

The Arc
High Street
Clowne
S43 4JY

To: Members of the Safety Committee

Monday, 19th August 2024

Contact: Matthew Kerry

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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 Wednesday, 4th September, 2024 at 14:00 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

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- **Phone:** [01246 242424](tel:01246242424)
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**SAFETY COMMITTEE
AGENDA**

***Wednesday, 4th September, 2024 at 14:00 hours taking place in the Council Chamber, The
Arc, Clowne***

Item No.		Page No.(s)
1.	Election of Chair 2024/25	
2.	Appointment of Vice Chair 2024/25	
3.	Apologies For Absence	
4.	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.	
5.	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.	
6.	Minutes	4 - 8
	To consider the minutes of the last meeting held on 9 th May 2024.	
7.	Health & Safety Update - Quarter 1 (April - June 2024)	9 - 16
8.	Sickness Absence - Quarter 1 (April - June 2024)	17 - 25
9.	Changes to Health & Safety Policy Format - Briefing Paper	26 - 27

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, 9th May 2024 at 10:00 hours.

PRESENT:-

Members:-

Councillor Jane Yates in the Chair

Councillors Rowan Clarke, Donna Hales and Deborah Watson.

UNISON: Chris McKinney (Vice Chair), Liz Robinson (UNISON Convenor).

Officers:- Steve Brunt (Strategic Director of Services), Wayne Carter (Leisure Facility Manager), Ian Clay (Health and Safety Advisor), Oliver Fishburn (HR and Payroll Manager), Bronwen MacArthur-Williams (Health & Safety Manager), Jayne Stokes (Health and Safety Adviser) and Matthew Kerry (Governance and Civic Officer).

Also in attendance at the meeting, observing, was Councillor Jeanne Raspin.

SAF44-23/24 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Violet Parker (UNISON).

SAF45-23/24 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

SAF46-23/24 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

SAF47-23/24 MINUTES – 8TH FEBRUARY 2024

Moved by Councillor Rowan Clarke and seconded by Councillor Donna Hales
RESOLVED that the minutes of a meeting of the Safety Committee held on 8th February 2024 be approved as a true and correct record.

SAFETY COMMITTEE

SAF48-23/24 QUARTER 4 HEALTH & SAFETY UPDATE: 1ST JANUARY 2024 – 31ST MARCH 2024

The Health and Safety Manager stated the total number of BDC employee accidents in Quarter 4 2023/24 was 8; this was fewer than Quarter 4 of 2022/23. For the types of incidents involved, none of these were RIDDOR reportable. It was noted that a near miss had taken place in Quarter 4 of 2023/24 when a fire alarm had been set off by a breaking motor on a tenant's machine, resulting in smoke being emitted.

The Committee were referred to the table of the report which listed a resume of incidents logged and where they had occurred. One of these incidents, which took place on the 19th January 2024, resulted in the loss of up to 7 days; this remained not RIDDOR reportable.

The average quarterly footfall into Go!Active was 85,958 people; this related to all users of the service, including outreach sessions. This was in addition to approximately 5,000 footfall per quarter to customer services.

The total number of accidents reported by members of the public was 37, which the Health and Safety Manager informed the Committee was lower than the figures reported in Quarter 4 2022/23. 1 of the accidents from Quarter 4 2023-2024 had been serious enough to be RIDDOR reportable; this had occurred in Leisure Services.

For Dragonfly Development Ltd., in Quarter 4 2023/24 there had been 3 incidents, with a total of 21 days lost.

During Quarter 4 2023/24, 1 Council employee had received further training in Health and Safety (Corporate Induction), and 13 Dragonfly Development Ltd. employees had been trained in Asbestos Awareness and the same Health and Safety (Corporate Induction).

5 formal biannual BDC inspections had occurred in Quarter 4 2023/24 at the following locations:

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

Additionally, regular joint informal walk-arounds of The Arc and the Riverside Depot had continued. Unite and UNISON safety representatives received copies of all inspections, and these were available on the Council's intranet.

