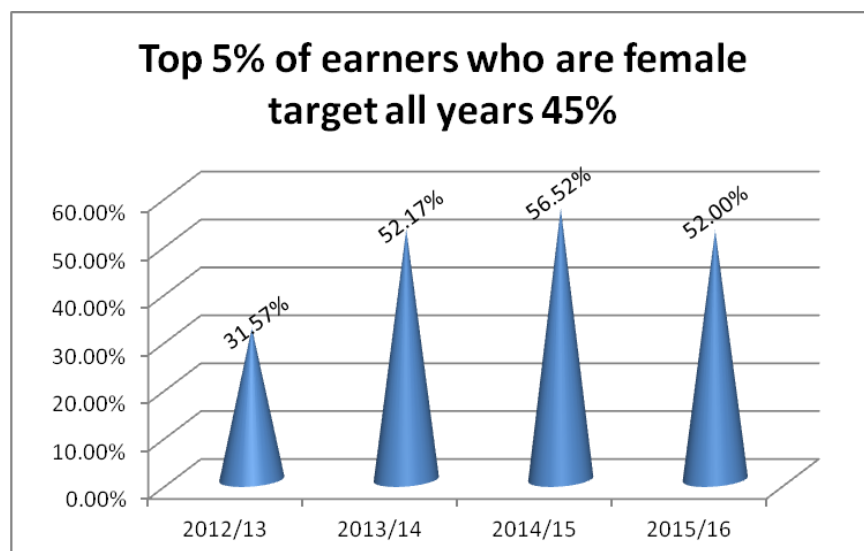


Top 5% of earners; gender, disability and ethnicity

The following tables (Figures 3-9) show Bolsover District Council's performance towards its employment equality objectives. This data is drawn from our performance management system and is regularly monitored by senior managers, employee groups and elected Members. We also monitor our annual out-turns for these indicators against those of comparable Shire Districts.

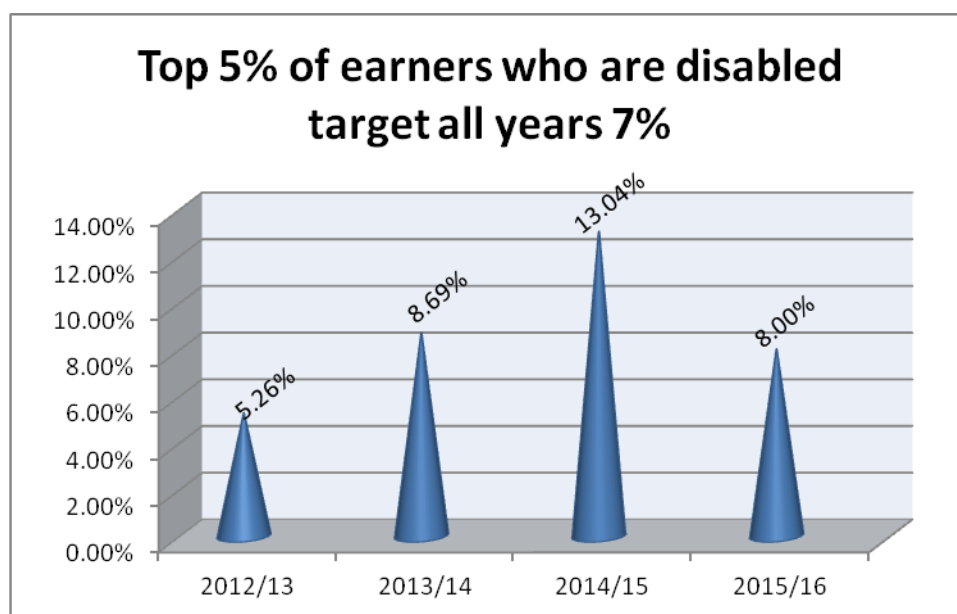
As Figure 1 below shows the number of females who are in the top 5% of earners, which has slightly decreased but still exceeded the target of 45.00%

Fig 3: Top 5% of earners who are female



As Figure 3 below illustrates, we exceeded our target of 7.00% of the top 5% of earners who declared a disability this year, achieving 8%

Fig 4: Top 5% of earners who are disabled



*Data fluctuations between years due to low numbers of employees in qualifying group.

