

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Safety
Committee

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Monday, 17th February 2025

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, 6th March, 2025 at 10:00 hours.

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised on page 3 onwards.

Yours faithfully,



Solicitor to the Council & Monitoring Officer

Equalities Statement

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

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

Access for All statement

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- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
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- 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, 6th March, 2025 at 10:00 hours taking place in the Council Chamber, The Arc,
Clowne***

Item No.		Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business	
	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes	4 - 8
	To consider the minutes of the last meeting held on 5th December 2024.	
5.	Health & Safety Update - Quarter 3 (October - December 2024)	9 - 16
6.	Sickness Absence - Quarter 3 (October - December 2024)	17 - 28

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, 5th December 2024 at 14:00 hours.

PRESENT:-

Members:-

Councillor Jane Yates in the Chair

Councillors Justin Gilbody and Jeanne Raspin.

UNISON:- Chris McKinney (Vice Chair) and Violet Parker.

Officers:- Steve Brunt (Strategic Director of Services), Bronwen MacArthur-Williams (Health & Safety Manager), Ian Clay (Health and Safety Advisor), Lorna Fowler (Health and Safety Apprentice), Mark Giles (Assistant Director Streetscene, Community Safety and Enforcement), Peter Wilmot (HR Business Partner), Thomas Dunne-Wragg (Scrutiny Officer) and Matthew Kerry (Governance and Civic Officer).

SAF10-24/25 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Tom Munro and Amanda Davis, and Karen Hanson (Chief Executive) and Liz Robinson (UNISON Convenor).

SAF11-24/25 URGENT ITEMS OF BUSINESS

There were no urgent items of business to be considered.

SAF12-24/25 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

SAF13-24/25 MINUTES

Moved by Chris McKinney (UNISON) and seconded by Councillor Justin Gilbody
RESOLVED that the minutes of a meeting of the Safety Committee held on 4th September 2024 be approved as a true and correct record.

SAF14-24/25 HEALTH & SAFETY UPDATE - QUARTER 2 (JULY - SEPTEMBER 2024)

The Scrutiny Officer briefly explained that the Customer Services Scrutiny Committee and Local Growth Scrutiny Committee were carrying out a Joint review into the security of The Arc following incidents of Anti-Social Behaviour and recent portents that could have risked the safety of Members, Officers and above all members of the public.

SAFETY COMMITTEE

Areas of improvement would be identified and education on security practices provided to staff at The Arc.

A Joint meeting of the Scrutiny Committees listed would be taking place in January 2025, with the intention to deliver the review / provide recommendations to the Executive in spring 2025.

If Members of the Committee wished to provide their thoughts, this would be welcomed. The Committee would also be updated on this review moving forwards.

The Chair invited the Health and Safety Manager to present the report to the Committee.

The Health and Safety Manager explained the total number of employee accidents in Quarter 2 2024/25 was 14 (excluding Dragonfly Developments Ltd); this compared to 11 during Quarter 2 2023/24. Employee accidents of Quarter 2 2024/25 occurred in the following service areas:

- Streetscene – 12;
- Property Services – 1; and,
- Customer Services – 1.

The following types of incidents were involved:

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

An error on the report was highlighted – the number of accidents that were RIDDOR reportable was not 3 but 4. However, the incident that took place on the 14th August 2024 was still reported within the required 7 days.

The number of near misses reported during Quarter 2 2024/25 was 2 (this included an incident of suspect post).

The report provided details on all incidents of Quarter 2 2024/25.

The total number of days of work lost for Quarter 2 2024/25 was 81.5 days.

The total number of accidents reported by the Public was 41; none were RIDDOR reportable. For context, while all these incidents occurred across Leisure Services, the average quarterly footfall in Go!Active was 85,958 people.

4 accidents were reported by Dragonfly Development Ltd. during Quarter 2 2024/25.

SAFETY COMMITTEE

22 Council employees were trained Quarter 2 2024/25:

- Asbestos Category B – 3;
- First Aid Refresher – 2; and,
- Sharps Awareness – 17.

There were 3 recharges made for unattended training places.

