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To: Chair & Members of the Safety Committee

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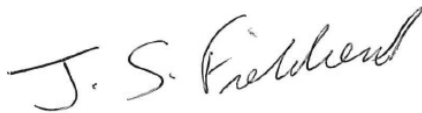
Tuesday, 3<sup>rd</sup> May 2022

Dear Councillor

**SAFETY COMMITTEE – THURSDAY, 5TH MAY, 2022 AT 11:00 HOURS**

I refer to your recently circulated agenda for the above meeting and now enclose a copy of the papers which were marked 'To Follow'.

Yours faithfully



Solicitor to the Council & Monitoring Officer



**We speak your language**  
Polish **Mówimy Twoim językiem**  
Slovak **Rozprávame Vaším jazykom**  
Chinese **我们会说你的语言**

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## **SAFETY COMMITTEE**

*Thursday, 5th May, 2022 at 11:00 in the Council Chamber, The Arc, Clowne*

<b>Item No.</b>	<b>PART 1 – OPEN ITEMS</b>	<b>Page No.(s)</b>
<b>5.</b>	<b>Sickness Absence - Quarter 4</b>	<b>3 - 12</b>

## Bolsover District Council

### Report of HR & OD Manager

#### Sickness Absence - Quarter 4 (January – March 2022)

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1. Purpose of the Report
    - 1.1 To report the sickness absence figures throughout the Council for Quarter 4, (January – March 2022).
  2. Issues for Consideration
    - 2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months January – March 2022.
    - 2.2 Absence for the Senior Managers Group is shown as 50% of the total absence for Joint Senior Managers as this is split with Bolsover/NE Derbyshire District Council. For other employees the absences included are for the employing authority only.
    - 2.3 **The average number of days lost per employee for Quarter 4 was 2.19 days**
    - 2.4 **The actual 2021/22 outturn figure for the average number of days lost per employee is 8.7 days.**
      - 2.4.1 **The 2021/22 outturn figure for the average number of days lost per employee if COVID related symptoms were discounted is 6.5 days.**
    - 2.5 The annual target for the Local Performance Indicator to the end of March 2022 is **8.5 days**.
    - 2.7 For the purposes of sickness reporting, Senior Management is accounted for as follows:-
      - 1 Joint Assistant Director Post (0.5 fte).

3. Summary of Key Corporate Trends

The following tables detail the key pattern and trends being experienced corporately in relation to sickness absence.

Table One: Organisational Outturn Average Number of Days Absence  
(Average sickness days per fte employee)

	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20 Costs</b>	<b>2020/21</b>	<b>2020/21 Costs</b>	<b>2021/22</b>	<b>Current Year Costs</b>
<b>Quarter One</b>	2.23	1.85	£79,136.56	1.50	£51,292.61	1.91	£81,917.94
<b>Quarter Two</b>	1.86	1.84	£69,134.38	1.35	£52,351.59	2.31	£91,025.58
<b>Quarter Three</b>	2.52	2.43	£84,863.87	1.14	£46,411.80	2.29	£85,306.37
<b>Quarter Four</b>	2.09	1.68	£56,257.50	1.58	£66,731.07	2.19	£84,857.65
<b>Overall Outturn</b>	<b>8.7</b>	<b>7.8</b>	<b>£289,392.31</b>	<b>5.57</b>	<b>£216,787.07</b>	<b>8.7</b>	<b>£343,107.54</b>

Table Two: Organisational Long Term/Short Term Split Days Percentage

	<b>2018/19</b>		<b>2019/20</b>		<b>2020/21</b>		<b>2021/22</b>	
	Short term	Long Term	Short term	Long Term	Short Term	Long Term	Short Term	Long Term
<b>Quarter One</b>	34%	66%	43%	57%	33%	67%	40%	60%
<b>Quarter Two</b>	35%	65%	54%	46%	37%	63%	67%	33%
<b>Quarter Three</b>	33%	67%	45%	55%	47%	53%	48%	52%
<b>Quarter Four</b>	44%	56%	60%	40%	43%	57%	69%	31%
<b>Overall Outturn</b>	<b>36%</b>	<b>64%</b>	<b>48%</b>	<b>52%</b>	<b>41%</b>	<b>59%</b>	<b>57%</b>	<b>43%</b>

