

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Safety
Committee

Contact: Matthew Kerry
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Tuesday, 19th November 2024

Dear Councillor,

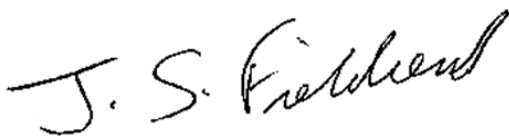
SAFETY COMMITTEE

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, 5th December, 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

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, 5th December, 2024 at 14:00 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 - 7
	To consider the minutes of the last meeting held on 4 th September 2024.	
5.	Health & Safety Update - Quarter 2 (July - September 2024)	8 - 15
6.	Sickness Absence - Quarter 2 (July - September 2024)	16 - 26

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Wednesday, 4th September 2024 at 14:00 hours.

PRESENT:-

Members:-

Councillors Justin Gilbody, Tom Munro, and Jane Yates.

Chris McKinney (Unison) and Violet Parker (Union).

Officers:- Steve Brunt (Strategic Director of Services), Bronwen MacArthur-Williams (Health & Safety Manager), Ollie Fishburn (HR & Payroll Manager), Jayne Stokes (Health & Safety Advisor), and Amy Bryan (Governance and Civic Manager).

SAF1-24/25 ELECTION OF CHAIR 2024/25

Moved by Councillor Tom Munro and seconded by Chris McKinney

RESOLVED that Councillor Jane Yates be elected as Chair of the Safety Committee for the 2024/25 Municipal Year.

Councillor Jane Yates in the Chair

SAF2-24/25 APPOINTMENT OF VICE CHAIR 2024/25

Moved by Councillor Tom Munro and seconded by Violet Parker

RESOLVED that Chris McKinney be appointed as Vice-Chair of the Safety Committee for the 2024/25 Municipal Year.

SAF3-24/25 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillor Amanda Davis, Councillor Jeanne Raspin and Liz Robinson (Unison).

SAF4-24/25 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

SAF5-24/25 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

SAFETY COMMITTEE

SAF6-24/25 MINUTES

Moved by Chris McKinney and seconded by Councillor Jane Yates

RESOLVED that the minutes of a meeting of the Safety Committee held on 9th May 2024 be approved as a true and correct record.

SAF7-24/25 HEALTH & SAFETY UPDATE - QUARTER 1 (APRIL - JUNE 2024)

The Health and Safety Advisor presented the Health & Safety Update Quarter 1 report for April to June 2024.

The report explained that the total number of employee accidents in Quarter 1 had been 12 (excluding Dragonfly Developments Ltd.). This compared to 12 accidents occurring during Quarter 1 of 2023/24. Quarter 1's employee accidents occurred in the following service areas:

- Streetscene – 6;
- Leisure – 6.

The following types of incident had been 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 had been RIDDOR reportable as it resulted lost time over 7 days.

There were no near misses reported during this Quarter.

The total number of accidents reported by Members of the Public had been 38 and none of these had been serious enough to be RIDDOR reportable.

There had been four near misses and two accidents reported by Dragonfly Development Ltd. during Quarter 1.

The report detailed the training that had been undertaken by both Council and Dragonfly Development Ltd. employees. The report also set out details of the three formal Council inspections that had occurred, and the 20 Dragonfly Development Ltd. formal inspections.

Moved by Councillor Tom Munro and seconded by Councillor Justin Gilbody

RESOLVED that 1) the Health and Safety update be noted;

2) good Health and Safety management remained a key performance priority for the Council, be noted.

SAFETY COMMITTEE

SAF8-24/25 SICKNESS ABSENCE - QUARTER 1 (APRIL - JUNE 2024)

The HR and Payroll Manager presented the Sickness Absence Quarter 1 report for April to June 2024. The report set out the average number of days lost per employee for Quarter 1 2024/25 was 2.24 days – the projected outturn figure for the average number of days lost per employee for 2024/25 was 8.96 days. The annual target for the Local Performance Indicator to the end of March 2024 was 8.5 days.

Tables 1, 2 and 3 of the attached Appendix 1 detailed the key patterns and trends experienced corporately in relation to sickness absence. Table 1 showed the total loss from sickness absence for Quarter 1 2024/25 was £88,097.39. Table 2 showed the Long Term (72%) and Short Term (28%) percentages. Table 3 showed the top 3 reasons of absence, being “Other Muscular/Skeletal”, “Operations/Hospital” and “Stress/Depression”.

