



The Arc
High Street
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S43 4JY

To: Chair & Members of the Safety
Committee

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Wednesday, 16 June 2021

Dear Councillor

SAFETY COMMITTEE

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Thursday, 1st July, 2021 at 11:30 hours.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised from page 3 onwards.

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
AGENDA**

***Thursday, 1 July 2021 at 11:30 hours taking place in the Council Chamber, The Arc,
Clowne***

| Item No. | PART 1 – OPEN ITEMS | Page No.(s) |
|-----------------|---|------------------------|
| 1. | Apologies For Absence | |
| 2. | Urgent Items of Business 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. | |
| 3. | Declarations of Interest 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. | |
| 4. | Minutes To consider the minutes of the last meeting held on 11 th February 2021. | 4 - 6 |
| 5. | Health and Safety Update - Quarter 4 | 7 - 14 |
| 6. | Sickness Absence Quarter 4 (January – March 2021) | 15 - 24 |

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held as a Virtual Meeting on Thursday, 11 February 2021 at 11:30 hours.

PRESENT:-

Members:-

Councillor David Dixon in the Chair

Councillors Allan Bailey, Nick Clarke, Tricia Clough and Andrew Joesbury.

UNISON:- Chris McKinney, Kevin Shillitto and Liz Robinson

Officers:- Steve Brunt (Joint Head of Streetscene), Sarah Gordon (Human Resources and OD Manager), Mark Dungworth (Strategic Repairs Manager), Bronwen MacArthur – Williams (Health & Safety Manager), Ian Clay (Health and Safety Advisor (Housing)), Matt Cooper (Corporate Property Manager), Jayne Stokes (Health and Safety Apprentice), Tom Scott (Governance Officer) and Hannah Douthwaite (Democratic Services Assistant).

SAF7-20/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Wayne Carter (Leisure Operations Manager) and Rebecca Hutchinson (Health and Safety Advisor).

SAF8-20/21 URGENT ITEMS OF BUSINESS

There was no urgent business to be considered at the meeting.

SAF9-20/21 DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting.

SAF10-20/21 MINUTES

Moved by Councillor Andrew Joesbury and seconded by Chris McKinney

RESOLVED that the minutes of a meeting of the Safety Committee held on the 17th September 2020 be approved as a true and correct record.

SAF11-20/21 SICKNESS ABSENCE QUARTER 3 (OCTOBER - DECEMBER 2020)

The HR and Organisational Development Manager presented the Sickness Absence report for quarter three (October 2020 – December 2020). The average number of days lost per employee for quarter three was 1.14 days this meant that the projected 2020/21 outturn figure for the average number of days lost per employee was 5.32 days which was well below the annual target for the Local Performance Indicator of 8.5 days.

SAFETY COMMITTEE

Table one in the report showed the comparison of data to previous years with 2020/21 on track to be significantly lower than the last three years for average days lost per employee. Table two also looked at the percentage of long term cases compared to short term sickness absence again with a comparison to data from previous years. Table four compared the three highest departments for sickness absence per quarter over the last three years and table five showed the departments with the lowest sickness absence levels.

Analysis work had also been undertaken on whether the lockdown period had increased specific sickness issues, such as stress and depression, headaches and migraines and back problems. The average days lost for those specific areas had remained around the same level of days lost in comparison to previous years but would be looked at in more detail at the end of quarter four.

Moved by Councillor David Dixon and seconded by Councillor Tricia Clough
RESOLVED that the report for sickness absence be noted.

SAF12-20/21 HEALTH & SAFETY UPDATE

The Health and Safety Manager presented the Committee with a Health and Safety update and details of any incidents that had occurred. The total number of employee accidents recorded in the quarter was five, of those five there were no lost time accidents reported for quarter three and therefore there were no days lost.

The breakdown for the five reported accidents were two falls from heights, two incidents of being struck by a moving object and one slip, trip or fall. Four were associated with StreetScene and one was Housing repairs. The overall total number of incidents for the year was significantly lower than last year however, it was noted that due to lockdown and associated restrictions some service areas hadn't been operational in the same capacity as previous years.