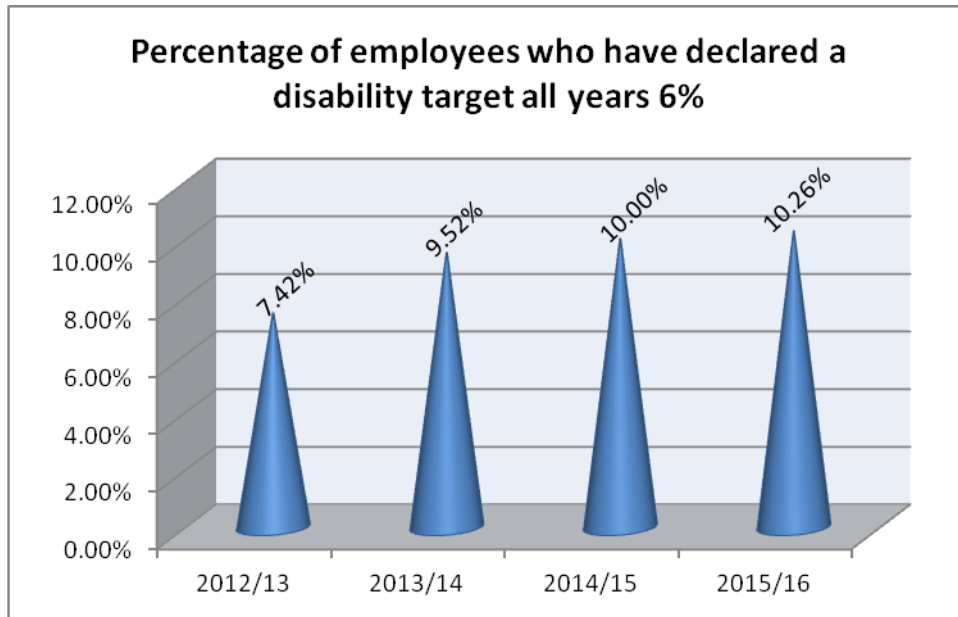
The District population profile indicates a decrease in the ethnic minority population from 2.9% in 2009 to 1.9% in 2011 and we have one of the lowest ethnic minority populations in the East Midlands region. Our target for the top 5% of earners who declared an ethnic minority background was reviewed in 2008 but as the authority employs so few employees who have declared an ethnic minority background a target seems superfluous any increase in this area would be welcomed.

Fig 5: Top 5% of earners from an ethnic minority background

Year	Value	Target
2015/16	0.00%	0.00%
2014/15	0.00%	0.00%
2013/14	0.00%	0.00%
2012/13	0.00%	0.00%
2011/12	0.00%	0.00%
2010/11	0.00%	0.00%

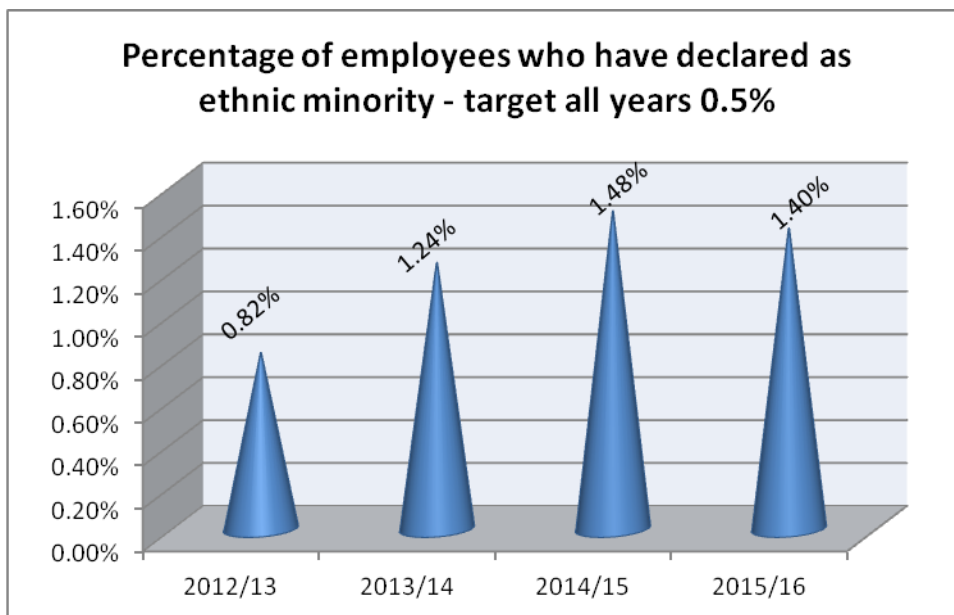
The profile of our community indicates higher than average levels of long-term ill health and disability, as Figure 6 below shows, the percentage of employees who declared a disability was 10% in 2014/15 against a target of 6.00%. This has also increased to 10.26% for 2015/16.

