

The Arc  
High Street  
Clowne  
S43 4JY

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

Contact: Alison Bluff  
Telephone: 01246 242528  
Email: [alison.bluff@bolsover.gov.uk](mailto:alison.bluff@bolsover.gov.uk)

Tuesday 2nd September 2025

Dear Councillor

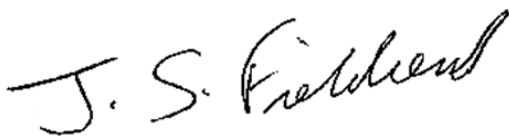
**UNION / EMPLOYEE CONSULTATION COMMITTEE**

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 18th September 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.

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 Wi-Fi 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 18th September 2025 at 10:00 hours taking place in the Council Chamber,  
The Arc, Clowne***

| <b>Item No.</b> |  | <b>Page<br/>No.(s)</b> |
|-----------------|--|------------------------|
| <b>1.</b>       | <b>Apologies For Absence</b>   |                        |
| <b>2.</b>       | <b>Urgent Items of Business</b><br><br>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>3.</b>       | <b>Declarations of Interest</b><br><br>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:<br><br>a) any business on the agenda;<br>b) any urgent additional items to be considered;<br>c) any matters arising out of those items;<br><br>and if appropriate, withdraw from the meeting at the relevant time. |                        |
| <b>4.</b>       | <b>Minutes</b><br><br>To consider the minutes of the last meeting held on 19 <sup>th</sup> June 2025.  | <b>4 - 6</b>           |
| <b>5.</b>       | <b>Sickness Absence - Quarter 1 (April - June 2025)</b>  | <b>7 - 19</b>          |
| <b>6.</b>       | <b>Domestic Abuse Policy</b>   | <b>20 - 43</b>         |

## UNION / EMPLOYEE CONSULTATION COMMITTEE

Minutes of a meeting of the Union / Employee Consultation Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Thursday, 19<sup>th</sup> June 2025 at 10:00 hours.

### **PRESENT:-**

Members:-

Councillors Rowan Clarke, Steve Fritchley and Sally Renshaw.

UNISON:- Chris McKinney and Violet Parker.

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

### **UECC1-25/26      ELECTION OF CHAIR 2025/26**

Moved by Chris McKinney (UNISON) and seconded by Councillor Steve Fritchley  
**RESOLVED** that Liz Robinson (UNISON Convenor) be elected as Chair of the Union / Employee Consultation Committee for the 2025/26 Municipal Year.

### **UECC2-25/26      APPOINTMENT OF VICE CHAIR 2025/26**

Moved by Councillor Sally Renshaw and seconded by Councillor Steve Fritchley  
**RESOLVED** that Councillor Mary Dooley be appointed as Vice-Chair of the Union / Employee Consultation Committee for the 2025/26 Municipal Year.

### **UECC3-25/26      ELECTION OF CHAIR FOR THE MEETING**

Moved by Councillor Sally Renshaw and seconded by Councillor Steve Fritchley  
**RESOLVED** that Chris McKinney (UNISON) be elected as Chair for the meeting.

Chris McKinney (UNISON) in the Chair

### **UECC4-25/26      APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillor Mary Dooley and Liz Robinson (UNISON Convenor).

### **UECC5-25/26      URGENT ITEMS OF BUSINESS**

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

### **UECC6-25/26      DECLARATIONS OF INTEREST**

There were no declarations made at the meeting.

## **UNION / EMPLOYEE CONSULTATION COMMITTEE**

### **UECC7-25/26      MINUTES**

Moved by Chris McKinney (UNISON) and seconded by Councillor Rowan Clarke  
**RESOLVED** that the minutes of a meeting of the Union / Employee Consultation Committee held on 12<sup>th</sup> March 2025 be approved as a true and correct record.

### **UECC8-25/26      SICKNESS ABSENCE - QUARTER 4 (JANUARY - MARCH 2025)**

The HR Business Partner presented the report to the Committee.

The average number of days lost per employee in Quarter 4 2024/25 was 2.8 days, with the outturn for the average number of days lost per employee standing at 9.5 days for 2024/25 (the annual target had been 8.5 days).

6 Services experienced zero sickness in Quarter 4 2024/25 (a further 4 Services had experienced less than 1 day per full-time equivalent (FTE) employee absence).

Stress/Depression had remained in the top three reasons for absence since Quarter 2 2019/20. There had been 11 cases of absence due to Stress/Depression in Quarter 4 2024/25 (3 work related, 8 none work related).

There had been 0 days of sickness recorded for COVID-19 in Quarter 4 2024/25 – the first quarter recorded since the start of 2024/25. It was offered staff may not be testing for COVID-19

There were 19 long-term sickness cases in Quarter 4 2024/25 – 14 due to physical health ailments and 5 related to Stress/Depression (3 of which were work related).

10 employees had returned to work, 7 remained absent, and 2 had left the Council's employ.

Health and wellbeing initiatives included: Support When You Need It – Vivup's Confidential Employee Assistance Programme; World Menopause Day 2024 and two sessions of the Menopause Support Group completed; International Men's Day 2024; Fraud Awareness Week; Online Fire Safety Checks; Cervical Cancer Awareness Week; Macmillan Monthly Walking Groups; Race Equality Week; Eating Disorders Awareness Week; Vivup Rewards & Benefits; Your Financial Wellbeing Courses; and Go!Active subsidised membership (for Quarter 4 2024/25, this stood at 64 subscribers).

The Chair noted good work was taking place – Stress/Depression no longer in the top three reasons for absence was a positive sign and a result of the HR Team's hard work.

Referring to the organisational outturn on the average number of days absent (and this cost), a Member asked what the total number of staff employed by the Council was. The HR Business Partner informed that a rough estimate was about 415 FTE employed.

The Strategic Director of Services shared gratitude to the HR Team for assisting in the support of long-term, complex cases.

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

## **UNION / EMPLOYEE CONSULTATION COMMITTEE**

The Chair thanked Members and officers for their attendance and contributions to the meeting.

The meeting concluded at 10:13 hours.

## **Bolsover District Council**

### **Meeting of the Union/Employee Consultation Committee on 18 September 2025**

#### **Sickness Absence - Quarter 1 (April - June 2025)**

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

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

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

To report the sickness absence figures throughout the Council for Quarter 1 (April - June 2025).

---

### **REPORT DETAILS**

#### **1. Background**

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months April - June 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 1 was 2.8 days.**
- 1.4 **The 2025/26 projected outturn figure for the average number of days lost per employee is 11.2 days.**
- 1.5 The annual target for the Local Performance Indicator to the end of March 2026 is 8.5 days.
- 1.6 For the purposes of sickness reporting, Senior Management is accounted for as follows:
 

1 Joint Assistant Director Post (0.5 FTE). 0 days sickness experienced during Quarter 1.

## **2. Details of Proposal or Information**

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

### **2.2 Key Trends**

- East Midlands Councils are undertaking a benchmarking exercise as neighbouring Councils have highlighted an increase in sickness as an ongoing trend. These results will be provided in future Quarterly reports.
- The overall average days lost due to sickness in Quarter 1 was 2.8 days, this is the highest Quarter 1 over the last three years. Long term sickness cases have contributed to the escalation of the absence figures (accounting for 74% of sickness) in this Quarter.
- 7 Services experienced zero sickness during Quarter 1.
- Stress/Depression has remained in the top three reasons for absence since Quarter 2 of 2019/20.
- There were 12 cases of absence due to Stress/Depression during Quarter 1, 7 of which were work related, 5 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 12 days sickness recorded for Covid19 in Quarter 1 this higher than Quarter 3 in 2024/5.
- There are 23 long term cases in this quarter. 15 are due to physical health ailments and 8 cases are related to stress/depression (4 of which were work related, 11 Employees have now returned to work, 10 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 emails, Eric and the weekly bulletin. Recent highlights include:

- **Autism Awareness Training (April 2025)**  
As part of our continued commitment to inclusion and understanding in the workplace, colleagues were invited to attend an optional Autism Awareness training session on Tuesday 1 April 2025.