Risk assessments for The Arc and Riverside Depot had been updated at the end of January and the Coronavirus Protective Measures Guidance Notes had been reviewed and version 6 recently issued. The Health & Safety Team were maintaining a presence across all sites during lockdown, this had been more frequent at Riverside Depot due to the number of people on site and the nature of activities undertaken. The Arc remained fairly quiet as employees continued to work from home following Government guidance and where required and practical any Health and Safety training had taken place over Zoom.

It was noted that guidance and policies were in place but ultimately it was down to the individual employees to ensure they were complying with guidance to ensure everyone's safety. Numbers had been added to office doors to clearly display the maximum number of people that could safely be in each room at the same time.

A Member wished to note that they had recently attended a meeting regarding asbestos and the planned approach to keep everyone safe; it was clear from the meeting that the team were dedicated to their role.

A query was raised with the incident relating to hedge cutting as the beginning of the report stated no days had been lost due to accidents in this quarter but this incident

SAFETY COMMITTEE

detailed that the employee concerned had phoned in sick at a later date. It was confirmed that this would be looked into and clarified.

A Unison representative questioned what the procedure was for reporting incidents while working from home and whether or not they would be classed as a workplace incident. It was confirmed that if an incident happened at home during normal working hours it would be reportable however, as of yet none had been received. Guidance would be circulated to senior managers to pass on to their teams.

It was likely that there had been a couple of occasions where Covid-19 had been passed between staff however, it was hard to prove if the cases were directly related or a coincidence. The authority was unable to force staff to undertake regular Covid-19 testing however, employees were actively encouraged to visit community testing centres where possible. Any confirmed cases or suspected cases of Coronavirus needed to be reported immediately to managers, each case was dealt with individually but each area the employee had been would be deep cleaned to help reduce any further transmission.

Moved by Councillor Andrew Joesbury and seconded by Kevin Shillitto
RESOLVED that the Health and Safety update be noted.

The meeting concluded at 12:10 hours.

Bolsover District Council

Safety Committee

1st July 2021

Accident Statistics

Report of the Health and Safety Manager

Classification: This report is public

Report By: Bronwen MacArthur-Williams

Contact Officer: Rebecca Hutchinson

PURPOSE / SUMMARY

To report on accident statistics as a key measure of the Authority's overall Health and Safety performance.

RECOMMENDATIONS

1. The Committee note the contents of the accident reporting statistics and consider the impact on Bolsover District Council's overall corporate performance.

Approved by the Portfolio Holder - [Click here to enter text.](#)

IMPLICATIONS

Finance and Risk: Yes ☒ No ☐

Details:

Poor performance can lead to compensation claims, increasing the cost of insurance.

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes ☒ No ☐

Details:

Good performance is an indicator of compliance with Health and Safety legislation.

On Behalf of the Solicitor to the Council

Staffing: Yes ☒ No ☐

Details:

Accidents resulting in injury can impact on staffing levels.

On behalf of the Head of Paid Service

DECISION INFORMATION

| Decision Information | |
|---|--------------------------|
| Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: BDC: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies | No |
| Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In) | No |
| District Wards Significantly Affected | None |
| Consultation: Leader / Deputy Leader <input type="checkbox"/> Cabinet / Executive <input type="checkbox"/> SAMT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> | No Details: NA |

Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.

[Click here to enter text.](#)

REPORT DETAILS

1 Background *(reasons for bringing the report)*

- 1.1 To confirm how Bolsover District Council is performing from a Health and Safety perspective. Good Health and Safety performance is indicative of good management control and vice versa.

2. Details of Proposal or Information

- 2.1 The total number of accidents in the quarter is 6. This breaks down into: 2 Manual Handling accidents, 2 Slips, Trips and Falls on the same level and 2 Struck by Moving Object accidents.

All 6 of these accidents occurred in Streetscene.

