

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Safety
Committee

Contact: Matthew Kerry
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Friday, 16th May 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 Tuesday, 3rd June, 2025 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,

A handwritten signature in black ink, appearing to read "J. S. Fielden".

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)
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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**

***Tuesday, 3rd June, 2025 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 To consider the minutes of the last meeting held on 6 th March 2025.	4 - 7
5.	Health & Safety Update - Quarter 4 (January - March 2025)	8 - 15
6.	Sickness Absence - Quarter 4 (January - March 2025)	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 Thursday, 6th March 2025 at 10:00 hours.

PRESENT:-

Members:-

Councillor Jane Yates in the Chair

Councillors Amanda Davis, Tom Munro and Jeanne Raspin.

UNISON:- Chris McKinney (Vice Chair), Violet Parker and Liz Robinson (UNISON Convenor).

Officers:- Steve Brunt (Strategic Director of Services), Ian Clay (Health and Safety Advisor), Lorna Fowler (Health and Safety Apprentice), Mark Giles (Assistant Director of Streetscene, Community Safety and Enforcement), Jayne Stokes (Health and Safety Advisor), Peter Wilmot (HR Business Partner) and Matthew Kerry (Governance and Civic Officer).

Also in attendance at the meeting, observing, was Councillor Donna Hales.

SAF16-24/25 APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor Justin Gilbody.

SAF17-24/25 URGENT ITEMS OF BUSINESS

There was no urgent business to be considered at the meeting.

SAF18-24/25 DECLARATIONS OF INTEREST

There were no declarations made at the meeting.

SAF19-24/25 MINUTES

Moved by Liz Robinson (UNISON Convenor) and seconded by Councillor Jeanne Raspin
RESOLVED that the minutes of a meeting of the Safety Committee held on 5th December 2024 be approved as a true and correct record.

SAF20-24/25 HEALTH & SAFETY UPDATE - QUARTER 3 (OCTOBER - DECEMBER 2024)

The Health and Safety Adviser presented the report to the Committee.

SAFETY COMMITTEE

The total number of Council employee accidents in Quarter 3 2024/25 was 8. This compared to 6 accidents during Quarter 3 of 2023/24. Employee accidents occurred in the following service areas: Streetscene (7); and Finance (1).

The types of incidents were: slips/trips/falls on the same level (6); cuts & abrasions (1); and contact with moving machinery (1). 2 of these were RIDDOR reportable as they totalled 47 lost days (each involving lost time of over 7 days).

The number of near misses reported during Quarter 3 2024/25 was 1 (near miss with no injury).

The report provided further details of the dates, locations, etc. of incidents.

The total number of accidents reported by members of the public was 43 (none serious enough to be RIDDOR reportable). Although all incidents occurred across Leisure Services, it was noted in the report that the average quarterly footfall in Go!Active was 85,958 people.

The Health and Safety Adviser informed there was 1 near miss, 1 accident and 1 other incident reported by Dragonfly Development Ltd. (DDL) & Dragonfly Development Management (DDM) during Quarter 3 2024/25.

The 1 near miss was a result of a ladder clamp coming loose and landing onto a van roof. From this, new ladder clamps had been ordered.

For the 1 other incident, the trespass at the Roseland Crematorium, Shirebrook, the Committee was informed all trespasses were logged and investigated.

Graphs were available in the report visually detailing the total accidents / incidents by month, Employee accidents by month, and the Employee accident types recorded.

The Health and Safety Adviser shared that during Quarter 3 2024/25, 21 Council employees received the following training: IOSH Managing Safely (3); First Aid (6); Sharps Awareness (8); and Accident Investigation (4).

6 recharges were made for unattended training places. Reasons included: delegate sent apologies too late for the place to be reallocated (1); delegate removed by Manager to attend other duties (4); and, no message received from delegate regarding absence (1).

During Quarter 3 2024/25, 4 DDL / DDM employees received the following training: IOSH Managing Safely (1); Sharps Awareness (1); and Accident Investigation (2). 1 recharge for non-attendance was made – removed by Manager to attend other duties.

The report detailed inspections carried out at Council locations and DDL sites.

