

The Arc
High Street
Clowne
S43 4JY

To: Chair & Members of the Safety
Committee

Thursday 16th April 2026

Contact: Alison Bluff
Senior Governance Officer
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Dear Councillor

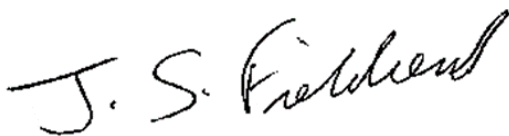
SAFETY COMMITTEE

You are hereby summoned to attend a meeting of the Safety Committee of the Bolsover District Council to be held in the Council Chamber, The Arc, Clowne on Friday 1st May 2026 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



Solicitor to the Council & Monitoring Officer

Equalities Statement

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

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

Access for All statement

You can request this document or information in another format such as large print or **language** or contact us by:

- **Phone:** [01246 242424](tel:01246242424)
- **Email:** enquiries@bolsover.gov.uk
- **BSL Video Call:** A three-way video call with us and a BSL interpreter. It is free to call Bolsover District Council with Sign Solutions; you just need 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

**SAFETY COMMITTEE
AGENDA**

*Friday 1st May 2026 at 10:00 hours taking place in the Council Chamber,
The Arc, Clowne*

Item No.		Page No.(s)
1.	Apologies For Absence	
2.	Urgent Items of Business	
	To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972.	
3.	Declarations of Interest	
	Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of:	
	a) any business on the agenda	
	b) any urgent additional items to be considered	
	c) any matters arising out of those items	
	and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes	4 - 7
	To consider the minutes of the last meeting held on 2 nd September 2026	
5.	Health and Safety Quarter 2 (1st July 2025 - 30th September 25)	8 - 14
6.	Health and Safety Quarter 3 (1st October 2025 to 31st December 2025)	15 - 20
7.	Sickness Absence Quarter 2 (1st July 2025 - 30th September 25)	21 - 32
8.	Sickness Absence Quarter 3 (1st October 2025 to 31st December 2025)	33 - 46
9.	Sickness Absence Quarter 4 (1st January 2026 to 31st March 2026)	47 - 60

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Tuesday 2nd September 2025 at 1000 hours.

PRESENT:-

Members:-

Chris McKinney (Unison) in the Chair

Councillors:- Rowan Clarke, Jane Yates, Tom Munro and Sandra Peake.

Officers:- Steve Brunt (Strategic Director of Services), Bronwyn McArthur Williams (Health and Safety Manager), Ollie Fishburn (HR and Payroll Manager) and Alison Bluff (Senior Governance Officer).

Unison Representative: Liz Robinson (Unison Convenor).

SAF9-25/26. APOLOGIES FOR ABSENCE

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

SAF10-25/26. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

SAF11-25/26. DECLARATIONS OF INTEREST

There were no declarations of interest made.

SAF12-25/26. MINUTES – 3RD JUNE 2025

Moved by Councillor Tom Munro and seconded by Sandra Peake

RESOLVED that the Minutes of a Safety Committee held on 3rd June 2025 be approved as a correct record.

SAF13-25/26. HEALTH AND SAFETY UPDATE (Q1 – APRIL TO JUNE 2025)

Committee considered a detailed report presented by the Health and Safety Manager, which provided an overview of the Authority's overall Health & Safety performance for the Quarter 1 (April to June 2025) period.

SAFETY COMMITTEE

The report provided detail of accident statistics, trends and lost time, training numbers including any reports of non-attendance and associated costs and an overview of progress against the workplace inspection programme.

The total number of employee accidents in Quarter 1 of 2025/26 was six (this did not include Dragonfly);

- Streetscene = 5
- Community Enforcement = 1

The following types of incident were involved:

- Struck by a moving object – 1 (RIDDOR reportable)
- Manual handling – 1
- Cuts & abrasions – 1
- Violence and aggression – 1
- Road traffic collision (tyre blow out on the M1) – 1 (RIDDOR reportable)
- Fall from height - 1

Accidents reported by members of the public

The total number of accidents reported by members of the public in Quarter 1 was 29, however, none of these were serious enough to be RIDDOR reportable.

Although 27 incidents occurred across Leisure Services and Extreme Wheels, it should be remembered that the average quarterly footfall in Go! Active was 85,958 people. The remaining two accidents happened in Customer Services and Property Services.

Accidents reported in Dragonfly Development

There were 4 near misses, 4 accidents and an incident of trespass on Council owned land, reported by Dragonfly Development Ltd during Quarter 1.

Training

No training took place during Quarter 1; this was because completion of procuring new training providers took place during the quarter.

Inspections

Formal inspections were undertaken by a member of the Health & Safety Team during Quarter 1 by the Facilities Management Team, a building representative and a Trade Union Representative (when available) at Riverside Depot (biannual), the Arc (biannual) and Clune Street Pavilions (annual).

There were no formal Dragonfly Development Ltd inspections, but four visits had been undertaken at Pleasley Vale and 3 visits at New Woburn.

In response to a Member's query regarding the trespass incident on 23rd April, the Strategic Director of Development noted he would obtain an update from the Operational Repairs Manager and inform the Member outside of the meeting.

SAFETY COMMITTEE

In response to a Member's query regarding frequency of health and safety inspections at the Roseland Park site, the Health and Safety Manager advised that these would be taking place on a more regular basis moving forward.

In response to a Member's query regarding provision of disabled parking at the back of the Arc building, the Strategic Director of Services advised Members that he had carried out some monitoring on this and had felt that as there was sufficient disabled car parking in the main car park and due to limited parking around the back of the Arc, there wasn't a demand to create disabled parking bays. However, he would liaise with the Facilities Management team to look at this again.

Moved by Chris McKinney (Unison) and seconded by Councillor Tom Munro
RESOLVED that 1) the report be noted.

2) Members were assured that good health and safety management remained a key performance priority for the Council.

SAF14-25/26. SICKNESS ABSENCE (Q1 – APRIL TO JUNE 2025)

Committee considered a detailed report presented by the HR and Payroll Manager which provided the Council's sickness absence outturn figures for the Quarter 1 - April to June 2025 period.

The average number of days lost per employee for Quarter 1 was 2.8 days against an annual target of 8.5 days.

Appended to the report was information in a table format which provided the key patterns and trends in relation to sickness absence. It was noted that table three provided the top three reasons for sickness absence which were: other muscular/skeletal, stress/depression and operations/hospital.

East Midlands Councils were undertaking a benchmarking exercise as neighbouring Councils had also highlighted an increase in sickness as an ongoing trend. Results from this exercise would be provided to Members in future quarterly reports.

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

The Council also took steps to support employees, and these included;

- Autism Awareness Training (April 2025)
- Mental Health Awareness Week (12–18 May)
- Men's Health Week (9–15 June)
- Carers Week (9–15 June)
- Heatwave Safety Reminder
- Sun Safe Workplace Training
- New eLearning Platform Launched

SAFETY COMMITTEE

- What is SkillGate (offering a broad range of interactive courses and a dedicated wellbeing section for staff)
- Vivup Rewards & Benefits (since the launch of Vivup in September 2024, the Lifestyle Savings feature had helped employees save a combined total of £1308).
- Go-Active @ the Arc (50% reduction to staff for the Membership fee)

Further details of the above initiatives which were promoted to staff were provided in the report.

In response to a Member's query regarding the attendance split between Members and staff at the Mental Health Awareness Week in May, the HR and Payroll Manager advised that although he did not hold this specific information, events were always open to Members as the Council felt it was important that they were also supported.

In response to a Member's query regarding SkillGate, the HR and Payroll Manager advised that there had been a good take up by staff of this provision. The platform was accessible anytime, anywhere, and was tailored to meet individual learning needs. The Unison Convenor noted that some staff (Leisure, Housing and Streetscene) did not have access to email facility so could not access the SkillGate platform, and she queried when this would be addressed. The HR and Payroll Manager acknowledged that this had been an issue for non-office based staff in the past, but computers had now been provided at the Depot, and these staff would be able to complete management training, however, this would need to be hosted by a manager. The Strategic Director of Services added that going forward, large group training sessions via SkillGate would be carried out during suspension of the green bin period. The Leader noted she would look forward to hearing more about SkillGate going forward.

The Leader stated that staff were the Council's biggest asset, and their health and wellbeing was of paramount importance. She noted that the East Midlands benchmarking exercise had showed that other councils also had an increase in sickness levels, and it would be interesting to see how this compared to the Council's figures; seven services in the Council had not had any sickness absence and Covid was still a factor in some sickness absence. As physical exercise had a positive impact on mental health, she would like to see the walking challenge continue in the future; staff who were absent due to work related stress were being offered full support, with all policy and procedures being followed.

Members thanked the HR and Payroll Manager for a comprehensive report.

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

The meeting concluded at 1032 hours.



BOLSOVER DISTRICT COUNCIL

Safety Committee on 1st May 2026

Q2 Health & Safety Update: 01.07.25 to 30.09.25

Classification	This report is Public
Contact Officer	Bronwen MacArthur-Williams Health & Safety Manager

PURPOSE/SUMMARY OF REPORT

To provide an overview of the Authority’s overall Health & Safety performance as indicated by:

- Accident statistics, trends and lost time.
- Training numbers including any reports of non-attendance and associated costs.
- Providing an overview of progress against the workplace inspection programme.

REPORT DETAILS

1. Background

1.1 To confirm how Bolsover District Council is performing from a Health and Safety perspective. Good Health and Safety performance is indicative of good management control and vice versa.

2. Details of Proposal or Information

2.1 Accident Statistics by Quarter:

BDC

The total number of BDC employee accidents in Quarter 1 is 6 (excluding Dragonfly). This compares to 12 accidents occurring during Quarter 1 of 2024 – 2025. This Quarter’s BDC employee accidents occurred in the following service areas:

- Streetscene – 5
- Community Enforcement – 1

The following types of incident were involved:

- Struck by a moving object – 2
- Manual handling – 2
- Cuts & Abrasions – 1
- Road Traffic Collision – 1

There were 0 RIDDOR reportable incidents and 0 lost days.