The online session explored key traits and characteristics of autism, which affects around 2% of the population. Attendees gained a better understanding of how autism can influence perception, communication, and interaction, as well as how these traits can present both challenges and strengths in everyday life. The training aimed to build awareness and empathy, supporting more inclusive practices across our organisation.

- **Mental Health Awareness Week (12–18 May)**

To mark Mental Health Awareness Week, we organised a range of activities to promote positive mental health and wellbeing across the council:

- We hosted two informative sessions, one at The Arc and one at Riverside Depot, delivered by **Andy's Man Club**—a national charity focused on men's mental health and suicide prevention. Open to all staff, the sessions provided valuable insight into the charity's work and highlighted the power of peer support in tackling mental health challenges.
- We also invited staff and councillors to take a break and enjoy the outdoors with two special **Nordic Walking** sessions on 15 and 16 May. Led by qualified guide, the sessions introduced participants to this full-body walking technique using poles, offering a fun and supportive way to improve physical and mental wellbeing. Whether new to Nordic Walking or experienced, it was a great chance to get moving, clear the mind, and connect with others.
- We advertised a range of free online and in-person training sessions organised by Derbyshire County Council. The courses included:
  - Suicide Bereavement Training
  - Mental Health Awareness Training
  - Suicide Awareness & Managing Mental Health ConversationVarious online and in-person sessions were delivered in April and May. Participants registered via Eventbrite using the links provided in the training brochures from Derbyshire County Council Public Health.

- **Men's Health Week (9–15 June)**

Men's Health Week was a chance to check in on the wellbeing of the men in our lives—and ourselves. Men are less likely to seek help early, so the focus was on raising awareness and encouraging small steps towards better physical, mental, and emotional health.

Key messages we shared:

- Talk, don't bottle it up – 1 in 4 men face mental health issues. Speaking to someone can make a big difference.
- Check yourself – Testicular cancer is common in young men. A monthly self-check can save lives.
- Know your numbers – Over 40? You're eligible for a free NHS Health Check. Workplace checks are also coming soon – email [laura.slater@bolsover.gov.uk](mailto:laura.slater@bolsover.gov.uk) for info.
- Move more – Just 10 minutes of movement a day can boost mood and focus.

- Support is out there – You're not alone.  
MIND: 0300 123 3393, CALM: 0800 58 58 58, Samaritans: 116 123

- **Carers Week (9–15 June)**

During Carers Week, we raised awareness of the vital role unpaid carers play in supporting families and communities across the UK. We highlighted the challenges carers face and acknowledged their invaluable contribution.

We encouraged everyone to show appreciation for carers—whether by spending time with them, offering a kind gesture, or simply saying thank you.

The Caring About Equality report, published on 9 June 2025, revealed that over one in five people (22%) in the UK were providing unpaid care at the time, with 46% having cared for someone at some point in their lives.

- **Heatwave Safety Reminder**

With temperatures reaching up to 30°C in June, we reminded everyone to stay safe in the heat. Key advice included keeping homes cool by closing windows and curtains, wearing suitable clothing and sunscreen when outdoors, avoiding the sun between 11am and 3pm, and scheduling physical activities for cooler parts of the day. We also shared information on recognising heat exhaustion and heatstroke.

- **Sun Safe Workplace Training**

As part of the Colin Bloomfield Sun Safe Campaign, BBC Radio Derby partnered with skin cancer charity SKCIN to offer free Sun Safe Workplace training for outdoor workers.

The online training helped raise awareness of the risks of UV radiation, skin cancer prevention, and how to spot early warning signs. It was accessible on any device and took around 40–60 minutes to complete.

Staff were encouraged to complete the training in their own time, as it was available for a limited period.

- **New eLearning Platform Launched**

We are excited to announce the official launch of Bolsover District Council's new eLearning platform, SkillGate.

### **What is SkillGate?**

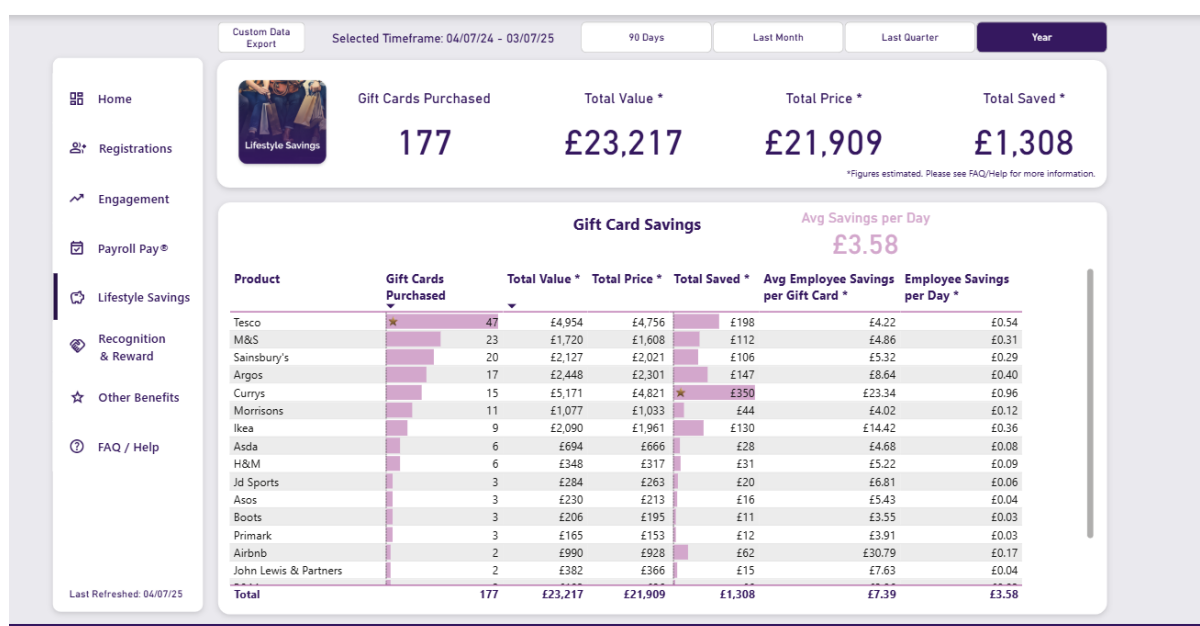
SkillGate is an online learning platform designed to support both personal development and compliance training. It offers a broad range of interactive courses covering topics such as leadership, health and safety, IT skills, and more. The platform is accessible anytime, anywhere, and tailored to meet individual learning needs.

Importantly, SkillGate also features a dedicated wellbeing section, offering courses focused on mental health, resilience, and overall wellbeing—supporting staff to look after themselves and each other.

**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:

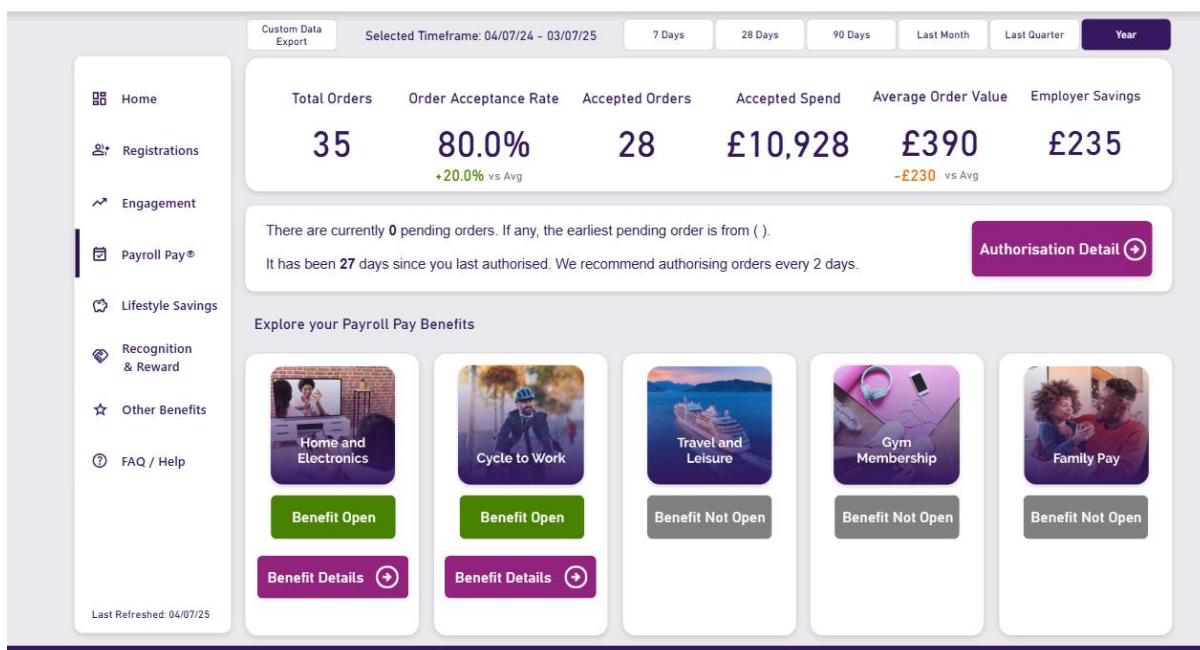
- ✓ **EAP (Employee Assistance Programme)**
- ✓ **Your Care**
- ✓ **Cycle to Work Scheme**
- ✓ **Lifestyle Savings**
- ✓ **Home & Electronics**