7 formal inspections of the Council had occurred in Quarter 2 2024/25. These were undertaken by a member of the Health & Safety Team, Facilities Management Team, a building representative, and a Trade Union Representative (when available). These inspections had 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); and,
- Castle Leisure Park (annual).

Regular joint informal walk-arounds of The Arc and Riverside Depot continued.

7 formal Dragonfly Development Limited inspections had taken place in Quarter 2 2024/25. The inspections occurred at:

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

Moved by Councillor Jane Yates and seconded by Councillor Jeanne Raspin

RESOLVED that: 1) Safety Committee Members note the Health and Safety updates and provide any appropriate advice to Officers on this work stream; and,

2. Safety Committee Members be assured that good Health and Safety management remains a key performance priority for Bolsover District Council.

SAF15-24/25 SICKNESS ABSENCE - QUARTER 2 (JULY - SEPTEMBER 2024)

The HR Business Partner presented the report to the Committee.

The average number of days lost per employee was 2.35 for Quarter 2 2024/25. The 2024/25 projected outturn for the average number of days lost was 9.22 days. The annual target for the Local Performance Indicator to the end of March 2025 was 8.5 days.

Attached at Appendix 1 were Tables 1, 2 and 3, which detailed the key patterns and trends being experienced corporately in relation to sickness absence.

SAFETY COMMITTEE

Key trends included:

- The overall average days lost due to sickness in Quarter 2 2024/25 was 2.35 days, this was lower than Quarter 2 2023/24;
- 6 Services experienced zero sickness in Quarter 2 and a further 3 Services experienced less than 1 day per Full Time Equivalent (FTE) employee;
- Stress/Depression had 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 2024/25 (2 were work related, 3 none work related, and 1 a combination of home and work-related issues);
- COVID-19 accounted for 15 days lost due to sickness in Quarter 2 2024/25 – an increase from 12 days lost in Quarter 1 2024/25; and,
- There were 16 long-term cases in Quarter 2 2024/25.

Steps the Council had taken to support employees in their health and wellbeing included:

- Mental Health awareness sessions were now available 'on demand';
- Mental Health awareness initiatives and possible support were published every week and included:
 - Suicide Prevention Day;
 - Mental Health Awareness Day;
 - Mental Health First Aider Training;
 - High-Quality Conversations Training;
 - Alcohol Awareness Week; and,
 - Vivup Rewards & Benefits;
- The number of Employees subscribing to the Gym for Quarter 2 2024/25 was 57;
- Managers and Employees had accessed Occupational Health, Counselling, Physiotherapy, the Council's Employee Assistance Programme and other support;
- Employees were signposted to incentives which were available via Leisure i.e.:
 - To encourage health and wellbeing staff could take up membership for Go!Active for £15 per month;
 - There was a Health Referral Programme (Physical Activity & Lifestyle Support) available.

Health checks were also available (56 members of staff had received blood sugar tests).

Menopause and Pension Awareness Sessions had taken place, along with wellbeing walk challenges outside of work.

A Member asked, with numbers of Stress/Depression proving consistent, despite work being undertaken to help mitigate / manage the mental health and wellbeing of staff, would the numbers be worse if no action had been taken.

The HR Business Partner believed the work was making a difference and what was not included in the figures was the measurable benefits on staff through support like the Go!Active subsidised membership.

The Strategic Director of Services agreed, reiterating previous comments made on the issue of Stress/Depression of staff was only really known when staff were absent from work. Stress/Depression coping mechanisms were also different per person, as was the

SAFETY COMMITTEE

situations staff might find themselves in.

A UNISON Representative added the opportunities being provided were likely preventing some instances of Stress/Depression from emerging or deteriorating further. Feedback from the recent staff survey may prove useful.

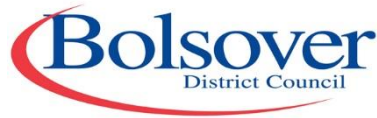
The Chair noted the free health checks were good to have – recounting a personal experience, the Chair stated free health checks could save lives.

Awareness Sessions on subjects like Menopause were also great to see.

Moved by Councillor Jeanne Raspin and seconded by Chris McKinney (UNISON)
RESOLVED that the report be noted.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

The meeting concluded at 14:26 hours.