For Dragonfly Development Ltd., 7 inspections had occurred at the following locations:

- Bersahill – Doncaster – 1 visit;
- Market Close – Shirebrook – 2 visits;
- Moorfield Lane - Langwith – 2 visits; and,
- Crematorium – 2 visits.

The Leisure Facility Manager reiterated that for the 85,958, this included all Leisure

SAFETY COMMITTEE

Services including Pleasley Vale, Extreme Wheels and others. As for the incident that was serious enough to be RIDDOR reportable, the Leisure Facility Manager stated the injured party had submitted a claim, but the insurance consultant had recommended the Council deny any responsibility; this was an accident.

The Chair thanked the Health and Safety team for their work.

Moved by Chris McKinney (UNISON) and seconded by Liz Robinson (UNISON)

RESOLVED that: 1) the Safety Committee noted the Health and Safety update;

2) that the Safety Committee were assured that good Health and Safety management remained a key performance priority for the Council.

SAF49-23/24 SICKNESS ABSENCE - QUARTER 4 (JANUARY - MARCH 2024)

The HR and Payroll Manager highlighted the average number of days lost per employee for Quarter 4 2023/24 was 2.44 days; this was an increase from Quarter 3 2023/24 and was the highest quarter of the year in terms of average days lost. However, the 2.44 days lost per employee for Quarter 4 2023/24 was lower than the same quarter for 2022/23.

When the previous 3 quarters were taken into consideration, the actual outturn figure for the average number of days lost per employee for 2023-2024 was 8.98 days; this was above the annual target for the Local Performance Indicator to the end of March 2024 (8.5 days).

3 Services experienced zero sickness in Quarter 4 2023-2024 and a further 4 Services experienced less than 1 day per full-time equivalent employee.

The HR and Payroll Manager referred to table 1 of the report which stated the total loss from sickness absence was £333,509.52 for 2023/24. This was lower than the previous two years, though higher than 2020/21. Table 2 represented the percentages of both short and long term days lost for each quarter of 2023/24, with the previous 3 years listed for comparison.

Table 3 provided the top three reasons for absence per quarter, with Stress/Depression remaining in the top three reasons of every quarter since 2019-2020; 6 were work related and 7 were outside work related.

The UNISON Convenor noted it had been previously stated in previous Safety Committees that Stress/Depression remained a key issue in the figures presented. She informed the Committee that an Engagement Officer had now been employed and both of them had been looking into this issue; one of the first things being done was a mental health awareness campaign taking place mid-May 2024 – information on this would be provided to staff to attempt high levels of engagement. The Engagement Officer would also be looking into team events and other mental health promotional campaigns for 2024/25.

The Chair asked about the take up rates of the mental health assistance measures/schemes already in place. The HR and Payroll Manager answered that 35

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employees had undertaken mental health awareness training, 2 had accessed the Cycle2Work scheme, and there were other schemes in place like subsidised Leisure Services, which 63 staff members currently accessed.

There was an employee assistance programme, a service shared with North East Derbyshire District Council, though only 5 employees had accessed this service in 2023/24; reiterating that the recent employment of the Engagement Officer would be investigating alternative programmes.

The HR and Payroll Manager explained the Council had also inherited a difficult relationship with the current occupational health provider, and the Council had gone out to tender a new provider; this procurement exercise ended 3rd May 2024 with 3 applications received – this would be investigated moving forward.

For the 2023/24 occupational health figures, the HR and Payroll Manager listed the following: 5 employees had accessed counselling over 25 sessions; 1 had participated in 6 sessions of cognitive behavioural therapy; 3 had received 18 sessions of physiotherapy; 1 had received 4 sessions of chiropractic therapy; and 27 staff members had accessed 37 appointments of the occupational health provider's services.