- 2.2 2 of these accidents were reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013). One resulted from a Slip, Trips and Fall in icy conditions and is an over 7 day absence. The second is reportable as a major injury as a broken bone was incurred. The Injured Party was Struck by a Moving Object when a wheelie bin fell from it's lifters on the refuse collection vehicle.

- 2.3 The accidents have been broken down into hazard category, to show lost time accidents, lost days incurred by service area and to show the distribution of accidents between services. A brief synopsis of each accident and the graphical representation has been included at Appendix 1.

- 2.4 Covid-19 inspections have continued throughout lockdown and largely been without incident. Facilities colleagues have acted immediately upon requests for extra materials.

It is noted that colleagues who haven't been into the offices during the pandemic, are understandably sensitive on return to the workplace. Arrangements have been put into place to enable social distancing, limit numbers in offices and enable cleaning. Service Managers are responsible for ensuring employees adhere to arrangements put in place. Service Managers are asked to ensure Return to Workplace risk assessments are shared with employees returning to the workplace and receipt of these is signed for.

- 2.5 To ensure robust close out of actions relating to workplace inspections happen, a resume of actions that remain open after 2 subsequent inspections, will be brought to Safety Committee for discussion.

3 Reasons for Recommendation

- 3.1 To ensure good Health and Safety management remains a key performance priority for Bolsover District Council.

4 Alternative Options and Reasons for Rejection

- 4.1 No alternative options available

DOCUMENT INFORMATION

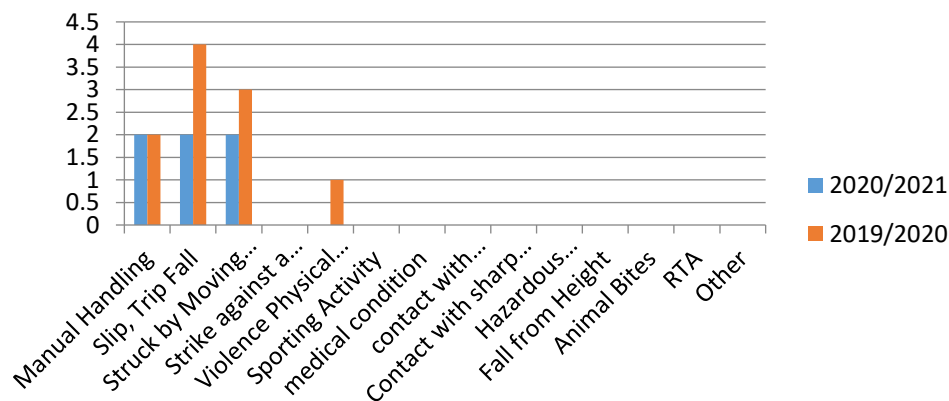
| Appendix No | Title |
|--|--|
| 1 | Graphical representation of accident breakdown and descriptions. |
| Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers) | |
| Click here to enter text. | |

Health and Safety Appendix 1

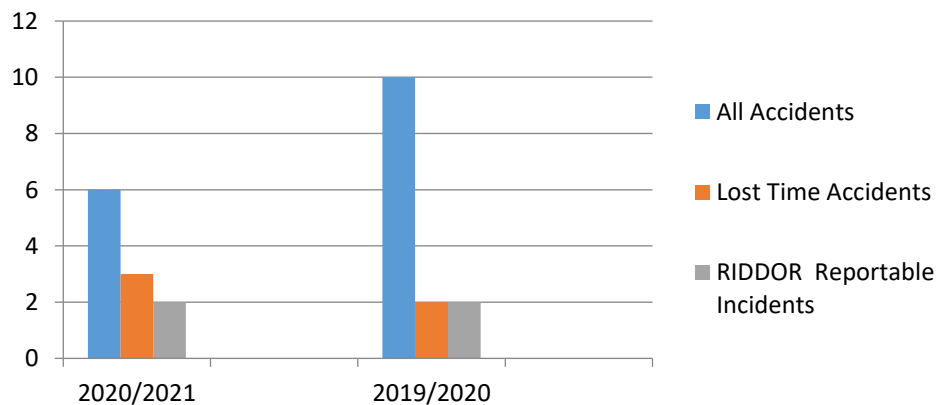
| ACCIDENTS FOR QUARTER (Jan 2021 to Mar 2021) | ACCIDENTS FOR QUARTER (Jan 2020 to Mar 2020) | YEARLY TOTAL (Apr 2020 – Mar 2021) | YEARLY TOTAL (Apr 2019 – Mar 2020) |
|---|--|---------------------------------------|---------------------------------------|
| 6 | 10 | 20 | 48 |

Below are graphical representations of hazard category causing the accident, incidences of lost time, days lost and service areas where accidents have occurred.

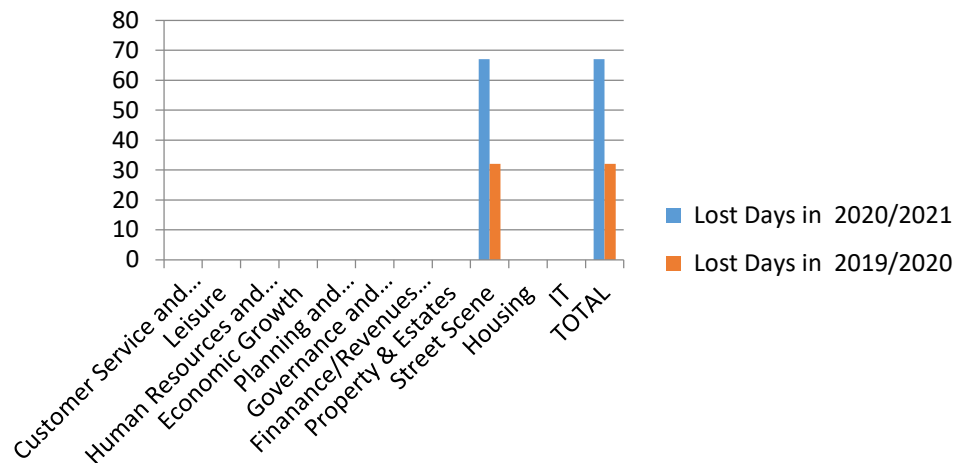
4th Quarter Employee Accident Type Analysis