Since the launch in September 2024, the Lifestyle Savings feature of Vivup has helped our employees save a combined total of £1308.



Since September 2024, we've also approved 28 orders through the Home & Electronics and Cycle to Work Schemes via Vivup. This has saved employees a total of £235 and given them the flexibility to spread the cost of their purchases over 12 months through payroll deductions.

Vivup's **Home & Electronics and Cycle to Work Salary-Sacrifice Scheme** allows employees to spread the cost of home appliances, electronics, furniture, bikes, and more via interest-free monthly payments deducted from gross or net salary, no credit checks or upfront payments needed.



- **Go-Active @ the Arc**

- The number of Employees subscribing to the Gym for Quarter 1 2025/26 are 67, 3 up from the last quarter.
- 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><br>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:<br><br><b>Revenue - £75,000   <input type="checkbox"/>   Capital - £150,000   <input type="checkbox"/></b><br><b><input checked="" type="checkbox"/> Please indicate which threshold applies</b> | No |
| <b>Is the decision subject to Call-In?</b><br>(Only Key Decisions are subject to Call-In)  | No |

|   |          |
|---|----------|
| <b>District Wards Significantly Affected</b>  | None     |
| <b>Consultation:</b><br>Leader / Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/><br>SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/><br>Members <input type="checkbox"/> Public <input type="checkbox"/> Other <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>2022/23</b> | <b>2022/23<br/>Costs</b> | <b>2023/24</b> | <b>2023/24<br/>Costs</b> | <b>2024/25</b> | <b>2024/25<br/>Costs</b> | <b>2025/26</b> | <b>2025/26<br/>Costs</b> |
|------------------------|----------------|--------------------------|----------------|--------------------------|----------------|--------------------------|----------------|--------------------------|
| <b>Quarter One</b>     | 2.29           | £84,309.63               | 2.26           | £74,265.11               | 2.26           | £88,097.39               | 2.8            | £135,582.88              |
| <b>Quarter Two</b>     | 2.02           | £84,144.83               | 2.39           | £86,396.88               | 2.35           | £97,373.93               |                |                          |
| <b>Quarter Three</b>   | 2.27           | £93,954.00               | 1.89           | £73,327.02               | 2.09           | £96,052.51               |                |                          |
| <b>Quarter Four</b>    | 2.82           | £118,763.85              | 2.44           | £99,520.51               | 2.80           | £121,809.68              |                |                          |
| <b>Overall Outturn</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

|                        | 2022/23    |            | 2023/24    |            | 2024/25    |            | 2025/26    |           |
|------------------------|------------|------------|------------|------------|------------|------------|------------|-----------|
|                        | Short Term | Long Term  | Short Term | Long Term  | Short Term | Long Term  | Short Term | Long Term |
| <b>Quarter One</b>     | 48%        | 52%        | 23%        | 77%        | 28%        | 72%        | 26%        | 74%       |
| <b>Quarter Two</b>     | 46%        | 54%        | 37%        | 63%        | 35%        | 65%        |            |           |
| <b>Quarter Three</b>   | 46%        | 54%        | 41%        | 59%        | 45%        | 55%        |            |           |
| <b>Quarter Four</b>    | 43%        | 57%        | 41%        | 59%        | 34%        | 66%        |            |           |
| <b>Overall Outturn</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)*

|                    | 2022/23   | 2023/24   | 2024/25   | Current Year 2025/26  |
|--------------------|---|---|---|---|
| <b>Quarter One</b> | 1. COVID Symptoms<br>2. Other Musc. Skeletal<br>3. Stress/Depression    | 1. Operations/Hospital<br>2. Stress/Depression<br>3. Other Musc. Skeletal | 1. Other Musc. Skeletal<br>2. Operations/Hospital<br>3. Stress/Depression | 1. Other Musc. Skeletal<br>2. Stress/Depression<br>3. Operations/Hospital |
| <b>Quarter Two</b> | 1. Stress/Depression<br>2. COVID 19 Symptoms<br>3. Other Musc. Skeletal | 1 Operations/Hospital<br>2. Stress/Depression<br>3. Other Musc. Skeletal  | 1. Other Musc. Skeletal<br>2. Stress/Depression<br>3. Other               | 1,<br>2.<br>3,  |



|                        |   |   |  |                                     |
|------------------------|---|---|--|-------------------------------------|
| <b>Quarter Three</b>   | 1. Stress/Depression<br>2.COVID 19 Symptoms<br>3.Other Musc. Skeletal                       | 1. Stress/Depression<br>2. Other<br>3. Other Musc. Skeletal                                 | 1, Operations/Hospital<br>2.Stress/Depression<br>3.Other Musc. Skeletal                        | 1,<br>2.<br>3.                      |
| <b>Quarter Four</b>    | 1.Stress/Depression<br>2.Operations/Hospital<br>3. Other Musc. Skeletal                     | 1. Stress/Depression<br>2.Other Musc. Skel<br>3.Operations/Hospital                         | 1.Operations/Hospital<br>2.Stress/Depression<br>3.Other Musc. Skeletal                         | 1.<br>2.<br>3.                      |
| <b>Overall Outturn</b> | <b>1. Other Musc. Skeletal</b><br><b>2. Stress/Depression</b><br><b>3. COVID19 Symptoms</b> | <b>1.Stress/Depression</b><br><b>2.Other Musc. Skeletal</b><br><b>3.Operations/Hospital</b> | <b>1. Operations/Hospital</b><br><b>2. Other Musc. Skeletal</b><br><b>3. Stress/Depression</b> | <b>1.</b><br><b>2.</b><br><b>3.</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 | 16                     | 1                              | 43                    | 1                              | 59                     | 9.5                       | 6.21                             |
| Governance                        | 5                      | 1                              | 0                     | 0                              | 5                      | 4                         | 1.25                             |
| Elections                         | 0                      | 0                              | 0                     | 0                              | 0                      | 2.5                       | 0                                |
| Health & Safety                   | 8                      | 2                              | 59                    | 1                              | 67                     | 5                         | 13.4                             |
| Human Resources & Payroll         | 0                      | 0                              | 0                     | 0                              | 0                      | 8.43                      | 0                                |
| Legal                             | 0                      | 0                              | 20                    | 1                              | 20                     | 5                         | 4                                |
| Communications                    | 0                      | 0                              | 0                     | 0                              | 0                      | 6                         | 0                                |
| Procurement                       | 0                      | 0                              | 0                     | 0                              | 0                      | 1.5                       | 0                                |
| Performance                       | 0                      | 0                              | 0                     | 0                              | 0                      | 2                         | 0                                |
| Finance                           | 0                      | 0                              | 0                     | 0                              | 0                      | 10                        | 0                                |
| Revenues & Benefits               | 8                      | 4                              | 21                    | 1                              | 29                     | 26.23                     | 1.1                              |
| Customer Services                 | 16                     | 5                              | 19                    | 1                              | 35                     | 24.23                     | 1.4                              |

|                         |    |    |     |    |     |        |      |
|-------------------------|----|----|-----|----|-----|--------|------|
| Leisure                 | 39 | 11 | 80  | 3  | 119 | 48.02  | 2.48 |
| Leaders/Executive Team  | 0  | 0  | 0   | 0  | 0   | 2      | 0    |
| Devolution              | 2  | 1  | 30  | 1  | 32  | 6.8    | 4.7  |
| Streetscene/Enforcement | 92 | 29 | 421 | 12 | 513 | 115.42 | 4.4  |
| Housing Management      | 64 | 15 | 35  | 1  | 99  | 60     | 1.65 |
| Planning                | 7  | 3  | 20  | 1  | 27  | 21.35  | 1.26 |