Key trends in the data revealed the following:

- The overall average days lost due to sickness in Quarter 1 2024/25 was 2.24; this had decreased from Quarter 4 2023/24 and was the lowest Quarter 1 in terms of average days lost since 2022/23;
- 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;
- Three services had experienced zero sickness in Quarter 1 and a further six services had experienced less than 1 day per FTE employee;
- Stress/Depression had remained in the top three reasons for absence since 2019/20;
- There were ten cases of absence due to Stress/Depression during Quarter 1 2024/25, five of which were work related, five none work related;
- COVID-19 accounted for 12 days lost due to sickness in Quarter 1 2024/25, which had slightly increased in comparison to five days lost in Quarter 4 2023/4;
- There were 18 long term cases in this quarter; 14 were due to physical health ailments and four cases were related to Stress/Depression (all of which were work related). Appropriate support and assistance were being provided to facilitate support for those who had returned to work and those planning to do so. Five employees had since returned to work and eight remained absent, five of which had left the Council’s employ.

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

The report set out the steps the Council had taken to support employees.

In answer to a question regarding Minute SF49-23/24 of the previous meeting, the HR and Payroll Manager confirmed that the Employee Engagement Officer had now started and had run a mental health awareness campaign. The HR and Payroll Manager also reported that Mental Health First Aider Training, run by Derbyshire County Council, had been offered and advertised to staff and the new employee benefit scheme, Vivip had launched this week and included a staff support service.

SAFETY COMMITTEE

In answer to a question regarding flu vaccinations, the HR and Payroll Manager confirmed that the Council had changed its practice this year and instead of issuing vouchers, staff could get a flu vaccination at their preferred provider and reclaim the cost (up to £18).

Moved by Councillor Justin Gilbody and seconded by Councillor Tom Munro
RESOLVED that the report be noted.

SAF9-24/25 CHANGES TO HEALTH & SAFETY POLICY FORMAT - BRIEFING PAPER

The Health & Safety Manager presented a briefing note regarding format changes to the Council's Health and Safety Policy. The Council's Health & Safety Policy format reflected the Health & Safety Executive's example of 3 separate sections i.e.: Health & Safety Policy Statement (1), Organisation & Responsibilities (2) and Arrangements (3).

Until 2018, the Council's Policy reflected this format. The previous post holder had then split each section and filed these separately. Although the Council remained legislatively compliant (as all information could still be provided), the document then existed in a fragmented and uncoordinated format.

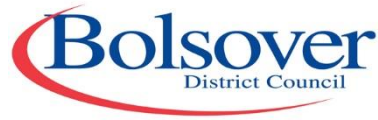
The current Health & Safety Manager had refreshed and reunited the three sections into one Policy document.

The benefits of amalgamating the documentation were that it had become easier to locate in one location and it contextualised Health & Safety when reading one complete document and improved the review process.

Beyond any necessary updates (e.g.: a new management structure), there had been only minor textual changes.

Policy reviews would be undertaken in tandem with the Health & Safety Statement review, currently on a biennial timeframe. The next review would be in September 2025.

The meeting concluded at 14:26 hours.



Bolsover District Council

Meeting of the Safety Committee on 05.12.24

Quarter 2 Health & Safety Update: 01.07.24 – 30.09.24

Classification	This report is Public
Report By	Jayne Stokes, Health and Safety Adviser Tel: 07971 924 972 Email: Jayne.stokes@bolsover.gov.uk
Contact Officer	Bronwen MacArthur-Williams, Health & Safety Manager, Tel: 07980 933 990 Email: Bronwen.macarthur-williams@bolsover.gov.uk

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 2 is 14 (excluding Dragonfly Developments Ltd). This compares to 11 accidents occurring during Quarter 2 of 2023 – 2024. This Quarter’s employee accidents occurred in the following service areas:

- Streetscene – 12
- Property Services – 1

- Customer Services - 1

The following types of incident were involved:

- Struck by a moving object – 2
- Manual handling – 3
- Slips/trips/falls – 4
- Cuts and abrasions – 1
- Violence and aggression - 1
- Struct by a fixed object – 1
- Burn - 1
- Other - 1

3 of these accidents were RIDDOR reportable as they resulted lost time over 7 days.