Bolsover District Council

Meeting of the Safety Committee on 06.03.25

Quarter 3 Health & Safety update: 01.10.24 – 31.12.24

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 3 is 8 (excluding Dragonfly Developments Ltd). This compares to 6 accidents occurring during Quarter 3 of 2023 – 2024 (excluding Dragonfly Development Ltd & Dragonfly Development Management). This Quarter’s employee accidents occurred in the following service areas:

- Streetscene = 7
- Finance = 1

2.2 The following types of incident were involved:

- Slips/trips/falls on the same level = 6
- Cuts & abrasions = 1
- Contact with moving machinery = 1

2 of these accidents were RIDDOR reportable as they totalled 47 lost days (each involving lost time of over 7 days).

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

25.11.24 - StreetScene

Near Miss – No Injury - Riverside Depot

IP's shoe became stuck to the temporary stair edge repair, which jolted their body forward causing the IP to steady themselves against the wall.

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)
14/11/2024	Finance The Arc	Slips, trips and falls on same level	Minor Injury - No Lost Days	No	Heel got stuck on stair lip, resulting in a fall down a number of stairs. Had phone in one hand, and the other hand on the banister at the time.	0
11/11/2024	Streetscene Riverside Depot	Cuts and Abrasions	Minor Injury - No Lost Days	No	Whilst cleaning big sweeper down at FCC Sheepbridge, readjusting filter cover and hand caught on protruding sharp edge.	0
19/11/2024	Streetscene Other	Slips, trips and falls on same level	Minor Injury - No Lost Days	No	Slipped in the snow while loading the bins and twisted my left knee and hurt my hip. (offsite)	0
20/11/2024	Streetscene Other	Slips, trips and falls on same level	Minor Injury - No Lost Days	No	Walking down pavement, put first bin on moved to next bin, slipped on black ice falling on right side. (offsite)	0

20/11/2024	Streetscene Riverside Depot	Slips, trips and falls on same level	Lost Time - Up to 7 days	No	Went to collect an assisted bin and slipped on some ice. (offsite)	0
20/11/2024	Streetscene Other	Slips, trips and falls on same level	Lost Time - Over 7 Days	Yes	Slipped on ice while working or rear of the vehicle, IP slipped once stepped away from the vehicle (offsite)	33
22/11/2024	Streetscene Riverside Depot	Slips, trips and falls on same level	Lost Time - Over 7 Days	Yes	Slipped down the stairs hurting left ankle. Swollen and very tender	14
17/12/2024	Streetscene Riverside Depot	Contact with moving machinery	Minor Injury - No Lost Days	No	IP had just put the skip down and removed the chains when the arm lowered and crushed IP against the skip.	5
Total Days Lost = 47						

2.4 The total number of accidents reported by Members of the Public was **43** 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.