**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 | 40              | 8                       | 42             | 2                       | 82              | 50.60              | 1.62                      |
| ICT                  | 29              | 7                       | 11             | 1                       | 40              | 33.55              | 1.19                      |

**Figure Two: Stress Cases During Quarter One**

| Work Related | Outside of Work Related | Total |
|--------------|-------------------------|-------|
| 5            | 7                       | 12    |

## **Bolsover District Council**

### **Meeting of the Union / Employee Consultation Committee on 18<sup>th</sup> September 2025**

## **Domestic Abuse Policy**

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

|                        |                                   |
|------------------------|-----------------------------------|
| <b>Classification</b>  | This report is Public             |
| <b>Contact Officer</b> | Peter Wilmot, HR Business Partner |

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

To approve the implementation of a Domestic Abuse Policy to ensure that Bolsover District Council provides a safe, inclusive and responsive working environment for all employees. The policy formalises the Council's approach to recognising, responding to, and supporting those affected by domestic abuse whether as victims or perpetrators.

---

### **REPORT DETAILS**

#### **1. Background**

- 1.1 Domestic abuse is a pervasive societal issue with significant implications for affected individuals' mental and physical health, personal safety, and employment. Bolsover District Council recognises that some of its employees may be impacted by domestic abuse and that the workplace can play a crucial role in offering safety, stability and support.
- 1.2 The Domestic Abuse Act 2021 introduced a statutory definition of domestic abuse and a legal framework to better protect victims. Employers have a duty of care to safeguard their workforce. This policy affirms Bolsover District Council's commitment to upholding this responsibility.
- 1.3 Prior to this point, the policy has been the subject of consultation with the Council's Specialist Domestic Abuse Officer, Service Managers, Senior Leadership Team and on an informal basis, the Council's recognised Trade Union Representatives.

#### **2. Details of Proposal or Information**

- 2.1 The Domestic Abuse Policy includes the following key components:
  - Adoption of the statutory definition of domestic abuse under the Domestic Abuse Act 2021.

- Recognition that domestic abuse can affect anyone—regardless of gender, sexuality, age or background—but that women and children are disproportionately affected.
- Clear guidelines for confidentiality and safe disclosure.
- Support mechanisms including time off for legal, housing or health appointments, access to counselling, and flexible working arrangements.
- Practical guidance for managers on identifying signs of abuse and supporting affected staff.
- A framework for dealing with employees who are identified as perpetrators of abuse, including the potential use of disciplinary procedures.
- Signposting to internal and external sources of support, including local helplines and domestic abuse services.

### 3. **Reasons for Recommendation**

- 3.1 **Legal Compliance** – Aligns the Council’s HR practices with the Domestic Abuse Act 2021 and safeguarding best practices.
- 3.2 **Staff Wellbeing** – Promotes a supportive and trauma-informed workplace culture, improving morale, retention, and wellbeing.
- 3.3 **Organisational Reputation** – Demonstrates the Council’s commitment to social responsibility, equality, and community safety.

### 4. **Conclusion**

The implementation of this policy will reinforce Bolsover District Council’s standing as a responsible and compassionate employer. It ensures appropriate procedures and protections are in place to address a complex and sensitive issue affecting staff and the wider community.

### 5. **Alternative Options and Reasons for Rejection**

- 5.1 Not adopting a formal policy would leave a significant gap in the Council’s ability to appropriately support staff, respond to safeguarding concerns, and mitigate risks to wellbeing and performance. A lack of clear guidance could also expose the organisation to reputational and legal risks.

---

## **RECOMMENDATION(S)**

1. That the Council’s Union Employee Consultation Committee approves the Domestic Abuse Policy as appended to this report.
2. That the HR Team takes steps to raise awareness of the policy among staff and management and provides training on how to identify and respond to domestic abuse in the workplace.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

**IMPLICATIONS:****Finance and Risk:** Yes ☐ No ☒**Details:**

On behalf of the Section 151 Officer

**Legal (including Data Protection):** Yes ☐ No ☒**Details:** Ensures compliance with the Domestic Abuse Act 2021

On behalf of the Solicitor to the Council

**Environment:**

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

**Details:** N/A**Staffing:** Yes ☒ No ☐**Details:** The policy will ensure any instances of domestic abuse are managed consistently and employees will receive the appropriate support.

On behalf of the Head of Paid Service

**DECISION INFORMATION**

|   |    |
|---|----|
| <b>Is the decision a Key Decision?</b><br>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:<br><br><b>Revenue - £75,000</b> <input type="checkbox"/> <b>Capital - £150,000</b> <input type="checkbox"/><br><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i> | No |
| <b>Is the decision subject to Call-In?</b><br><i>(Only Key Decisions are subject to Call-In)</i>  | No |

|  |   |
|--|---|
| <b>District Wards Significantly Affected</b>   | (please state which wards or state All if all wards are affected) |
| <b>Consultation:</b><br><b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/><br><b>SLT</b> <input checked="" type="checkbox"/> <b>Relevant Service Manager</b> <input checked="" type="checkbox"/><br><b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/> | <b>Details:</b>   |

|   |
|---|
| <b>Links to Council Ambition: Customers, Economy and Environment.</b> |
|---|

|  |
|--|
| This supports the Council's priority of ' <i>promoting equality, diversity, and inclusion, and supporting and involving vulnerable and disadvantaged people</i> '. |
|--|

|                             |
|-----------------------------|
| <b>DOCUMENT INFORMATION</b> |
|-----------------------------|

| Appendix No | Title                 |
|-------------|-----------------------|
| 1           | Domestic Abuse Policy |
|             |                       |
|             |                       |

|                          |
|--------------------------|
| <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> |
|  |



**Bolsover District Council**

# **Domestic Abuse Policy**

**August 2025**



## **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:01246 242424)
- **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

## CONTROL SHEET FOR DOMESTIC ABUSE POLICY

| <b>Policy Details</b>   | <b>Comments / Confirmation<br/>(To be updated as the document progresses)</b> |
|---|---|
| Policy title  | Domestic Abuse Policy   |
| Current status – i.e. first draft, version 2 or final version   |   |
| Policy author (post title only)   | HR Business Partner   |
| Location of policy (whilst in development)  |   |
| Relevant Cabinet Member (if applicable)   | Councillor C Moesby   |
| Equality Impact Assessment approval date  | TBA   |
| Partnership involvement (if applicable)   |   |
| Final policy approval route i.e. Executive/ Council   | UECC/Council  |
| Date policy approved  |   |
| Date policy due for review (maximum three years)  | 3 years from date of approval   |
| Date policy forwarded to Performance & Communications teams (to include on ERIC, and website if applicable to the public) |   |

## **Domestic Abuse Policy**

Bolsover District Council recognises that its employees will be amongst those impacted by domestic abuse, either as a victim or a perpetrator and that a clear workplace policy and guidelines are required.

Whilst we acknowledge that domestic abuse can affect anyone, we are mindful that it disproportionately affects women and children. Evidence also indicates that domestic abuse can worsen during pregnancy and disabled women are at a higher risk of domestic abuse. The Council also recognises that men can be victims of domestic abuse and this policy aims to support all staff affected by issues of domestic abuse.

The principles and standards described in the policy apply to all employees of the Council.

### **Defining Domestic Abuse**

The Council adopts the definition of domestic abuse outlined by the Domestic Abuse Act 2021 which makes it clear that domestic abuse relates to any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

This can encompass but is not limited to the following types of abuse:

- physical
- emotional
- psychological
- sexual
- verbal
- coercive and controlling behaviour
- financial or economic.