The number of near misses reported during this Quarter was: 2

05.09.24 - StreetScene

Near Miss – No Injury - Riverside Depot

IP was emptying a bin, he stepped into a divot on the grass and fell backwards.

05.07.24 - Property Services

Near Miss – No Injury – The Arc

Two suspicious packages arrived.

The number of employee hazards 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)
02/07/2024	StreetScene Riverside Depot	Burn	Minor Injury - No Lost Days	No	IP caught his left arm on an exhaust pipe.	0
17/07/2024	StreetScene Riverside Depot	Manual Handling	Lost Time - Up to 7 days	No	IP was emptying a litter bin, lifted bag to put into back of vehicle. Twisted and felt pain in left knee.	1
17/07/2024	StreetScene Riverside Depot	Slips, Trips, falls on same level.	Lost Time - Over 7 Days	Yes RIDDOR submitted 24.07.24	IP's foot went over on uneven piece of tarmac hurting ankle.	17.5

20/07/2024	StreetScene Riverside Depot	Other	Minor Injury - No Lost Days	No	IP was litter picking the verges and discovered insect bites to legs, blister and swelling experienced.	0
21/06/2024 Reported late 30/07/2024	StreetScene Riverside Depot	Slips, trips and Falls on same level	Lost Time - Over 7 Days	Yes RIDDOR submitted 31.07.24 - Late due to late reporting	IP strimming a garden and stepped backwards, tripped over raised bed edging, stumbled, went over on ankle, and felt pain in right foot.	35
14/08/2024	Streetscene Riverside Depot	Slips, trips and falls on same level	Lost Time - Up to 7 days	No	IP was cutting grass in assisted garden properties. Stumbled on uneven ground due to previous medical issue.	9
19/08/2024	StreetScene Riverside Depot	Struck by moving object	Minor Injury - No Lost Days	No	IP was strimming and a stone flicked up from the grass, hit him on his nose.	0
02/09/2024	Customer Service (Bolsover Contact Centre)	Violence and aggression	Minor Injury - No Lost Days	No	Locking up building, a group of children kept pressing the disabled door button to prevent it from closing, then sprayed aerosol into IP's face.	0
04/09/2024	StreetScene Riverside Depot	Struck by moving object	Lost Time - Up to 7 days	No	Protruding mud guard on refuse collection vehicle struck burgundy bin which then struck IP.	6
05/09/2024	StreetScene Riverside Depot	Striking against a fixed object	Minor Injury - No Lost Days	No	IP caught shin on piece of equipment	0
05/09/2024	StreetScene Riverside Depot	Slips, trips and Falls on same level	Minor Injury - No Lost Days	No	IP proceeding to empty a dog bin, stepped into a divot on the grass adjacent and fell backwards.	0
05/09/2024	Property services	Cuts and Abrasions	Minor Injury - No Lost Days	No	IP cut their eye due to lid bin flying into their face.	0
11/09/2024	Streetscene Riverside Depot	Manual Handling	Minor Injury - No Lost Days	No	IP was emptying a bin when they felt a twinge in their back when lifting.	0