Table Three: Number of Long Term/Short Term Cases  
*(long and short term occurrences of sickness in the quarter)*

	2018/19		2019/20		2020/21		2021/22	
	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
<b>Quarter One</b>	104	18	94	15	48	15	90	15
<b>Quarter Two</b>	85	14	87	11	50	11	115	12
<b>Quarter Three</b>	98	21	102	14	48	6	105	13
<b>Quarter Four</b>	103	14	90	9	57	10	126	13
<b>Overall Outturn</b>	<b>390</b>	<b>67</b>	<b>373</b>	<b>49</b>	<b>203</b>	<b>42</b>	<b>436</b>	<b>53</b>

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Table Four: Top Three Services Proportionately Experiencing Highest Levels of Absence  
*(The three service areas who have the highest average fte employee sickness absence days in the quarter)*

	2018/19	2019/20	2020/21	Current Year 2021/22
<b>Quarter One</b>	1.Customer Services 2.Property/Estates 3.Housing/CS	1.Elections 2.Customer Services 3.CEO/Dir/HoS	1. Leaders/Exec.Team 2. Legal 3. Planning	1. Elections 2.Democratic Services 3.Streetscene
<b>Quarter Two</b>	1. Customer Services 2. Elections 3 .Revs & Bens	1.Customer Services 2.Revs & Bens 3.Housing	1. Dev/Bus. Growth 2. Elections 3. Housing Repairs	1.Elections 2.DemocraticServices 3.Customer Services
<b>Quarter Three</b>	1. Elections 2..HR/Payroll/H&S 3 CEO/Dir/HoS	1. Customer Services 2.HR/Health & Safety 3. Revs & Bens	1. Elections 2. Streetscene 3. Democratic Services	1.DemocraticServices 2.Health & Safety 3. Housing Mgt.
<b>Quarter Four</b>	1. CEO/Dir/HoS 2. Democratic 3. Customer Services	1.Legal 2.Revs & Bens 3.Partnership	1. Elections 2. Governance 3. Customer Services	1. Leisure 2. Customer Services 3. Streetscene

<b>Overall Outturn</b>	<b>1. Customer Services 2. CEO/Dir/HoS 3. HR &amp; Payroll</b>	<b>1. Customer Services 2. Comms 3. Housing/CS</b>	<b>1. Elections 2. Democratic Services 3. LEPT</b>	<b>1. Elections 2. Governance 3. Streetscene</b>
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Table Five: Top Three Services Proportionately Experiencing Lowest Level of Absence  
(The three service areas who have the lowest average fte employee sickness absence days in the quarter)

	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Current Year 2021/22</b>
<b>Quarter One</b>	1. HR & Payroll 2. Elections 3. Procurement	1. Performance 2. HR & HS 3. Econ Dev	1. Finance 2. Democratic Services 3. Customer Services	1. Human Resources 2. Revs. & Bens 3. Customer Services
<b>Quarter Two</b>	1. Perf/Comms 2. CEPT 3. Econ Growth	1. Legal 2. Governance 3. HR & Health & Safety	1. Finance 2. Revs & Bens 3. Directors/HoS	1. Legal 2. Communications 3. Revs & Bens
<b>Quarter Three</b>	1. Procurement 2. Partnerships 3. Finance	1. Elections 2. Performance 3. Econ Dev	1. Finance 2. Customer Services 3. Property & Estates	1. Dirs/HoS 2. Legal 3. Communications
<b>Quarter Four</b>	1. Finance 2. Partnerships 3. Procurement	1. Elections 2. Econ Dev 3. Legal	1. Finance 2. Planning 3. LEPT	1. Dirs/HoS 2. Legal 3. Communications
<b>Overall Outturn</b>	<b>1. Procurement 2. Finance 3. CEPT</b>	<b>1. Performance 2. Econ Dev 3. Planning</b>	<b>1. Finance 2. Directors/HoS 3. Property &amp; Estates</b>	<b>1. Performance 2. Communications 3. Human Resources</b>