2.5 Additionally the following non-employee incidents occurred:

1 – near miss – at Broadmeadows

1 – ill health – Elected Member

1 – other – suspicious package - The Arc

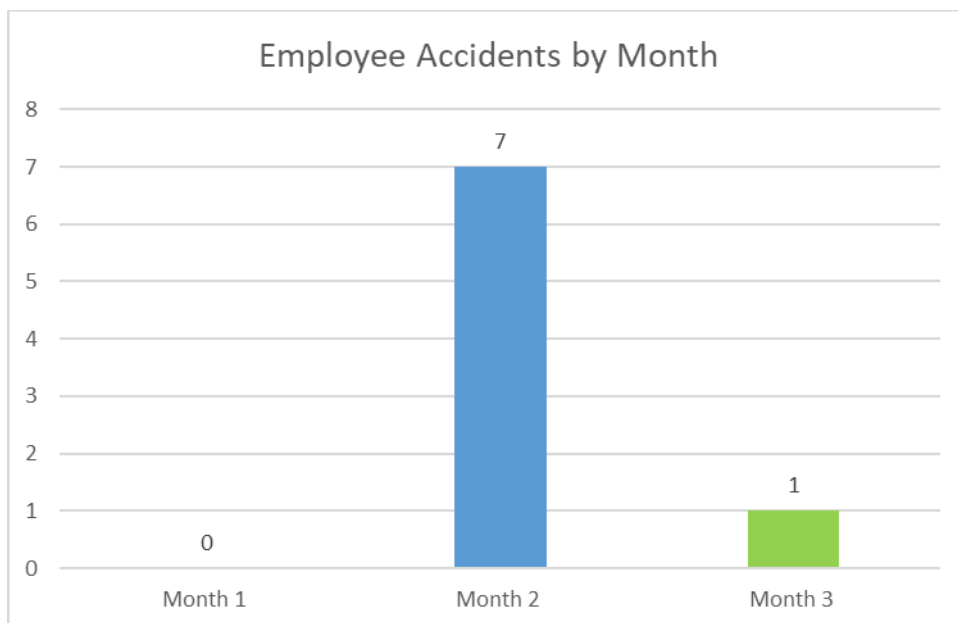
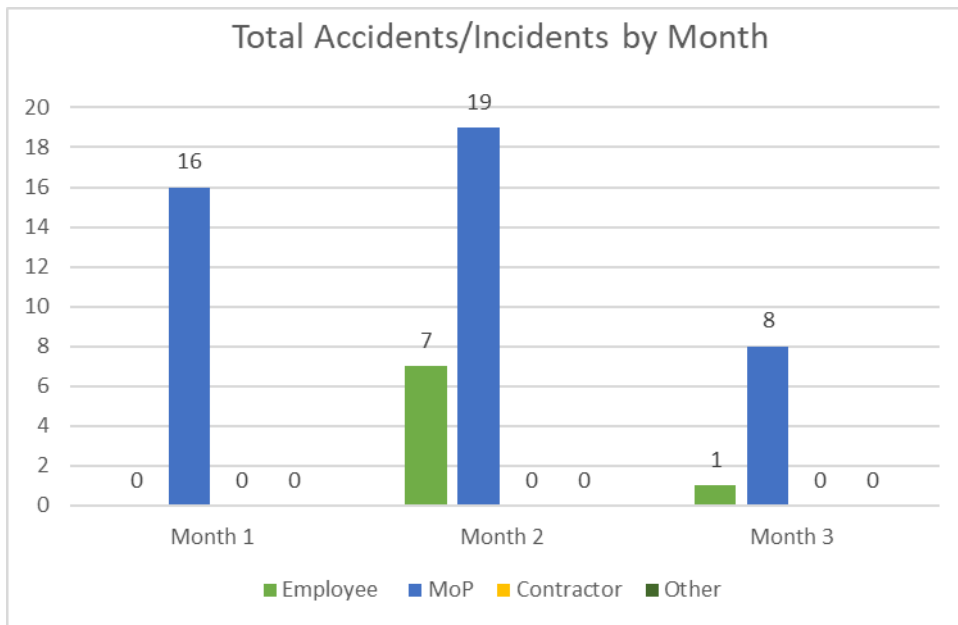
1 – contractor – fell and cut his elbow whilst undertaking the emergency light test at Pleasley Vale Business Park

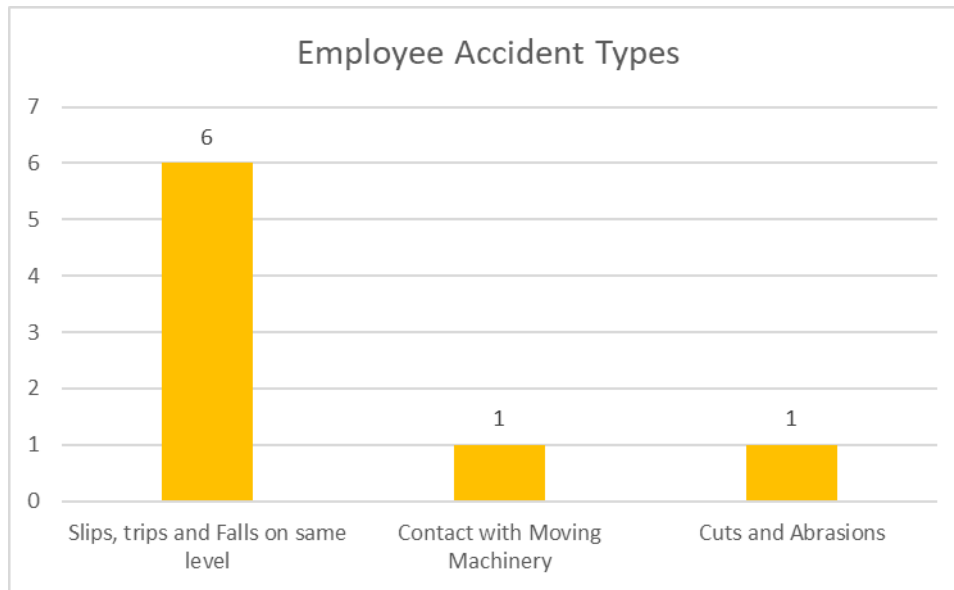
2.6 There was 1 near miss, 1 accident and one other incident reported by Dragonfly Development Ltd & Dragonfly Development Management during Quarter 2:

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
04/11/2024	DDM (Housing Repairs) – Riverside Depot	Near Miss	Hazard - No Injury	No	Whilst driving, employee heard a bang and saw that a ladder clamp had come loose, landing on the van roof.	0
06/12/2024	DDM (Housing Repairs) –	Manual Handling	Lost Time - Up to 7 days	No	IP was concreting and felt a back	0

	Riverside Depot				twinge. Was in pain and contacted GP.	
16/12/2024	DDL Construction – on-site Shirebrook Crematorium	Trespass	Hazard – no injury	No	Intruder came onto site and the alarm was raised	0

2.7 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, **21** BDC employees were trained as detailed below:

- IOSH Managing Safely (full course) = 3
- First Aid (full course) = 6
- Sharps Awareness = 8
- Accident Investigation = 4

3.2 There were **6** recharges made for unattended training places – which occurred for the following reasons:

- Delegate sent apologies too late for the place to be reallocated = 1
- Delegate removed by Manager to attend other duties = 4
- No message received from delegate re absence = 1

3.3 During this Quarter, **4** DDL/ DDM employees were trained as detailed:

- IOSH Managing Safely (full course) = 1
- Sharps Awareness = 1
- Accident Investigation = 2

3.4 1 recharge for a non attendance was made – which occurred because the delegate was removed by their Manager to attend other duties.

4.0 INSPECTIONS:

4.1 2 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
- The Arc (over 2 dates)

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

4.2 18 Dragonfly Development Ltd. formal inspections occurred at:

- Woburn new build project = 2
- Crematorium Site = 2
- Jubilee Court
- 24 West View – void property
- 24 Park View – void property
- 21 Manor Court – void property
- 8 South Crescent – void property
- 61 Moor Lane – void property
- 7 Calf Crescent – Matthews and Tannert Ltd
- 60 Baker Street – void property
- 13 Portland Avenue – Matthews and Tannert Ltd
- 166 Woodland View – PK Electrical Limited
- 15, 13 and 19 Dover street – Bluelines
- 20 Franklin Crescent Whitwell – Bluelines

5.0 Reasons for Recommendation

5.1 The Health & Safety Manager asks the Safety 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, Safety 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

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	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 6 March 2025

Sickness Absence - Quarter 3 (October - December 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 3 (October - December 2024).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October - December 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 3 was 2.09 days.**
- 1.4 **The 2024/25 projected outturn figure for the average number of days lost per employee is 8.93 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 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 2.09 days, this is lowest Quarter in terms of average days lost during 2024/5 to date.
- 6 Services experienced zero sickness in Quarter 3 and a further 5 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 3 cases of absence due to Stress/Depression during Quarter 3, 1 of which was work related, 1 was 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 2 days lost due to sickness in Quarter 3 this is lowest Quarter in terms of average days lost during 2024/5 to date.
- There are 12 long term cases in this quarter. 9 are due to physical health ailments and 3 cases are related to stress/depression (1 of which was work related. 1 was non 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. 5 Employees have now returned to work, 5 remain absent, 2 have left the Council's employ (1 resigned and 1 was retired on the grounds of Ill Health).

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.

