

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Safety
Committee

Contact: Matthew Kerry
Telephone: 01246 242519
Email: matthew.kerry@bolsover.gov.uk

Tuesday 16th April 2024

Dear Councillor

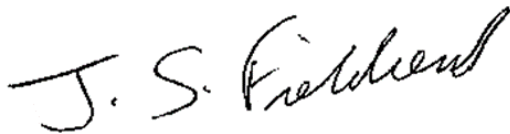
SAFETY COMMITTEE

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, 9th May, 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 onwards.

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

You can request this document or information in another format such as large print or **language** or contact us by:

- **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, 9th May, 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 – 8th February 2024	4 - 8
5.	Quarter 4 Health & Safety Update: 1st January 2024 - 31st March 2024	9 - 14
6.	Sickness Absence - Quarter 4 (January - March 2024)	15 - 23

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, 8th February 2024 at 10:00 hours.

PRESENT:-

Members:-

Councillor Jane Yates in the Chair

Councillor Rowan Clarke

UNISON: Liz Robinson and Violet Parker.

Officers:- Steve Brunt (Strategic Director of Services), Ian Clay (Health and Safety Adviser), Ailsa Kipling (Corporate Property Manager), Bronwen MacArthur-Williams (Health & Safety Manager), Hannah Douthwaite (Governance & Civic Officer) and Matthew Kerry (Governance & Civic Officer).

SAF37-20/21 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillor Donna Hales and Chris McKinney (UNISON).

SAF38-20/21 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

SAF39-20/21 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

SAF40-20/21 MINUTES – 2ND NOVEMBER 2023

Moved by Councillor Rowan Clarke and seconded by Councillor Jane Yates
RESOLVED that the minutes of a meeting of the 2nd November 2023 Committee held on be approved as a true and correct record.

SAF41-20/21 QUARTER 3 HEALTH & SAFETY UPDATE (01.10.23-31.12.23)

The Health and Safety Manager presented the Health and Safety Update for Q3 of 2023 and highlighted that for accidents there were no obvious trends to note.

For accidents reported involving Members of the Public was **36**. While this was a low number for the quarter, the Health and Safety Manager and Chair had corresponded and agreed before the meeting that there was a need to investigate these numbers.

SAFETY COMMITTEE

It was noted that the total number of accidents reported involving employees was **6** (excluding Dragonfly Developments Ltd.). These had taken place in the following service areas:

- StreetScene - 5
- Housing - 1

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

The Health and Safety Manager referred to the table on Page 10 of the report which showed a brief description of the details of each accident, including the circumstances and the **4** lost days. This remained low.

The Health and Safety Manager drew attention to the graphs on Page 11 which showed the following:

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

There were **2** near misses and **1** trespassing incident reported by Dragonfly Developments Ltd. This information remained separate from BDC but would still be presented to Safety.

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 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 the quarter. Inspections were noted in full. **4** formal biannual BDC inspections had occurred (excluding Dragonfly Developments Ltd. sites). These were 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.

SAFETY COMMITTEE

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)

There would be added more meaningful recommendations, such as keeping halls of residence a priority and elaborating on incidents; the specifics of incidents in Leisure were unknown.

The Chair also mentioned the need to track footfall and that it may prove useful to compare with Q3 2022.

Reasons for Recommendation

The Health & Safety Manager asked 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.

Alternative Options and Reasons for Rejection

None

Moved by Liz Robinson (UNISON) and seconded by Councillor Rowan Clarke
RESOLVED that the report be noted.

SAF42-20/21 SICKNESS ABSENCE - QUARTER 3 (OCTOBER - DECEMBER 2023)

The Chair motioned that the Sickness Absence – Quarter 3 Report would be the final item of the meeting as the required personnel for Item 7 was not present.

Figure 1 showed a summary of sickness absence levels within BDC for the months October – December 2023.

Absence for the Senior Managers Group was shown as 50% of the total absence for Joint Senior Managers as this was split with Bolsover/NE Derbyshire District Councils. For other employees the absences included were for the employing authority only.