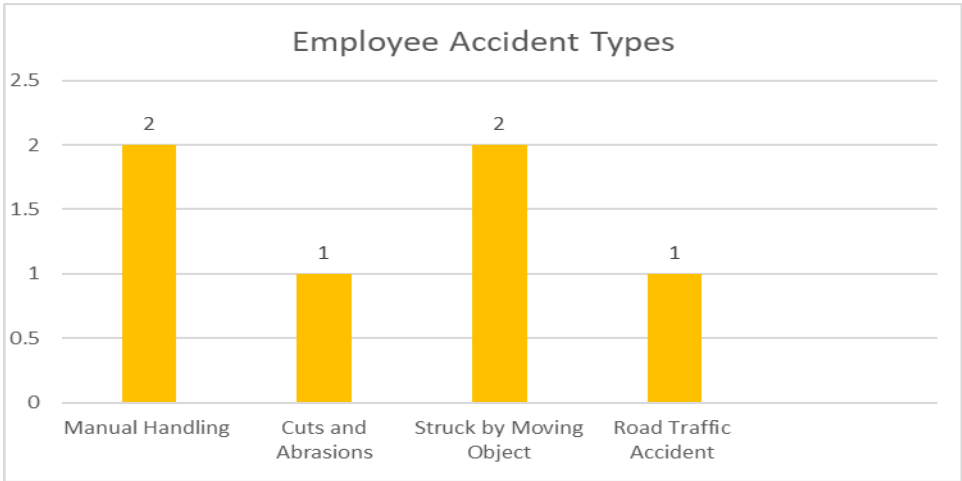
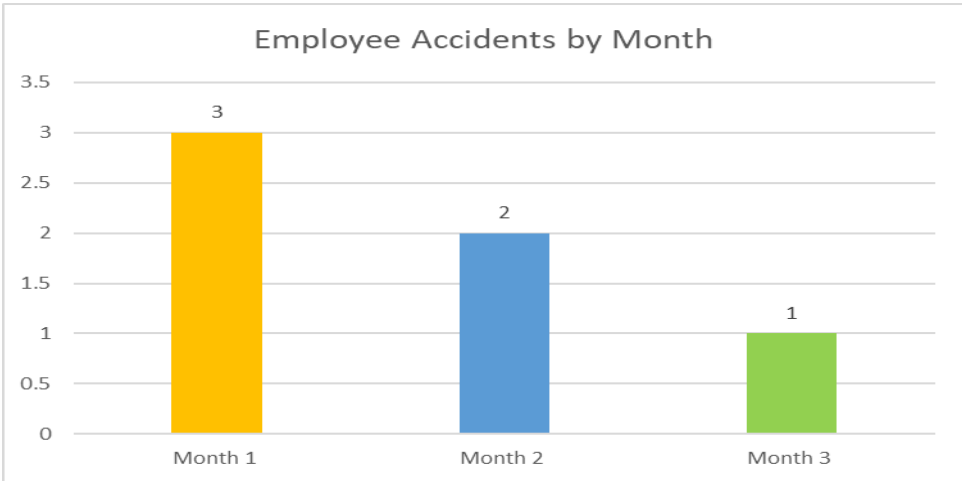
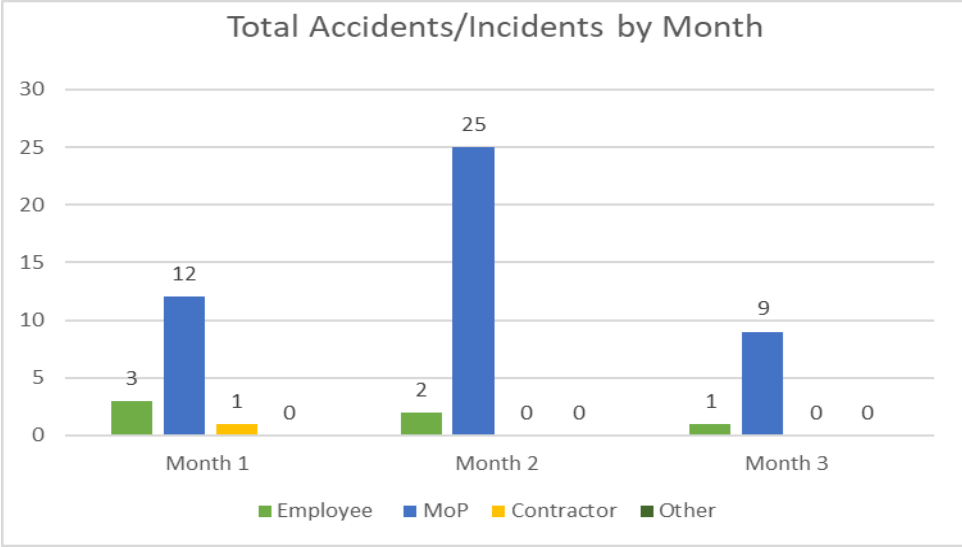
Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDD OR Reportable	Incident Details	Lost Time Days (Actual)
02/07/2025	Community Safety & Enforcement	Struck by moving object	Minor Injury – No Lost Days	No	IP was using extendable pole to retrieve fly tip out of a tree when IP twisted their shoulder.	0
31/07/2025	Streetscene Riverside Depot	Manual Handling	Minor Injury – No Lost Days	No	IP was using the jet washer when lower back gave way	0
15/08/2025	StreetScene Riverside Depot	Struck by moving object	Minor Injury – No Lost Days	No	Drill was accidentally knocked off resulting in it sliding down and making contact with IP forearm	0
08/08/2025	Street scene	Cuts and Abrasions	Minor Injury – No Lost Days	No	IP was Cutting rural verges, ran over braided metal cable. Got out to free it from the flail head and while pulling it loose got several strands stuck in their hand.	0
16/09/2025	Streetscene	Road Traffic Collison	Road Traffic Collision – No Injury	No	A car attempted to undertake IP thinking IP had fully stopped. The car then moved to the side of the sweeper and a collision occurred.	0
29/09/2025	Streetscene	Manual Handling	Minor Injury – No Lost Days	No	IP went to empty a large litter bin which had been filled with bags of cat litter and injured back	0
Total Lost Days = 0						

There were 3 near misses reported by BDC Streetscene employees – none resulted in injury but all involved members of the public:

- 2 were recorded as dangerous driving by members of the public around Streetscene vehicles
- 1 employee recorded that a member of the public was wearing black insignia and pointed a knife at him before driving off
- The total number of accidents reported by Members of the Public was 46 and none of these were serious enough to be RIDDOR reportable. Although all 46 incidents occurred across Leisure Services and Extreme wheels, it should be remembered that the average quarterly footfall in Go!Active is 85,958 people.

There was 1 accident involving an external Xtreme Wheels contractor – during a ‘tricks demonstration’ the bike hit his leg, leading to cuts and abrasions.

Graphs showing the number of monthly accidents / incidents for employees, employee and member of the public accident numbers by month and incident types for employees are shown below:



DRAGONFLY MANAGEMENT & DRAGONFLY DEVELOPMENT LTD

There were 2 employee accidents reported by Dragonfly Development Ltd during Quarter 2:

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
19/06/2025	Dragonfly Management (Repairs)	Striking against a fixed object	Lost Time – Up to 7 days	No	IP cutting plasterboard with a Stanley knife and cut into his left thumb	0
16/09/2025	Dragonfly Management (Repairs)	Manual Handling	Minor Injury – No Lost Days	No	IP was lifting boiler and felt popping sensation on right shoulder	0
Total Lost Days: 0						

There were 0 RIDDOR reportable incidents and 0 days lost.

Additionally, the following 2 Dragonfly Development contractor incidents occurred:

- Single scaffold clip was accidentally knocked off a scaffold board whilst being erected, falling into a window
- Contractor pulled his back when lifting an electrical cable to attach straps - so the excavator could pull the LV cable

2.2 Training

During the Quarter, 58 BDC employees were trained:

- Asbestos Category A (Awareness) - 4
- Asbestos Category B – 4
- Asbestos Category B Refresher – 6
- Fire Warden – 42
- Emergency First Aid - 2

During the Quarter, 10 Dragonfly employees were trained:

- Asbestos Category A (Awareness) - 1
- Fire Warden – 2
- Cat & Genny - 7

2.3 INSPECTIONS:

5 formal BDC inspections occurred. These were undertaken by a member of the Health & Safety Team, Facilities Management Team, a building representative and a Trade Union Representative (when available) – and occurred at:

- Pleasley Vale Mill 3
- Pleasley Vale Mill 2 & Dye House
- South Normanton Contact Centre
- Shirebrook Leisure Centre
- Castle Leisure Pavillion

There were no formal Dragonfly Development Ltd inspections, however an external Health & Safety consultant undertakes monthly visits to all sites and various visits were undertaken at Pleasley Vale, New Woburn and Victoria House.

3. Reasons for Recommendation

3.1 The Health & Safety Manager asks the Committee to consider the report as a reflection on the corporate commitment to and continued awareness of the importance of good Health & Safety performance.

4. Alternative Options and Reasons for Rejection

4.1 In view of the proposed recommendations, Committee members not providing a steer on this matter would be an alternative option but is not considered a reasonable approach.

RECOMMENDATION(S)

1. That Safety Committee members note the Health and Safety updates and provide any appropriate advice to officers on this work stream.
2. That Safety Committee members be assured that good Health and Safety management remains a key performance priority for Bolsover Derbyshire District Council.

Approved by Councillor Rob Hiney-Saunders, Portfolio Holder for Environment

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: Poor performance can lead to compensation claims, increasing the cost of insurance.	
On behalf of the Section 151 Officer	
<u>Legal (including Data Protection):</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Details: Good performance is an indicator of compliance with Health and Safety legislation.	
On behalf of the Solicitor to the Council	
<u>Staffing:</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Details: Accidents resulting in injury can impact on staffing levels and costs attributed to manager time, sickness absence and replacement labour.	
On behalf of the Head of Paid Service	

Equality and Diversity, and Consultation			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Details: N/A				
Environment			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Details: N/A				

DECISION INFORMATION:

<input checked="" type="checkbox"/> Please indicate which threshold applies:	
<p>Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:</p> <p>Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.</p> <p>Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.</p> <p>District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p> <p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p> <p>All <input type="checkbox"/></p>
<p>Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i> If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i></p> <p>Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i></p> <p>Leader <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input checked="" type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Councillor Hiney-Saunders, Portfolio Holder for Environment</p>

Links to Council Ambition: Customers, Economy, Environment, Housing

Health and Safety arrangements contribute to all Council Ambitions.