To a question on delegates not attending training due to Managers removing them (to assist in duties), the Health and Safety Adviser confirmed these removals from training courses would be investigated and no recharges would be made if these removals could not be avoided.

SAFETY COMMITTEE

A Member thanked Officers for the report and asked what inspections were made at DDL sites. The Health and Safety Adviser explained sites like Woburn & Pendean, Blackwell, and the Roseland Crematorium, Shirebrook, were construction sites with full inspections of work and documentation taking place.

For the other sites listed, these were DDM (Housing Repairs and Maintenance) in nature. Inspections included void properties and of repair staff and hired private contractors. These were to ensure the correct provision, usage and maintenance of equipment, as well as the correct paperwork being completed.

Referring back to Managers pulling delegates from training to assist in duties, the Strategic Director of Services informed that due to staff shortages in Streetscene, some refuse collectors would have to be pulled from training to carry out duties. It was stressed the removal of delegates for duties was never taken lightly.

To a question from the Chair regarding Union representation taking part in inspections, the UNISON Convenor confirmed Union representatives were invited and attended these inspections.

Moved by Councillor Tom Munro and seconded by Chris McKinney (UNISON)

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

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

SAF21-24/25 SICKNESS ABSENCE - QUARTER 3 (OCTOBER - DECEMBER 2024)

The HR Business Partner presented the report to the Committee.

The average number of days lost per employee in Quarter 3 2024/25 was 2.09 days – to date the lowest quarter in terms of average days lost for 2024/25.

The projected outturn for the average number of days lost per employee was 8.93 days for 2024/25 (the target was 8.5 days).

6 Services experienced zero sickness in Quarter 3 2024/25 (a further 5 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 2019/20, with 3 cases of absence due to Stress/Depression during Quarter 3 2024/25 (1 work-related, 1 non work-related, and 1 a combination of home and work-related issues).

It was noted that in the previous 3 years of data, Stress/Depression had been regularly first in reason for absence. To date this had not been the case for 2024-25.

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 for Quarter 3 2024/25.

SAFETY COMMITTEE

There were 12 long term sickness cases in Quarter 3 2024/25 – 9 of which were due to physical health ailments and 3 related to Stress/Depression (1 of which was work related).

Appropriate assistance was being provided to facilitate support for those who had returned to work and those planning to do so.

5 employees had returned to work, 5 remained absent, and 2 had left the Council's employ (1 resigned and 1 was retired on Ill Health grounds).

Health and wellbeing initiatives included: Christmas energy saving tips; Mental Health First Aider Trainers; Safeguarding Adults Webinars; an Are You a Carer? event; Support When You Need It; Vivup Rewards and Benefits; Flu Vaccinations; Menopause Support Group (which followed the establishment of a Menopause Policy); wellbeing and first aid rooms were increasing in number; Mental Health Awareness Sessions; Neurodiversity Awareness Training; and Go!Active subsidised membership (for Quarter 3 2024/25, this was 62 subscribers).

Moved by Councillor Tom Munro and seconded by Liz Robinson (UNISON Convenor)
RESOLVED that the report be noted.

Approved by Councillor Clive Moesby Portfolio Holder for Resources

Before the meeting ended, a Member expressed gratitude for the Chamber's new partition – Members and Officers had shared greater ease at its presence for a meeting of the Council the previous day.

The Chair echoed this sentiment and thanked the Assistant Director of Streetscene, Community Safety and Enforcement for the recommendation.

The meeting concluded at 10:18 hours.



Bolsover District Council

Meeting of the Safety Committee on 03.06.25

Quarter 4 Health & Safety update: 01.01.25 – 31.04.25

Classification	This report is Public
Report By	Lorna Fowler, Health and Safety Apprentice Tel: 07884237001 Email: Lorna.fowler@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 4 is 5 (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 - 4
- Housing - 1

2.2 The following types of incident were involved:

- Manual Handling = 1
- Cuts and Abrasions = 2
- Slips, Trips and falls on same level = 1
- Ill Health = 1

0 of these accidents were RIDDOR reportable.

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

08/01/2025 – Property services

Near Miss – No Injury – The Tangent

Facing Blockwork to over window head area have 'blown', dislodged and fallen to the ground adjacent/below.

10/01/2025 – Property Services

Near Miss – No Injury – Broadmeadows Pavilion

Pipe burst in ceiling void.