Table Six: Top Three Reasons for Absence  
(Top 3 reasons based on sickness days lost)

	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Current Year 21/22</b>
<b>Quarter One</b>	1. Stress/Depression 2. Other Musc. Skeletal 3. Other	1. Viral Infection 2. Other Musc. Skeletal 3. Other	1. Stress/Depression 2. Other 3. Headaches/Migraines	1. Stress/Depression 2. Other Musc Skeletal 3. Operations/Hospital
<b>Quarter Two</b>	1. Stress/Depression 2. Other Musc. Skeletal 3. Other	1. Stress/Depression 2. Other Musc. Skeletal 3. Chest/Respiratory	1. Operations/Hospital 2. Other Musc Skeletal 3. Stress/Depression	1. COVID 19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression

<b>Quarter Three</b>	1. Other Musc. Skeletal 2. Operations/Hosp 3. Stress/Depression	1. Stress/Depression 2. Chest/Respiratory 3. Other Musc. Skel	1. Other Musc. Skel 2. Stress/Depression 3. COVID 19 Symptoms	1.Stress/Depression 2.COVID19 Symptoms 3.Other Musc. Skeletal
<b>Quarter Four</b>	1. Ops/Hospital 2. Stress/Depression 3. Viral	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skel	1. Stress/Depression 2. Other Musc. Skeletal 3. Operations/Hospital	1.COVID19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression
<b>Overall Outturn</b>	<b>1. Other Musc Skeletal</b> <b>2. Stress/Depression</b> <b>3. Back Problems</b>	<b>1. Stress/Depression</b> <b>2. Other Musc. Skel</b> <b>3. Operations/Hospital</b>	<b>1. Other Musc. Skeletal</b> <b>2. Stress/Depression</b> <b>3. Operations/Hospital</b>	<b>1.COVID19 Symptoms</b> <b>2. Stress/Depression</b> <b>3. Other Musc. Skeletal</b>

### Key Trends

- Quarter 4 experienced the highest number of days lost due to Covid19 symptoms and the highest level of short term sickness absence over the last four years. This is as a result of the Government relaxing restrictions and reflects the increase in Covid cases nationally and locally.
- Long term sickness cases have remained at a similar level throughout all four quarters.
- During Q4, there were 8 cases of absence due to Stress/Depression all of which were not work related. This indicates personal related circumstances are impacting on attendance at work. The Council is taking all steps possible to support attendance at work, but the ability to influence non-related concerns is limited by a range of factors.
- In comparison to Q3, Stress/Depression cases have decreased by 209 days in Q4.
- There is a direct correlation between employees undertaking physically demanding work and high levels of sickness. This is reinforced by Muscular/Skeletal absences being in the top three reasons for sickness absence.
- Five Services experienced zero sickness in Q4 and a further four Services have experienced less than 1 day per FTE employee.
- There are 13 long term cases in this quarter, 11 are physical health ailments and 2 are due to stress/depression.

### 5. Actions

#### 5.1 Managers receive:

- Dedicated support from a HR Link Officer
- Monthly sickness absence information from the HR Team, that sets out required actions
- Daily access to sickness information for their teams' via HR21 Self Service.

5.2 Steps the Council has taken to support employees include:

- Mental Health awareness sessions are delivered each quarter - number of attendees for 2021/22 is 107.
- Resilience Training is available to support mental and physical health - number of attendees for 2021/22 is 40.
- Cycle to Work Scheme encourages wellbeing and addresses carbon emissions - number of employees subscribing during 2021/22 is 6.
- Employees are signposted to incentives which are available from the Council e.g.
  - Staff can take up membership for Go Active! includes gym, swimming and classes for £15 per month.
  - Health Referral Programme aimed at changing behaviours and finding solutions to assist people to improve their health and wellbeing.
  - Employees with BDC Gym Memberships during 2021/22 is 40.
- Health and Wellbeing information is accessible on a daily basis via posters, extranet and updates.
- Managers and Employees have access to Occupational Health, Counselling, Physiotherapy and the 24/7 Council's Employee Assistance Programme

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5.3 Operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with in line with standard practice and policy.