Fig 6: Percentage of employees who have declared a disability



The ethnic minority composition of our workforce is broadly representative of our community. Efforts to attract candidates from ethnic minority groups have been made through targeted advertising via hard to reach groups. In 2015/16, we achieved 1.40% out-turn compared to 1.48% in 2014/15.

Fig 7: Percentage of employees who have declared as ethnic minority



The table below (Figure 7) shows equality monitoring information across the whole of the Council's workforce from April 2012 – March 2016.

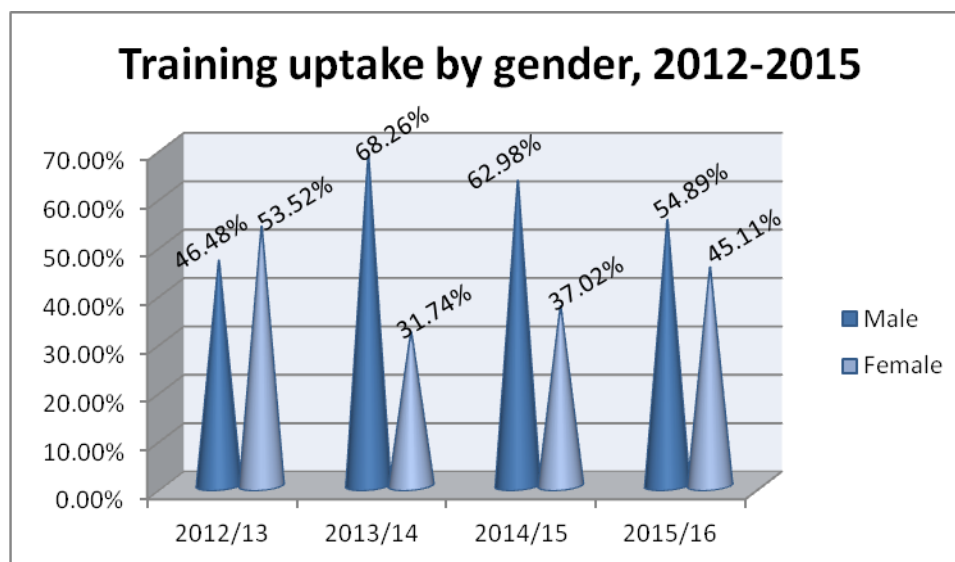
Fig 8: Workforce Equality Monitoring Data at March 2016

Equality Group	2012/13	2013/14	2014/15	2015/16
White	99.18%	98.8%	98.52%	99%
BEM	0.82%	1.2%	1.48%	1%
Male	53.69%	52%	54.63%	52.81%
Female	46.31%	48%	45.37%	47.19%
Disabled	7.37%	9.52%	10.00%	9.84%
Age 16-24	6.35%	4.18%	8.34%	9.24%
Age 25-39	23.16%	19.76%	20.74%	20.48%
Age 40-49	31.76%	32.32%	29.44%	31.12%
Age 50 and over	38.73%	43.72%	41.48%	39.16%
Heterosexual*	66.60%	66.74%	73.89%	76.70%
Gay, lesbian or bisexual*	0.20%	0.23%	0.37%	0.60%
Christian*	52.46%	53.25%	54.07%	54.01%
Any other religion or belief*	1.03%	1.39%	1.85%	2.01%
No religion or belief*	46.31%	38.83%	20.00%	43.98%

*Provision of monitoring information for these categories is optional.

The Council monitors training uptake by gender, to ensure that all our employees are able to access learning and development opportunities. Figure 8 below shows our progress on this.

Fig 9: Training uptake by gender, 2010-2016



Source: Human Resources and Payroll Department

5. Workforce monitoring data: 2015/16

Discipline

There were no disciplinary actions during 2015/16.