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
02/01/25	Streetscene	Manual Handling	Minor Injury - No Lost Days	No	Removing litter bag from bin full of cat litter, causing back pain.	0
14/01/25	Streetscene	Cuts and Abrasions	Minor Injury – No lost days	No	IP was carrying a black bin bag back to works van.	0
21/01/25	Streetscene	Cuts and Abrasions	Minor Injury – No lost days	No	IP was removing suction hose put hands around the pipe when IP felt a sharp scratch. when looked inside pipe when it	0

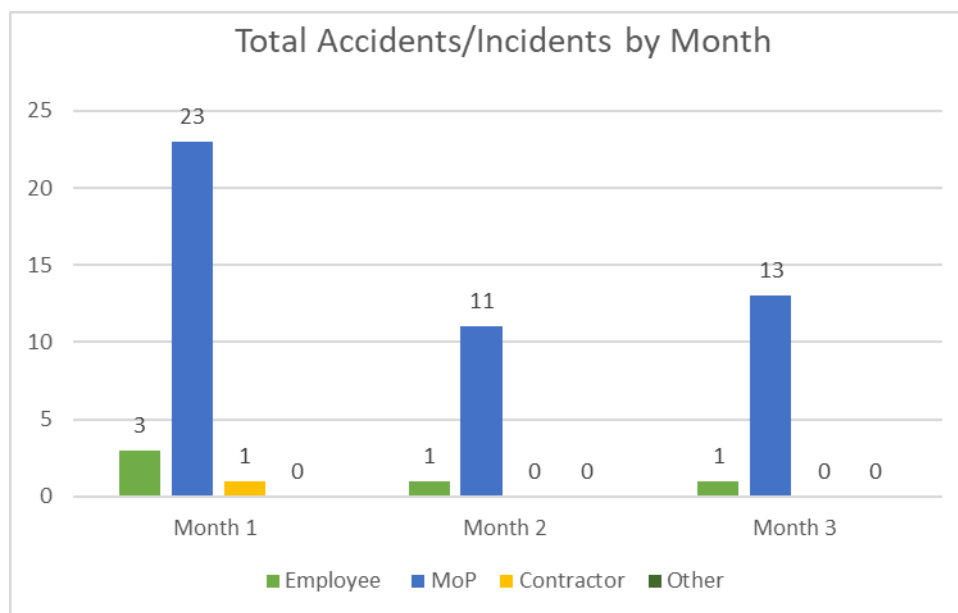
					came off it was a needle.	
13/02/25	Housing	Ill Health	Minor Injury – No lost days	No	IP felt very poorly and started to faint at their desk. IP is 23 weeks pregnant which is why the ambulance was called. She had already advised that this happened the last time she was pregnant.	0
20/03/25	Streetscene	Slips, trips and falls on same level	Minor Injury – No loss days	No	IP tripped over the kerb whilst getting a refuse bin.	0