This definition includes honour-based abuse, female genital mutilation and forced marriage and is clear that victims are not confined to one gender, religion, ethnic group or social class.

What constitutes domestic abuse is commonly misunderstood, and it is important to remember that no single act defines it; there are a wide range of activities and behaviours that amount to domestic abuse which are often dangerous and can be life-threatening

### **Key Principles**

- The council wants to ensure that any employee who experiences domestic abuse can raise the issue at work, without fear of stigma or victimisation, and will receive appropriate support and assistance.
- The council is committed to promoting zero tolerance of domestic abuse. It is essential that the working environment promotes the view that domestic abuse

is unacceptable and that such abuse will not be condoned and that all employees should play a part in supporting this approach.

- The council recognises that employees experiencing domestic abuse normally have the right to complete confidentiality. However, in some extreme circumstances this confidence may need to be broken, for example, in order to protect children or vulnerable adults.
- The council is committed to taking all reasonable steps to minimise the risks to the safety of its employees while at work if they are known to have experienced domestic abuse.
- If approached by an employee experiencing domestic abuse, managers will listen and be sensitive and non-judgemental in order that the most appropriate help can be offered. The council will ensure that managers have access to appropriate information and feel able to encourage employees to seek advice and support.
- Where possible, a perpetrator who is an employee will be supported to seek help to change their behaviour. However, depending on circumstances, the perpetrator may be subject to the council's disciplinary procedures if their behaviour endangers other council employees or is under investigation as a criminal offence or their activities outside of work have an impact on their ability to perform their role or are likely to bring the council into disrepute.

## **Policy statement**

### **Introduction**

Domestic abuse occurs across society, regardless of age, gender, race, religious belief, sexuality, disability, wealth and geography. It has extreme consequences for victims across a whole range of outcomes, including physical and mental health, alcohol abuse, homelessness and in extreme cases, murder.

Domestic abuse is likely to impact on the workplace. It can affect the morale, health, wellbeing and self-confidence of an employee, which in turn can impact on their performance at work.

The council recognises the devastating effect domestic abuse has on those experiencing it, their families and the wider community. This policy demonstrates the commitment of the council to support employees in making positive changes and to provide a safe and positive working environment.

The council is committed to ensuring that any employee who experiences domestic abuse can raise the issue at work, without fear of stigma or victimisation, and will receive appropriate support and assistance.

### **Definition**

The Domestic Abuse Act 2021 contains a statutory definition of domestic abuse, which is:

'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate

partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial, emotional.'

Domestic abuse can take many forms such as physical assault, bullying, economic abuse, sexual abuse, rape and threats. In addition, it may include coercive and controlling behaviours such as destructive criticism, pressure tactics, disrespect, breaking trust, isolation and harassment.

Research shows that in most cases it is women who experience domestic abuse perpetrated by men, for example male partners or ex-partners, brothers, fathers or sons. However, this policy applies equally to domestic abuse in gay or lesbian relationships or in heterosexual relationships where the man is the victim. It also applies where domestic abuse occurs between generations in a family.

Therefore the Council's policy follows the Domestic Abuse Act 2021 Statutory guidance and recognises that an abuser is a person personally connected to the individual and can be (as per statutory guidance):

- (a) they are, or have been, married to each other
- (b) they are, or have been, civil partners of each other
- (c) they have agreed to marry one another (whether or not the agreement has been terminated)
- (d) they have entered into a civil partnership agreement (whether or not the agreement has been terminated)
- (e) they are, or have been, in an intimate personal relationship with each other
- (f) they each have, or there has been a time when they each have had, a parental relationship in relation to the same child (see subsection (2))
- (g) they are relatives

## **Policy aims**

- To ensure that all employees, not just those employees experiencing domestic abuse, are aware of the Council's policy and its implications, including its implications for employees who are perpetrating domestic abuse.
- Ensure that all employees who ask for help in addressing domestic abuse issues can access appropriate advice and support from the council and from appropriate national agencies and public bodies.
- To provide guidance to managers on how to recognise possible victims, how to support and assist employees asking for help in addressing domestic abuse, and how to advise and manage employees who are perpetrators of domestic abuse.
- To ensure that all employees experiencing domestic abuse and seeking assistance are confident that their situation will be handled sympathetically and confidentially.

- Reduce absence from work resulting from domestic abuse and have a positive impact on employees' mental and physical health and wellbeing. This includes staff who are supporting family members with domestic abuse.
- To set out a framework for responding to an employee who is identified as being a perpetrator of domestic abuse.

## **Zero tolerance**

The council is committed to promoting zero tolerance of domestic abuse in line with our role in promoting community safety.

As an employer, this policy demonstrates that domestic abuse is unacceptable and that it will not condone behaviour resulting in domestic abuse.

## **Confidentiality and security**

The council recognises that employees experiencing domestic abuse normally have the right to complete confidentiality. However, in some extreme circumstances this confidence may need to be broken for example to protect children or vulnerable adults.

The council has a duty of care to its employees. It is committed to taking all reasonable steps to minimise the risks to safety of its employees while at work, if they are known to have experienced domestic abuse.

## **Guidance for managers and employees**

### **Introduction**

An individual who is experiencing domestic abuse may choose to seek advice or support from several sources, including their manager or another member of direct line management or a trade union representative. If approached, managers need to be prepared to listen, to be sensitive and non-judgemental in order that the most appropriate help can be offered.

### **Identification**

People experiencing domestic abuse may feel stigmatised and disempowered. They often do not want to admit or share their experience because they may feel some responsibility for the situation, or they may feel shame, or that they should be able to deal with the situation on their own. There can also be fears that they will not be believed, their experiences will be trivialised, they will cause trouble for the perpetrator, or that there might be a negative outcome for their children.

Identifying that an employee is experiencing difficulties at an early stage can help ensure that appropriate support is provided and help the employee to deal with their situation more effectively. This can reduce repeated work absences and can ultimately reduce the extent of the domestic abuse experienced.

Domestic abuse may be identified through monitoring absence and putting together other potential indicators. Some of the indicators could be:

- uncharacteristically depressed, anxious, distracted, lacking in concentration, self-confidence or self-esteem
- changes in the quality of work for no apparent reason
- receiving repeated upsetting telephone calls or emails
- increased absenteeism or lateness and/or with unusual explanations
- repeatedly requiring time off for appointments
- excessive clothing
- repeated injuries or unexplained bruising
- accident prone
- unusual use of alcohol or other substances
- obsession with time
- avoiding lunch breaks or socialising outside work
- nervous on arrival and when leaving work
- reluctance to leave work at the end of the working day
- isolating themselves at work.

## **Confidentiality**

Talking about domestic abuse can be very difficult. If an employee raises an issue about domestic abuse with a manager or colleague, then this discussion and any subsequent discussions must be treated with confidentiality and respect. Confidentiality should only be broken in order to protect the safety of an individual, particularly in the case of children or vulnerable adults. Managers and colleagues must make this clear to the employee at an appropriate point in the conversation about domestic abuse.

All meetings with employees should take place in private and any information recorded should be kept in secure storage.

## **Responding sensitively**

Managers need to be approachable and available if an employee raises the matter with them. However, if a manager suspects that an employee is affected by domestic abuse, they can and should encourage them to discuss their concerns.

It is important that managers respond sensitively when they are aware that a member of staff is experiencing domestic abuse. Managers can do this by:

- ensuring privacy for any conversations about the issues – using an office or room where interruptions can be avoided
- respecting confidentiality
- being non-judgemental and patient – a member of staff experiencing domestic abuse may need time to decide what to do and may try different short- and long-term options during the process. They have the right to make informed decisions about their own future and circumstances.
- offering the option of speaking to another manager who may be more appropriate, such as a manager of the same sex or ethnicity as the employee experiencing domestic abuse.

- discussing the different ways that the Council's policies or benefits may support the employee or providing a list of external agencies who may be able to provide additional or different support.

## **Practical support**

If an employee discloses that they are experiencing domestic abuse their manager should advise them of sources of support, including access to the counselling, referral to appropriate agencies and involvement of the police. However, no referrals should be made on behalf of the employee without their consent.

Managers are not expected to act as counsellors or advisers. However, if there is an immediate threat to a survivor or their colleagues in the workplace it may be necessary to act immediately. If in doubt, do not hesitate to call the police and/or seek advice from a domestic abuse organisation.