DOCUMENT INFORMATION:

Appendix No	Title

Background Papers

(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).

N/A

DECEMBER 2024



BOLSOVER DISTRICT COUNCIL

Safety Committee on 1st May 2026

Q3 Health & Safety Update: (1st September 2025 – 31st December 2025)

Classification	This report is Public
Contact Officer	Bronwen MacArthur-Williams Health & Safety Manager

PURPOSE/SUMMARY OF REPORT

To provide an overview of the Authority’s overall Health & Safety performance as indicated by:

- Accident statistics, trends and lost time.
- Training numbers including any reports of non-attendance and associated costs.
- Providing an overview of progress against the workplace inspection programme.

REPORT DETAILS

1. Background

1.1 To confirm how Bolsover District Council is performing from a Health and Safety perspective. Good Health and Safety performance is indicative of good management control and vice versa.

2. Details of Proposal or Information

2.1 Accident Statistics by Quarter:

BDC

The total number of BDC employee accidents in Quarter 3 is 8 (excluding Dragonfly). This compares to 8 accidents occurring during Quarter 3 of 2024 – 2025. This Quarter’s BDC employee accidents occurred in the following service areas:

- Streetscene – 6
- Planning – 1
- Legal – 1

The incidents were involved:

- Manual Handling – 2
- Spillage – 1
- Slips, trips and falls – 2

- Struck by moving object – 2
- Electrical - 1

There were 0 RIDDOR reportable incidents.

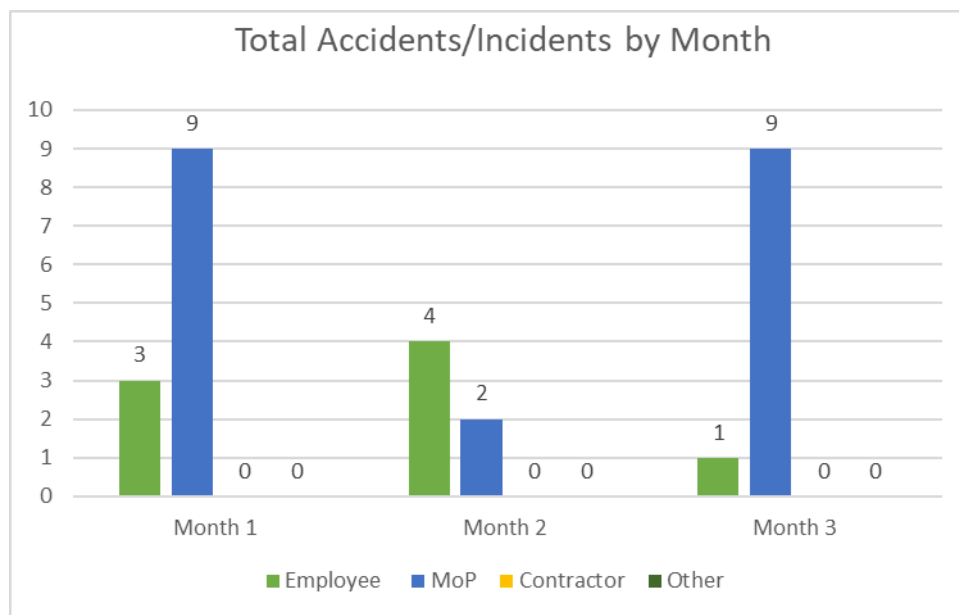
Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDD OR Reportable	Incident Details	Lost Time Days (Actual)
28/10/2025	Streetscene	Manual Handling	Minor Injury – No lost days	No	IP Strained back whilst emptying refuse bin in layby	0
28/10/2025	Streetscene	Slips, trips and falls on same level	Minor Injury – No lost days	No	IP got out of the van in the old garage area and fell into a small drainage hole that was covered in leaves.	0
30/10/2025	Planning	Electrical	Minor Injury – No lost days	No	IP unplugged heater and the plug and prongs were red hot to touch. Burnt finger	0
11/11/2025	Streetscene	Struck by moving object	Lost time – up to 7 days	No	IP was loading tree branches into the chipper, and a fragment was projected into IP's right eye	7
17/11/2025	Streetscene	Struck by moving object	Lost time – up to 7 days	No	IP was working with the tree team. The arborist was cutting and lowering tree branches, and the wind increased just at the time a branch was cut which resulted in the branch falling quickly bouncing and hitting IP's shoulder	7
27/11/2025	Streetscene	Slips, trips and falls on same level	Lost time – up to 7 days	No	IP got out of the vehicle and stood on a stone twisting their ankle.	5

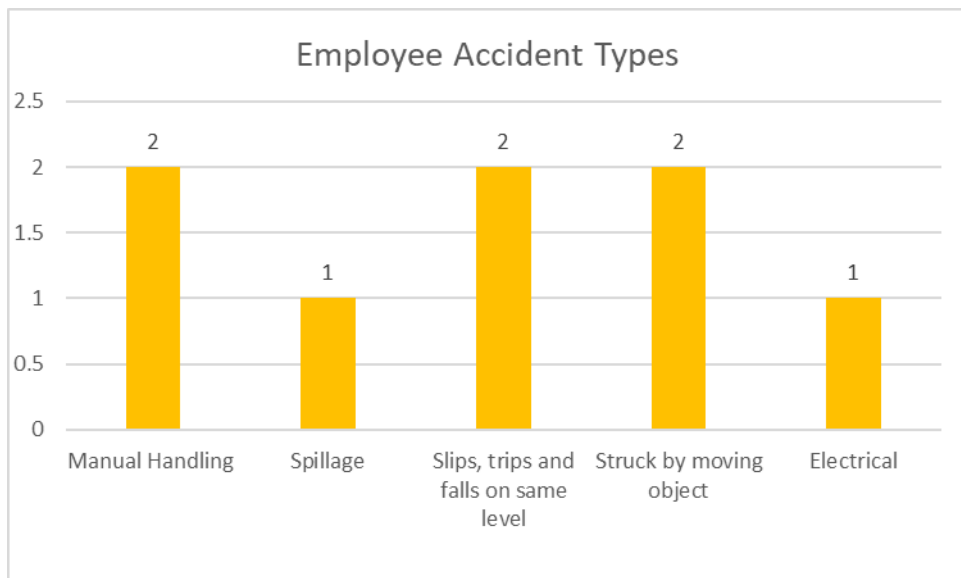
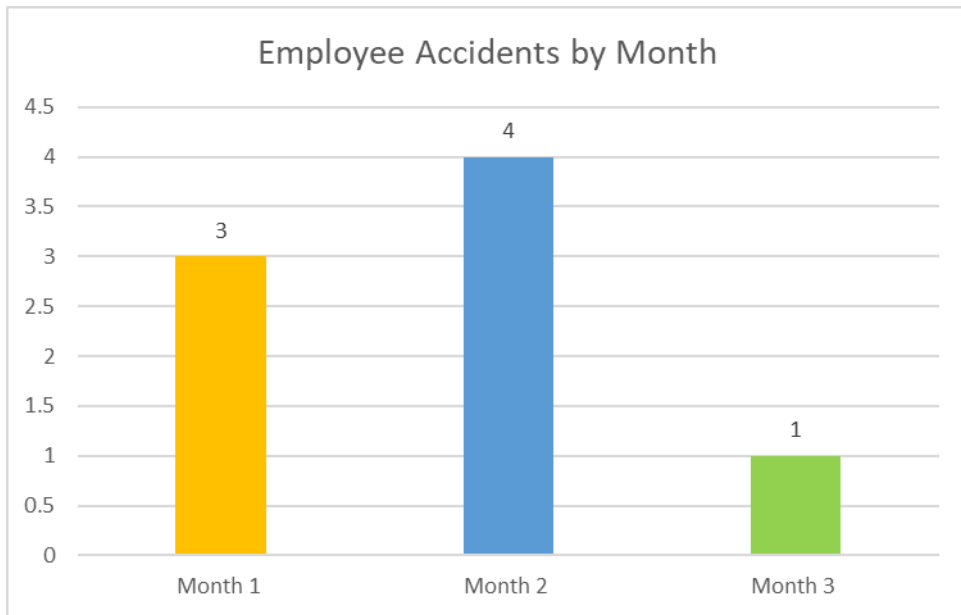
27/11/2025	Streetscene	Manual Handling	Minor Injury – no lost days	No	Bins went in the back of the RCV as the bins were chained up. IP was able to recover them which meant IP tugging at them to retrieve them	0
11/12/2025	Legal	Spillage	Minor Injury – no lost days	No	IP was holding a cup of hot water and spilt on the other hand.	0
Total Lost Days = 19						

There were 0 near misses.

- The total number of accidents reported by Members of the Public was 20 and 0 of these were serious enough to be RIDDOR reportable. It should be remembered that the average quarterly footfall in Go!Active is 85,958 people.

Graphs showing the number of monthly accidents / incidents for employees, employee and member of the public accident numbers by month and incident types for employees are shown below:





DRAGONFLY MANAGEMENT & DRAGONFLY DEVELOPMENT LTD

There were 2 employee accidents reported by Dragonfly Development Ltd during Quarter Q3:

Date of Incident	Service Area + Location	Type of Incident	Incident Severity	RIDDOR Reportable	Incident Details	Lost Time Days (Actual)
07/10/2025	Dragonfly Repairs	Striking against a fixed object	Minor Injury – No lost days	No	Walking into garage under temporary retractable barrier, caught it with back and it sprung back and hit operative in left eye	0

11/12/2025	Dragonfly Management	Cuts and Abrasions	Minor Injury – No lost days	No	A Stanley knife was placed on top of a step ladder after use. The steps were then moved and the knife fell off, resulting in the point of the blade hitting IP right thumb causing a cut.	0
Total Lost Days: 0						

There were 0 RIDDOR reportable incidents.