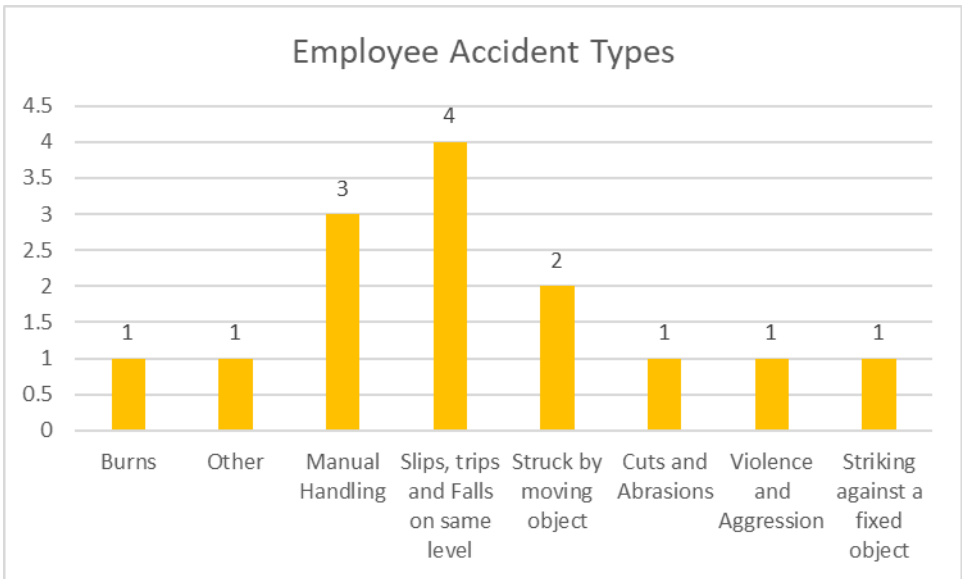
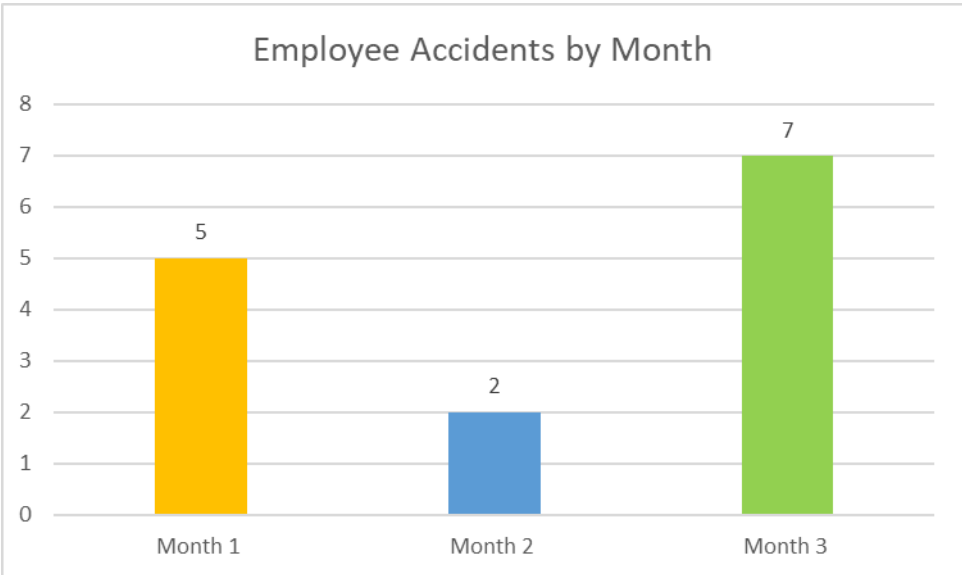
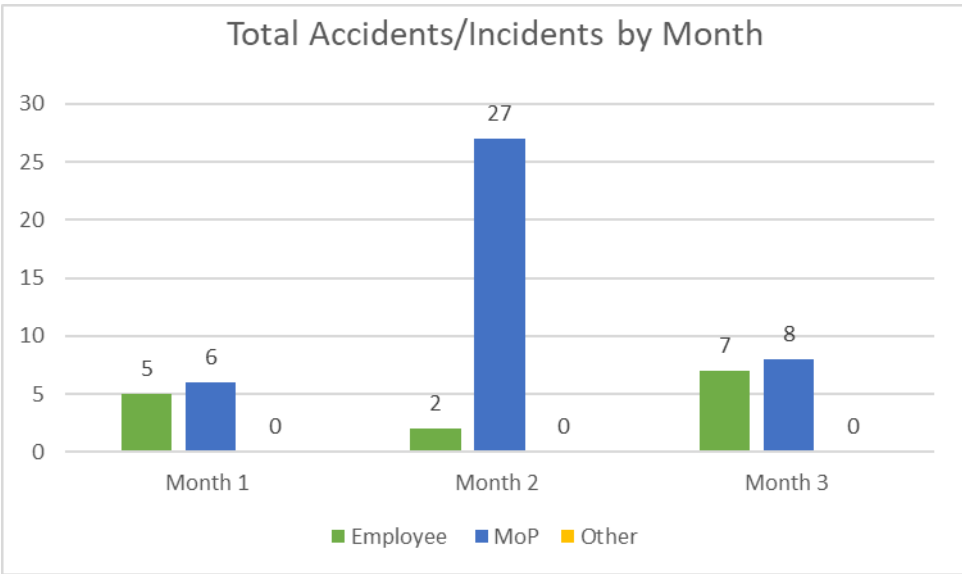
19/09/2024	Streetscene Riverside Depot	Manual Handling	Lost Time - Over 7 days	Yes RIDDOR submitted 03.10.24 - Late report due to awaiting information from Service Manager	IP was fetching a bin and felt a shooting pain down their back and legs.	13
Total Lost Days = 81.5						

2.2 The total number of accidents reported by Members of the Public was 41 and none of these were serious enough to be RIDDOR reportable. Although all these 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 0 near misses and 4 accidents reported by Dragonfly Development Ltd during Quarter 2.