The Chair noted that the average number of days lost per employee for Quarter 3 was 1.89 days, which was a drop from previous data. The 2023/24 projected outturn figure for the average number of days lost per employee was 8.72 days; while a projection, this was good but in need of confirmation during Q1 of 2024/25.

The annual target for the Local Performance Indicator to the end of March 2024 was 8.5 days.

SAFETY COMMITTEE

For the purposes of sickness reporting, Senior Management was accounted for as follows:

- 1 Joint Assistant Director Post (0.5 FTE).
- 0 days sickness experienced during Quarter 3.

Details of Proposal or Information

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

Key Trends

- The overall average days lost due to sickness in Quarter 3 was 1.89. This had decreased from Quarter 2 and was the lowest performance since Q4 of 20/21.
- There was a direct correlation between employees undertaking physically demanding work and high levels of sickness. This was 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 had 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.
- COVID-19 accounted for 64 days lost due to sickness in Quarter 3 in comparison to 18 days lost in Quarter 2.
- There were 11 long term cases in this quarter, 8 were due to physical health ailments and 6 were related to stress/depression (one of which is work related). Appropriate support and assistance was being provided to facilitate support for those who had returned to work and those planning to do so. 3 had now returned to work, 8 remained absent (1 of which, the Council was pursuing the Ill Health Retirement route) and 1 had retired on Ill Health Grounds.

Actions

Managers had support from the HR Advisor and were issued monthly sickness absence information. Managers were also able to access sickness information of their teams on a daily basis via HR21 Self Service.

Steps the Council had taken to support employees included:

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

SAFETY COMMITTEE

- Cycle to Work Scheme was also available to encourage health and wellbeing and to address carbon emissions. The number of employees who had subscribed during 2023/24 would be reported in the Quarter 4 report.
- The number of Employees subscribed to the Gym during 2023/24 would be reported in the Quarter 4 report.
- Managers and Employees had accessed Occupational Health, Counselling, Physiotherapy, the Council's Employee Assistance Programme and other support.
- Employees were signposted to incentives which were available via Leisure i.e.:
 - To encourage health and wellbeing staff could take up membership for Go! Active which included gym, swim and classes for only £15 per month.
 - There was a Health Referral Programme (Physical Activity & Lifestyle Support) which was available to Employees residing within the BDC Area – This was 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.

Operational concerns about the management of sickness absence cases that existed were being raised with the respective managers and dealt with as per standard practice and policy.

The Chair highlighted the mental health training available, as well as physical health schemes like Cycle2Work and the gym subsidy, and that more information on such schemes would follow in the next quarter.

Liz Robinson (UNISON) mentioned she would be leading mental health projects into 2024/25 and the Chair commented something was needed to support the staff.

The Chair also noted that it was reassuring COVID-19 was no longer present in the top three absences, though it remained lingering.

The Strategic Director of Services mentioned that short-term day absences were also substantially shorter and that BDC were affectively managing.

Reasons for Recommendation

The report contains data relating to employees' absence levels.

Alternative Options and Reasons for Rejection

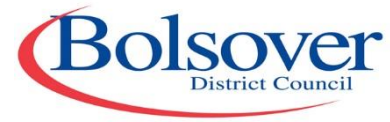
Not applicable – this report was for information.

Moved by Liz Robinson and seconded by Councillor Rowan Clarke
RESOLVED that the report be noted.

SAF43-20/21 SICKNESS ABSENCE - QUARTER 3 (OCTOBER - DECEMBER 2023) - DRAGONFLY DEVELOPMENT LTD

This item was withdrawn.

The meeting concluded at 10:14 hours.



Bolsover District Council

Meeting of the Safety Committee on 9th May 2024

Quarter 4 Health & Safety Update: 1st January 2024 – 31st March 2024

Classification	This report is Public
Report By	Jayne Stokes Health and Safety Adviser
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 any reports of non-attendance and associated costs.
- Providing 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 by Quarter:

The total number of BDC employee accidents in Quarter 4 is 8. This is fewer in comparison to Quarter 4 of 2-22-2023 which saw 12 accidents reported. The current Quarter accidents occurred in the following service areas:

- Streetscene – 6
- Leisure – 1
- Property services - 1

The following types of incidents were involved: Contact with moving machinery - 1, slips trips and falls on same level - 2, manual handling - 1, struck by moving object – 1, violence and aggression – 1, road traffic collision – 1, other – 1.