The Chair asked if the Engagement Officer would be promoting what is already provided. The HR and Payroll Manager explained the HR and Payroll team was still relatively new, and while there were staff to carry out the work, there was no capacity to promote the services already provided by the Council; this was why the Engagement Officer had been employed, to promote the provisions already in place. A staff survey would also take place to enable the Engagement Officer to focus on the areas where employees felt a shortfall of assistance existed.

A Member noted that in any large organisation, some employees were always going to be reluctant to use the mental health programmes provided. However, for the Stress/Depression figures and those with work related reasons, the staff survey would be an excellent method to identify what issues employees were encountering. The Member asked if there were any Mental Health Champions at the Council or those who could promote the support already available.

The UNISON Convenor explained there were mental health first aiders available – they themselves were one – but admitted it had not been well promoted. In response, the Engagement Officer had recently put up posters in discreet locations (like bathrooms), which provided contact tabs that employees could tear off and keep. A Member stated it was right to enable employees to seek assistance, even outside the Council.

The Strategic Director of Services noted that the COVID-19 Global Pandemic and the ongoing Cost of Living Crisis had caused numerous breakdowns of relationships in recent years nationally, and Stress/Depression was likely a result which would manifest in the workplace. While the Council's preference was for staff members to speak first to their General Practitioners for help on their mental health, it was still right and necessary for the Council to help those who needed/asked for it and raise awareness of such programmes.

The Chair asked if any managers were being supported with further training and how to manage staff who were struggling. The HR and Payroll Manager stated the Council trained managers to handle sickness absences, and generally if there were serious cases

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this would be handled by the occupational health provider, who would direct the Council on the appropriate approach to take.

The UNISON Convenor had spoken to the HR Business Partner about providing free mental health training courses for all staff, with possibly all managers being trained on mental health first aid as well as a small number of anonymous members of staff who could be trained if people did not wish to speak to their managers. The Strategic Director of Services added the Council was identifying issues of Stress/Depression which may result from the workplace, and the Health and Safety Executive Standard Stress Risk Assessment was used for this. The results of the assessment may be temporary work arrangements such as a change in start and finish times. In short, where staff members needed help, the Council would try to provide it.

The Chair commented the total loss from sickness absence – £333,509.52 for 2023-2024 – was nearly £50,000 lower than 2022/23; a positive step in the right direction.

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

The meeting concluded at 10:25 hours.



Bolsover District Council

Meeting of the Safety Committee on 4th September 2024

Quarter 1 Health & Safety Update: 01.04.24 – 30.06.24

Report of the Health and Safety Team

Classification	This report is Public
Report By	Jayne Stokes, Health and Safety Adviser and 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 employee accidents in Quarter 1 is 12 (excluding Dragonfly Developments Ltd.). This compares to 12 accidents occurring during Quarter 1 of 2023 – 2024. This Quarter’s employee accidents occurred in the following service areas:

- Streetscene – 6
- Leisure – 6

The following types of incident were involved:

- Struck by a moving object – 3
- Manual handling – 2
- Slips/trips/falls – 3
- Ill health – 1
- Contact with moving machinery – 1
- Cuts and abrasions – 1
- Struct by a fixed object – 1

1 of these accidents was RIDDOR reportable as it resulted lost time over 7 days.

The number of near misses reported during this Quarter was: 0

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
23/03/2024	Extreme Wheels Riverside Depot	Slips, trips and falls on same level	Minor Injury - No Lost Days	No	IP fell off skateboard whilst instructing.	0
16/04/2024	Extreme Wheels On site	Struck by moving object	Minor Injury - No Lost Days	No	IP banged head on trailer flap on site.	0
03/05/2024	StreetScene Riverside Depot	Contact with moving machinery	Minor Injury - No Lost Days	No	IP got out of van to begin litter picking, went round to the back of the van to get his litter picker and bag and the van rolled back into a pothole and struck IP's right knee.	0
12/05/2024	Leisure Go Active @ The Arc	Ill Health	Lost Time - Up to 7 days	No	IP was taking phone call then suddenly felt dizzy and faint and was very pale and shaking. This lasted a few minutes and then happened again.	0.5
17/05/2024	StreetScene Riverside Depot	Struck by moving object	Lost Time - Up to 7 days	No	IP struck by black bin coming off RCV lifters.	6
18/05/2024	Leisure Go Active @ The Arc	Cuts and Abrasions	Minor Injury - No Lost Days	No	IP cut finger on broken plate.	0