Support may be available from the Trade Unions for employees who are union members who have personal or domestic issues that are impacting on their working situation. As well as providing access to specialist services the Union may be able to assist an individual in raising with their manager the issues that need to be addressed to help support the employee during this period.

Employees experiencing domestic abuse may be more vulnerable to stress at work and may have attendance and/or performance issues as a result. Therefore, in addition to the immediate assistance and counselling referred to above, managers are encouraged to consider ways in which the sympathetic use of our employment policies and procedures can be used to support employees experiencing domestic abuse as detailed below.

The council acknowledges that an employee who is a victim of domestic abuse may require additional leave of absence when attempting to seek help or leave an abusive relationship. Leave requests may be made in relation to appointments with support agencies, welfare agencies, legal advisors, housing agencies, to attend relevant court hearings, or perhaps to arrange for suitable childcare.

In such circumstances, employees and managers should, in the first instance, consider using annual leave, however, depending on the circumstances it may be more appropriate to:

- arrange temporary flexible working hours so the employee can seek protection, go to court, look for new housing, or enter counselling etc
- agree to the use of accrued time or time off for dependants particularly if the requests are for relatively short periods. Managers have discretion for Flexi-leave/time off in lieu and time off for dependants to be paid or unpaid. They are encouraged to look sympathetically at paid options where appropriate.

If a victim has to relocate, managers should make reasonable allowance for different travel to work arrangements, e.g. having a longer journey to work or to school before the working day. This could be done by temporarily varying working hours or using flexible working opportunities.



A temporary variation to hours or patterns of work can help to ensure that the employee is less at risk at work, and on their journeys to and from work. Changes to the office layout could be considered to ensure that the employee is not visible from reception points or from ground floor windows.

It may be appropriate to offer changes in specific duties, such as answering phones or working in a reception area or, in exceptional circumstances, seeking another post, if alternative arrangements cannot be easily found.

Where a victim and a perpetrator of domestic abuse both work for the council, the organisation will take steps to stop any abuse relating to issues arising in the workplace using the appropriate policies and procedures.

Managers should discuss and agree with the employee what to tell colleagues, including how they should respond if the perpetrator telephones or calls at the workplace. Let them know that it may be necessary to speak to the police or other agencies and ensure they understand that conduct outside of work; (whether or not it leads to police action or a criminal conviction) can also lead to disciplinary action against an employee because of its employment implications.

## **Ensuring safety**

When a manager is made aware of domestic abuse, they should discuss with the employee whether there is any risk to the employee or to their colleagues whilst at work. The manager should seek advice in carrying out a risk assessment and taking action to minimise the risks in the workplace, such as additional security measures at the entrance to the building or interception of telephone calls.

It is good practice to complete a DASH risk assessment (see Appendix 1) with every survivor who discloses domestic abuse. This enables risk to be assessed and appropriate measures to be put in place to manage safety. All support offered should be service user led and with their consent, however, if the survivor is high risk or there are children at risk then referrals should be made without consent if necessary. If the survivor gives consent, then contact can be made with Derbyshire Domestic Abuse Helpline. (details below) who will complete a DASH and ensure appropriate support is implemented.

Physical security can be very important in cases of domestic abuse. Care must be taken to ensure that employees' personal information, for example home addresses or telephone numbers, are not given out to individuals, either work colleagues or individuals from outside the workforce, who are not properly authorised to have it. The Data Protection Act clearly prohibits improper disclosure of such information, and it is particularly important to help to ensure that employees and their families are safe at home, travelling to and from work and when carrying out their duties.

If anyone is unsure of whether it is appropriate to give out information about a colleague, or feel in any way intimidated to do so, they must discuss the situation with their manager before taking any action.

## Employees who are perpetrators of domestic abuse

The council wishes to encourage perpetrators of domestic abuse to seek support and help from an appropriate source. It is acknowledged that there is little support available for perpetrators who have not entered the criminal justice system.

However, all employees should be aware that domestic abuse is a serious matter that can lead to criminal convictions. Employees who identify as, or are found to be, perpetrators of domestic abuse may be subject to the council's disciplinary procedures if:

- they are involved in domestic abuse related incidents which occur in the workplace or during work time, including threatening telephone calls or misuse of the computer network, an employee's activities outside work have an impact on their ability to perform the role for which they are employed or are likely to bring the council into disrepute.

This is particularly relevant for those who work with the public, with children or vulnerable adults.

Where a perpetrator makes a disclosure of committing domestic abuse, a risk assessment must be completed, taking into account:

The nature of the disclosure:

- job role – the impact of the employee's actions on their duties and responsibilities
- any safeguarding issues that arise
- the employee's work location
- the impact on the victim or his/her dependants
- whether the employee has voluntarily sought help to deal with the issue.

Temporary or permanent redeployment, to either a different job or the same job in a different location, may be considered if for example, their victim works in the same area as a perpetrator or while disciplinary procedures are being undertaken.

An employee who is a perpetrator of domestic abuse may approach their manager about their own behaviour. The manager should offer advice about the services available to perpetrators of domestic abuse.

### Useful Contacts:

**The Elm Foundation** provides domestic abuse support services across Derbyshire irrespective of a person's age, sex, ethnicity, disability, gender identity or immigration status, telephone: **08000 198 668** (24-hour helpline).

For those experiencing domestic abuse, they can contact **the Derbyshire Domestic Abuse helpline**, telephone: **08000 198 668** and you'll get help from someone close by. If it's an emergency, telephone: **999**.

**Refuge** offers a variety of support for women experiencing domestic abuse. There is a 24 hour a day free phone **national domestic abuse help line**, telephone: **0808 2000 247**.

If you're experiencing domestic abuse **Derbyshire Police**, can put you in touch with other support organisations that understand your specific needs.

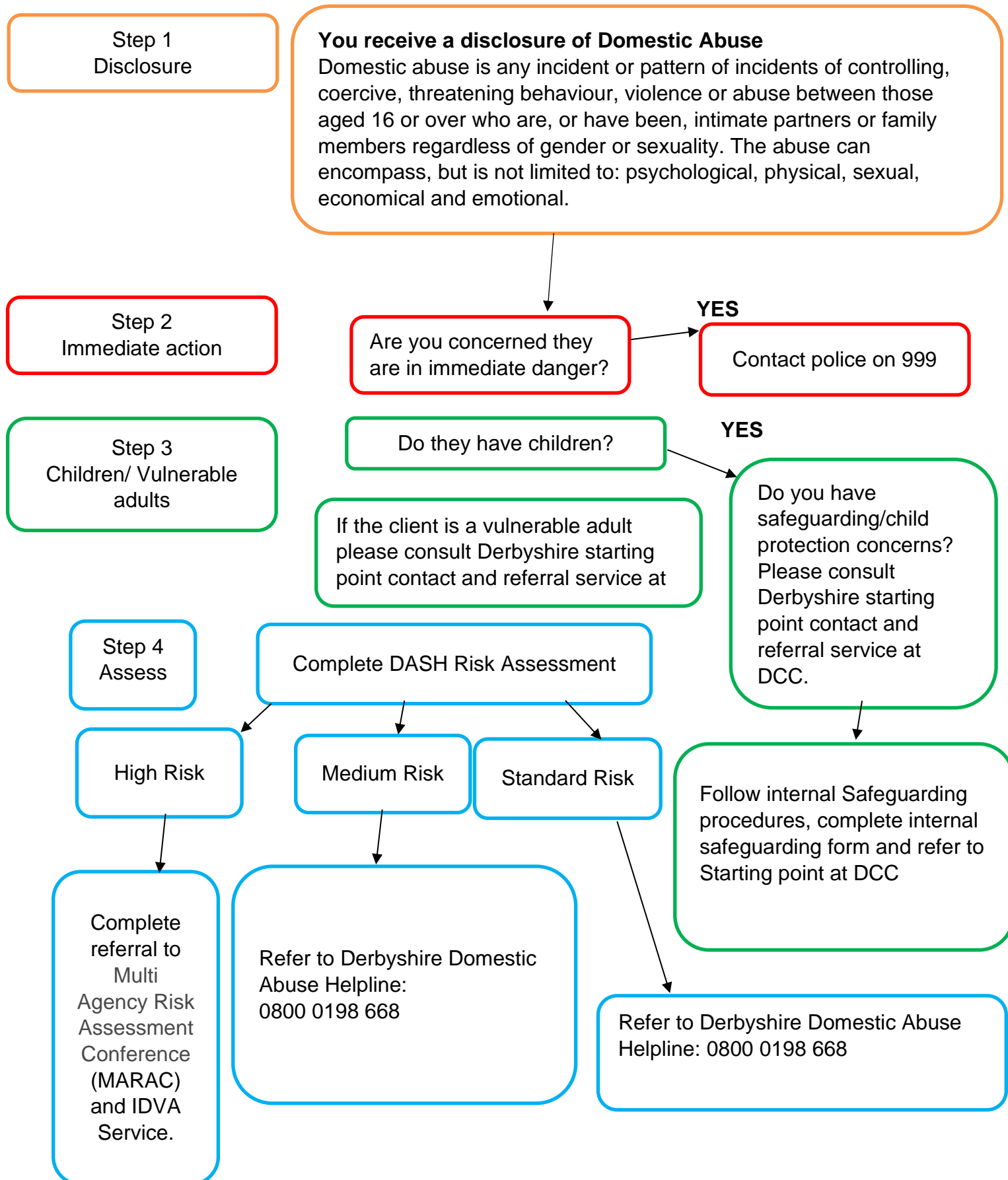
**Crossroads Derbyshire** offers a range of confidential support and advisory services to women, men, children and young people suffering the damaging effects of domestic abuse including:

- refuge for young women and children needing a safe place to stay
- outreach services for women and men
- community programmes for young people
- counselling for women and men
- specialist services for children

**Derbyshire Victim Services** has been created to support victims of crime, giving people access to the different types of help they may need from just one place. The aim is to ensure that every victim of crime or anti-social behaviour has access to the best possible support service.

**SV2 - supporting victims of sexual violence** sexual violence simply shouldn't exist and no one should deal with it alone. Whilst sexual abuse exists, we'll be here to support and empower the victims, inform the public and protect future generations.

## Appendix 1 - Referral flow chart



# DERBY CITY & DERBYSHIRE INTEGRATED MARAC/IDVA AND SUPPORT SERVICES REFERRAL FORM

**Integrated referral form and DASH Risk Identification Checklist for use by all agencies for risk level identification when Domestic Abuse, Stalking, 'Honour'- based violence and/or stalking are disclosed**

Complete checklist and then share with Agencies as directed on flow chart

This form **MUST** be completed electronically and emailed as a Word Doc.

Handwritten/Scanned Forms will be rejected.

Please ensure you complete the form thoroughly.

| Please explain that the purpose of asking these questions is for the safety and protection of the individual concerned.<br><b>Mark the 'yes' box if the factor is present.</b><br>(Historical information to be included within practitioners notes) <b>Please use the comment box underneath the questions to expand on any answers.</b><br>It is assumed that your main source of information is the victim. If this is <u>not the case</u> please indicate in the right hand column | Yes | No | Don't Know | State source of info if not the victim e.g. police officer |
|--|-----|----|------------|--|
| <b>1.</b> Has the current incident resulted in injury? (Please state what and whether this is the first injury, date(s))<br><b>Comment:</b>  |     |    |            |  |
| <b>2.</b> Are you very frightened?<br><b>Comment:</b>  |     |    |            |  |
| <b>3.</b> What are you afraid of? Is it further injury or violence? (Please give an indication of what you think (name of abuser(s)...) might do and to whom, including children, vulnerable adults) <b>Comment:</b>   |     |    |            |  |
| <b>4.</b> Do you feel isolated from family/friends i.e. does (name of abuser(s)...) try to stop you from seeing Friends/family/doctor or others? <b>Comment:</b>   |     |    |            |  |
| <b>5.</b> Are you feeling depressed or having suicidal thoughts?<br><b>Comment:</b>  |     |    |            |  |
| <b>6.</b> Have you separated or tried to separate from (name of abuser(s)...) within the past year? (Please give date(s))<br><b>Comment:</b>   |     |    |            |  |
| <b>7.</b> Is there conflict over child contact?<br><b>Comment:</b>   |     |    |            |  |
| <b>8.</b> Does (.....) constantly text, call, contact, follow, stalk or harass you? (Please expand to identify what and whether you believe that this is done deliberately to  |     |    |            |  |

|  |   |    |            |  |
|--|---|----|------------|--|
| intimidate you? Consider the context and behaviour of what is being done.) <b>Comment:</b>   |   |    |            |  |
| <b>9.</b> Are you pregnant, recently had a baby or is your partner pregnant, recently had a baby (within the last 18 months)? <b>Comment:</b>  |   |    |            |  |
| Information purposes only, answers do not form part of the overall score   | Are there any children, step-children that aren't (.....) in the household? Or are there other dependants in the household (i.e. older relative)? <b>Comment:</b> |    |            |  |
|  | Has (.....) ever hurt the children/dependants?<br><b>Comment:</b>   |    |            |  |
|  | Has (.....) ever threatened to hurt or kill the children/dependants?<br><b>Comment:</b>   |    |            |  |
| <b>10.</b> Is the abuse happening more often?<br><b>Comment:</b>   |   |    |            |  |
| <b>11.</b> Is the abuse getting worse?<br><b>Comment:</b>  |   |    |            |  |
| <b>12.</b> Does (.....) try to control everything you do and/or are they excessively jealous? (In terms of relationships, who you see, being 'policed at home', telling you what to wear for example. Consider 'honour'-based violence and specify behaviour.) <b>Comment:</b>       |   |    |            |  |
| Mark the box if factor is present. Please use the comment box at the end of the form to expand on any answer.  | Yes   | No | Don't Know | State source of info if not the victim e.g. police officer |
| <b>13.</b> Has (.....) ever used weapons or objects to hurt you? <b>Comment:</b>   |   |    |            |  |
| <b>14.</b> Has (.....) ever threatened to kill you or someone else and you believed them? (If yes, tick who.)<br><b>Comment:</b><br>You                      Children                      Other<br><i>(please specify by underlining, circling or making bold those applicable)</i> |   |    |            |  |
| <b>15.</b> Has (.....) ever attempted to strangle/choke/suffocate/drown you?<br><b>Comment:</b>  |   |    |            |  |
| <b>16.</b> Does (.....) do or say things of a sexual nature that make you feel bad or that physically hurt you or someone else? (If someone else, specify who.)<br><b>Comment:</b>   |   |    |            |  |

|   |            |  |  |  |
|---|------------|--|--|--|
| <b>17.</b> Is there any other person who has threatened you or who you are afraid of? (If yes, please specify whom and why. Consider extended family if HBV.) <b>Comment:</b>   |            |  |  |  |
| <b>18.</b> Do you know if (.....) has hurt anyone else? (Please specify whom including the children, siblings or elderly relatives. Consider HBV.)<br>Children                      Another family member<br>Someone from a previous relationship              Other<br><b>Comment:</b><br><i>(please specify by underlining, circling or making bold those applicable)</i>   |            |  |  |  |
| <b>19.</b> Has (.....) ever mistreated an animal or the family pet?<br><b>Comment:</b>  |            |  |  |  |
| <b>20.</b> Are there any financial issues? For example, are you dependent on (.....) for money/have they recently lost their job/other financial issues?<br><b>Comment:</b>   |            |  |  |  |
| <b>21.</b> Has (.....) had problems in the past year with drugs (prescription or other), alcohol or mental health leading to problems in leading a normal life? (If yes, please specify which and give relevant details if known.)<br>Drugs                      Alcohol                      Mental Health<br><b>Comment:</b><br><i>(please specify by underlining, circling or making bold those applicable)</i>  |            |  |  |  |
| <b>22.</b> Has (.....) ever threatened or attempted suicide?<br><b>Comment:</b>   |            |  |  |  |
| <b>23.</b> Has (.....) ever broken bail/an injunction and/or formal agreement for when they can see you and/or the children? (You may wish to consider this in relation to an ex-partner of the perpetrator if relevant.)<br>Bail conditions                      Non Molestation/Occupation Order<br><br>Child Contact arrangements              Forced Marriage<br>Protection Order<br>Other<br><b>Comment:</b><br><i>(please specify by underlining, circling or making bold those applicable)</i> |            |  |  |  |
| <b>24.</b> Do you know if (.....) has ever been in trouble with the police or has a criminal history? (If yes, please specify.)<br>DV                      Sexual violence                      Other<br>violence                      Other<br><b>Comment:</b><br><i>(please specify by underlining, circling or making bold those applicable)</i>   |            |  |  |  |
| (MARAC Referral Criteria is <b>14</b> 'yes' responses)<br>Total 'yes' responses   | <b>/24</b> |  |  |  |