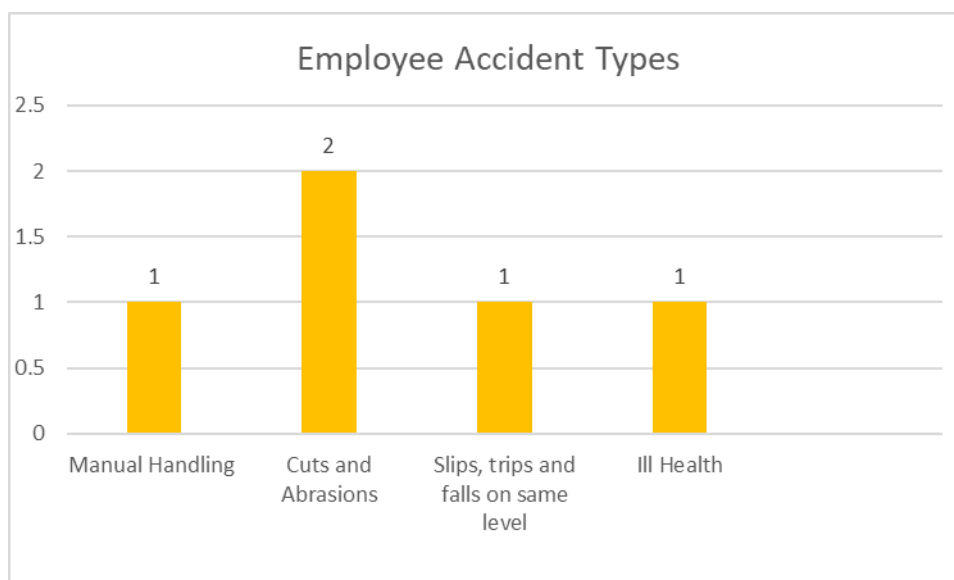
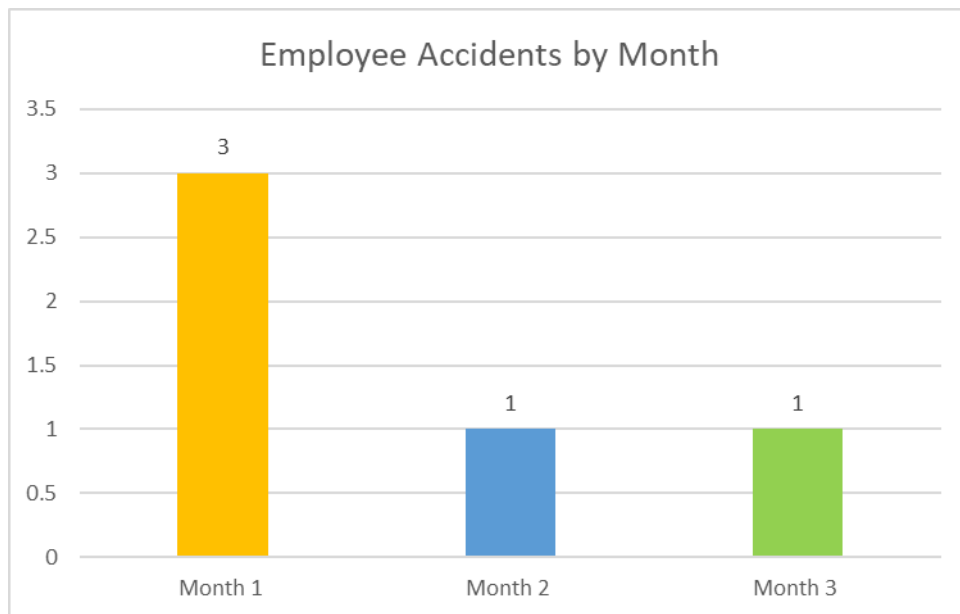
The number of employee hazards reported during this quarter was: 0

- 2.4 The total number of accidents reported by Members of the Public was **47** 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 – Contractor – Slipped on slushy snow at Pleasley vale.
- 2.6 There was 0 near miss, 2 accidents reported by Dragonfly Development Ltd & Dragonfly Development Management during Quarter 4:

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
04/02/25	DDM (Housing Repairs) – Riverside Depot	Cuts and Abrasions	Minor Injury – No lost days	No	IP was bitten by a dog.	0
25/03/25	DDM (Housing Repairs) – Riverside Depot	Slips, trips and falls on same level	Lost Time - Over 7 days	Yes	IP was attending a training course and fell when getting out of their vehicle leading to injury.	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, **35** BDC employees were trained as detailed below:

- IOSH Managing Safely (full course) = 3
- IOSH Managing Safely Refresher = 2
- First Aid (full course) = 11
- First Aid Refresher = 8
- Evac Chair = 3
- Ladder & Stepladder training = 2
- Asbestos Removal (Category A) = 5
- UKATA Asbestos Duty to Manage Appointed Persons = 1

3.2 During this Quarter, **77** DDL/ DDM employees were trained as detailed:

- IOSH Managing Safely (full course) = 4
- First Aid Refresher = 1
- Ladder & Stepladder training = 2
- Asbestos Removal (Category A) = 51
- Asbestos Category B = 10
- UKATA Asbestos Duty to Manage Appointed Persons = 9

4.0 INSPECTIONS:

4.1 **6** 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:

- Cresswell Wellness Centre
- Pleasley Vale Mills 1, 2 and 3
- Pleasley Vale Outdoor Activity Centre, Unit T and the Boathouse
- The Tangent Business Centre