Recommendations

6.1 To note the contents of this report



**Appendix One: Summary Figures for the Quarter by Directorate/Service**

**Figure One – Service Breakdown Short/Long Term Split**

<b>Service</b>	<b>Short term days</b>	<b>No. of Employees absent</b>	<b>Long term days</b>	<b>No. of Employees Absent</b>	<b>Total Days lost</b>	<b>FTE No. in Section</b>	<b>Average days lost per FTE</b>
Directors and Assistant Directors	0	0	0	0	0	8	0
Governance	5	1	2	1	7	6.51	1.07
Elections	0	0	0	0	0	3	0
Health & Safety	11	3	0	0	11	5	2.2
Human Resources	0	0	0	0	0	1.43	0
Legal	2	1	0	0	2	7.78	0.26
Communications	0	0	0	0	0	5	0
Performance	0	0	0	0	0	2.81	0
Finance	2	1	0	0	2	13.62	0.15
Revenues & Benefits	16.5	8	0	0	16.5	27.59	0.6
Customer Services	45	11	23	1	68	20.73	3.28
Leisure	146.5	19	24	1	170.5	45.68	3.73
Leaders/Executive Team	17	3	0	0	17	8.99	1.89
Streetscene	169.5	34	79	5	248.5	100.71	2.47
Development/Business Growth	4	1	0	0	4	8.3	0.48
Housing Management (including CS)	71	14	49	2	120	65.85	1.82
Housing Repairs (BDC)	110.5	23	85	2	195.5	62	3.15
Planning	29	4	0	0	29	18.69	1.55
Prop/Commercial/Estates	25	3	26	1	51	19.25	2.65

**FOR INFORMATION ONLY – EMPLOYEES HOSTED BY NEDDC**

Service	Short term Days	No. of Employees absent	Long term days	No. of Employees absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Environmental Health	24	13	20	1	44	45.38	0.97
ICT	49	13	0	0	49	31.95	1.53

**Figure Two: Directorate Breakdown Short/Long Term Split**

Directorate	No. of FTE Employees	Short term days	No of employees absent	Long term Days	No of employees absent
Executive Directors/Assistant Directors	8	0	0	0	0
Strategy & Development	193.45	355	60	137	5
Resources	229.49	299	66	151	8

**Figure Three: Top Three Reasons for Absence per Directorate**

*(Top 3 reasons based on sickness days lost – Also include the number of employees in brackets in each directorate)*

Directorate	No. of FTE Employees	Top 3 Reasons for Absences
Executive Directors/Assistant Directors	8	Zero Absence
Strategy and Development	193.45	1. COVID 19 Symptoms 2. Other Musc/Skeletal 3. Viral Infection
Resources	229.49	1. COVID 19 Symptoms 2. Other Musc/Skeletal 3. Stress/Depression

**Figure Four: Stress Cases - Quarter Three**

Work Related	Outside of Work Related	Total
0	8	8

**Figure Five: COVID-19 Cases/Absence for 2021/22**

Quarter 1	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	3	15	0	4	22
No Shielding	0	0	0	0	0
No of confirmed cases	0	8	0	0	8
No of Covid symptoms related absence days	0	69	0	1	70

Quarter 2	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	30	39	1	4	74
No Shielding	0	0	0	0	0
No of confirmed cases	10	16	0	3	29
No of Covid symptoms related absence days	111	132	1	27	271

<b>Quarter 3</b>	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	4	5	0	1	10
No Shielding	0	0	0	0	0
No of confirmed cases	9	13	1	2	25
No of Covid symptoms related absence days	38	46.5	7	8	99.5

<b>Quarter 4</b>	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	0	3	0	0	3
No Shielding	0	0	0	0	0
No of confirmed cases	43	42	4	1	90
No of Covid symptoms related absence days	195.5	203	22	5	425.5

<b>Accumulative Total for the year</b>	The Arc	Depot Based	Grouped Dwellings	Remote Contact Centres	Total
No Self-Isolating	37	62	1	9	109
No Shielding	0	0	0	0	0
No of confirmed cases	62	79	5	6	152
No of Covid symptoms related absence days	344.5	450.5	30	41	866