

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the
Safety Committee

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Wednesday, 24th January 2024

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, 8th February, 2024 at 10:00 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 on page 3.

Yours faithfully



Solicitor to the Council & Monitoring Officer

Equalities Statement

Bolsover District Council is committed to equalities as an employer and when delivering the services it provides to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminating all forms of discrimination, advancing equality and fostering good relations between all groups in society.

Access for All statement

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- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**SAFETY COMMITTEE
AGENDA**

***Thursday, 8th February, 2024 at 10:00 hours taking place in the Council Chamber,
The Arc, Clowne***

Item No.		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	4 - 8
	To consider the minutes of the last meeting held on 2 nd November 2023.	
5.	Quarter 3 Health & Safety Update (01.10.23-31.12.23)	9 - 14
6.	Sickness Absence - Quarter 3 (October - December 2023)	15 - 23
7.	Sickness Absence - Quarter 3 (October - December 2023) - TO FOLLOW Dragonfly Development Ltd	

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Thursday, 2nd November, 2023, at 10:00 hours.

PRESENT:-

Members:-

Councillor Rowan Clarke, Donna Hales, Jane Yates and Deborah Watson

UNISON: Chris McKinney, Violet Parker and Liz Robinson

Officers: Steve Brunt (Strategic Director of Services), Bronwen MacArthur-Williams (Health & Safety Manager), Peter Wilmot (HR Business Partner), Jayne Stokes (Corporate Health & Safety Adviser), and Hannah Douthwaite (Governance & Civic Officer).

SAF01-23/24 ELECTION OF CHAIR 2023/24

Moved by Chris McKinney and seconded by Councillor Donna Hales

RESOLVED that Councillor Jane Yates be elected as Chair of Safety Committee for the ensuing year.

Councillor Jane Yates in the Chair

SAF02-23/24 APPOINTMENT OF VICE-CHAIR 2023/24

Moved by Councillor Jane Yates and seconded by Liz Robinson

RESOLVED that Chris McKinney (UNISON) be appointed as Vice-Chair of Safety Committee for the ensuing year.

SAF03-23/24 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillor Mark Hinman, Ian Clay (Health and Safety Advisor) and Ailsa Kipling (Corporate Property Manager).

SAF04-23/24 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

SAF05-23/24 DECLARATIONS OF INTEREST

There were no declarations of interest made.

SAFETY COMMITTEE

SAF06-23/24 MINUTES – 20TH APRIL 2023

Moved by Liz Robinson and seconded by Councillor Donna Hales

RESOLVED that the Minutes of a Safety Committee meeting held on 20th April 2023 be approved as a correct record.

SAF07-23/24 SICKNESS ABSENCE - QUARTER 1 (APRIL - JUNE 2023)

The HR Business Partner presented the Sickness Absence report for Quarter 1 (April – June 2023) and highlighted that for this period the average number of days lost per employee was 2.26. The 2023/24 forecasted figure for the average number of days lost per employee was 9.04 days. The annual target for the Local Performance Indicator to the end of March 2024 was 8.5 days.

It was noted that for quarter 1 the top three main reasons for absence were:

- Operations/Hospital
- Stress/Depression
- Other Musc. Skeletal

It was noted that staff could access the Go Active Gym facilities at a discounted rate.

A Mental Health training session had been recorded and uploaded onto Eric so staff could watch the training video at a convenient time and revisit it at a later date if required.

Moved by Chris McKinney and seconded by Councillor Donna Hales

RESOLVED that the report be noted.

SAF08-23/24 SICKNESS ABSENCE - QUARTER 2 (JULY - SEPTEMBER 2023)

The HR Business Partner presented the Quarter 2 (July – September 2023) Sickness Absence update and highlighted that for this period the average number of days lost per employee was 2.39. The projected outturn figure for the average number of days lost per employee was 9.3 days. The annual target for the Local Performance Indicator to the end of March 2024 was 8.5 days.

The average number of days lost per employee had slightly increased from the figure for quarter 1 and the number of long term cases had also increased during this period.

During quarter 2 the majority of stress related absences were due to personal circumstances and not work related.

16 long term sickness cases had now returned to work.

SAFETY COMMITTEE

Moved by Councillor Jane Yates and seconded by Councillor Rowan Clarke
RESOLVED that the report be noted.