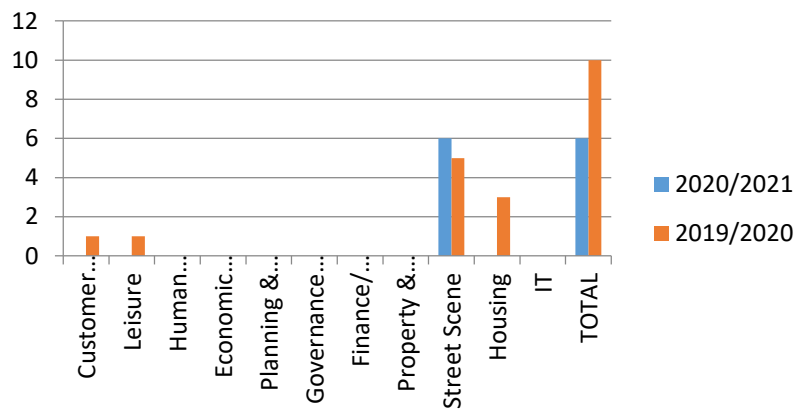
4th Quarter Accident Category Analysis



4th Quarter Lost Days Analysis



4th Quarter Operational Area Accident Analysis



| Date of Incident | Incident Details | Type of Incident | Incident Severity | Section | Lost Time Days (Actual) | Reportable? |
|------------------|---|-----------------------------------|-----------------------------|--------------|-------------------------|-------------|
| 06/01/21 | IP was litter picking on the usual round. There had been a ground frost overnight and it had started to snow. IP slipped on the snow/ice and fell on the floor. IP pulled a muscle on the front of the thigh and was unable to carry on working. | Slips, Trips, Falls on Same Level | Lost Time – over 7 days | Streetscene | 32 | Yes |
| 13/01/21 | IP slipped on icy driveway whilst collecting an assisted bin, slipped and banged his head | Slips, Trips, Falls on Same Level | Minor Injury – No lost days | Street scene | 0 | No |
| | | | | | | |
| 25/02/21 | IP was opening cast iron manhole cover using a pry bar and put his hand under to lift it off. The pry bar slipped and IP's fingers were caught under the cover. Next morning three of IP's fingers were bruised under the nails and swollen, with a small graze to the middle finger. | Struck by Moving Object | Minor Injury – No lost days | Street scene | 0 | No |
| | | | | | | |
| 02/03/21 | IP was loading at the rear of the refuse lorry. As the bin started to go up on the lifters and the IP moved back. The bin was shook on the lifters and fell off from height injuring IP's right forearm. | Struck by Moving Object | Major Injury | Streetscene | 29 | Yes |

| | | | | | | |
|----------|---|-----------------|-----------------------------|-------------|---|----|
| 15/03/21 | IP was unloading bundles of sign posts. Lifting down with someone else and dropped it. As it fell, the sign post caught the back of IP's right hand and removed 1CM piece of skin | Manual Handling | Minor Injury – No lost days | Streetscene | 0 | No |
| 30/03/21 | IP dropped a sign on his foot whilst litter picking. IP was able to finish his shift, but unable to walk properly or put boot on the following day | Manual Handling | Lost Time – Up to 7 days | Streetscene | 6 | No |
| | | | | | | |

END OF DOCUMENT

Bolsover District Council

Report of HR & OD Manager

Sickness Absence Quarter 4 (January – March 2021)

1. Purpose of the Report

1.1 To report the sickness absence figures throughout the Council for Quarter 4, (January – March 2021).

2. Issues for Consideration

2.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months January to March 2021.

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 **1.58 days**

2.4 The **2020/21** outturn figure for the **average number of days lost per employee** is **5.57 days**

2.5 The annual target for the Local Performance Indicator to the end of March 2021 is **8.5 days**.

2.6 For the purposes of sickness reporting, following recent restructures Senior Management is split as follows

- 1 x Joint Director (2 x 0.5 fte), 1 x Director (BDC), 1 Assistant Director (BDC only) ,1.5 x Joint Heads of Service (3 x 0.5 fte), 0.5 Joint Assistant Director (1 X 0.5 fte) and 4 x Heads of Service (BDC). No sickness was experienced during Quarter 4.

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)

| | 2017/18 | 2018/19 | 2019/20 | Current Year 20/21 | Current Year Costs |
|------------------------|----------------|----------------|----------------|---------------------------|---------------------------|
| Quarter One | 2.00 | 2.23 | 1.85 | 1.50 | £51,292.61 |
| Quarter Two | 2.12 | 1.86 | 1.84 | 1.35 | £52,351.59 |
| Quarter Three | 2.38 | 2.52 | 2.43 | 1.14 | £46,411.80 |
| Quarter Four | 2.80 | 2.09 | 1.68 | 1.58 | £66,731.07 |
| Overall Outturn | 9.3 | 8.7 | 7.8 | 5.57 | £216,787.07 |

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

| | 2017/18 | | 2018/19 | | 2019/20 | | 2020/21 | |
|------------------------|----------------|--------------|----------------|---------------|----------------|--------------|----------------|---------------|
| | Short term | Long Term | Short term | Long Term | Short term | Long Term | Short Term | Long Term |
| Quarter One | 31.4% | 69.6% | 34.0% | 66.0% | 43% | 57% | 33% | 67% |
| Quarter Two | 35.5% | 64.5% | 35.0% | 65.0% | 54% | 46% | 37% | 63% |
| Quarter Three | 50.3% | 49.7% | 32.4% | 67.6% | 44.8% | 55.2% | 47.1% | 52.9% |
| Quarter Four | 49.4% | 50.6% | 43.6% | 56.4% | 60.1% | 39.9% | 42.90% | 57.10% |
| Overall Outturn | 37.4% | 62.6% | 36.25% | 63.75% | 48.1% | 51.9% | 40.71% | 59.29% |