# DERBY CITY & DERBYSHIRE INTEGRATED MARAC/IDVA AND SUPPORT SERVICES REFERRAL FORM

|  |              |                     |                       |              |                                       |              |   |  |              |
|--|--------------|---------------------|-----------------------|--------------|---------------------------------------|--------------|---|--|--------------|
| <b>Client/Victim name</b>  |              |                     |                       |              | <b>Client/Victim DOB</b>              |              |   |  |              |
| <b>Previous Alias Name(s) dob(s)</b>   |              |                     |                       |              | <b>Ethnicity</b>                      |              |   |  |              |
|  |              |                     |                       |              | <b>Language/ Communication Needs</b>  |              |   |  |              |
| <b>Address</b><br>(Including post code)  |              |                     |                       |              | <b>Gender</b>                         | <b>LGBT</b>  | <b>Disabled</b>                               |  |              |
|  |              |                     |                       |              | <i>M / F</i>                          | <i>Y / N</i> | <i>Y / N</i>                                  |  |              |
| <b>Time at address</b>   | Years        | Months              |                       |              | <b>Profession</b>                     |              |   |  |              |
| <b>Telephone number</b>  |              |                     |                       |              | Is this number safe to call?          |              |   |  | <i>Y / N</i> |
|  |              |                     |                       |              | Is this number safe to text?          |              |   |  | <i>Y / N</i> |
| Please insert any relevant contact information e.g. times to call/text                                 |              |                     |                       |              |                                       |              |   |  |              |
| <b>Does the victim have access to Public Funds</b>   | <i>Y / N</i> |                     |                       |              |                                       |              |   |  |              |
| <b>GP Details</b>  |              |                     |                       |              |                                       |              |   |  |              |
| <b>Any of the following used / suspected</b>   |              |                     | <b>Drugs</b>          | <i>Y / N</i> | <b>Alcohol</b>                        | <i>Y / N</i> | <b>Mental Health</b>                          |  | <i>Y / N</i> |
| <b>Perpetrator(s) name</b>   |              |                     |                       |              | <b>Perpetrator(s) DOB</b>             |              |   |  |              |
| <b>Previous / Alias Name(s) dob(s)</b>   |              |                     |                       |              | <b>Gender</b>                         | <b>LGBT</b>  | <b>Disabled</b>                               |  |              |
|  |              |                     |                       |              | <i>M / F</i>                          | <i>Y / N</i> | <i>Y / N</i>                                  |  |              |
|  |              |                     |                       |              | <b>Profession</b>                     |              |   |  |              |
| <b>Perpetrator(s) address</b>  |              |                     |                       |              | <b>Relationship to victim</b>         |              |   |  |              |
| <b>Any of the following used / suspected</b>   |              |                     | <b>Drugs</b>          | <i>Y / N</i> | <b>Alcohol</b>                        | <i>Y / N</i> | <b>Mental Health</b>                          |  | <i>Y / N</i> |
| <b>Children Name</b><br><i>(please add extra rows if necessary)</i>                                    | <b>DOB</b>   | <b>Relationship</b> |                       |              | <b>Address</b> if different to victim |              | <b>School / GP / Health Visitor / Nursery</b> |  |              |
|  |              | <b>to victim</b>    | <b>to perpetrator</b> |              |                                       |              |   |  |              |
|  |              |                     |                       |              |                                       |              |   |  |              |
|  |              |                     |                       |              |                                       |              |   |  |              |
|  |              |                     |                       |              |                                       |              |   |  |              |
| <b>Consider abuser's occupation/interests-could this give them unique access to weapons? Describe:</b> |              |                     |                       |              |                                       |              |   |  |              |
|  |              |                     |                       |              |                                       |              |   |  |              |
| <b>What are the victim's greatest priorities to address their safety?</b>                              |              |                     |                       |              |                                       |              |   |  |              |
|  |              |                     |                       |              |                                       |              |   |  |              |

## Reason for Referral / Additional Information

|   |              |
|---|--------------|
| Has the behaviour of the perpetrator had a negative affect the victim's neighbours or other members of the community? If yes, please explain how. | <i>Y / N</i> |
| Professional judgement (evidence of high risk abuse)<br><div style="text-align: center; font-weight: bold; font-size: 1.2em;">40</div>            | <i>Y / N</i> |
| Visible high risk ( <b>14 ticks or more on CAADA - DASH RIC</b> )   | <i>Y / N</i> |



|   |       |                 |                        |      |
|---|-------|-----------------|------------------------|------|
| MARAC repeat <i>(further incident identified within twelve months from the date of the last referral)</i> |       |                 |                        |      |
| If Yes, please provide the date listed  |       |                 |                        |      |
| <b>Reasons for Referral / incident details</b>  |       |                 |                        |      |
| Incident reported   | Y / N | Bail conditions | Y / N                  |      |
| Court dates   |       |                 |                        |      |
| <b>Child concerns: Referral to Social Care made &amp; Date referral made</b>                              |       |                 | Y / N                  | Date |
| <b>Vulnerable Adult concerns: Referral to Adult Care made &amp; Date referral made</b>                    |       |                 | Y / N                  | Date |
| <b>Is the victim aware of MARAC referral/ Domestic Abuse Support referral?</b>                            |       | Y / N           | <b>If no, why not?</b> |      |
| <b>Has consent been given?</b>  |       | Y / N           |                        |      |
| <b>Referring agency</b>   |       |                 |                        |      |
| <b>Unique Agency Identifier (EG NHS number)</b>   |       |                 |                        |      |
| <b>What is your involvement with the victim/family</b>  |       |                 |                        |      |

|  |  |
|--|--|
| <b>Name/Role of staff member completing</b>                  |  |
| <b>Ward/Department</b>                                       |  |
| <b>Telephone</b>   |  |
| <b>Organisation Safeguarding Team phone/Email (Optional)</b> |  |
| <b>Referral Date</b>   |  |

| For receiving agency only  |   |
|----------------------------|---|
| <b>Referral taken</b>      | Y / N   |
| <b>Practitioners notes</b> | <i>(e.g. referral to other services &amp; dates made)</i> |

## 14 AND ABOVE ☐

DASH Score is **14** or more

Referral to MARAC is required. Ensure you have clearly documented the incidents of abuse within the referral form

Email this completed form to  
**IDVA.service@glow.cjsm.net**  
**MARAC@derbyshire.pnn.police.uk**



## BELOW 14 with High Risk factors ☐

Score is **below 14** and in your **professional judgement** there is evidence of **high risk abuse**

Referral to MARAC is required. Ensure you have clearly documented the incidents of abuse within your referral form including examples which are high risk in your professional judgement

Email this completed form to  
**IDVA.service@glow.cjsm.net** and  
**MARAC@derbyshire.pnn.police.uk**



## 13 AND BELOW

Score is **13 or below**

Does the victim consent to information being shared with support services? (Remember you cannot share with other agencies without this)

NO ☐

Document that the individual did not give consent and the advice you provided.

YES ☐

Email to:

Derbyshire Clients:  
**derbyshiredahelpline@theelmfoundation.org.uk**  
Derby City Clients: **refuge.dcdvs@refuge.cjsm.net**

### MUST BE COMPLETED IF SCORE BELOW 14 and Referring to MARAC

Consideration by professional: Is there any other relevant information (from victim or professional) which may increase risk levels? Consider victim's situation in relation to disability, substance misuse, mental health issues, cultural/language barriers, 'honour'-based systems and minimisation. Are they willing to engage with your service?

Describe it below:

