

The Arc  
High Street  
Clowne  
S43 4JY

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

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Tuesday, 3<sup>rd</sup> June 2025

Dear Councillor,


**UNION / EMPLOYEE CONSULTATION COMMITTEE**

You are hereby summoned to attend a meeting of the Union / Employee Consultation Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Thursday, 19<sup>th</sup> June, 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,

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)
- **Email:** [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions, you just need WiFi or mobile data to make the video call, or call into one of our Contact Centres.
- Call with [Relay UK](#) - a free phone service provided by BT for anyone who has difficulty hearing or speaking. It's a way to have a real-time conversation with us by text.
- **Visiting** one of our [offices](#) at Clowne, Bolsover, Shirebrook and South Normanton

**UNION / EMPLOYEE CONSULTATION COMMITTEE  
AGENDA**

***Thursday, 19<sup>th</sup> June, 2025 at 10:00 hours taking place in the Council Chamber, The Arc,  
Clowne***

<b>Item No.</b>		<b>Page No.(s)</b>
<b>1.</b>	<b>Election of Chair 2025/26</b>	
<b>2.</b>	<b>Appointment of Vice Chair 2025/26</b>	
<b>3.</b>	<b>Apologies For Absence</b>	
<b>4.</b>	<b>Urgent Items of Business</b>  To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
<b>5.</b>	<b>Declarations of Interest</b>  Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:  a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
<b>6.</b>	<b>Minutes</b>  To consider the minutes of the last meeting held on 12 <sup>th</sup> March 2025.	<b>4 - 9</b>
<b>7.</b>	<b>Sickness Absence - Quarter 4 (January - March 2025)</b>	<b>10 - 20</b>

## UNION / EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union / Employee Consultation Committee of the Bolsover District Council held in Committee Room 1, The Arc, Clowne on Wednesday, 12<sup>th</sup> March 2025 at 10:00 hours.

### **PRESENT:-**

Members:-

Liz Robinson (UNISON Convenor) in the Chair

Councillors Rowan Clarke, Duncan Haywood and Vicky Wapplington.

UNISON:- Chris McKinney and Violet Parker.

Officers:- Steve Brunt (Strategic Director of Services), Ollie Fishburn (HR and Payroll Manager), Peter Wilmot (HR Business Partner) and Matthew Kerry (Governance and Civic Officer).

### **UECC20-24/25 APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Councillor Mary Dooley.

### **UECC21-24/25 URGENT ITEMS OF BUSINESS**

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

### **UECC22-24/25 DECLARATIONS OF INTEREST**

There were no declarations made at the meeting.

### **UECC23-24/25 MINUTES**

Moved by Councillor Vicky Wapplington and seconded by Chris McKinney (UNISON)

**RESOLVED** that the minutes of a meeting of the Union / Employee Consultation Committee held on 11<sup>th</sup> December 2024 be approved as a true and correct record.

### **UECC24-24/25 SICKNESS ABSENCE - QUARTER 3 (OCTOBER - DECEMBER 2024)**

The HR and Payroll Manager presented the report to the Committee.

The average number of days lost per employee in Quarter 3 2024/25 was 2.09 days, with the projected outturn for the average number of days lost per employee being 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).

## **UNION / EMPLOYEE CONSULTATION COMMITTEE**

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).

There was a direct correlation between employees undertaking physically demanding work and high levels of sickness – Muscular/Skeletal absences were regularly in the top three reasons for sickness absence.

COVID-19 had accounted for 2 days lost due to sickness in Quarter 3 2024/25 – this was the lowest Quarter thus far in terms of average days lost during 2024/25.

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 work related).

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 (£860 had been saved by employees); 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).

A Member noted the care and attention provided by the Council as an employer was exemplary – employees were well safeguarded from the initiatives listed in the report.

A UNISON representative echoed this sentiment, sharing that from a Union point of view, and as recognised in a recent staff survey, the Council proved a good employer.

Moved by Councillor Vicky Waplington and seconded by Chris McKinney (UNISON) **RESOLVED** that the report be noted.

### **UECC25-24/25     UPDATING THE COUNCIL'S PAY AGREEMENT**

The HR Business Partner presented the report to the Committee.

The Council's Pay Agreement (the 'Agreement') had remained unchanged for several years, resulting in outdated provisions that no longer aligned with current organisational structures and workforce practices.

The Chief Executive and Senior Leadership Team had agreed to revise the Agreement following staff feedback – staff had identified it was out of date with a need to also enhance overtime limits.

The HR and Payroll Team had been established in 2022. The Agreement had been last updated in 2016.

The revised Agreement was attached at Appendix 1.

One major change was the overtime provision. This had been capped at Grade 6, but disincentivised staff from working beyond their hours when required.

## **UNION / EMPLOYEE CONSULTATION COMMITTEE**

Overtime pay would now be capped at Grade 7 to ensure employees at this higher pay grade would be motivated to carry on working into unsociable and / or uncontracted hours.

The Agreement also updated terminology and post titles. The required frequency of updates to the Agreement would also be changed to make the document sustainable.

The revised agreement included track changes to ensure easier viewing of the proposed changes, including all adjustments to terminology.

The Strategic Director of Services noted Streetscene and transport workers on Grade 7 were currently not incentivised to work around bank holiday periods (e.g., during the winter holiday) when some frontline services continued to operate. The new overtime provision would likely persuade employees to work these extra hours and ensure continuity of Council services.

To a question on the time-specificity of the Agreement, the HR Business Partner explained adding specific rates of pay and pay levels dated the document (e.g., the Tool Allowance (Mechanics) quoted the 2010/11 pay rate). Including time specific content was best avoided.

To a question on how many times the Agreement had been previously reviewed, the HR Business Partner informed there had been one in 2009, but with austerity measures in the 2010s there had been few updates to pay agreements and so the Agreement, along with the pay rates, Officer titles, etc., needed substantial updating.

A UNISON representative welcomed the updated Agreement – it was long overdue. The updates to the useful contact numbers listed in the document were also welcome.

It was added that, with the recent staff survey and the establishment of a working group to review the survey's results, the Agreement could likely change further. To a question on if any further updates to the Agreement would be brought before the Committee, the HR Business Partner confirmed any material changes would be brought back before the Committee.

Moved by Councillor Duncan Haywood and seconded by Violet Parker (UNISON)  
**RESOLVED** that the Committee approve the Council's revised Pay Agreement.

## **UECC26-24/25 GENDER IDENTITY POLICY**

The HR Business Partner presented the report to the Committee.

There had been a growing recognition of the rights and dignity of transgender people in society.

Despite advancements in awareness and legal protections, transgender people still faced significant challenges (discrimination, harassment, barriers to employment, etc.).

Research indicated that transgender people were disproportionately affected by unemployment, underemployment and workplace discrimination, leading to adverse effects on their well-being and economic security.

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Following the recent Policies on Menopause and Neurodiversity, the Council proposed the adoption of a Gender Identity Policy (the 'Policy'). The Policy was attached at Appendix 1 and sought to:

- Establish clear guidelines and procedures for supporting transgender employees throughout all stages of employment;
- Prohibit discrimination and harassment based on gender identity / expression and provide mechanisms for reporting / addressing incidents;
- Ensure equitable access to workplace facilities;
- Provide resources and awareness training to managers and staff to increase awareness and understanding of gender identity issues; and,
- Offer support and accommodations, where necessary, to gender identity employees to ensure their safety, well-being, and participation in the workplace.

Benefits of the Policy included:

- Enhanced recruitment and retention of diverse talent;
- Improved employee morale and satisfaction;
- Compliance with legal requirements and best practices related to diversity and inclusion; and,
- Alignment with the Council's organisational values of fairness, equality and respect for all individuals.

The Policy had been developed by the Council in conjunction with Unions and represented a significant step forward in promoting diversity, equality, and inclusion within the Council.

It was urged all stakeholders support the Policy and work together to ensure its successful implementation. All employees would be informed of the Policy.

While further development to protect transgender employees would be needed, the Policy remained an important step forward.