- Health & Wellbeing awareness initiatives and possible support is continually publicised via Eric and the weekly bulletin. Recent examples of which include:
 - **Christmas energy saving tips:** With energy bills still high, we provided employees with 12 energy saving tips to try and save some money over Christmas, as well as providing [Energy Saving Trust website](#) as a source for further support.
 - **Mental Health First Aider Trainers:** Our Mental Health First Aiders were advertised as part of World Mental Health Day 2024 (10th October). We currently have 10 members of staff who are qualified Mental Health First Aiders and are available to

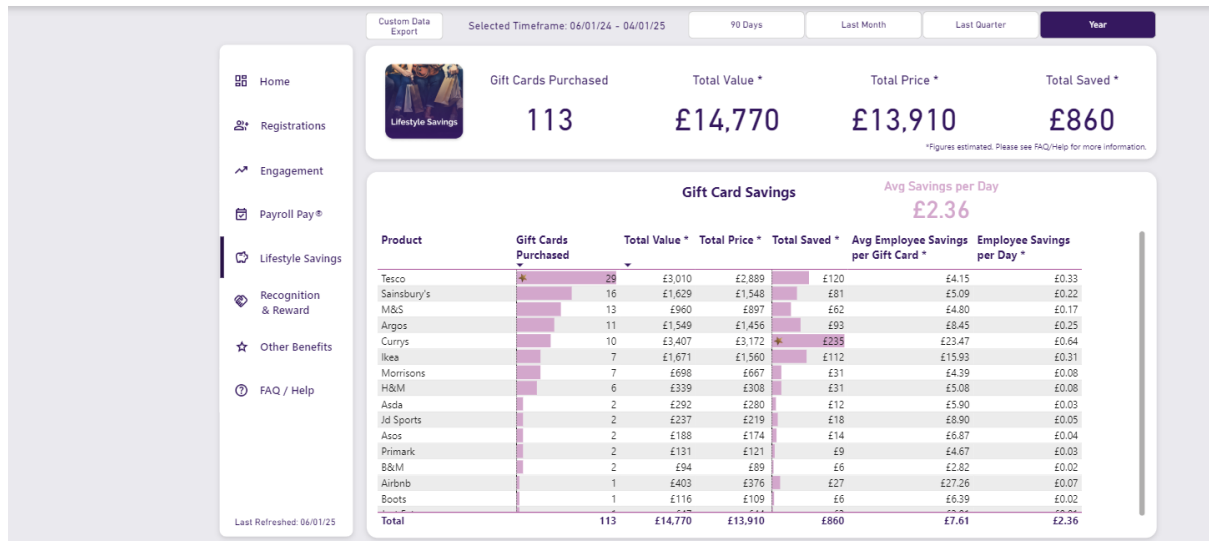
support colleagues. We continue to advertise free Mental Health First Aider training as and when sessions become available via DCC.

- **Safeguarding Adults Webinars:** National Safeguarding Adults Week 2024 took place from 18 - 22 November and throughout the week Derbyshire and Derby Safeguarding Adults Boards hosted a number of webinars that were FREE to professionals working for Derbyshire and Derby agencies.

 - **Are you a carer? :** An event organised by Chesterfield Equality and Diversity Forum took place between 10am-2pm on Tuesday, 12th November at Grace Chapel in New Square, Chesterfield. This was an ideal opportunity for carers to meet useful, local groups who were be able to provide an abundance of support where required.

 - **Support When You Need It:** A Guide to Vivup's Confidential Employee Assistance Programme (EAP) was advertised on Eric & the Weekly Bulletin in October, providing a reminder to employees that this service is available and how to access it if required.
- **Vivup Rewards & Benefits:** platform provides 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)**
 - ✓ **Your Care**
 - ✓ **Cycle to Work Scheme**
 - ✓ **Lifestyle Savings**
 - ✓ **Home & Electronics**

Since the launch in September 2024, the Lifestyle Savings feature of Vivup has helped our employees save a combined total of £860.