4.2 **8** Dragonfly Development Ltd. formal inspections occurred at:

- Ashbourne Court
- Woburn House
- Parkfields
- Jubilee Court
- Valley View
- Victoria House
- Briar Close X 2

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 3 June 2025

Sickness Absence - Quarter 4 (January - March 2025)

Report of the Portfolio Holder for Resources

Classification	This report is Public
Report By	Oliver Fishburn HR and Payroll Manager

PURPOSE/SUMMARY OF REPORT

To report the sickness absence figures throughout the Council for Quarter 4 (January - March 2025).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months January – March 2025.
- 1.2 Absence for the Senior Managers Group is shown as 50% of the total absence for Joint Senior Managers as this is split with Bolsover/NE Derbyshire District Councils. For other employees the absences included are for the employing authority only.
- 1.3 **The average number of days lost per employee for Quarter 4 was 2.8 days.**
- 1.4 **The 2024/25 actual outturn figure for the average number of days lost per employee is 9.5 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 4.

2. Details of Proposal or Information

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

2.2 Key Trends

- The overall average days lost due to sickness in Quarter 4 was 2.8 days, this is higher than Quarter 4 in 2023/23.
- 6 Services experienced zero sickness during Quarter 4 and 4 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 11 cases of absence due to Stress/Depression during Quarter 4, 3 of which were work related, 8 were none work related.
- 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.
- There were 0 days sickness recorded for Covid19 in Quarter 4 this is the first quarter not to have recorded this reason for absence during 2024/5.
- There are 19 long term cases in this quarter. 14 are due to physical health ailments and 5 cases are related to stress/depression (3 of which were work related). 10 Employees have now returned to work, 7 remain absent, 2 have left the Council's employ. Appropriate support and assistance are being provided to facilitate employees who have returned to work and those planning to do so.

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:

Promoting Health & Wellbeing at Bolsover District Council

We continuously share information on health and wellbeing initiatives, as well as available support, through Eric and the weekly bulletin. Recent highlights include:

- **Support When You Need It – Vivup's Confidential Employee Assistance Programme (EAP):** A guide to accessing confidential support services whenever you need them.
- **World Menopause Day 2024:** We celebrated the occasion by highlighting our dedicated Menopause Policy, which outlines the support available for colleagues going through menopause. The **Menopause Policy Handbook** is accessible on the S Drive (Public HR and Payroll folder). Additionally, the **Bolsover Wellness Programme**, a free 12-week initiative providing access to Go! Active facilities is available for employees experiencing menopause.

- **International Men's Day 2024:** We marked the day by featuring inspiring role models within the Council and raising awareness of men's wellbeing.
- **Fraud Awareness Week (17th – 23rd November):** Employees were provided with key fraud prevention tips, reinforcing that fraud awareness is a collective responsibility.
- **Online Fire Safety Checks:** A timely reminder that between 2020 and 2024, Derbyshire Firefighters attended 110 fires caused by white goods. Employees were encouraged to complete an online fire safety check to reduce risks, noting that 59% of electrical fires occur between 8am and 8pm.
- **Menopause Support Group:** Our first session took place on Wednesday, 22nd January, with the next one scheduled for Tuesday, 18th March—providing a safe space for colleagues to connect and share experiences.
- **Cervical Cancer Awareness Week (21st – 28th January):** With around 3,200 women diagnosed annually in the UK and over 800 lives lost, raising awareness is critical. Employees were directed to NHS resources for more information:
 - [Cervical Cancer – NHS](#)
 - [Cervical Screening – NHS](#)
- **Macmillan Monthly Walking Groups:** Chesterfield Royal Hospital hosts monthly walks for those diagnosed with or recovering from cancer. Employees were encouraged to join as a source of support and community.
- **Race Equality Week (3rd – 9th February):** As part of this UK-wide movement, we raised awareness about barriers to race equality in the workplace. We also shared a thought-provoking short film by The University of Sheffield on Sheffield's historical links to slavery.
- **Eating Disorders Awareness Week (24th February – 2nd March):** This initiative focused on increasing understanding, empathy, and support for individuals affected by eating disorders. Employees were provided with information on available resources.