The Council cared for all employees, and the Policy complied with legal requirements and the Council's own corporate values of equality.

A UNISON representative welcomed the Policy; it was the right step forwards. It was noted that the challenges faced by transgender people remained a concern and that the Council would need to continue efforts in providing a safe and welcoming environment.

The Chair echoed these sentiments, noting it had been appropriate for the HR Business Partner to work with Unions to create the Policy and that it was brought before the Committee for review.

Moved by Liz Robinson (UNISON Convenor) and seconded by Councillor Duncan Haywood

**RESOLVED** that the Gender Identity policy is approved and implemented.

## **UNION / EMPLOYEE CONSULTATION COMMITTEE**

### **UECC27-24/25    SEXUAL HARASSMENT POLICY**

The HR Business Partner presented the report to the Committee.

Following changes by the UK Government in 2024 to legislation aimed at combating workplace sexual harassment, a new Preventing Sexual Harassment Policy (the 'Policy') had been developed.

The UK legislation obligated employers to take proactive measures to prevent sexual harassment and imposed stricter penalties for non-compliance, which included increasing tribunal compensation awards by up to 25%.

The legislation also established clearer pathways for victims to seek redress.

The Council did have a general Harassment and Bullying Policy which had served the Council well. However, it was now not fully aligned with the new legislative requirements with regards to sexual harassment.

The introduction of a comprehensive, updated and dedicated Policy was necessary to ensure compliance with the law and to foster a safe, respectful working environment for all employees.

The Policy was attached at Appendix 1 and included the following components:

- Zero-Tolerance Stance;
- Prevention Measures;
- Clear Reporting and Investigation Procedures;
- Support for Victims;
- Managerial Responsibility; and,
- Legal Compliance and Accountability:
  - Duty to Prevent Sexual Harassment;
  - Vicarious Liability;
  - Third-Party Harassment;
  - Stricter Penalties.

The reasons for recommendations included:

- Legal Compliance;
- Workplace Safety and Well-being;
- Employee Morale and Retention; and,
- Minimising Legal Risks.

More information was detailed in the report.

A UNISON representative noted discussions held between the HR Business Partner and UNISON had proven beneficial in developing the Policy.

To a question from the Chair on any more policies being brought before the Committee, the HR Business Partner confirmed other policies were being developed but would not necessarily need to be reviewed by the Committee (e.g., a policy on Neonatal Care was part of UK Government legislation and the general Harassment and Bullying Policy was just reviewed with no material changes – both would be passed as a Delegated Decision



## **UNION / EMPLOYEE CONSULTATION COMMITTEE**

following consultation with Trade Unions.

The Committee were informed a Domestic Abuse Policy was currently undergoing initial consultation and drafting – this would be brought to a future meeting.

Moved by Councillor Rowan Clarke and seconded by Violet Parker (UNISON)

**RESOLVED** that the Committee approves the adoption of this policy to ensure compliance, enhance workplace culture, and minimise legal and reputational risks.

The meeting concluded at 10:30 hours.

## **Bolsover District Council**

### **Meeting of the Union/Employee Consultation Committee on 19 June 2025**

#### **Sickness Absence - Quarter 4 (January - March 2025)**

#### **Report of the Portfolio Holder for Resources**

<b>Classification</b>	This report is Public
<b>Report By</b>	Oliver Fishburn HR and Payroll Manager

### **PURPOSE/SUMMARY OF REPORT**

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

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### **REPORT DETAILS**

#### **1. Background**

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months 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](#)