0 of these accidents was RIDDOR reportable.

The number of near misses reported during this Quarter was: 1

- Fire alarm was set off at Pleasley Vale Business Park Mill 2 due to a motor on a machine breaking and causing smoke to emit.

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
16/01/2024	StreetScene – Riverside Depot	Contact with moving machinery	Minor Injury - No Lost Days	No	IP clearing spilled green waste. Bin lifts switched from trade mode to automatic mode, IP got coat caught by lifters and was raised off the ground before colleagues pushed the emergency stop.	0
19/01/2024	StreetScene – Off site	Manual handling	Lost Time - Up to 7 days	No	IP was pulling the black bins off the kerbside, both bins spun around, twisting IP's wrists.	7
22/02/2024	StreetScene – Riverside Depot	Slips, trips and Falls on same level	Minor Injury – No Lost Days	No	IP stubbed foot on raised stone slab in wash bay area.	0
23/02/2024	StreetScene Off site – A617	Road Traffic Collision	Road Traffic Collision – No Injury	No	Road traffic collision between refuse wagon and a lorry.	0
27/02/2024	Leisure – Go! Active	Struck by moving object	Minor Injury – No Lost Days	No	IP reached hand back through door to quickly grab something when door closed and trapped IP's hand.	0
04/03/2024	StreetScene – Off site:	Slips, trips and Falls on same level	Minor Injury – No Lost Days	No	IP was litter picking and slipped.	0
07/03/2024	StreetScene – Off site	Violence and aggression	Minor Injury – No Lost Days	No	While emptying the bins a dog bit IP on his left calf.	0

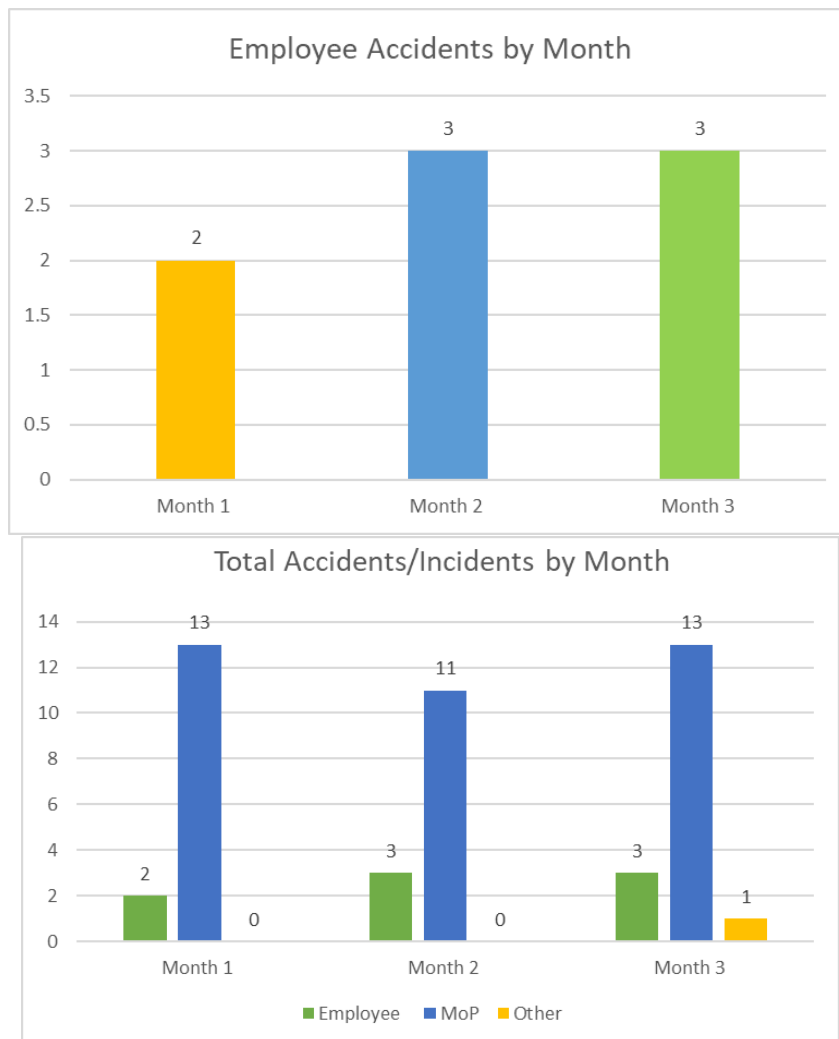
12/03/2024	Property Services - Pleasley Vale	Other	Trespass	No	Theft of cable from side of unit 5 Mill 2.	0
Total Lost Days:						7