SAF09-23/24 HEALTH AND SAFETY UPDATE - QUARTER 1 (APRIL - JUNE 2023)

The Health and Safety Manager presented the Quarter 1 (April – June 2023) Health and Safety update.

It was noted that the total number of accidents reported, that involved members of the public had been 51 and none of these accidents had been RIDDOR reportable.

Quarter 1 had 12 employee accidents and again none of these had been RIDDOR reportable. The accidents had occurred in the following service areas:

- Streetscene – 9
- Housing – 1
- Property Services – 2

A total of 35 employees had been trained in quarter 1 with the below course breakdown:

- Health & Safety in the Corporate Induction Programme = 4
- Health & Safety Briefing for Elected Members = 22
- Asbestos Category B = 3
- Asbestos Category B Refresher = 6

Training delivery to Dragonfly Developments Ltd. employees included the following courses:

- Scaffolding awareness (half day) = 17
- Scaffolding appreciation (full day) = 10
- Lone working toolbox talk = 46
- Hot weather working toolbox talk = 46

A total of 119 Dragonfly Developments Ltd. employees had been trained during this quarter.

Four formal inspections had taken place in quarter 1 these included:

- The Arc
- Pleasley Vale Mill 1
- Riverside Depot
- Clune Street Pavilion

Moved by Councillor Rowan Clarke and seconded by Councillor Deborah Watson
RESOLVED that the report be noted.

SAFETY COMMITTEE

SAF010-23/24 HEALTH AND SAFETY UPDATE - QUARTER 2 (JULY - SEPTEMBER 2023)

The Health and Safety Manager presented the Quarter 2 (July – September 2023) Health and Safety update.

It was noted that the total number of accidents reported that had involved members of the public had been 55 and none of these accidents had been RIDDOR reportable.

Quarter 2 had 11 employee accidents that had occurred in the following service areas:

- Streetscene - 6
- Housing - 3
- Customer Services – 1
- Environmental Health - 1

One of these accidents had been RIDDOR reportable as the employee had suffered lost time over 7 days.

A total of 26 employees had been trained in quarter 2 with the below course breakdown:

- Health & Safety in the Corporate Induction Programme = 13
- First Aid (full course) = 8
- First Aid (refresher) = 5

Training delivery to Dragonfly Developments Ltd. employees included the following courses:

- Abrasive wheels = 40
- Ladder checks = 55

A total of 95 Dragonfly Developments Ltd. employees were trained during this quarter.

Eight formal inspections had taken place in quarter 2 these included:

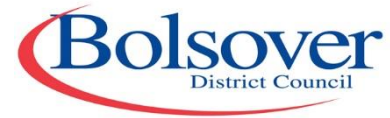
- Pleasley Vale Mill 2
- Shirebrook Contact Centre
- Pleasley Vale Mill 3
- The Tangent
- Castle Leisure Park comprising separate reports for:
 - Cricket Pavilion
 - Bowls Pavilion
 - Football Pavilion
 - Tea Rooms

Councillor Hales queried whether GlucoGel could be added to first aid kits following on from an incident that had occurred earlier in the year. It was noted that the Health and Safety team would investigate this further.

SAFETY COMMITTEE

Moved by Chris McKinney and seconded by Councillor Donna Hales
RESOLVED that the report be noted.

The meeting closed at 10:40 hours.



Bolsover District Council

Meeting of the Safety Committee on 8th February 2024

Quarter 3 Health & Safety Update (01.10.23-31.12.23)

Classification	This report is Public
Contact Officer	Bronwen MacArthur-Williams, Health & Safety Manager

PURPOSE/SUMMARY OF REPORT

To provide an overview of the Authority's overall Health & Safety performance as indicated by:

- Accident statistics, trends and lost time.
- Training numbers including reports of non-attendance and associated costs.
- An overview of progress against the workplace inspection programme.

REPORT DETAILS

1. Background

- 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 ACCIDENT STATISTICS:

A breakdown below includes accident type, a brief description of the incident and lost time details. **There are no obvious trends indicated.**

- 2.2 The total number of accidents reported involving Members of the Public is **36**. **None** were RIDDOR reportable.