- Flu Vaccinations:** Flu vaccinations were made available to all employees this quarter. Employees could claim reimbursement for the cost of the vaccination, up to a maximum of £18.
- Menopause Support Group:** The authority is in the early stages of establishing a dedicated Menopause Support Group for employees. This initiative aims to:
 - Provide a safe and supportive environment for employees to share their experiences and challenges related to menopause.
 - Foster open discussions to reduce stigma and promote understanding in the workplace.
 - Offer access to resources and guidance.
 - Raise awareness among all staff and managers to create a more inclusive and empathetic work culture.
- Wellbeing and first aid rooms now available:** Two wellbeing and first aid rooms are available for employees to use at The Arc (GF20) and Riverside Depot (U12). The facilities provided include:
 - A rest area with a fan providing additional air circulation for menopausal people
 - A place for praying – with direction to Qibla shown
 - A couch for pregnant employees to lie down if feeling tired
 - A private place for breastfeeding and nursing mothers
 - A location close to the main entrance, toilets and running water which will support anyone with first aid needs

To ensure privacy, both rooms have been fitted with roller blinds at each door and a vacant/occupied sign on the outside of the door.

- **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.
- **Neurodiversity Awareness Training:** In November and December, two sessions of Neurodiversity Awareness training were delivered by NeuroInclusive Solutions. These sessions were made available to Senior Managers, Councillors, and other employees who would benefit from the training. A further session is scheduled to take place in March.
- **Go-Active @ the Arc**
 - The number of Employees subscribing to the Gym for Quarter 3 2024/25 are 62.
 - Managers and Employees have accessed Occupational Health, Counselling, Physiotherapy, the Council's Employee Assistance Programme and other support.
 - Employees are signposted to incentives which are available via Leisure i.e.:
 - To encourage health and wellbeing staff can take up membership for Go! Active which includes gym, swim and classes for only £15 per month.
 - There is a Health Referral Programme (Physical Activity & Lifestyle Support) which is available, all employees can access the Bolsover Wellness Programme if they meet the criteria. This is a programme aimed at changing behaviours and finding solutions to assist people facing daily challenges resulting in a concentrated approach regarding service users health and wellbeing.

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

3. **Reasons for Recommendation**

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

4 **Alternative Options and Reasons for Rejection**

4.1 Not applicable – this report is for information.

RECOMMENDATION(S)

1. That the report be noted.

Approved by Councillor Clive Moesby Portfolio Holder for Resources

IMPLICATIONS:

Finance and Risk: Yes No

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

On behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

On behalf of the Solicitor to the Council

Environment: Yes No

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

Details:

Staffing: Yes No

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

On behalf of the Head of Paid Service

DECISION INFORMATION

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i>	No

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

Links to Council Ambition: Customers, Economy and Environment.

N/A

DOCUMENT INFORMATION

Appendix No	Title
1	Figures for the Quarter by Directorate

Background Papers

<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
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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	2.09	£96,052.51
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%	35%	65%
Quarter Three	48%	52%	46%	54%	41%	59%	45%	55%
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. 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, Operations/Hospital 2. Stress/Depression 3. Other Musc. Skeletal
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	9.5	0
Governance	0	0	0	0	0	3.6	0
Elections	0	0	0	0	0	2.5	0
Health & Safety	4	2	0	0	4	5	0.8
Human Resources & Payroll	0	0	0	0	0	7.4	0
Legal	0	0	87	2	87	6	14.5
Communications	2	1	24	1	26	6	4.33
Procurement	0	0	0	0	0	0.5	0
Performance	0	0	0	0	0	3	0
Finance	2	1	0	0	2	9	0.22
Revenues & Benefits	12	8	0	0	12	26.1	0.46
Customer Services	15	9	0	0	15	24.4	0.61
Leisure	42	6	107	3	149	48.5	3.07

Leaders/Executive Team	4	1	0	0	4	9.6	0.42
Streetscene	168	39	88	3	256	102.1	2.51
Housing Management (including CS)	85	20	54	2	139	73	1.9
Planning	3	2	54	1	57	22.4	2.54

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	17	7	59	3	76	50.7	1.50
ICT	34.5	7	20	1	54.5	35.1	1.55

Figure Two: Stress Cases During Quarter Three

Work Related	Outside of Work Related	Total
*2	1	3

*Please note one of these cases was a combination of home and work related stress.