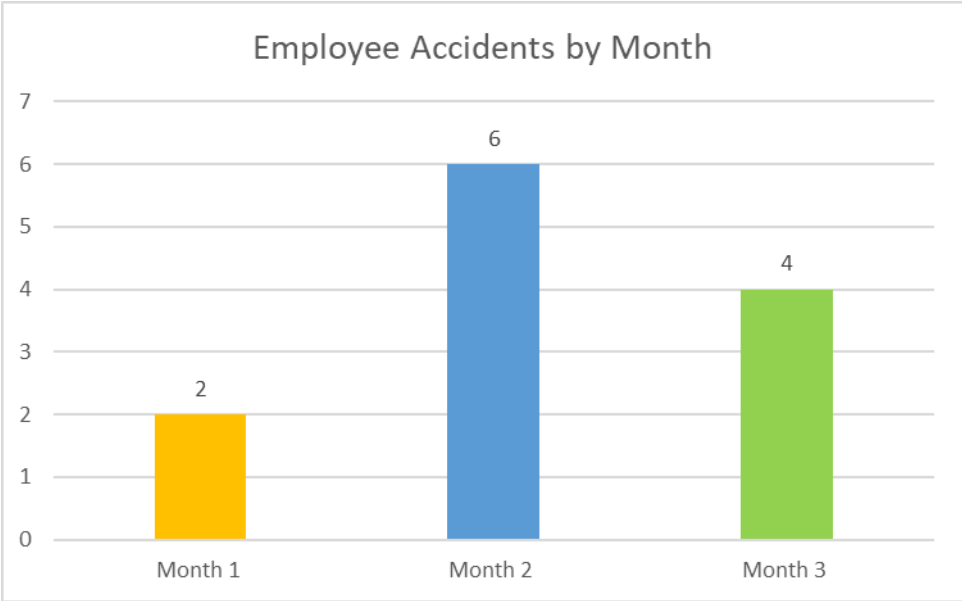
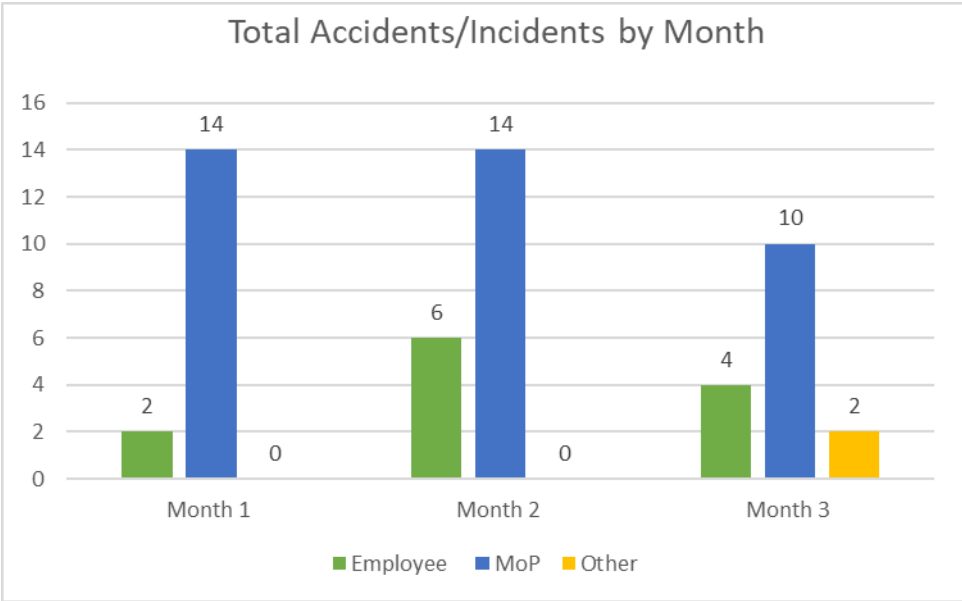
22/05/2024	StreetScene Riverside Depot	Slips, trips and falls on same level	Lost Time - Over 7 Days	Yes (Reported to HSE 30/05/2024)	IP went over on their ankle when exiting vehicle cab.	76
22/05/2024	StreetScene Riverside Depot	Struck by moving object	Minor Injury - No Lost Days	No	IP was pulling trade bin, pulled bin into back of leg, bending their foot	0
02/06/2024	Leisure Go Active @ The Arc	Manual handling	Minor Injury - No Lost Days	No	IP set up inflatables for party and later felt back pain.	0
11/06/2024	Leisure Pleasley Vale OAC	Striking against a fixed object	Minor Injury - No Lost Days	No	IP bumped head on inside of artificial cave system.	0
25/06/2024	StreetScene On site	Slips, trips and falls on same level	Minor Injury - No Lost Days	No	IP was strimming long grass, stepped back his left foot dropped into a hole.	0
28/06/2024	StreetScene On site	Manual handling	Minor Injury - No Lost Days	No	IP was pulling a trade bin to back of RCV when his back twinged.	0
Total Lost Days = 82.5						