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
30/07/2024	Dragonfly Construction	Dangerous Occurrence	Reportable Dangerous Occurrence	Yes	Gas service strike (25mm) when foundation digging.	0
21/08/2024	Dragonfly Construction	Dangerous Occurrence	Reportable Dangerous Occurrence	Yes	Electric cable struck outside of Woburn Close site entrance buried in verge.	0
21/08/2024	Dragonfly Construction	Dangerous Occurrence	Reportable Dangerous Occurrence	Yes	National Grid reported that the electrical cables haven't being protected correctly.	0
25/09/2024	Dragonfly Development	Violence and Aggression	Minor Injury - No Lost Days	No	IP received a dog bite on their leg.	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 this Quarter, 22 BDC employees were trained as detailed below:

- Asbestos Category B – 3
- First Aid Refresher – 2
- Sharps Awareness - 17

3.2 There were 3 recharges made for unattended training places.

4.0 INSPECTIONS:

4.1 7 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:

- Pleasley Vale Mill 2 & The Dye House (biannual)
- Pleasley Vale Mill 3 (biannual)
- Shirebrook Contact Centre (annual)
- South Normanton Contact Centre (annual)
- Pleasley Archives (annual)
- The Tangent (biannual)
- Castle Leisure Park (annual)

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. formal inspections occurred at:

- Woburn new build project – 2 visits
- Crematorium Site – 3 visits
- Woodlands remediation works – 1 visit
- Jubilee Court – 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 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

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 5th December 2024

Sickness Absence - Quarter 2 (July - September 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 2 (July - September 2024).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months July - September 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 2 was 2.35 days.**
- 1.4 **The 2024/25 projected outturn figure for the average number of days lost per employee is 9.22 days.**
- 1.5 The annual target for the Local Performance Indicator to the end of March 2025 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 2.

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 2 2024/25 was 2.35 days, this is lower than Quarter 2 in terms of average days lost in 2023/24.
- 6 Services experienced zero sickness in Quarter 2 and a further 3 Services experienced less than 1 day per FTE employee.
- Stress/Depression has remained in the top three reasons for absence since Quarter 2 of 2019/20.
- There were 6 cases of absence due to Stress/Depression during Quarter 2, 2 of which were work related, 3 were none work related and 1 was a combination of home and work-related issues.
- 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.
- Covid19 accounted for 15 days lost due to sickness in Quarter 2 which have slightly increased in comparison to 12 days lost in Quarter 1.
- There are 16 long term cases in this quarter. 12 are due to physical health ailments and 4 cases are related to stress/depression (3 of which were work related and 1 case was a combination of home/work stressors.). Appropriate support and assistance are 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, 5 remain absent, 3 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 daily via HR21 Self Service.

2.4 Steps the Council has taken to support employees include:

Health & Wellbeing initiatives to support employees.

- 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:
 - **Suicide Prevention Day (10th Sept 2024):** Employees were provided with comprehensive guides on how to assist someone

in a mental health crisis, access support services in Derbyshire, and seek suicide bereavement support.

- **Mental Health Awareness Day (10th Oct 2024):** Awareness was raised about available mental health guidance and support, with resources provided by the Derbyshire County Council (DCC) Mental Health & Suicide Prevention Team.
- **Mental Health First Aider Training:** Employees were offered training to help them identify, understand, and support individuals experiencing mental health issues. The course equips participants with the skills to signpost people to appropriate resources.
- **High-Quality Conversations Training:** This Public Health-commissioned programme, delivered by the Quality Conversations Team across Joined Up Care Derbyshire, teaches employees how to engage in meaningful conversations about mental health.
- **Alcohol Awareness Week (1st July 2024):** Information was shared on how to access support for alcohol-related issues, while staff were encouraged to participate by discussing how alcohol harm impacts their lives, in line with this year's theme.
- **Vivup Rewards & Benefits:** platform launched in September 2024 providing tools and solutions to support mental, financial and physical wellbeing all under one online platform. Below are the key features of Vivup:
 - ✓ **EAP (Employee Assistance Programme)**
Access confidential, impartial assistance in times of need via a 24/7, 365 days helpline and face to face or virtual counselling.
 - ✓ **Your Care**
Embrace a healthier lifestyle with the help of assessments, goals, and tools available on the dynamic wellbeing management platform.
 - ✓ **Cycle to Work Scheme**
Available via Vivup to encourage health and wellbeing and to address carbon emissions.
 - ✓ **Lifestyle Savings**
Access to a huge range of savings from the UK's leading retailers, restaurants, food delivery services, utility providers, and attractions.