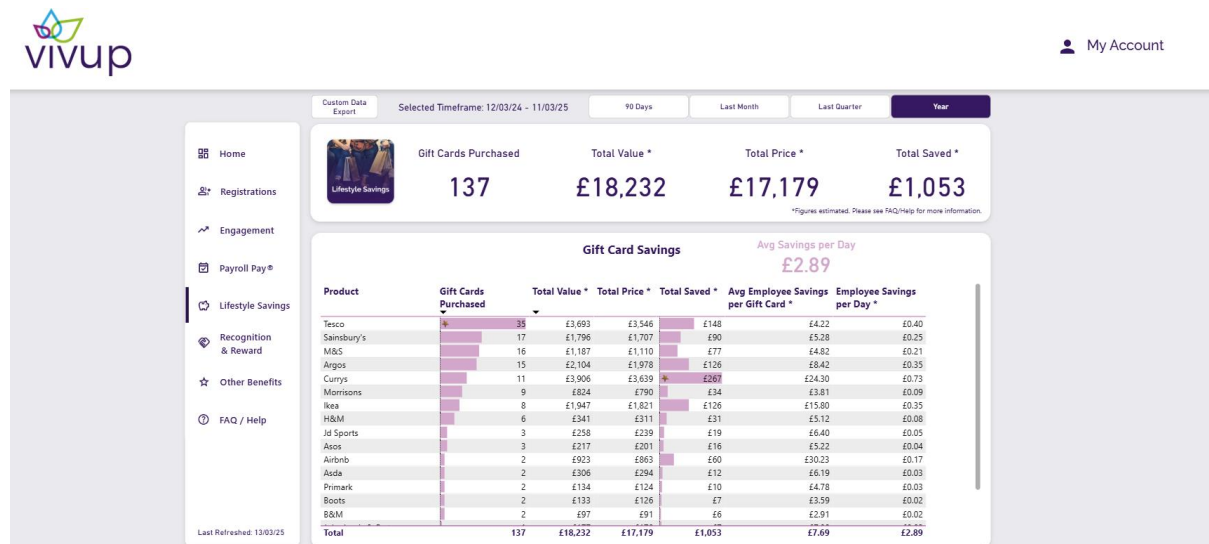
By sharing these initiatives, we aim to foster a workplace culture that prioritises wellbeing, inclusivity, and support for all employees.

**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

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

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

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

## DOCUMENT INFORMATION

Appendix No	Title
1	Figures for the Quarter by Directorate

<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive you must provide copies of the background papers).</i>
None

**Table One: Organisational Outturn Average Number of Days Absence**

*(Average sickness days per fte employee)*

	<b>2021/22</b>	<b>2021/22 Costs</b>	<b>2022/23</b>	<b>2022/23 Costs</b>	<b>2023/24</b>	<b>2023/24 Costs</b>	<b>2024/25</b>	<b>2024/25 Costs</b>
<b>Quarter One</b>	1.91	£81,917.94	2.29	£84,309.63	2.26	£74,265.11	2.26	£88,097.39
<b>Quarter Two</b>	2.31	£91,025.58	2.02	£84,144.83	2.39	£86,396.88	2.35	£97,373.93
<b>Quarter Three</b>	2.29	£85,306.37	2.27	£93,954.00	1.89	£73,327.02	2.09	£96,052.51
<b>Quarter Four</b>	2.19	£84,857.65	2.82	£118,763.85	2.44	£99,520.51	2.80	£121,809.68
<b>Overall Outturn</b>	<b>8.7</b>	<b>£343,107.54</b>	<b>9.4</b>	<b>£381,172.31</b>	<b>8.98</b>	<b>£333,509.52</b>	<b>9.5</b>	<b>£403,333.51</b>



Table Two: Organisational Long Term/Short Term Split Days Percentage

	<b>2021/22</b>		<b>2022/23</b>		<b>2023/24</b>		<b>2024/25</b>	
	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
<b>Quarter One</b>	40%	60%	48%	52%	23%	77%	28%	72%
<b>Quarter Two</b>	67%	33%	46%	54%	37%	63%	35%	65%
<b>Quarter Three</b>	48%	52%	46%	54%	41%	59%	45%	55%
<b>Quarter Four</b>	69%	31%	43%	57%	41%	59%	34%	66%
<b>Overall Outturn</b>	<b>57%</b>	<b>43%</b>	<b>46%</b>	<b>54%</b>	<b>36%</b>	<b>64%</b>	<b>35%</b>	<b>65%</b>

**Table Three: Top Three Reasons for Absence**

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

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Current Year 2024/25</b>
<b>Quarter One</b>	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
<b>Quarter Two</b>	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

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

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

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

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