Additionally, the following 2 Dragonfly Development contractor incidents occurred:

- Cable strike by machine when digging a trench
- Cable strike of a 6mm street light cable on BDC land

2.2 Training

During the Quarter, 55 BDC employees were trained:

- Asbestos UKATA Duty to Manage = 6
- Fire Warden = 43
- Emergency First Aid = 2
- First Aid Refresher = 4

During the Quarter, 21 Dragonfly employees were trained:

- Asbestos UKATA Duty to Manage = 3
- Asbestos UKATA Duty to Manage for Appointed Persons = 8
- Cat & Genny = 7
- Fire Warden = 2
- First Aid Refresher = 1

2.3 **INSPECTIONS:**

3 formal BDC inspections and 1 informal pre-opening visit were undertaken. These were undertaken by a member of the Health & Safety Team, Facilities Management Team, a building representative and a Trade Union Representative (when available) – and occurred at:

- Castle Leisure Park
- The Tangent
- The Arc
- The Construction Block (not yet fully occupied – pre opening visit)

There were 12 formal Dragonfly Development Ltd inspections, in addition to monthly visits undertaken by an external Health & Safety consultant:

- Woburn Close - 3
- Crematorium - 3
- Shirebrook Market - 3
- Alder Close - 3

3. Reasons for Recommendation

- 3.1 The Health & Safety Manager asks the Committee to consider the report as a reflection on the corporate commitment to and continued awareness of the importance of good Health & Safety performance.

4. Alternative Options and Reasons for Rejection

- 4.1 In view of the proposed recommendations, Committee members not providing a steer on this matter would be an alternative option but is not considered a reasonable approach.

RECOMMENDATION(S)

1. That Safety Committee members note the Health and Safety updates and provide any appropriate advice to officers on this work stream.
 2. That Safety Committee members be assured that good Health and Safety management remains a key performance priority for Bolsover Derbyshire District Council.
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BOLSOVER DISTRICT COUNCIL

Safety Committee on 1st May 2026

Sickness Absence Quarter 2 (July - September 2025).

Report of the Human Resources & Payroll Manager

Classification	This report is Public
Contact Officer	Oliver Fishburn Human Resources & Payroll Manager

PURPOSE/SUMMARY OF REPORT

To report the sickness absence figures throughout the Council for Quarter 2 (July - September 2025).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months July - September 2025.
- 1.2 The average number of days lost per employee for Quarter 2 was 3.11 days.
- 1.3 The 2025/26 projected outturn figure for the average number of days lost per employee is 11.82 days.
- 1.4 The annual target for the Local Performance Indicator to the end of March 2026 is 8.5 days.
- 1.5 For the purposes of sickness reporting, Senior Management is accounted for as follows:
 - 1 Joint Assistant Director Post (0.5 FTE). 0 days sickness experienced during Quarter 2.

2. Details of Proposal or Information

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

2.2 Key Trends

- 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 2 was 3.11 days, this is the highest Quarter 2 over the last three years. Long term sickness cases have contributed to the escalation of the absence figures (accounting for 75% of sickness) in this Quarter.
- Services experienced zero sickness during Quarter 2.
- Stress/Depression has remained in the top three reasons for absence since Quarter 2 of 2019/20.
- There were 8 cases of absence due to Stress/Depression during Quarter 2, 4 of which were work related, 4 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 5 days sickness recorded for Covid19 in Quarter 2 this is lower than Quarter 1 in 2025/4.
- There are 20 long term cases in this quarter. 15 are due to physical health ailments and 5 cases are related to stress/depression (2 of which were work related, 9 Employees have now returned to work, 9 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

At Bolsover District Council, we continue to prioritise the health and wellbeing of our workforce. Over the past quarter, a wide range of initiatives, events, and support services have been promoted and delivered across the organisation. These have been communicated via email, Eric, and the weekly bulletin.

Physical Wellbeing

- **Walking at Work Challenges**
Both individual and team challenges ran from July to October, encouraging staff to stay active during the working day. 56 employees took part across the 2 challenges.
- **Free NHS Health Checks & Body MOTs**
In partnership with Live Life Better Derbyshire, 86 checks were provided to staff and councillors across 14 sessions at The Arc and the Depot.
- **Staff Rounders Game**
On 29 July, colleagues came together for a friendly game of rounders, an opportunity to enjoy some fresh air, stretch their legs, and engage in a bit of healthy competition. The event encouraged physical activity, team spirit, and social connection across departments, all while having fun outdoors.

Financial Wellbeing

- **Warm Home Discount Reminder**

Staff were informed about the government's Warm Home Discount scheme, offering £150 off energy bills for eligible households. A reminder was issued to ensure individuals are named on their electricity bill by 24 August to qualify.

Pension Awareness

- **Pension Awareness Week (15–19 September)**

Two online sessions were promoted for LGPS members:

- *Retirement Planning* – 16 September, 10am (90 mins)
- *Scheme Overview* – 18 September, 10am (60 mins)

Staff were encouraged to attend during work hours with line manager support.

Community Engagement & Inclusion

- **Big Strong Man Programme**

Funded via the UK Shared Prosperity Fund, this initiative by The Growth House offered free tickets to staff for events focused on community wellbeing and engagement.

- **Bolsover Pride – 13 September**

The first Bolsover Pride event was held at Bolsover Castle, celebrating diversity and inclusion.

Menopause Support

- **Menopause Support Group – 9 September**

A peer-led group offering support and shared experiences.

Mental Health & Emotional Wellbeing

- **Health Literacy Awareness**

Awareness sessions were offered to help staff understand and improve health literacy:

- Monday 22 September, 1–3pm
- Friday 24 October, 9:30–11:30am
- Thursday 20 November, 9:30–11:30am

Preventing Sexual Harassment Policy – Launched July 2025

In response to recent legislative changes, Bolsover District Council has introduced a new Preventing Sexual Harassment Policy. The updated policy reflects the Council's commitment to creating a safe, respectful, and inclusive workplace, and aligns with the new legal duty requiring employers to proactively prevent sexual harassment.

- **Key Highlights**

- The policy clearly outlines reporting procedures and staff responsibilities.
- Preventing sexual harassment is now a shared responsibility—every employee has a role to play.

- All staff and managers have access to mandatory online training, available via the Council's Learning and Development Platform (Skillgate), under the *Policy Awareness* section in the Course Library.
- **Why This Matters**
- Promotes a safe and respectful working environment for all.
- Helps employees identify inappropriate behaviour and understand how to respond effectively.
- Ensures the Council meets its legal obligations and protects its workforce.

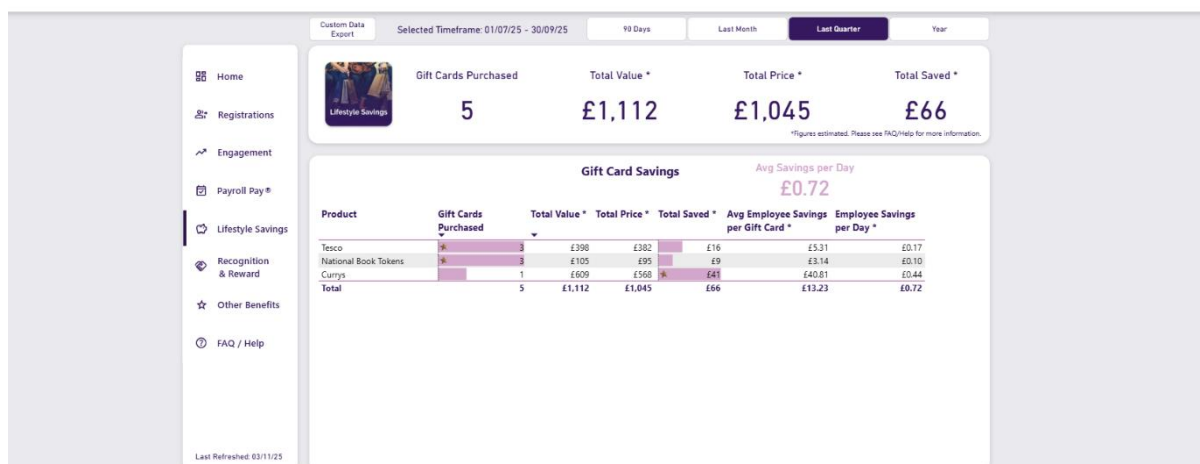
Vivup Rewards & Benefits: platform provides tools and solutions to support mental, financial and physical wellbeing all under one online platform. Below are the key features of Vivup:

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

In the last quarter, the Lifestyle Savings feature of Vivup has helped our employees save a combined total of £66.

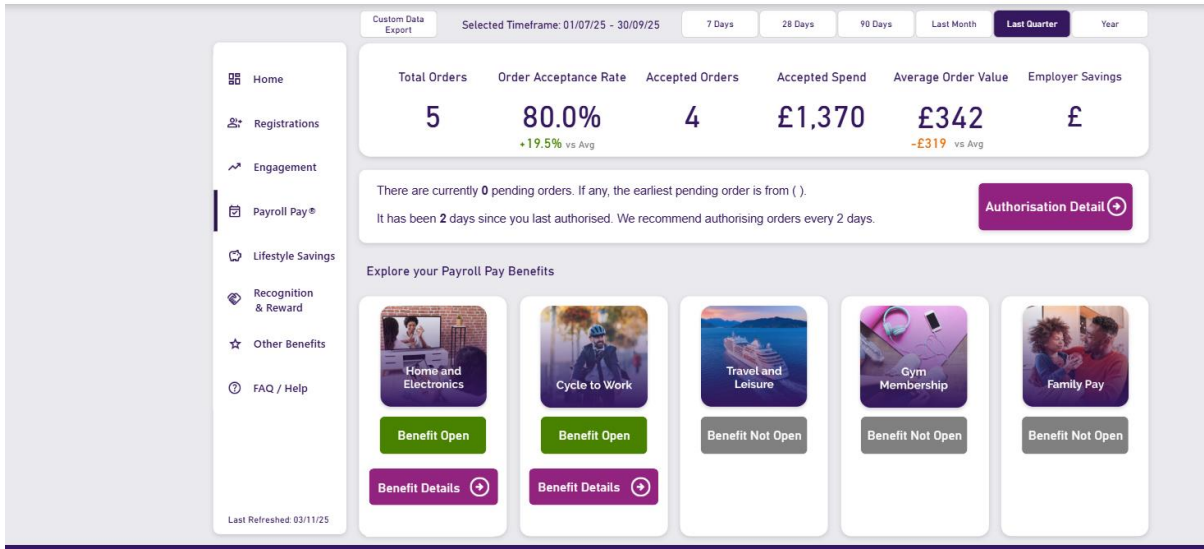


My Account



In the last quarter, we've also approved 4 orders through the Home & Electronics and Cycle to Work Schemes via Vivup. This has given employees 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 2 2025/26 are 71, 4 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

That the report be noted.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
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	
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details:	
On behalf of the Solicitor to the Council	
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details:	
On behalf of the Head of Paid Service	
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details:	
<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.	