- 2.3 The total number of accidents reported involving employees is **6** (excluding Dragonfly Developments Ltd.). These took place in the following service areas:
- StreetScene - 5
 - Housing - 1

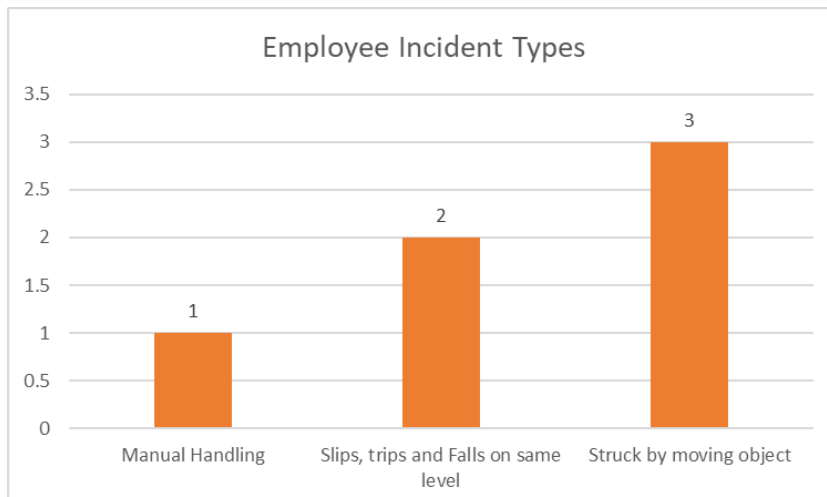
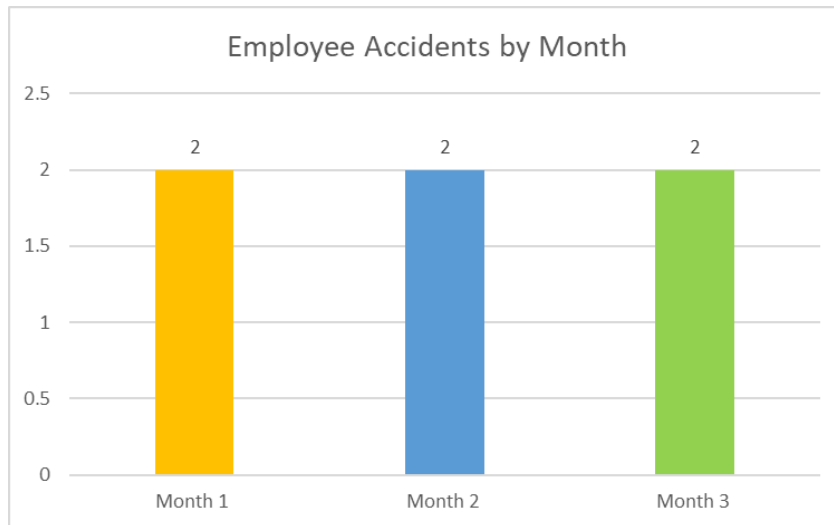
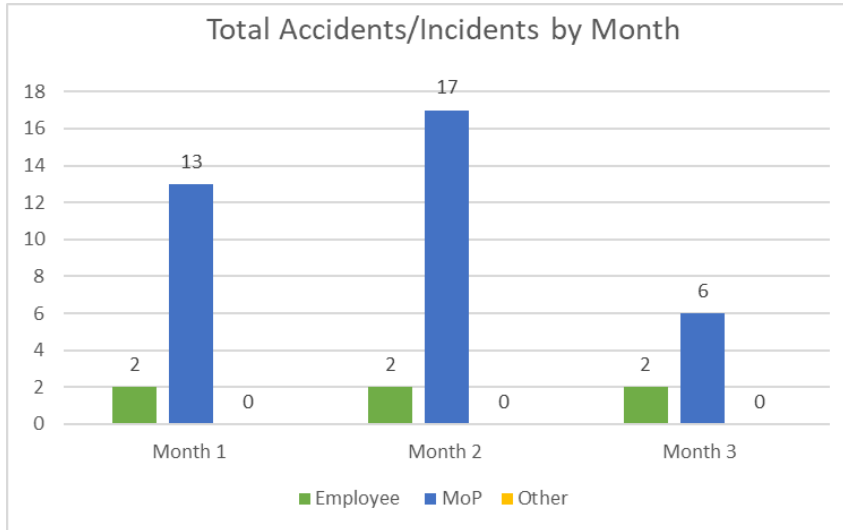
The total number of near misses / hazards reported during this quarter was **2**

The table below shows a brief description of the details of each accident including the circumstances and **4** lost days.