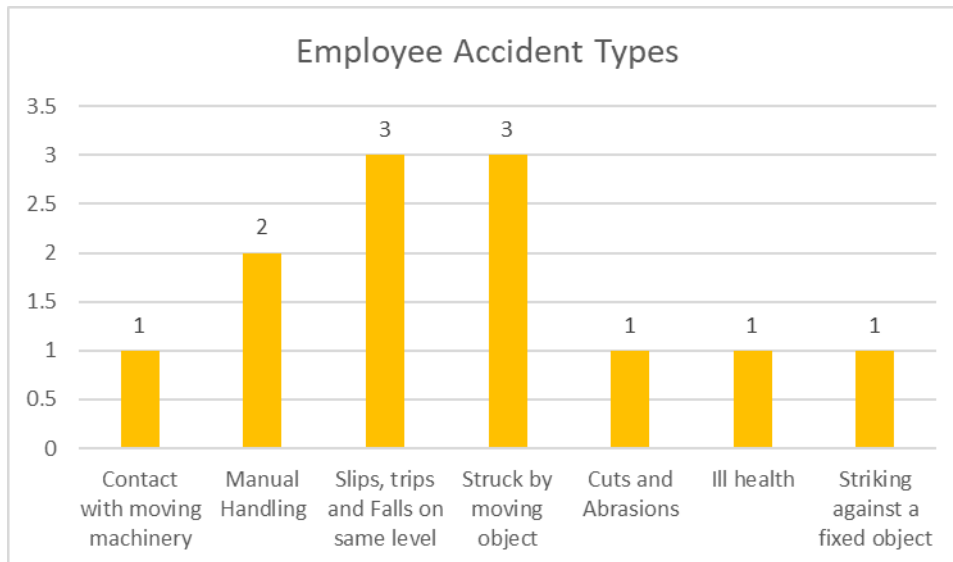
2.2 The total number of accidents reported by Members of the Public was 38 and none of these were serious enough to be RIDDOR reportable. Although 37 incidents occurred across Leisure Services, it should be remembered that the average quarterly footfall in Go!Active is 85,958 people.