DECISION INFORMATION:

<input checked="" type="checkbox"/> <i>Please indicate which threshold applies:</i>	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>

District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	None
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Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i> If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i> Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i> Leader <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Links to Council Ambition: Customers, Economy, Environment, Housing
N/A

DOCUMENT INFORMATION:

Appendix No	Title
1	Figures for the Quarter by Directorate

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

Table One: Organisational Outturn Average Number of Days Absence

(Average sickness days per fte employee)

	2022/23	2022/23 Costs	2023/24	2023/24 Costs	2024/25	2024/25 Costs	2025/26	2025/26 Costs
Quarter One	2.29	£84,309.63	2.26	£74,265.11	2.26	£88,097.39	2.8	£135,582.88
Quarter Two	2.02	£84,144.83	2.39	£86,396.88	2.35	£97,373.93	3.11	£156,829.10
Quarter Three	2.27	£93,954.00	1.89	£73,327.02	2.09	£96,052.51		
Quarter Four	2.82	£118,763.85	2.44	£99,520.51	2.80	£121,809.68		
Overall Outturn	9.4	£381,172.31	8.98	£333,509.52	9.5	£403,333.51		

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

	2022/23		2023/24		2024/25		2025/26	
	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Long Term
Quarter One	48%	52%	23%	77%	28%	72%	26%	74%
Quarter Two	46%	54%	37%	63%	35%	65%	25%	75%
Quarter Three	46%	54%	41%	59%	45%	55%		
Quarter Four	43%	57%	41%	59%	34%	66%		
Overall Outturn	46%	54%	36%	64%	35%	65%		

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
Quarter One	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	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital
Quarter Two	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	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital
Quarter Three	1. Stress/Depression	1. Stress/Depression	1, Operations/Hospital	1,

	2.COVID 19 Symptoms 3.Other Musc. Skeletal	2. Other 3. Other Musc. Skeletal	2.Stress/Depression 3.Other Musc. Skeletal	2. 3.
Quarter Four	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	1. 2. 3.
Overall Outturn	1. Other Musc. Skeletal 2. Stress/Depression 3. COVID19 Symptoms	1.Stress/Depression 2.Other Musc. Skeletal 3.Operations/Hospital	1. Operations/Hospital 2. Other Musc. Skeletal 3. Stress/Depression	1. 2. 3.

Summary Figures for the Quarter by Directorate/Service

Figure One – Service Breakdown Short/Long Term Split

Service	Short term days	No. of Employees absent	Long term days	No. of Employees Absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Directors and Assistant Directors	0	0	106	2	106	9.5	11.2
Governance	2	1	0	0	2	3	0.67
Elections	0	0	0	0	0	2.5	0
Health & Safety	0	0	57	1	57	5	11.4
Human Resources & Payroll	0	0	0	0	0	8.43	0
Legal	20	2	0	0	20	6	3.33
Communications	0	0	0	0	0	5.6	0
Procurement	0	0	0	0	0	1.5	0
Performance	0	0	0	0	0	3	0
Finance	0	0	0	0	0	10	0
Revenues & Benefits	17	4	0	0	17	26.23	0.65
Customer Services	16	6	77	2	93	23.87	3.90
Leisure	48	10	59	1	107	48.58	2.2
Leaders/Executive Team	0	0	0	0	0	2	0

Devolution	2	1	0	0	2	6.8	0.29
Streetscene/Enforcement	125	36	416.4	11	541.4	113.09	4.79
Housing Management	27	6	97	3	124	58.53	2.12
Planning	18	3	21	1	39	22.35	1.74

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	23	7	10	1	33	51	0.64
ICT	22	8	0	0	22	34	0.64

Figure Two: Stress Cases During Quarter Two

Work Related	Outside of Work Related	Total
4	4	8

BOLSOVER DISTRICT COUNCIL

Safety Committee on 1st May 2026

Report of the Head of Human Resources & Payroll

Classification	This report is Public
Contact Officer	Oliver Fishburn Head of Human Resources & Payroll

PURPOSE/SUMMARY OF REPORT

To report the sickness absence figures throughout the Council for Quarter 3 (October - December 2025).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months October - December 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 3 was 3.31 days.
- 1.4 The 2025/26 projected outturn figure for the average number of days lost per employee is 12.29 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 3.

2. Details of Proposal or Information

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

2.2 Key Trends

- 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 3 was 3.31 days, this is the highest Quarter 3 over the last three years. Long term sickness cases have contributed to the escalation of the absence figures (accounting for 69% of sickness) in this Quarter.
- 3 Services experienced zero sickness during Quarter 3.
- Stress/Depression has remained in the top three reasons for absence since Quarter 3 of 2019/20.
- There were 17 cases of absence due to Stress/Depression during Quarter 3. 5 of which were work related, 11 were none work related, 1 was a combination of home and work-related issues.
- There is a direct correlation between employees undertaking physically demanding work and high levels of sickness. This is reinforced by Muscular/Skeletal absences regularly being in the top three reasons for sickness absence.
- There were 8.5 days sickness recorded for COVID19 in Quarter 3 this is higher than Quarter 2 in 2025/6.
- There are 20 long term cases in this quarter. 10 are due to physical health ailments and 10 cases are related to stress/depression (4 of which were work related, 1 was a combination of home and work-related issues), 8 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

At Bolsover District Council, we continue to prioritise the health and wellbeing of our workforce. Over the past quarter, a wide range of initiatives, events, and support services have been promoted and delivered across the organisation. These have been communicated via email, Eric, and the weekly bulletin.

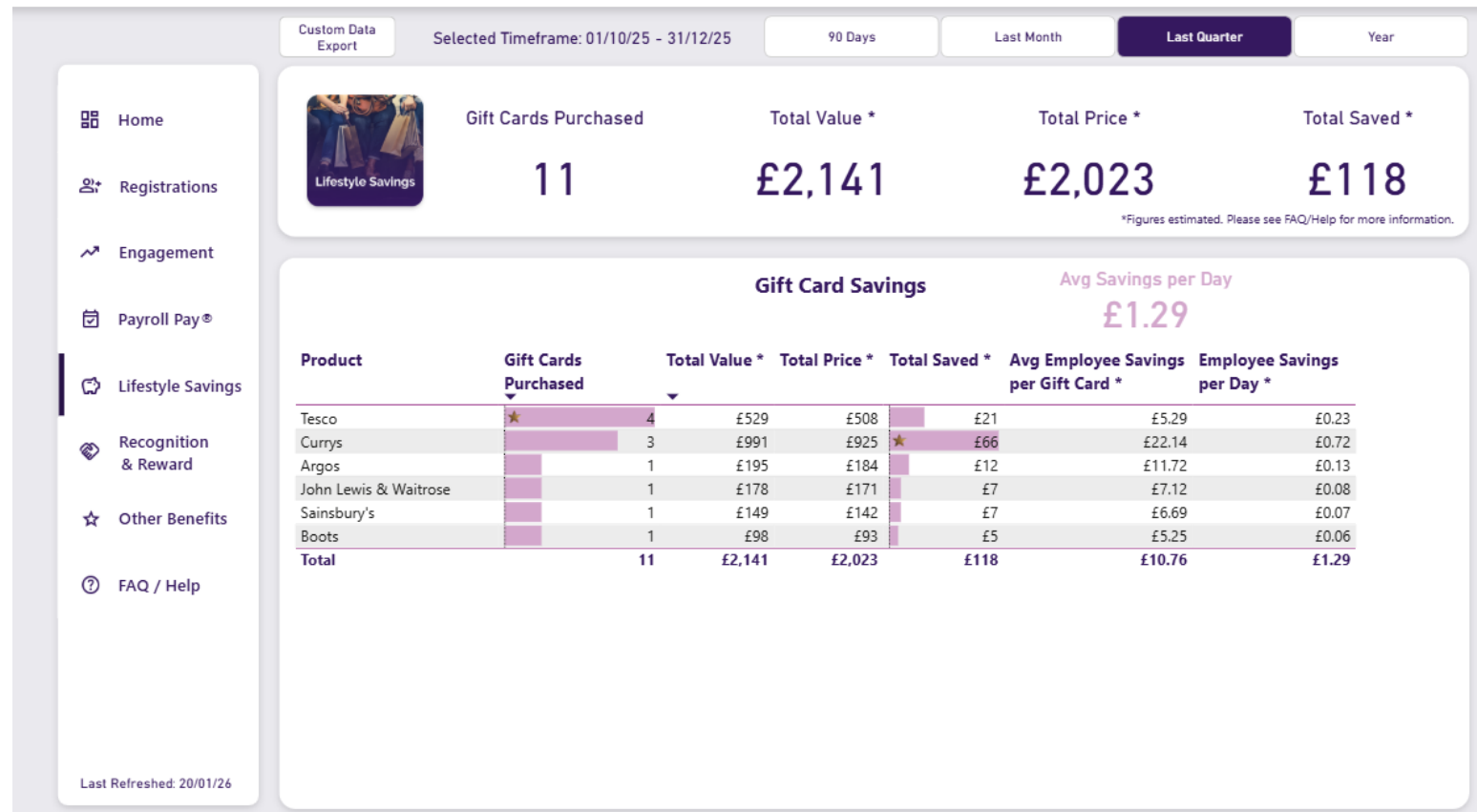
- **Carers' Rights Day (20th November)**
In Q3, we highlighted Carers' Rights Day, focusing on this year's theme: "*Know Your Rights, Use Your Rights.*" We shared key information on the rights of unpaid carers under the Care Act 2014, including access to carer assessments, consideration of their views in care planning, support for wellbeing and flexible working, and wider protections under equality and human rights legislation. Further information was signposted via Derbyshire County Council's Carers' Rights Day 2025 webpage.