	Date of Incident	Service Area	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days
1	02/10/2023	Housing	Slips, trips and Falls on same level	Minor Injury - No Lost Days	No	While walking from rear of a bungalow IP missed a step covered in weeds, stumbled and twisted left knee.	0
2	23/10/2023	StreetScene	Struck by moving object	Minor Injury - No Lost Days	No	IP closing the back door on the cage lorry when the bar to close it with hit IP in the mouth.	0
3	16/11/2023	StreetScene	Struck by moving object	Minor Injury - No Lost Days	No	Moving a trade bin on to curb, IP trapped left ankle between bin and curb.	0
4	29/11/2023	StreetScene	Struck by moving object	Minor Injury - No Lost Days	No	IP getting assisted bin from a property, went to move something from around the wheels and a sack barrow fell from the hedge and hit IP on the head.	0
5	11/12/2023	StreetScene	Slips, trips and Falls on same level	Lost Time - Up to 7 days	No	Carrying out vehicle checks in Depot. IP fell over block/foot for Heras fencing.	4
6	13/12/2023	StreetScene	Manual handling	Minor Injury - No Lost Days	No	Clearing leaves on pavement with brush/shovel. IP felt some aching in right shoulder.	0
Total Lost Time Days = 4							

2.4 Graphs below show the:

- number of monthly accidents / incidents
- employee and member of the public accidents
- incident types for employees



2 **near misses** and 1 **trespassing** incident were reported by Dragonfly Developments Ltd.

2.5 **TRAINING:**

Training delivery continued through the following courses (excluding to Dragonfly Developments Ltd):

- Fire Safety Awareness = 21
- Fire Procedures at The Arc = 11
- First Aid (full course) = 10

A total of **42** BDC employees were trained in this quarter.

Training delivery to Dragonfly Developments Ltd. employees included the following courses:

- Asbestos Awareness = 25
- Fire Safety Awareness = 3
- Fire Procedures at The Arc = 5
- Scaffold Awareness = 9

A total of **42** Dragonfly Developments Ltd employees were trained during this quarter.

2.7 **INSPECTIONS:**

4 formal biannual BDC inspections occurred (excluding Dragonfly Developments Ltd. sites). These are undertaken by a member of the Health & Safety Team, Facilities Management Team, a building representative and a Trade Union Representative (when available) – and occurred at:

- Creswell Heritage & Wellbeing Centre
- South Normanton Contact Centre
- Bolsover Contact Centre
- The Arc

Additionally, regular informal walk-arounds of Riverside Depot and The Arc continue between Health and Safety and Facilities Management.

18 Dragonfly Developments Ltd. inspections occurred at:

- Market Close, Shirebrook = 3
- Sunny Brook Close = 2
- Woburn Close = 1
- Moorfield Lane, Langwith = 3
- Bersahill, Haworth = 3
- Harlethorpe, Clowne = 2
- Crematorium = 3
- Sheltered Scheme (North) = 1 (Victoria House)

3. Reasons for Recommendation

- 3.1 The Health & Safety Manager asks the committee to consider the report as a reflection on the corporate commitment to and continued awareness of the importance of good Health & Safety performance.

4 Alternative Options and Reasons for Rejection

- 4.1 None

RECOMMENDATION(S)

1. That Safety Committee members note the Health and Safety updates and provide any appropriate advice to officers on this work stream.
2. That Safety Committee members be assured that good Health and Safety management remains a key performance priority for Bolsover District Council.

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

Environment:

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

Staffing: Yes No

Details: Accidents resulting in injury can impact on staffing levels and costs attributed to manager time, sickness absence and replacement labour

On behalf of the Head of Paid Service

DECISION INFORMATION

<p>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:</p> <p>Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i></p>	No

<p>District Wards Significantly Affected</p>	N/A
<p>Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/></p>	<p>Details: Trade Union Safety Representatives</p>

<p>Links to Council Ambition: Customers, Economy and Environment.</p>

DOCUMENT INFORMATION	
Appendix No	Title

<p>Background Papers</p>
<p><i>(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 Executive you must provide copies of the background papers).</i></p>

Bolsover District Council

Meeting of the Safety Committee on 8th February 2024

Sickness Absence - Quarter 3 (October – December 2023)

Report of the Portfolio Holder for Resources

Classification	This report is Public
Report By	Oliver Fishburn HR and Payroll Manager

PURPOSE/SUMMARY OF REPORT

To report the sickness absence figures throughout the Council for Quarter 3 (October – December 2023).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October – December 2023.
- 1.2 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 Councils. For other employees the absences included are for the employing authority only.
- 1.3 **The average number of days lost per employee for Quarter 3 was 1.89 days.**
- 1.4 **The 2023/24 projected outturn figure for the average number of days lost per employee is 8.72 days.**
- 1.5 The annual target for the Local Performance Indicator to the end of March 2024 is 8.5 days.
- 1.6 For the purposes of sickness reporting, Senior Management is accounted for as follows:
 - 1 Joint Assistant Director Post (0.5 FTE). 0 days sickness experienced during Quarter 3.