2.3 There were 4 near misses and 2 accidents reported by Dragonfly Development Ltd during Quarter 1.

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
16/04/2024	Dragonfly On site	Violence and Aggression	Minor Injury - No Lost Days	No	Operative attended property to service the boiler the tenant attempted to put the dog out of way it broke free and proceeded to bite the operative.	0
02/05/2024	Dragonfly Shirebrook Crematorium	Cable Strike	Dangerous Occurrence	No	BT cable struck by operative	0

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





3.0 **Training**

3.1 During the Quarter, 30 BDC employees and 1 Dragonfly Development Ltd. employee were trained as detailed below:

- Emergency First Aid – 6
- First Aid Refresher – 4
- Health & Safety for Caretakers – 1 (Dragonfly Development Ltd employee)
- Asbestos Awareness – 8
- Asbestos Removal (Category B) – 6
- IOSH for Executives & Directors – 6

3.2 There were 0 recharges made for unattended training places.

4.0 **INSPECTIONS:**

4.1 3 formal BDC inspections occurred. 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:

- Riverside Depot (biannual)
- The Arc (biannual)
- Clune Street Pavilions (annual)

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

4.2 20 Dragonfly Development Ltd. formal inspections occurred at:

- Woburn new build project – 2 visits (Including 1 full site audit)
- Crematorium Site – 3 visits (including 1 full site audit)
- Victoria House – Independent Living scheme inspection – 1 visit
- Park fields – Independent Living scheme inspection – 1 visit
- Ashbourne Court – Independent Living scheme inspection – 1 visit
- Woburn House – Independent Living scheme inspection – 1 visit
- Jubilee Court – Independent Living scheme inspection – 1 visit (plus 1 follow up visit)
- Valley View – Independent Living scheme inspection – 1 visit
- Mill Lane – communal rooms 1 visit
- Park View – communal rooms 1 visit
- Queens Court – communal rooms 1 visit
- Recreation Close – communal rooms 1 visit
- Dragonfly contractor inspections 3 visits
- Fire door safety inspection (targeted) Valley View 1 visit

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 North East Derbyshire 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

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

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	N/A
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"/>	Details: Trade Union Safety Representatives

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 4th September 2024

Sickness Absence – Quarter 1 (April – June 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 1 (April – June 2024).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months April – June 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 1 was 2.24 days.
- 1.4 The 2024/25 projected outturn figure for the average number of days lost per employee is 8.96 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 1.

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 1 was 2.24, this has decreased from Quarter 4 and is the lowest Quarter 1 in terms of average days lost since 2022/23.
- 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 1 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 10 cases of absence due to Stress/Depression during Quarter 1, 5 of which were work related, and 5 were none work related.
- Covid19 accounted for 12 days lost due to sickness in Quarter 1 which have slightly increased in comparison to 5 days lost in Quarter 4 in 2023/4.
- There are 18 long term cases in this quarter. 14 are due to physical health ailments and 4 cases are related to stress/depression (all of which were work related). Appropriate support and assistance are being provided to facilitate support for those who have returned to work and those planning to do so. 5 Employees have now returned to work, 8 remain absent, 5 of which have left the Council's employ.

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 2024/25 will be reported in Quarter 4.
- The number of Employees subscribing to the Gym during 2024/25 will be reported in Quarter 4.
- 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)

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 (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).
None

Table One: Organisational Outturn Average Number of Days Absence

(Average sickness days per fte employee)

	2021/22	2021/22 Costs	2022/23	2022/23 Costs	2023/24	2023/24 Costs	2024/25	2024/25 Costs
Quarter One	1.91	£81,917.94	2.29	£84,309.63	2.26	£74,265.11	2.24	£88,097.39
Quarter Two	2.31	£91,025.58	2.02	£84,144.83	2.39	£86,396.88		
Quarter Three	2.29	£85,306.37	2.27	£93,954.00	1.89	£73,327.02		
Quarter Four	2.19	£84,857.65	2.82	£118,763.85	2.44	£99,520.51		
Overall Outturn	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

	2021/22		2022/23		2023/24		2024/25	
	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	40%	60%	48%	52%	23%	77%	28%	72%
Quarter Two	67%	33%	46%	54%	37%	63%		
Quarter Three	48%	52%	46%	54%	41%	59%		
Quarter Four	69%	31%	43%	57%	41%	59%		
Overall Outturn	57%	43%	46%	54%	36%	64%		

Table Three: Top Three Reasons for Absence

(Top 3 reasons based on sickness days lost)

	2021/22	2022/23	2023/24	Current Year 2024/25
Quarter One	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	1.Other Musc. Skeletal 2.Operations/Hospital 3.Stress/Depression
Quarter Two	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	1. 2. 3.

