

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday, 18 December 2019 at 10:00 hours.

PRESENT:-

Members:-

Councillor David Dixon in the Chair

Councillors Nick Clarke, Tricia Clough, Andrew Joesbury and Evonne Parkin.

UNISON:- Kevin Shillitto and Liz Robinson

UNITE:- None present.

Officers:- Grant Galloway (Director of Development), Sara Gordon (Human Resources and Organisational Development Manager), Rebecca Hutchinson (Health and Safety Co-ordinator), Mark Dungworth (Strategic Repairs Manager), Steve Brunt (Joint Head of Street Scene), Matthew Cooper (Corporate Property Manager), Ian Clay (Health and Safety Advisor (Housing)) and Alison Bluff (Governance Officer).

Also in attendance at the meeting was Councillor Duncan McGregor, Portfolio Holder for Health & Safety.

522 APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Bronwyn MacArthur –Williams (Health & Safety Manger).

523 URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

524 DECLARATIONS OF INTEREST

There were no declarations of interest made.

525 MINUTES - 5TH SEPTEMBER 2019

Moved by Councillor Andrew Joesbury and seconded by Kevin Shillitto (Unison)

RESOLVED that the Minutes of a Safety Committee held on 5th September 2019 be approved as a correct record.

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526 SICKNESS ABSENCE QUARTER 2 - JULY - SEPTEMBER 2019

Committee considered a report which provided sickness absence figures for the second quarter period of 2019/20 (July 2019 to September 2019), with comparative data from previous years; 2016/17, 2017/18 and 2018/19.

Absence for Senior Managers was shown as 50% of the total absence for Senior Managers as this was split with Bolsover and North East Derbyshire District councils.

The average number of days lost per employee for the second quarter of 2019/20 was 1.84 days. The 2019/20 predicted outturn figure for the average number of days lost per employee was 7.38 days. The annual target for the Local Performance Indicator to the end of March 2020 was 8.5 days. Committee was asked to note that it was expected that sickness absence figures would rise during the winter months in comparison to the summer months. However, benchmark data sought showed that the average days' sickness absence per full time equivalent nationally was rising to 10 days and slightly higher for neighbouring councils.

A summary of key corporate trends in table formats were included in the report and covered;

- Organisational Outturn Average Number of Days Absence
- Organisational Long Term/Short Term Split Days Percentage
- Number of Long Term/Short Term Cases
- Top Three Services Proportionately Experiencing Highest Levels of Absence
- Top Three Services Proportionately Experiencing Lowest Level of Absence
- Top Three Reasons for Absence

As agreed at the last meeting, the report provided the sickness absence figures in relation to shared staff with NEDDC. For the second quarter period, ICT Services was 0.51 days per full time employee and Environmental Health was 4.57 days per full time employee. Also provided in the report was the cost of sickness absence to the Authority in quarters 1 and 2, which was £79,136.56 in quarter 1 and £69,134.38 in quarter 2.

A Member noted that two recurring sickness absence reasons, stress and depression and muscular/skeletal, appeared to be affecting the same departments each quarter. The Human Resources and OD Manager replied that most of the cases of stress and depression were non work related and these employees were being supported wherever possible including the offer of occupational health and counselling. The Strategic Repairs Manager and the Joint Head of Streetscene noted that muscular/skeletal was a common reason for sickness absence in both Housing and Streetscene due to the manual/heavy duty nature of the operatives work.

In response to a Unison representative's comments, the Head of Human Resources and OD Manager noted that Customer Services was a small team and any sickness absence made a big impact on their figures. There had also been some changes in Revenues and Benefits during the year. HR worked proactively with Managers to look at alternative working for an employee such as homeworking etc.

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Moved by Kevin Shillitto (Unison) and seconded by Councillor Andrew Joesbury
RESOLVED that the report be noted.

527 HEALTH & SAFETY UPDATE QUARTER 2 (JULY 2019 TO SEPTEMBER 2019)

Committee considered a report which provided an update on health and safety performance during the second quarter of 2019/20.

The number of employee accidents recorded in the quarter had risen from 7 to 9. This was in line with the target indicator. The total number of lost time accidents recorded was 1. This 1 accident incurred over 7 days of lost time and as such was Riddor reportable.

The main causes of employee accidents in the quarter were; 3 Manual Handling (33.5%), 3 Slips, Trips and falls on Same Level (33.5%), 2 Striking Against Fixed Object (22 %) and 1 Violence and Aggression (11%). Further details relating to these incidents were contained in the report.

The number of lost days recorded in the 2nd quarter was 39. These were attributed to a single accident, work related injury and the person was still currently absent as a result of their injury.

The operational areas recording accidents during the quarter were; Housing (44%), Street Scene (22%), Governance (22%) and Planning (12%).

The Health & Safety team had undertaken a large planning and budgeting exercise to enable training to be allocated specifically where required and appropriately funded. No date thresholds for compliance had been missed as a result and Health and Safety training required in the current financial year would be delivered during quarters 3 and 4.

Moved by Kevin Shillitto (Unison) and seconded by Councillor Andrew Joesbury
RESOLVED that the report be noted.

The Chair wished everyone a happy Christmas and New Year.

The meeting concluded at 10:20 hours.