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

| | 2017/18 | | 2018/19 | | 2019/20 | | 2020/21 | |
|------------------------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|
| | Short term | Long Term | Short Term | Long Term | Short Term | Long Term | Short Term | Long Term |
| Quarter One | 69 | 16 | 104 | 18 | 94 | 15 | 48 | 15 |
| Quarter Two | 96 | 18 | 85 | 14 | 87 | 11 | 50 | 11 |
| Quarter Three | 112 | 18 | 98 | 21 | 102 | 14 | 48 | 6 |
| Quarter Four | 144 | 18 | 103 | 14 | 90 | 9 | 57 | 10 |
| Overall Outturn | 421 | 70 | 390 | 67 | 373 | 49 | 203 | 42 |

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)

| | 2017/18 | 2018/19 | 2019/20 | Current Year 2020/21 |
|------------------------|--|---|--|--|
| Quarter One | 1. Customer Services 2. Housing 3.Planning | 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 |
| Quarter Two | 1. Planning 2. Customer Services 3. Democratic | 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 |
| Quarter Three | 1. Customer Services 2. ICT 3. Democratic | 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 |
| Quarter Four | 1. Streetscene 2. Customer Services 3. Revenues | 1. CEO/Dir/HoS 2. Democratic 3. Customer Services | 1.Legal 2.Revs & Bens 3.Partnership | 1. Elections 2. Governance 3. Customer Services |
| Overall Outturn | 1. Customer Services 2. Housing 3. Revenues | 1. Customer Services 2 .CEO/Dir/HoS 3. HR &Payroll | 1.Customer Services 2.Comms 3.Housing/CS | 1. Elections 2. Democratic 3. LEPT |

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)

| | 2017/18 | 2018/19 | 2019/20 | Current Year 20/21 |
|------------------------|--|--|---|---|
| Quarter One | 1. Perf/Comms 2. ICT 3. Legal | 1. HR & Payroll 2. Elections 3. Procurement | 1. Performance 2. HR& HS 3. Econ Dev | 1. Finance 2. Democratic 3. Customer Services |
| Quarter Two | 1. Finance 2. Perf/Comms 3. CEPT | 1. Perf/Comms 2. CEPT 3. Econ Growth | 1. Legal 2. Governance 3. HR&Health& Safety | 1. Finance 2. Revs & Bens 3. Directors/HofS |
| Quarter Three | 1. Finance 2. Planning 3. Econ. Dev | 1. Procurement 2. Partnerships 3. Finance | 1. Elections 2. Performance 3. Econ Dev | 1. Finance 2. Customer Services 3. Property & Estates |
| Quarter Four | 1. Finance 2. CEPT 3. Legal | 1. Finance 2. Partnerships 3. Procurement | 1. Elections 2. Econ Dev 3. Legal | 1. Finance 2. Planning 3. LEPT |
| Overall Outturn | 1. Finance 2. Legal 3. CEPT | 1. Procurement 2. Finance 3. CEPT | 1. Performance 2. Econ Dev 3. Planning | 1. Finance 2. Directors/HofS 3. Property & Estates |

Table Six: Top Three Reasons for Absence

(Top 3 reasons based on sickness days lost)

| | 2017/18 | 2018/19 | 2019/20 | Current Year 20/21 |
|----------------------|---|---|---|--|
| Quarter One | 1. Operations/Hospital 2. Stress/Depression 3. Other Musc. Skeletal | 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 |
| Quarter Two | 1. Stress/Depression 2. Operations/Hospital 3. Other Musc. Skeletal | 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 |
| Quarter Three | 1. Stress/Depression 2. Operations/Hospital 3. Other Musc. Skeletal | 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 |
| Quarter Four | 1. Other Musc. Skeletal 2. Operations/Hospital | 1. Ops/Hospital 2. Stress/Depression | 1. Stress/Depression 2. COVID19 Symptoms | 1. Stress/Depression 2. Other Musc. Skeletal |

| | | | | |
|------------------------|--|---|--|--|
| | 3. Stress/Depression | 3. Viral | 3. Other Musc. Skel | 3. Operations/Hospital |
| Overall Outturn | 1. Stress/Depression 2. Other Musc. Skeletal 3. Operations/Hospital | 1. Other Musc Skeletal 2. Stress/Depression 3. Back Problems | 1. Stress/Depression 2. Other Musc. Skel 3. Operations/Hospital | 1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital |

Key Trends

- Sickness levels for the Council for 2020/21 are at their lowest for the last 7 years. This is reflected nationally as employees across all sectors have experienced less sickness during the Covid Pandemic. In addition, less fit notes have been issued by GP'S over the last 12 months.
- 9 Services experienced zero sickness in Quarter 4 and a further 4 Services have experienced less than 1 day per FTE employee.
- Stress/depression remains consistently in the top 3 through 2020/21, a significant proportion of these cases however are as a result of non-work related issues. Steps the Council has taken to support employees include:
 - Mental Health awareness sessions have been rolled out across the Council and are now included on the quarterly corporate training programme
 - Resilience Training rolled out in April, made available to managers and employees to support workforce mental and physical health
 - Health and Wellbeing Bulletins have been issued on a monthly and bi-weekly basis during the pandemic
 - Managers and Employees have accessed Occupational Health, Counselling, EAP and other support.
- An additional 93 days were lost in quarter 4 due to Covid19 symptoms (employees reporting unfit for work).
- There appears to be a direct correlation between employees aged over 50 undertaking physically demanding work and high levels of sickness.
- Analysis work has been undertaken on whether the lockdown period has increased specific sickness issues, there has been an increase in days lost due to stress and depression, but decrease in muscular/skeletal and back problems related sickness. As shown throughout the report the Council has been proactive in supporting employees.
- Possible factors which may be impacting on sickness include:
 - Housing, Streetscene and Customer services have maintained service provision throughout the lockdown period. Sickness levels in terms of days lost have reduced significantly in Customer Services, slightly increased in Housing Repairs whereas in Streetscene the days lost have remained static compared to 2019/20.
 - Many Leisure employees have been furloughed (for up to 43 weeks) during 2020/21 and therefore it is unlikely that any spells of sickness would have been reported during these periods as they were not required to attend for work.

- Many employees have been working at home therefore limiting personal interaction and adhering to social distancing practices resulting in less infections being transmitted between employees leading to reduced sickness. This is reinforced by significant reductions across the range of short term absences and specific sickness reasons such Viral Infections and Chest/Respiratory issues.
- There is also the possibility that in some cases employees may not have reported poor health as they were working at home.

5. Actions

- 5.1 Managers have support from dedicated service area HR Link Officers and are issued monthly sickness absence information. Managers are also able to access sickness information for their teams' on a daily basis via HR21 Self Service.
- 5.2 Support for managers and employees is provided by Occupational Health where appropriate and employees have access to a 24 hour, 7 days a week Employee Assistance Programme where confidential advice is provided on a range of issues
- 5.3 Operational concerns about the management of sickness absence cases that exist are being raised with the respective managers and dealt with as per 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