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

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 Assistant Directors	0	0	0	0	0	6.5	0
Governance	0	0	0	0	0	5.6	0
Elections	0	0	0	0	0	2.5	0
Health & Safety	5	2	0	0	5	5	1
Human Resources & Payroll	3	1	0	0	3	7.42	0.4
Legal	1	1	31	1	32	8.35	3.83
Communications	2	1	0	0	2	5	0.4
Procurement	0	0	32	3	32	3.35	9.55
Performance	0	0	55	1	55	3.62	15.19
Finance	3	1	0	0	3	10.8	0.28
Revenues & Benefits	15	5	0	0	15	25.17	0.6
Customer Services	8	4	58	2	66	23.84	2.77
Leisure	31	9	102	3	133	52.84	2.52
Leaders/Executive Team	4	2	0	0	4	7.41	0.54

Streetscene	100	38	204	6	304	104.75	2.9
Housing Management (including CS)	44	9	102	2	146	70.45	2.07
Planning	16	3	0	0	16	22.4	0.71

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	5	65	1	76.5	52.08	1.47
ICT	9	6	0	0	9	33.15	0.27

Figure Two: Stress Cases During Quarter One

Work Related	Outside of Work Related	Total
5	5	10

**REPORT OF THE JOINT HEALTH AND SAFETY MANAGER
BOLSOVER HEALTH & SAFETY COMMITTEE - BRIEFING PAPER
FOR INFORMATION – CHANGES TO HEALTH & SAFETY POLICY FORMAT
4TH SEPTEMBER 2024**

1.0 INTRODUCTION

- 1.1 The Council's Health & Safety Policy format reflects the Health & Safety Executive's example of 3 separate sections i.e.: Health & Safety Policy Statement (1), Organisation & Responsibilities (2) and Arrangements (3).
- 1.2 Until 2018, BDC's Policy reflected this format. The previous post holder then split each section and filed these separately on the Public S Drive. Thus although the Council remained legislatively compliant (as all information could still be provided), the document then existed in a fragmented and uncoordinated format.

2.0 CURRENT POSITION

- 2.1 The current Health & Safety Manager has refreshed and reunited the three sections into 1 Policy document.
- 2.2 The benefits of amalgamating documentation are as follows:
- It becomes easier to locate in one location
 - Contextualises Health & Safety when reading one complete document
 - Improves the review process
- 2.3 The updated version contains links to each separate Arrangement, which has condensed the Policy to 23 pages. Including all Arrangements and additional documentation together would increase the length to over 180 pages. Each link takes the reader to the relevant Arrangement – some of which have a supporting document folder. These include a variety of documents including other Policies where referenced in the Arrangement (e.g.: Driving at Work Policy), proformas, forms, additional guidance etc.

3.0 ACCESSING THE NEW POLICY

- 3.1 The 2024 electronic version of the Policy is available on the Public S Drive via this link: <S:\Health and Safety\PUB\01 BDC\Policies\H&S Policy\Health & Safety Policy - 2024.docx>

4.0 CONSULTATION

- 4.1 Trade Union Safety Representative colleagues and SLT have been updated regarding the amalgamation of the three sections and advised that beyond necessary updates (e.g.: a new management structure) there have been only minor textual changes.

5.0 POLICY REVIEW

- 5.1 Policy reviews will be undertaken in tandem with the Health & Safety Statement review, currently on a biennial timeframe. Thus the next review will be in September 2025.

END OF REPORT.