- Menopause Support Group (12th November)**
 We promoted the Peer Support Drop-In session held on 12 November (1–2pm), available both in Committee Room 1 and via Teams. Staff were encouraged to join for an informal, supportive chat. The group has also recently introduced the free sanitary products initiative, which provides products in staff toilets across our buildings to help support colleagues' wellbeing.
- Quality Conversations – Training Opportunities (6th November)**
 In Q3, we shared information on the free *Quality Conversations* health-coaching training available to staff and volunteers through Joined Up Care Derbyshire. November sessions included Core Skills, Health Literacy Awareness, Having Better Mental Health Conversations, and Behaviour Change Conversations. The workshops were interactive and designed to build confidence, support sensitive conversations, and provided practical tools for everyday communication. Staff were signposted to the Joined Up Care Derbyshire webpage for full details and booking.
- Flu Vaccination Clinic – (7th October 2025)**
 In Q3, we reported that the Flu Vaccination Clinic held at The Arc and the Depot on 7 October delivered 60 vaccinations. Staff were also reminded that they can continue to claim reimbursement of up to £18 for flu jabs received at a provider of their choice throughout the Flu Season.
- NHS Health Checks (July–October 2025)**
 In Q3, we reported that NHS Health Checks were delivered between July and October 2025, with 86 employees and councillors taking up the offer of a free appointment.
- World Mental Health Day (10th October 2025) – Mental Health First Aiders Promotion**
 In Q3, we highlighted our Mental Health First Aiders as part of World Mental Health Day on 10 October 2025, sharing details via ERIC and the staff bulletin with signposting to Mental Health Foundation resources. In December 2025, new posters featuring MHFA contact information were also created and displayed in staff rooms.
- Domestic Abuse Policy – Introduction**
 In Q3, we reported that the new Domestic Abuse Policy was approved at Council on 3 December 2025. Awareness activity and staff training are scheduled to take place in early 2026.

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**

In the last quarter, the Lifestyle Savings feature of Vivup has helped our employees save a combined total of £118, up from £66 in the previous quarter.



In the last quarter, we approved three orders through the Home & Electronics and Cycle to Work Schemes via Vivup, a decrease of one compared to the four authorised in the previous quarter. This has given employees 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.

37

The dashboard displays a navigation menu on the left with options: Home, Registrations, Engagement, Payroll Pay (selected), Lifestyle Savings, Recognition & Reward, Other Benefits, and FAQ / Help. The main content area features a top navigation bar with filters for timeframes: 7 Days, 28 Days (selected), 90 Days, Last Month, Last Quarter, and Year. Below this is a table of key metrics:

Total Orders	Order Acceptance Rate	Accepted Orders	Accepted Spend	Average Order Value	Employer Savings
3	100.0% <small>+44.6% vs Avg</small>	3	£783	£261 <small>-£303 vs Avg</small>	£

Below the metrics, a message states: "There are currently 0 pending orders. If any, the earliest pending order is from (). It has been 12 days since you last authorised. We recommend authorising orders every 2 days." A purple button labeled "Authorisation Detail" with a plus icon is positioned to the right.

The section "Explore your Payroll Pay Benefits" contains five cards:

- Home and Electronics:** Benefit Open. Includes a "Benefit Details" button with a plus icon.
- Cycle to Work:** Benefit Open. Includes a "Benefit Details" button with a plus icon.
- Travel and Leisure:** Benefit Not Open.
- Gym Membership:** Benefit Not Open.
- Family Pay:** Benefit Not Open.

The bottom left corner of the dashboard indicates "Last Refreshed: 20/01/26".

Vivup Employee Assistance Programme (EAP) Usage – Q3

In Q3, six employees accessed our EAP, with two referred for a full clinical assessment with a qualified counsellor.

During this period, the primary issues presented are shown in the chart below, with Stress (31%), Anxiety (17%) and Work-Related Stress (12%) forming the top three reasons for initial contact.

Clinical Usage: New Clients Accessing 24/7 Helpline

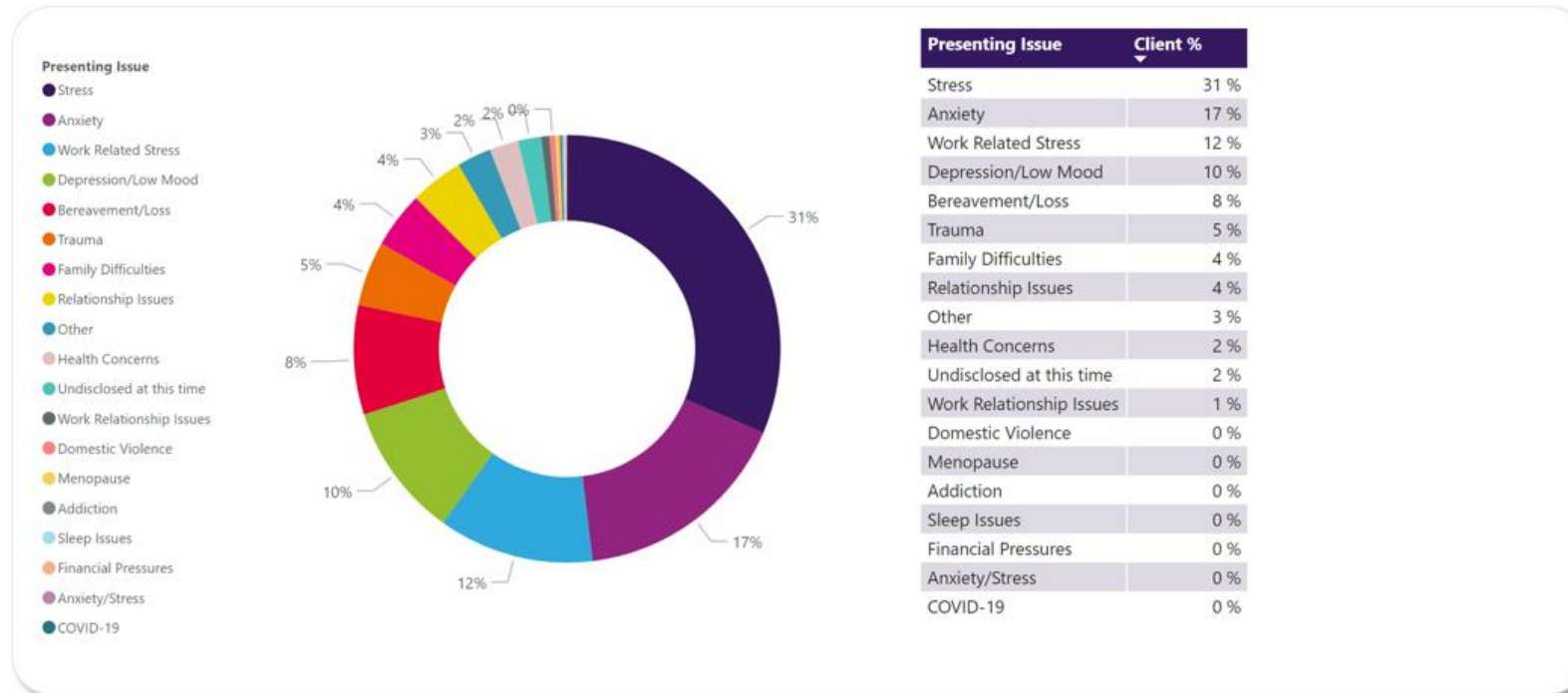
Every new caller to our 24/7 EAP helpline receives a clinically led telephone triage. This includes an initial risk assessment and access to in-the-moment emotional support when needed. Where appropriate, individuals are booked in for a full clinical assessment with a qualified counsellor, covering their presenting concerns and any risks. If a client presents with elevated risk, we respond promptly with tailored care planning and case management, ensuring safety and continuity of support.

38



Clinical Usage: Presenting Issues

The presenting issues identified for clients from all organisations entering the clinical service during the period.



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

That the report be noted.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Details: High absence levels can contribute to poor service levels, low morale and higher costs for the Council. <p style="text-align: right;">On behalf of the Section 151 Officer</p>
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: <p style="text-align: right;">On behalf of the Solicitor to the Council</p>
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details: <p style="text-align: right;">On behalf of the Head of Paid Service</p>
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Details:
<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment

DECISION INFORMATION:

<input checked="" type="checkbox"/> <i>Please indicate which threshold applies:</i>	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

<p>Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.</p> <p>Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.</p> <p>District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:</p>	<p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p> <p>(a) <input type="checkbox"/> (b) <input type="checkbox"/></p> <p>None</p>
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Links to Council Ambition: Customers, Economy, Environment, Housing
N/A

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None

Table One: Organisational Outturn Average Number of Days Absence

(Average sickness days per fte employee)

	2022/23	2022/23 Costs	2023/24	2023/24 Costs	2024/25	2024/25 Costs	2025/26	2025/26 Costs
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Overall Outturn	46%	54%	36%	64%	35%	65%		

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
Quarter One	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	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital
Quarter Two	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	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital

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

Summary Figures for the Quarter by Directorate/Service

Figure One – Service Breakdown Short/Long Term Split

Service	Short term days	No. of Employees absent	Long term days	No. of Employees Absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Directors and Assistant Directors	0	0	65	2	65	8.5	7.65
Governance	5.5	1	0	0	5.5	4	1.4
Elections	0	0	0	0	0	2.5	0
Health & Safety	3	2	43	1	46	5	9.2
Human Resources & Payroll	1	1	0	0	1	8.43	0.12
Legal	5	2	23	1	28	6	4.7
Communications	4	2	0	0	4	4.6	0.87
Procurement	0	0	0	0	0	1.5	0
Performance	0	0	0	0	0	3	0
Finance	0	0	37	1	37	9	4.11
Revenues & Benefits	25	7	0	0	25	26.23	0.95
Customer Services	20	8	0	0	20	23.2	0.86
Leisure	64	16	21	1	85	49.67	1.7

Leaders/Executive Team	1	1	96	2	97	5	19.04
Devolution	3	2	72	2	75	6.8	11.03
Streetscene/Enforcement	134	33	345	8	479	105.47	4.54
Housing Management	76	16	66	1	142	57.23	2.48
Planning	20	2	23	1	43	22.35	1.92

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46

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	52	8	20	1	72	51.27	1.40
ICT	9	7	0	0	9	34.58	0.26

Figure Two: Stress Cases During Quarter Three

Work Related	Outside of Work Related	Combination of Work Related and Outside of Work Related	Total
5	11	1	17

BOLSOVER DISTRICT COUNCIL

Safety Committee on 1st May 2026

Sickness Absence Quarter 4 (1st January 2026 to 31st March 2026)

Report of the Human Resources and Payroll Manager

Classification	This report is Public
Contact Officer	Human Resources & Payroll Manager

PURPOSE/SUMMARY OF REPORT

To report the sickness absence figures throughout the Council for Quarter 4 (January 2026 - March 2026).

REPORT DETAILS

1. Background

- 1.1 Figure 1 shows a summary of sickness absence levels within Bolsover District Council for the months January 2026 to March 2026.
- 1.2 **The average number of days lost per employee for Quarter 4 was 2.27 days.**
- 1.3 **The 2025/26 actual outturn figure for the average number of days lost per employee is 11.49 days.**
- 1.4 The annual target for the Local Performance Indicator to the end of March 2026 is 8.5 days.

2. Details of Proposal or Information

2.1 The tables 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 4 was 2.27 days, this is the lowest Quarter 4 over the last four years.
- 4 Services experienced zero sickness during Quarter 4.
- Stress/Depression has remained in the top three reasons for absence since Quarter 4 of 2019/20.

- There were 19 cases of absence due to Stress/Depression during Quarter 4, 2 of which were work related, 16 were none work related, 1 was a combination of home and work-related issues.
- There is a direct correlation between employees undertaking physically demanding work and high levels of sickness. This is reinforced by Muscular/Skeletal absences regularly being in the top three reasons for sickness absence.
- There are 23 long term cases in this quarter. 15 are due to physical health ailments and 8 cases are related to stress/depression (2 of which were work related, 5 none work related and 1 was a combination of home and work-related issues), 13 Employees have now returned to work, 7 remain absent, 3 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

At Bolsover District Council, we continue to prioritise the health and wellbeing of our workforce. Over the past quarter, a wide range of initiatives, events, and support services have been promoted and delivered across the organisation. These have been communicated via email, Eric, and the weekly bulletin.

• Neurodiversity Support Group – Launched (March)

In March, a Neurodiversity Support Group was launched to provide a supportive space for employees. Following discussion with group members, it was agreed that the group will meet on a monthly basis going forward.

• Menopause Support Group – Ongoing

The Menopause Support Group continues to run successfully, with sessions taking place every two months. The group provides an informal and supportive environment for staff to share experiences and access peer support.

• Employee Assistance Programme – Readvertised (January)

Following the Christmas period, the Employee Assistance Programme (EAP) was readvertised to employees to reinforce awareness of the confidential support available, including wellbeing, mental health, and practical advice services.

• Mental Health First Aider Training – Promotion and New Appointments (January)

Mental Health First Aider training was promoted, and in January we added two additional trained members of staff. This strengthens our existing network of qualified employees who provide mental health support across the organisation.

• **Policy Awareness Training – SkillGate Launch (January)**

Policy awareness training was launched on SkillGate to support recently introduced policies. Courses included *An Introduction to Neurodiversity*, *Preventing Sexual Harassment in the Workplace*, and *Understanding Domestic Abuse*. Employees were encouraged to complete these courses throughout January.

• **Employee Celebration Event (February)**

An Employee Celebration Event was held in February to recognise long service awards, retirees, employee award winners, and recipients of Exceptional Service Awards. This marked the first year of hosting such an event and was well attended and positively received by employees.

• **Suicide Awareness and Managing Mental Health Conversations – Training Promotion (March)**

In March, suicide awareness and managing mental health conversations training was promoted to staff. The training was organised by Derbyshire County Council and aimed to support employees in having sensitive and supportive conversations.

• **International Women’s Day (8 March)**

International Women’s Day was marked on 8 March, with a spotlight on Jodi Sharman, Project Manager, celebrating her contribution and raising awareness of gender equality in the workplace.

• **Domestic Abuse Policy – Official Launch (March)**

The Domestic Abuse Policy was officially launched to staff in March, supported by the associated policy awareness training available via SkillGate to help ensure staff understanding and awareness.

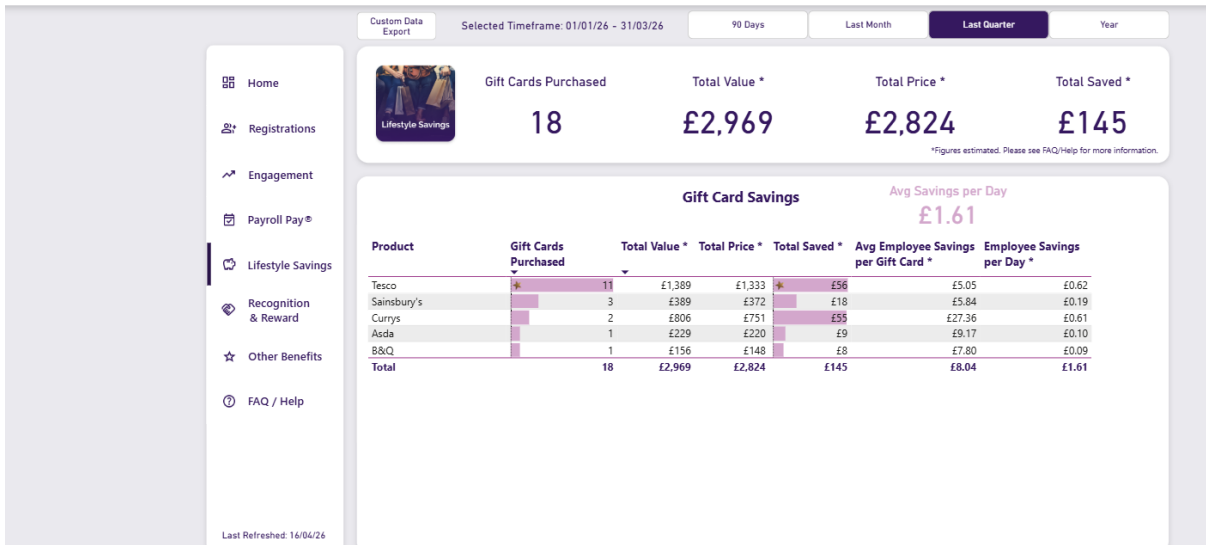
• **No Smoking Day (11 March)**

No Smoking Day was promoted on 11 March, providing staff with access to information, guidance, and resources on stopping smoking and where to seek support.

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:

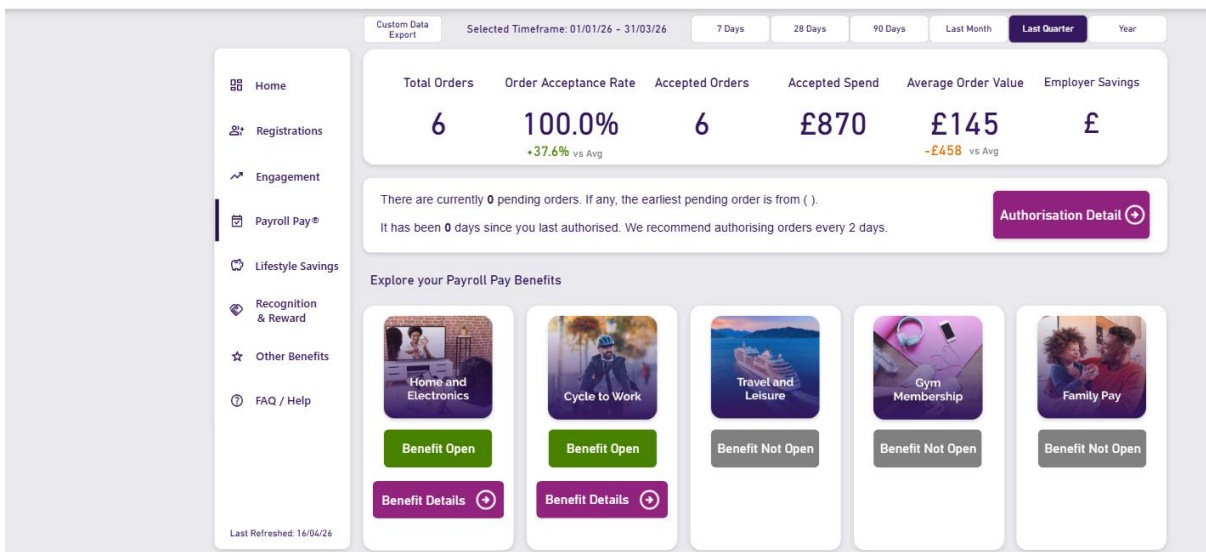
- ✓ **EAP (Employee Assistance Programme)**
- ✓ **Your Care**
- ✓ **Cycle to Work Scheme**
- ✓ **Lifestyle Savings**
- ✓ **Home & Electronics**

In the last quarter, the Lifestyle Savings feature of Vivup has helped our employees save a combined total of £145, up from £118 in the previous quarter.



In the last quarter, we approved six orders through the Home & Electronics and Cycle to Work Schemes via Vivup, an increase of three compared to the three orders authorised in the previous quarter. This has given employees 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.



Vivup Employee Assistance Programme (EAP) Usage – Q4

In Q4, four employees accessed the EAP portal to seek wellbeing resources. There

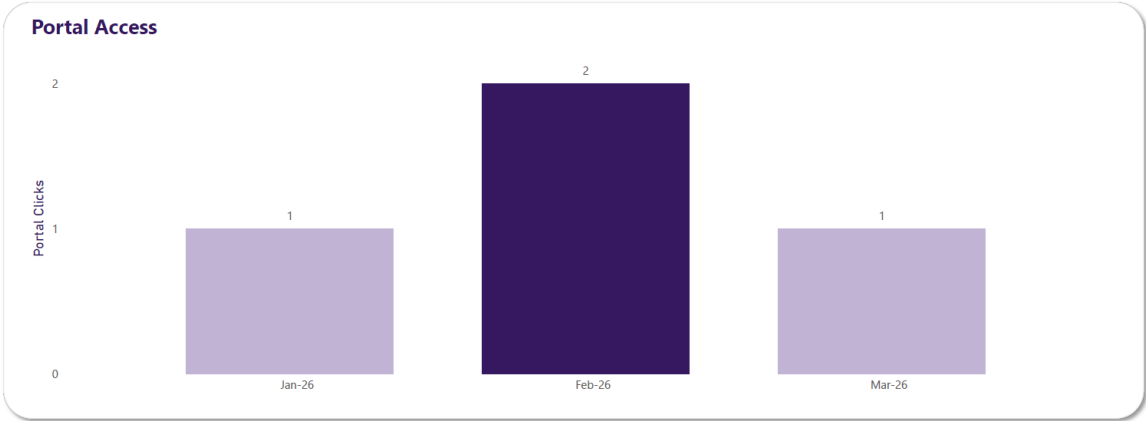
were no new referrals during the quarter; however, five previously referred employees continued to receive therapeutic support through ongoing clinical sessions.