✓ **Home & Electronics**

Help spread the cost on 1000s of tech, appliances, and homeware items fulfilled by companies such as Currys and John Lewis and Partners

- ***Free NHS Health Checks & Body MOTs: Delivered by Live Life Better Derbyshire from July onwards, these sessions offered staff valuable insights into their health. A total of 8 sessions were conducted, with 56 staff members participating across both the Depot and the Arc, with the option to organise more sessions if required.***
 - ***Menopause Awareness: Senior Leaders received specialised Menopause Awareness Sessions, while all staff had access to drop-in sessions to consult with an Exercise/Fitness Referral Officer who specialises in menopause-related health & exercise.***
 - ***Pension Awareness: Informative sessions were held to help staff better understand the Local Government Pension Scheme (LGPS), ensuring they are well-informed about their retirement options.***
 - ***Wellbeing Walks & 50 4 50 BDC Walking Challenge: Regular lunchtime walks were organised at both the Arc and the Depot throughout the summer. Staff were encouraged to join two walking challenges: a team challenge to collectively walk 50 miles over 4 weeks, and an individual challenge to complete 50 miles solo over 10 weeks. A community walking group was also established on the 'Strava' mobile app, allowing participants to track each other's progress and offer encouragement.***
-
- The number of Employees subscribing to the Gym for Quarter 2 2024/25 are 57 including 5 who have chosen to freeze their Memberships.
 - 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

<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>	None
<p>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"/></p>	Details:

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

DOCUMENT INFORMATION

Appendix No	Title
1	Figures for the Quarter by Directorate

<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>
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	2.26	£88,097.39
Quarter Two	2.31	£91,025.58	2.02	£84,144.83	2.39	£86,396.88	2.35	£97,373.93
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		

- The overall average days lost due to sickness in Quarter 2 was 2.35 days, this is lower than Quarter 2 in terms of average days lost since 2023/24.

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%	35%	65%
Quarter Three	48%	52%	46%	54%	41%	59%		
Quarter Four	69%	31%	43%	57%	41%	59%		
Overall Outturn	57%	43%	46%	54%	36%	64%		

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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	1. Stress/Depression	1 Operations/Hospital	1.Other Musc. Skeletal

	2. Other Musc. Skeletal 3.Stress/Depression	2. COVID 19 Symptoms 3. Other Musc. Skeletal	2. Stress/Depression 3.Other Musc. Skeletal	2.Stress/Depression 3.Other
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	8.5	0
Governance	2	1	0	0	2	3.6	0.55
Elections	0	0	0	0	0	2.5	0
Health & Safety	0	0	0	0	0	5	0
Human Resources & Payroll	0	0	0	0	0	7.43	0
Legal	2	1	20	1	22	6	3.67
Communications	0	0	66	1	66	6	11
Procurement	0	0	12	1	12	2.36	5.08
Performance	0	0	0	0	0	3	0
Finance	0	0	0	0	0	9	0
Revenues & Benefits	8	3	0	0	8	26.58	0.3
Customer Services	11	7	0	0	11	26.42	0.42
Leisure	24	6	96	3	120	50.38	2.38

Leaders/Executive Team	17	2	0	0	17	8.6	1.98
Streetscene	192	45	215	6	407	102.25	3.98
Housing Management (including CS)	34	8	122	3	156	73.23	2.13
Planning	10	4	24	1	34	22.35	1.52

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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	13	5	214	4	227	52.17	4.35
ICT	24	8	0	8	24	35.15	0.68

Figure Two: Stress Cases During Quarter Two

Work Related	Outside of Work Related	Total
*3	3	6

*PLEASE NOTE ONE OF THESE CASES IS A COMBINATION OF HOME AND WORK-RELATED STRESSORS.