2. Details of Proposal or Information

2.1 Tables 1, 2 and 3 in Appendix 1 detail the key patterns and trends being experienced corporately in relation to sickness absence.

2.2 Key Trends

- The overall average days lost due to sickness in Quarter 3 was 1.89, this has decreased from Quarter 2 and is the lowest performance since Q4 of 20/21.
- There is a direct correlation between employees undertaking physically demanding work and high levels of sickness. This is reinforced by Muscular/Skeletal absences regularly being in the top three reasons for sickness absence.
- 4 Services experienced zero sickness in Quarter 3 and a further 6 Services experienced less than 1 day per FTE employee.
- Stress/Depression has remained in the top three reasons for absence since Quarter of 2019/20.
- There were 8 cases of absence due to Stress/Depression during Quarter 3, two of which were work related, and 6 were none work related.
- Covid19 accounted for 64 days lost due to sickness in Quarter 3 in comparison to 18 days lost in Quarter 2.
- There are 11 long term cases in this quarter, 8 are due to physical health ailments and 6 are related to stress/depression (one of which is work related). Appropriate support and assistance is being provided to facilitate support for those who have returned to work and those planning to do so. 3 have now returned to work, 8 remain absent (1 of which, the Council is pursuing the Ill Health Retirement route) and 1 has retired on Ill Health Grounds.

Actions

2.3 Managers have support from the HR Advisor 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.

2.4 Steps the Council has taken to support employees include:

- Mental Health awareness sessions are now available 'on demand' for all employees via Eric and have previously been delivered across the Council as part of the Council's quarterly corporate training programme.
- Awareness training explains that colleagues and managers are not specialists in mental health and their role is to listen to employees and signpost them to appropriate support.
- Mental Health awareness initiatives and possible support is continually publicised via Eric and the weekly bulletin. Recent examples of which include:
 - the Mental Health Map, which features all the pathways and support options available in Derbyshire.
 - Mental Health Awareness week – promoting the available guidance and support available.
 - SHOUT – an organisation which provides 24/7 confidential support to anyone struggling to cope.

- Cycle to Work Scheme is also available to encourage health and wellbeing and to address carbon emissions, the number of employees who have subscribed during 2023/24 will be reported in Quarter 4 report.
- The number of Employees subscribing to the Gym during 2023/24 will be reported in Quarter 4 report.
- Managers and Employees have accessed Occupational Health, Counselling, Physiotherapy, the Council's Employee Assistance Programme and other support.
- Employees are signposted to incentives which are available via Leisure i.e.:
 - To encourage health and wellbeing staff can take up membership for Go! Active which includes gym, swim and classes for only £15 per month.
 - There is a Health Referral Programme (Physical Activity & Lifestyle Support) which is available to Employees residing within the BDC Area – This is a programme aimed at changing behaviours and finding solutions to assist people facing daily challenges resulting in a concentrated approach regarding service users health and wellbeing.

2.5 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.

3. Reasons for Recommendation

3.1 The report contains data relating to employees' absence levels.

4 Alternative Options and Reasons for Rejection

4.1 Not applicable – this report is for information.

RECOMMENDATION(S)

1. That the report be noted.

Approved by Councillor Clive Moesby Portfolio Holder for Resources

IMPLICATIONS:

Finance and Risk: Yes No

Details: High absence levels can contribute to poor service levels, low morale and higher costs for the Council.

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

On behalf of the Solicitor to the Council

Environment: Yes No

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

Details:

Staffing: Yes No

Details: The report's topic relates to employees and their absence levels.