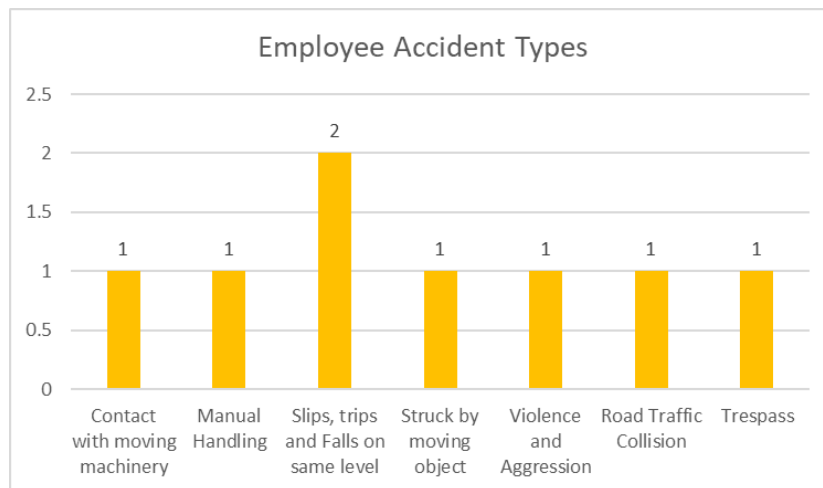
2.2 The average quarterly footfall into Go!Active is 85,958 people. The total number of accidents reported by Members of the Public is **37**. This is compared to **41** Member of the Public accidents in Quarter 4 2022-2023.

1 of the accidents from the current Quarter was serious enough to be RIDDOR reportable, occurring in Leisure Services:

- 09/02/2024 Go Active @ The Arc Leisure
IP was sitting down on flume, but right foot got caught and body weight forced it underneath, causing dislocation.

2.3 Graphs showing the total number of monthly accidents / incidents for employees, employee and member of the public accident numbers by month and incident types for employees are shown below:





2.4 Dragonfly Development Limited have reported the below for this Quarter.

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
09/01/2024	DDL – Shirebrook Crematorium	Trespass	Near Miss - No Injury	No	Break in and theft. Perpetrators appeared to have stolen at least one Stihl saw.	0
23/01/2024	DDL	Struck by moving object	Lost Time - Up to 7 days	No	Wind blew debris from the van floor into IP's eye.	3
08/02/2024	Dragonfly Repairs – Riverside Depot	Slips, trips and Falls on same level	Lost Time - Over 7 Days	Yes	IP slipped on snow covered path exiting building to carpark.	18
Total Lost Days:						21

3.0 Training

3.1 During this Quarter, 1 BDC employees were trained as detailed below:

- **Health & Safety Corporate Induction – 1**

3.2 During this Quarter, 13 Dragonfly Development Ltd. employees were trained as detailed below:

- **Asbestos Awareness – 12**
- **Health & Safety Corporate Induction – 1**

3.3 There were **no** recharges made for unattended training places.

4.0 INSPECTIONS:

4.1 5 formal biannual BDC inspections occurred. 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:

- **Pleasley Vale Mill 1**
- **Pleasley Vale Mill 2 and The Dye House**
- **Pleasley Vale Mill 3**
- **Pleasley Vale Outdoor Activity Centre and Boat House**
- **The Tangent**

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

4.2 7 Dragonfly Development Ltd. inspections occurred at:

- **Bersahill – Doncaster – 1 visit**
- **Market Close – Shirebrook – 2 visits**
- **Moorfield Lane - Langwith – 2 visits**
- **Crematorium – 2 visits**

5.0 Reasons for Recommendation

5.1 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.