| 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 |
|-----------------------------------|-----------------|-------------------------|----------------|-------------------------|-----------------|--------------------|---------------------------|
| Directors and Heads of Service | 0 | 0 | 0 | 0 | 0 | 9 | 0 |
| Democratic | 7.5 | 3 | 51 | 1 | 58.5 | 6.52 | 8.97 |
| Elections | 0 | 0 | 64 | 1 | 64 | 5 | 12.8 |
| Health & Safety | 0 | 0 | 0 | 0 | 0 | 5 | 0 |
| Human Resources | 0 | 0 | 0 | 0 | 0 | 2.43 | 0 |
| Legal | 0 | 0 | 0 | 0 | 0 | 8.7 | 0 |
| Communications | 0 | 0 | 0 | 0 | 0 | 5 | 0 |
| Performance | 0 | 0 | 0 | 0 | 0 | 2.82 | 0 |
| Finance | 0 | 0 | 0 | 0 | 0 | 12.42 | 0 |
| Revenues & Benefits | 19.5 | 9 | 0 | 0 | 19.5 | 28.89 | 0.67 |
| Customer Services | 47 | 8 | 0 | 0 | 47 | 21.91 | 2.14 |
| Leisure | 0 | 0 | 0 | 0 | 0 | 40.01 | 0 |
| Leaders/Executive Team | 1 | 1 | 0 | 0 | 1 | 3.82 | 0.26 |
| Streetscene | 107 | 25 | 94 | 4 | 201 | 98.98 | 2.03 |
| Development/Business Growth | 0 | 0 | 0 | 0 | 0 | 9.23 | 0 |
| Housing Management (including CS) | 33 | 5 | 173 | 4 | 206 | 64.38 | 3.2 |
| Housing Repairs (BDC) | 47 | 6 | 0 | 0 | 47 | 61 | 0.77 |
| Planning | 2 | 2 | 0 | 0 | 2 | 19.85 | 0.1 |
| Prop/Commercial/Estates | 23 | 2 | 0 | 0 | 23 | 18.1 | 1.27 |

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 | 11 | 5 | 0 | 0 | 11 | 37.78 | 0.29 |
| ICT | 28 | 10 | 31 | 1 | 59 | 30.95 | 1.91 |

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 |
|----------------------------|-----------------------------|------------------------|-------------------------------|--|-----------------------|-------------------------------|
| Directors/Heads of Service | 9 | 0 | 0 | | 0 | 0 |
| Corporate Services | 142.52 | 75 | 20 | | 115 | 2 |
| Development BDC | 108.18 | 72 | 10 | | 0 | 0 |
| Env/Enforcement | 163.36 | 140 | 30 | | 267 | 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 |
|----------------------------|----------------------|--|
| Directors/Heads of Service | 9 | Zero Sickness |
| Corporate Services | 142.52 | 1. Stress/Depression 2. COVID 19 Symptoms 3. Viral Infection |
| Development | 108.18 | 1. Back Problems 2. Heart/Blood Pressure 3. COVID 19 Symptoms |
| Env/Enforcement | 163.36 | 1. Other Musc/Skeletal 2. Operations/Hospital 3. COVID 19 Symptoms |

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Figure Four: Stress Cases During Quarter Four

| Work Related | Outside of Work Related | Total |
|--------------|-------------------------|-------|
| 2 | 4 | 6 |

Figure Five: COVID-19 During Quarter Four and Totals for 2020/21

| Quarter 4 | The Arc | Depot Based | Grouped Dwellings | Remote Contact Centres | Total |
|---|---------|-------------|-------------------|------------------------|-------|
| No Self-Isolating | 3 | 9 | 3 | 1 | 16 |
| No Shielding | 1 | 2 | 2 | 3 | 8 |
| No of confirmed cases | 7 | 22 | 2 | 2 | 33 |
| No of Covid symptoms related absence days | 32 | 59 | 0 | 2 | 93 |

| Totals for 2020/21 | The Arc | Depot Based | Grouped Dwellings | Remote Contact Centres | Total |
|---|---------|-------------|-------------------|------------------------|-------|
| No Self-Isolating | 15 | 40 | 8 | 3 | 66 |
| No Shielding | 3 | 8 | 4 | 6 | 21 |
| No of confirmed cases | 9 | 33 | 4 | 2 | 48 |
| No of Covid symptoms related absence days | 41 | 134 | 1 | 15 | 191 |

**The totals above represent quarters 2 to 4, as detailed information in this format was not recorded until Quarter 2 as numbers of cases and self-isolation became more prominent.*