Grievances (including harassment and bullying)

There were no grievances lodged during 2015/16.

Learning and Development

During 2015/16, 716 'off the job' training places have been taken up, the majority by males (54.89%).

Labour Turnover

During 2015/16 there were 62 leavers. Of the total number of leavers, 69.35% were male; 30.64% were female; 12.90% were disabled. There were 36 voluntary leavers, of whom 58.33% were male; 41.66% were female; 16.66% were disabled. Figure 9 below shows the total labour turnover by age band.

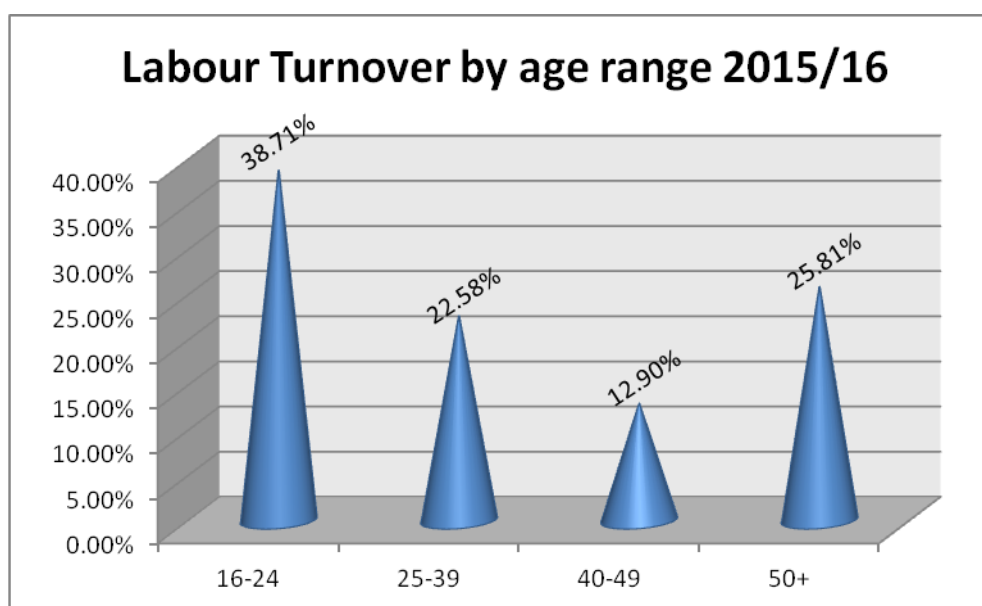


Fig 10: All Leavers by Age Range

Dismissals

There were no dismissals during 2015/16.

Redundancy/Efficiency of Service

There were two redundancies during 2015/16.

Ill Health Retirement

There were no ill health retirements during this period.

It is recognised good practice to have a workforce that is broadly representative of the local community. With regard to the local community, the 2011 census indicates that the local population is 75,866, of which 37,442 are economically active.

	White and White British	Mixed/ multiple ethnic groups	Asian/Asian British	Other	Black/African / Caribbean/ Black British
Population#	98.1%	0.7%	0.8%	0%	0.4%
Workforce##	99%	0.80%	0.20%	0%	0%

#based on 2011 Census

##based on employee personal data as at 31st March 2016.

An analysis of Bolsover District's population and workforce in respect of religion/beliefs is as follows:-

	Other	Christian	Hindu	Sikh	Buddhist	Muslim	Prefer Not to Say	No Religion
Population#	0.3%	65.2%	0.1%	0.1%	0.2%	0.2%	6.9%	27%
Workforce##	1.81%	54.01%	0%	0.20%	0%	0%	22.29%	21.69%

#based on 2011 Census

based on employee personal data as at 31st March 2016.

We introduced monitoring for sexual orientation and religion or belief across all our employment practices in 2008.

Sexual Orientation

While 22.70% of our employees prefer not to declare their sexual orientation, 76.70% of our employees declared themselves to be heterosexual.

Religion or Belief

54.01% of our workforce has declared themselves to be Christian; 2.01% have declared another religion or other belief; and 43.98% have declared no belief at all.

6. Senior Pay Policy

Following consideration and approval at Council on 1st March 2012, our Policy for Senior Management pay is available on our website as required by the Localism Act 2011 and is updated on an annual basis.