On behalf of the Head of Paid Service

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: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.
N/A

DOCUMENT INFORMATION

Appendix No	Title
1	Figures for the Quarter by Directorate

Background Papers <i>(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 Executive you must provide copies of the background papers).</i>
None

Table One: Organisational Outturn Average Number of Days Absence

(Average sickness days per fte employee)

	2020/21	2020/21 Costs	2021/22	2021/22 Costs	2022/23	2022/22 Costs	2023/24	2023/24 Costs
Quarter One	1.50	£51,292.61	1.91	£81,917.94	2.29	£84,309.63	2.26	£74,265.11
Quarter Two	1.35	£52,351.59	2.31	£91,025.58	2.02	£84,144.83	2.39	£86,396.88
Quarter Three	1.14	£46,411.80	2.29	£85,306.37	2.27	£93,954.00	1.89	£73,327.02
Quarter Four	1.58	£66,731.07	2.19	£84,857.65	2.82	£118,763.85		
Overall Outturn	5.57	£216,787.07	8.7	£343,107.54	9.4	£381,172.31		

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

	2020/21		2021/22		2022/23		2023/24	
	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	33%	67%	40%	60%	48%	52%	23%	77%
Quarter Two	37%	63%	67%	33%	46%	54%	37%	63%
Quarter Three	47%	53%	48%	52%	46%	54%	41%	59%
Quarter Four	43%	57%	69%	31%	43%	57%		
Overall Outturn	41%	59%	57%	43%	46%	54%		

Table Three: Top Three Reasons for Absence

(Top 3 reasons based on sickness days lost)

	2020/21	2021/22	2022/23	Current Year 2023/24
Quarter One	1. Stress/Depression 2. Other 3. Headaches/Migraines	1.Stress/Depression 2. Other Musc Skeletal 3.Operations/Hospital	1. COVID Symptoms 2. Other Musc. Skeletal 3.Stress/Depression	1. Operations/Hospital 2.Stress/Depression 3. Other Musc. Skeletal
Quarter Two	1. Operations/Hospital 2. Other Musc Skeletal 3. Stress/Depression	1. COVID 19 Symptoms 2. Other Musc. Skeletal 3.Stress/Depression	1. Stress/Depression 2. COVID 19 Symptoms 3. Other Musc. Skeletal	1 Operations/Hospital 2. Stress/Depression 3.Other Musc. Skeletal
Quarter Three	1. Other Musc. Skel 2. Stress/Depression 3. COVID 19 Symptoms	1.Stress/Depression 2.COVID19 Symptoms 3. Other Musc. Skeletal	1. Stress/Depression 2.COVID 19 Symptoms 3.Other Musc.Skeletal	1. Stress/Depression 2. Other 3. Other Musc. Skeletal
Quarter Four	1. Stress/Depression 2. Other Musc. Skeletal 3. Operations/Hospital	1.COVID19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression	1.Stress/Depression 2.Operations/Hospital 3. Other Musc. Skeletal	1. 2. 3.

Overall Outturn	1. Other Musc. Skeletal	1.COVID19 Symptoms	1. Other Musc. Skeletal	1.
	2. Stress/Depression	2. Stress/Depression	2. Stress/Depression	2.
	3. Operations/Hospital	3. Other Musc. Skeletal	3. COVID19 Symptoms	3.

Summary Figures for the Quarter by Directorate/Service

Figure One – Service Breakdown Short/Long Term Split

22

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 Assistant Directors	0	0	0	0	0	8	0
Governance	1	1	0	0	1	3.6	0.28
Elections	0	0	0	0	0	2.5	0
Health & Safety	0	0	0	0	0	4	0
Human Resources & Payroll	1	1	0	0	1	6.43	0.16
Legal	2	1	0	0	2	5.82	0.34
Communications	5	2	0	0	5	5	1
Procurement	12	4	0	0	12	2.96	4.05
Performance	0	0	53	1	53	2.81	18.86
Finance	0	0	0	0	0	9	0

Revenues & Benefits	13	2	10	1	23	24.18	0.95
Customer Services	27	5	30	1	57	24	2.37
Leisure	26	9	0	0	26	51.77	0.50
Leaders/Executive Team	4	2	0	0	4	8.2	0.49
Streetscene	121	31	115	3	236	99.69	2.37
Housing Management (including CS)	53	14	123	3	176	69.11	2.55
Planning	4	3	57	2	61	20.35	3

FOR INFORMATION ONLY – EMPLOYEES HOSTED BY NEDDC

ICT	34	10	0	0	34	32.56	1.04
Environmental Health	16	7	186	5	202	47.46	4.25

Figure Two: Stress Cases During Quarter Three

Work Related	Outside of Work Related	Total
2	6	8