

The Arc  
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Clowne  
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To: Chair & Members of the Union /  
Employee Consultation Committee

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Tuesday 27<sup>th</sup> February 2024

Dear Councillor

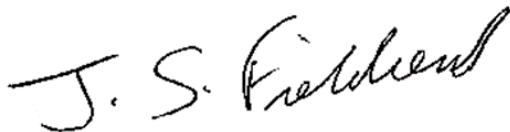
**UNION / EMPLOYEE CONSULTATION COMMITTEE**

You are hereby summoned to attend a meeting of the Union / Employee Consultation Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Thursday 14th March 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**

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](mailto: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

**UNION / EMPLOYEE CONSULTATION COMMITTEE  
AGENDA**

***Thursday 14<sup>th</sup> March 2024 at 10:00 hours taking place in the Council Chamber,  
The Arc, Clowne***

<b>Item No.</b>		<b>Page No.(s)</b>
<b>1.</b>	<b>Apologies For Absence</b>	
<b>2.</b>	<b>Urgent Items of Business</b>	
	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.	
<b>3.</b>	<b>Declarations of Interest</b>	
	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.	
<b>4.</b>	<b>Minutes</b>	4 - 6
	To consider the minutes of the last meeting held on 7 <sup>th</sup> December 2023.	
<b>5.</b>	<b>Sickness Absence - Quarter 3 (October 2023 - December 2023)</b>	7 - 15
<b>6.</b>	<b>UNISON Convenor Update</b>	TO FOLLOW

## UNION/EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union/Employee Consultation Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Thursday, 7<sup>th</sup> December 2023 at 10:00 hours.

### **PRESENT:-**

Members:-

Councillors: Rowan Clarke, Mary Dooley, Cathy Jeffery (from minute number UECC05 -23/24), Sally Renshaw and Vicky Waplington.

Chris McKinney (UNISON) and Violet Parker (UNISON).

Officers:- Peter Wilmot (HR Business Partner), and Hannah Douthwaite (Governance & Civic Officer).

### **UECC01-23/24**

### **ELECTION OF CHAIR 2023/24**

Moved by Chris McKinney and seconded by Councillor Sally Renshaw

**RESOLVED** that Councillor Mary Dooley be elected as Chair of the Union/Employee Consultation Committee for the ensuing year.

Councillor Mary Dooley in the Chair

### **UECC02-23/24**

### **APPOINTMENT OF VICE-CHAIR 2023/24**

Moved by Chris McKinney and seconded by Councillor Rowan Clarke

**RESOLVED** that Liz Robinson (UNISON) be appointed as Vice-Chair of the Union/Employee Consultation Committee for the ensuing year.

### **UECC03-23/24**

### **APOLOGIES FOR ABSENCE**

An apology for absence had been received on behalf of Liz Robinson (UNISON).

### **UECC04-23/24**

### **URGENT ITEMS OF BUSINESS**

There were no urgent items of business to be considered.

### **UECC05-23/24**

### **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

*Councillor Cathy Jeffery entered the meeting.*

## UNION/EMPLOYEE CONSULTATION COMMITTEE

**UECC06-23/24**

**MINUTES – 2<sup>ND</sup> MARCH 2023**

Moved by Councillor Mary Dooley and seconded by Chris McKinney

**RESOLVED** that the Minutes of the Union/Employee Consultation Committee meeting held on 2<sup>nd</sup> March 2023, be approved as a correct record.

**UECC07-23/24**

**SICKNESS ABSENCE - QUARTER 1  
(APRIL 2023 - JUNE 2023)**

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

The overall average days lost due to sickness in Quarter 1 was 2.26, which had decreased in comparison to Quarter 4 of 2022/23 (2.82 days).

5 Services experienced zero sickness in Q1 and a further 6 Services experienced less than 1 day per FTE employee.

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.

Moved by Councillor Sally Renshaw and seconded by Councillor Rowan Clarke

**RESOLVED** that the report be noted.

**UECC08-23/24**

**SICKNESS ABSENCE – QUARTER 2  
(JULY 2023 – SEPTEMBER 2023)**

The HR Business Partner presented the Sickness Absence report for Quarter 2 (July 2023 – September 2023) and highlighted that the average number of days lost per employee was 2.39 days. The 2023/24 projected outturn figure for the average number of days lost per employee was 9.3 days.

7 Services experienced zero sickness in Quarter 2 and a further 3 Services experienced less than 1 day per FTE employee.

There were 13 cases of absence due to Stress/Depression during Quarter 2, three of which were work related, and 10 were none work related. Covid 19 accounted for 18 days lost due to sickness in Quarter 2 in comparison to 22 days lost in Quarter 1.

Moved by Chris McKinney and seconded by Councillor Vicky Waplington

**RESOLVED** that the report be noted.

## UNION/EMPLOYEE CONSULTATION COMMITTEE

UECC09-23/24

### INTERIM REPORT ON UNISON CONVENOR FULLTIME RELEASE

Chris McKinney (UNISON) provided an interim update on the Unison Convenor position. Information on the role and the work undertaken was detailed within the report.

Since May 2023 approximately 25 job evaluations had taken place across Bolsover District Council and Dragonfly and due to the Convenor Role now being full time it had allowed for these to be completed in a more timely manner.

The last 6 months had enabled the Convenor to fully represent Unison members and contribute positively to effective improvements to the way the Council works. It was hoped this could be built on and that more could be achieved in the coming months.

It was also noted that within the Council there were two new Branch Stewards.

Moved by Councillor Mary Dooley and seconded by Councillor Sally Renshaw  
**RESOLVED** that the report be noted.

The meeting concluded at 10:23 hours

## Bolsover District Council

### Meeting of the Union / Employee Consultation Committee on 14<sup>th</sup> March 2024

#### Sickness Absence - Quarter 3 (October 2023 – December 2023)

#### Report of the Portfolio Holder for Resources

<b>Classification</b>	This report is Public
<b>Report By</b>	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).

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#### 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

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

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

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

## DOCUMENT INFORMATION

Appendix No	Title
1	Figures for the Quarter by Directorate

<b>Background Papers</b> <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)*

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

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
<b>Quarter One</b>	33%	67%	40%	60%	48%	52%	23%	77%
<b>Quarter Two</b>	37%	63%	67%	33%	46%	54%	37%	63%
<b>Quarter Three</b>	47%	53%	48%	52%	46%	54%	41%	59%
<b>Quarter Four</b>	43%	57%	69%	31%	43%	57%		
<b>Overall Outturn</b>	<b>41%</b>	<b>59%</b>	<b>57%</b>	<b>43%</b>	<b>46%</b>	<b>54%</b>		

Table Three: Top Three Reasons for Absence

*(Top 3 reasons based on sickness days lost)*

	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>Current Year 2023/24</b>
<b>Quarter One</b>	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
<b>Quarter Two</b>	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
<b>Quarter Three</b>	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
<b>Quarter Four</b>	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.

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

**Summary Figures for the Quarter by Directorate/Service**

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

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<b>Service</b>	<b>Short term days</b>	<b>No. of Employees absent</b>	<b>Long term days</b>	<b>No. of Employees Absent</b>	<b>Total Days lost</b>	<b>FTE No. in Section</b>	<b>Average days lost per FTE</b>
Directors and Assistant Directors	0	0	0	0	0	8	0
Governance	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

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**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