6.0 Alternative Options and Reasons for Rejection

6.1 In view of the proposed recommendations, Committee members not providing a steer on this matter would be an alternative option but is not considered a reasonable approach.

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

<p>Legal (including Data Protection): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Details: Good performance is an indicator of compliance with Health and Safety legislation.</p> <p style="text-align: right;">On behalf of the Solicitor to the Council</p> <p>Staffing: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Details: Accidents resulting in injury can impact on staffing levels and costs attributed to manager time, sickness absence and replacement labour.</p> <p style="text-align: right;">On behalf of the Head of Paid Service</p>

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

District Wards Significantly Affected	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>

Links to Council Ambition: Customers, Economy and Environment.

DOCUMENT INFORMATION	
Appendix No	Title

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>

Bolsover District Council

Meeting of the Safety Committee on 9th May 2024

Sickness Absence - Quarter 4 (January – March 2024)

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 4 (January – March 2024).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months January – March 2024.
- 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 4 was 2.44 days.**
- 1.4 **The 2023/24 actual outturn figure for the average number of days lost per employee is 8.98 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 4.

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 4 was 2.44, this has increased from Quarter 3 and is the highest quarter of the year in terms of average days lost, however the figure is lower than Q4 in 2022/3.
- 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.
- 3 Services experienced zero sickness in Quarter 4 and a further 4 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 13 cases of absence due to Stress/Depression during Quarter 4, 6 of which were work related, and 7 were none work related.
- Covid19 accounted for 5 days lost due to sickness in Quarter 4 in comparison to 64 days lost in Quarter 3.
- There are 15 long term cases in this quarter. 10 are due to physical health ailments and 5 cases are related to stress/depression (3 of which are/were 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. 8 Employees have now returned to work, 7 remain absent (2 of which, the Council is pursuing the Ill Health Retirement route).

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 are 2.
- The number of Employees subscribing to the Gym during 2023/24 are 63.

- 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, all employees can access the Bolsover Wellness Programme if they meet the criteria. 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? (Only Key Decisions are subject to Call-In)	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	2022/23 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	2.44	£99,520.51
Overall Outturn	5.57	£216,787.07	8.7	£343,107.54	9.4	£381,172.31	8.98	£333,509.52

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%	41%	59%
Overall Outturn	41%	59%	57%	43%	46%	54%	36%	64%

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. Stress/Depression 2. Other Musc./Skel 3. Operations/Hospital

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

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	4	1	0	0	4	5.6	0.71
Elections	0	0	0	0	0	2.5	0
Health & Safety	3	1	0	0	3	6	0.5
Human Resources & Payroll	0	0	0	0	0	7.52	0
Legal	6	2	29	1	35	5.82	6.01
Communications	5	2	0	0	5	5	1
Procurement	0	0	100	3	100	2.96	33.78
Performance	0	0	65	1	65	2.82	23.05
Finance	14	4	0	0	14	9.8	1.43

Revenues & Benefits	17	9	0	0	17	25.18	0.68
Customer Services	36	9	0	0	36	23.87	1.51
Leisure	29	10	39	1	68	52	1.31
Leaders/Executive Team	12	2	0	0	12	8.42	1.43
Streetscene	150	38	243	7	393	105.1	3.74
Housing Management (including CS)	67	11	0	0	67	71.05	0.94
Planning	18	2	47	2	65	21.36	3.04

FOR INFORMATION ONLY – EMPLOYEES HOSTED BY NEDDC

ICT	27.5	9	0	0	27.5	31.25	0.88
Environmental Health	32	8	142	3	174	48.08	3.62

Figure Two: Stress Cases During Quarter Four

Work Related	Outside of Work Related	Total
6	7	13