During this period, the primary issues presented are shown in the chart below, with Stress (33%), Anxiety (16%) and Work-Related Stress (12%) forming the top three reasons for initial contact.

Educational Usage: Portal Access

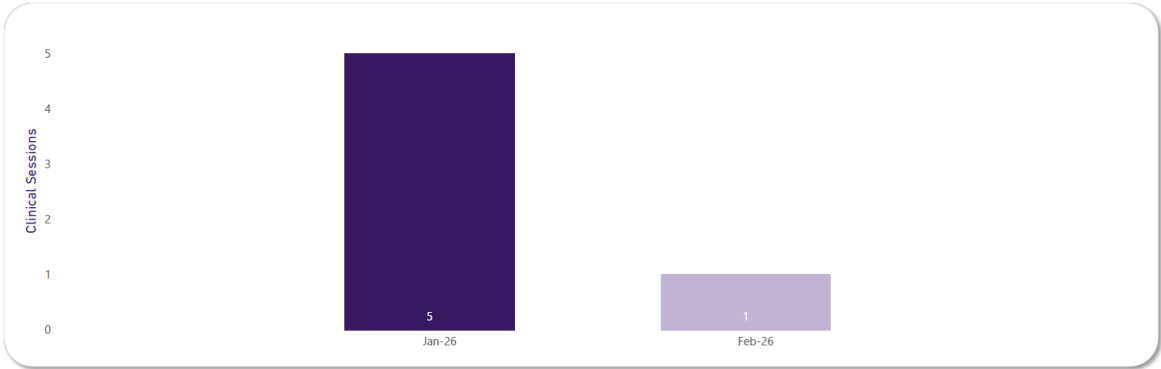
The EAP portal offers a range of supportive resources beyond direct counselling, including digital tools and self-guided support. This section of the report tracks how many employees access the service via your dedicated portal link—even if they don't go on to contact the helpline. It offers valuable insight into how your workforce is engaging with mental health and wellbeing information at their own pace.

Your unique URL is: <https://vivup.yourcareeap.co.uk?CODE=110553>



Clinical Usage: Clinical Sessions

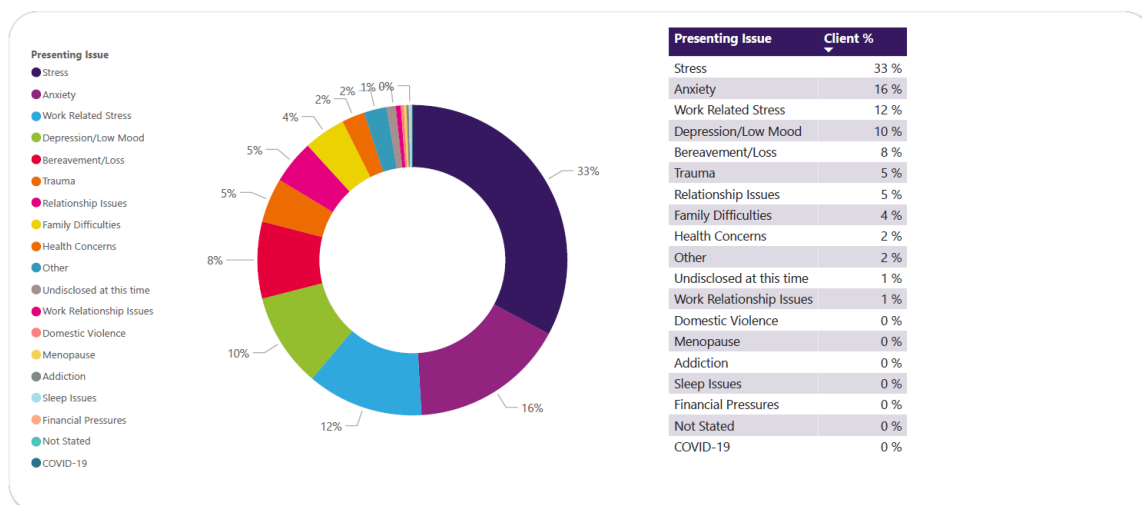
Our service delivers structured therapeutic support tailored to each individual's needs. This report section details the number of clinical sessions conducted during the reporting period, including both attended and non-attended appointments. It provides insight into therapy engagement and utilisation across your organisation.



Did Not Attend	Telephone Counselling (50 min)
1	5

Clinical Usage: Presenting Issues

The presenting issues identified for clients from all organisations entering the clinical service during the period.



Go-Active @ the Arc

- 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.

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

That the report be noted.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS:

<u>Finance and Risk</u> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Details: High absence levels can contribute to poor service levels, low morale and higher costs for the Council. <p style="text-align: right;">On behalf of the Section 151 Officer</p>	
<u>Legal (including Data Protection)</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: <p style="text-align: right;">On behalf of the Solicitor to the Council</p>	
<u>Staffing</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: <p style="text-align: right;">On behalf of the Head of Paid Service</p>	
<u>Equality and Diversity, and Consultation</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details:	
<u>Environment</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment	

DECISION INFORMATION:

<input checked="" type="checkbox"/> Please indicate which threshold applies:	
Is the decision a Key Decision? A Key Decision is an Executive decision which has a significant impact on two or more wards in the District, or which results in income or expenditure to the Council above the following thresholds:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Revenue (a) Results in the Council making Revenue Savings of £75,000 or more or (b) Results in the Council incurring Revenue Expenditure of £75,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>
Capital (a) Results in the Council making Capital Income of £150,000 or more or (b) Results in the Council incurring Capital Expenditure of £150,000 or more.	(a) <input type="checkbox"/> (b) <input type="checkbox"/>

District Wards Significantly Affected: <i>(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)</i> Please state below which wards are affected or tick All if all wards are affected:	None
Is the decision subject to Call-In? <i>(Only Key Decisions are subject to Call-In)</i> If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i> Consultation carried out: <i>(this is any consultation carried out prior to the report being presented for approval)</i> Leader <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Executive <input type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Links to Council Ambition: Customers, Economy, Environment, Housing
N/A

DOCUMENT INFORMATION:

Appendix No	Title
1	Figures for the Quarter by Directorate

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

Table One: Organisational Outturn Average Number of Days Absence

(Average sickness days per fte employee)

	2022/23	2022/23 Costs	2023/24	2023/24 Costs	2024/25	2024/25 Costs	2025/26	2025/26 Costs
Quarter One	2.29	£84,309.63	2.26	£74,265.11	2.26	£88,097.39	2.8	£135,582.88
Quarter Two	2.02	£84,144.83	2.39	£86,396.88	2.35	£97,373.93	3.11	£156,829.10
Quarter Three	2.27	£93,954.00	1.89	£73,327.02	2.09	£96,052.51	3.31	£157,554.72
Quarter Four	2.82	£118,763.85	2.44	£99,520.51	2.80	£121,809.68	2.27	£150,148.03
Overall Outturn	9.4	£381,172.31	8.98	£333,509.52	9.5	£403,333.51	11.49	£600,114.74

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
Quarter One	48%	52%	23%	77%	28%	72%	26%	74%
Quarter Two	46%	54%	37%	63%	35%	65%	25%	75%
Quarter Three	46%	54%	41%	59%	45%	55%	31%	69%
Quarter Four	43%	57%	41%	59%	34%	66%	33%	67%
Overall Outturn	46%	54%	36%	64%	35%	65%	30%	70%

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
Quarter One	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	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital
Quarter Two	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	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital

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

Summary Figures for the Quarter by Directorate/Service

Figure One – Service Breakdown Short/Long Term Split

Service	Short term days	No. of Employees absent	Long term days	No. of Employees Absent	Total Days lost	FTE No. in Section	Average days lost per FTE
Directors and Assistant Directors	0	0	58	2	58	9.5	6.1
Governance	0	0	0	0	0	4	0
Elections	0	0	0	0	0	2.5	0
Health & Safety	6	2	0	0	6	5	1.2
Human Resources & Payroll	0	0	0	0	0	8.03	0
Legal	2	1	0	0	2	6	0.3
Communications	4	1	0	0	4	4.6	0.81
Procurement	0	0	0	0	0	1.5	0
Performance	0	0	0	0	0	3	0
Finance	6	2	0	0	6	9.4	0.64
Revenues & Benefits	9	2	39	1	48	26.43	1.82
Customer Services	35	0	0	0	35	24.77	1.41

Leisure	25	11	93	3	118	48.23	2.45
Leaders/Executive Team	3	2	64	1	67	4	16.75
Devolution	7	2	22	2	29	5.8	5
Streetscene/Enforcement	111	40	237	6	348	123.62	2.81
Housing Management including Repairs and Maintenance	82	27	168	6	250	125.3	1.99
Planning	17	3	3	1	20	22.36	0.89
Property Construction & Assets	38	8	0	0	38	31.60	1.22
Economic Growth	15	2	31	1	46	8.3	5.54

FOR INFORMATION ONLY – EMPLOYEES HOSTED BY NEDDC

Service	Short term days	No. of Employees absent	Long term days	No. of Employees Absent	Total Days lost	FTE No. in Section	Average days lost per FTE
ICT	39	11	0	0	39	35.28	1.11
Environmental Health	7	2	0	0	7	50.48	0.14

Figure Two: Stress Cases During Quarter Four

Work Related	Outside of Work Related	Combination of Work Related and Outside of Work Related	Total
2	16	1	19