[EDAW - National Eating Disorders Association](#)

[Overview – Eating disorders - NHS](#)

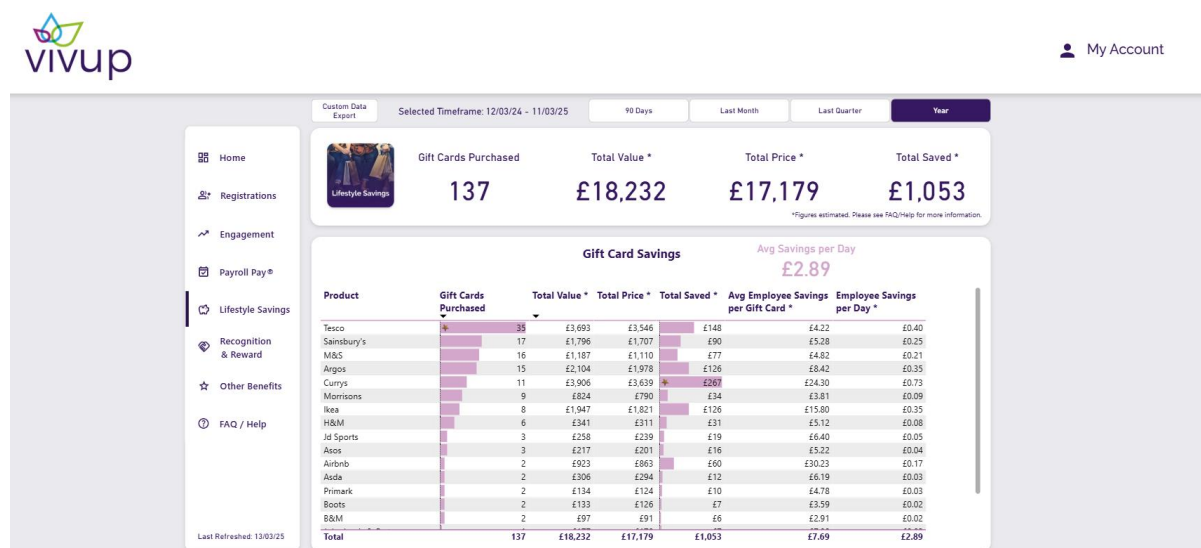
By sharing these initiatives, we aim to foster a workplace culture that prioritises wellbeing, inclusivity, and support for all employees.

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 £1053



Your Financial Wellbeing Courses: Free financial wellbeing courses were offered to our employees. During the course staff had the opportunity to learn the four key steps to being financially well:

- Understand your income and plan your spending
 - Review and keep track of your borrowing
 - Plan your financial goals and prepare for those unexpected costs
 - Start planning for life beyond work whenever that may be
- **Go-Active @ the Arc**
 - The number of Employees subscribing to the Gym for Quarter 4 2024/25 are 64.
 - 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>
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	2.80	£121,809.68
Overall Outturn	8.7	£343,107.54	9.4	£381,172.31	8.98	£333,509.52	9.5	£403,333.51

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%	34%	66%
Overall Outturn	57%	43%	46%	54%	36%	64%	35%	65%

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

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	4	0
Elections	4	1	0	0	4	2.5	1.6
Health & Safety	11	1	0	0	11	5	2.2
Human Resources & Payroll	0	0	0	0	0	8.43	0
Legal	3	1	33	1	36	6	6
Communications	1	1	0	0	1	6	0.17
Procurement	0	0	0	0	0	1.5	0
Performance	0	0	0	0	0	2	0
Finance	0	0	24	1	24	9	2.7
Revenues & Benefits	3	2	0	0	3	25.08	0.12
Customer Services	18	6	0	0	18	25.09	0.72
Leisure	47	7	200	5	247	47.66	5.18

Leaders/Executive Team	0	0	0	0	0	9.8	0
Streetscene (including CS)	177	41	348	10	525	114.15	4.6
Housing Management	66	14	55	2	121	58.19	2.08
Planning	5	2	0	0	5	21.35	0.23

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	35	8	0	0	35	49.27	0.71
ICT	32	10	0	0	32	32.55	0.98

Figure Two: Stress Cases During Quarter Four

Work Related	Outside of Work Related	Total
3	8	11