

Bolsover District Council

**Meeting of the Climate Change & Communities Scrutiny Committee on 6th
February 2024**

Health and Wellbeing Framework Update

Report for the Portfolio Holder – Corporate Governance

Classification	This report is Public
Report By	Peter Wilmot, HR Business Partner
Contact Officer	As above

PURPOSE/SUMMARY OF REPORT

To inform and update the Scrutiny committee on the Council's progress on promoting and engaging Health and Wellbeing for employees.

REPORT DETAILS

1. Background

1.1 To inform and update the Scrutiny committee on the Council's progress on promoting and engaging Health and Wellbeing for employees, in accordance with the Committee's terms of reference.

2. Details of Proposal or Information

2.1 The Employee Health & Wellbeing Framework was agreed in October/November 2017 at Bolsover District Council. It describes how employees will be supported to ensure a healthy, motivated and high performing workforce to achieve the Council's aims and priorities. A copy of the 2023 Framework is attached at Appendix One. The Council replaced the previous joint HR service and now has its own combined HR and Payroll function as of December 2022. The service has made health and wellbeing a key priority. Last year the Council approved the creation of a new post of Employee Engagement Officer. A key purpose of this post is to champion and drive forward key health and wellbeing initiatives and improve manager and employee awareness across health and wellbeing issues. Recruitment to this post is underway and hopefully a candidate will be in place before the end of February 2024.

2.2 A key feature of the Framework is the action plan on the final page of the document which details the three key aims, namely:

- Create a Healthy Work Environment
- Develop a supportive Workplace Culture

- Encourage employee engagement in healthy lifestyles
- 2.3 Work is continuing with the Senior Leadership Team, Service Managers and employees to ensure steps are being taken to achieve the above aims. A number of significant activities have taken place and these are outlined in the following paragraphs.
- 2.4 The Council's Employee Health and Wellbeing Framework 2023 is attached at appendix 1 and this sets out the 3 main pillars of wellbeing - Physical, Mental and Financial and how the Council contributes to employees wellbeing at work, some of which are set out below.

Health & Wellbeing Initiatives

The Council has a number of initiatives and actions undertaken which include:

- Access to an Employee Assistance Programme offering 24/7 telephone and on-line support to employees covering a range of topics, including confidential telephone counselling.
- Occupational Health, Counselling, Physiotherapy and Eye examinations
- Updated the Health and Wellbeing page on Eric
- Mental Health First Aid Training including online on demand awareness sessions for all managers and employees
- Flu vaccinations (67 vouchers issued)
- Updated Covid-19 Guidance
- Health & Wellbeing Notice Boards at all sites
- Promotion of Work Well initiatives and information on the following:
 - Cost of Living Guidance
 - Treacle Website
 - Mental Health map of available services and provision
 - World Suicide Prevention Day
 - Mental Health Awareness Week
 - DCC's Be Healthy Be Happy
 - Breast Cancer Awareness Coffee and Cake Morning
- The development of a (draft) Menopause Policy
- Facilitating access to discounted Council Leisure facilities

2.5 **Employee Sickness Absence**

A key indicator of employee health and wellbeing is attendance at work. During the last financial year the sickness absence out-turn figure was 9.4 days lost per employee. This was an increase on the previous year and over that of our target of 8.5 days per employee. Due to Covid 19 Pandemic, many additional sickness days were taken (1.6 days per employee) whilst requirements were in place for employees to self-isolate with some employees not able to work from home.

Sickness Absence Summary – 2017-2023

	2018/19	2019/20	2020/21	2021/22	2022/23	Current Year Costs 2022/23
Quarter One	2.23	1.85	1.50	1.91	2.3	£84,309.63

Quarter Two	1.86	1.84	1.35	2.31	2.0	£84,144.83
Quarter Three	2.52	2.43	1.14	2.29	2.3	£93,954.00
Quarter Four	2.09	1.68	1.58	2.19	2.8	£118,763.85
Overall Outturn	8.7	7.8	5.57	8.7	9.4	£381,172.31

Reasons for Absence – 2017-2021

	2019/20	2020/21	2021/22	2022/23
Qtr 1	1. Viral Infection 2. Other Musc. Skeletal 3. Other	1. Stress/Depression 2. Other 3. Headaches/Migraines	1. Stress/Depression 2. Other Musc Skeletal 3. Operations/Hospital	1. COVID Symptoms 2. Other Musc/Skeletal 3. Stress/Depression
Qtr 2	1. Stress/Depression 2. Other Musc. Skeletal 3. Chest/Respiratory	1. Operations/Hospital 2. Other-Musc Skeletal 3. Stress/Depression	1. COVID 19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skeletal
Qtr 3	1. Stress/Depression 2. Chest/Respiratory 3. Other Musc. Skel	1. Other Musc. Skel 2. Stress/Depression 3. COVID19 Symptoms	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skeletal	1. Stress/Depression 2. COVID 19 Symptoms 3. Other Musc. Skeletal
Qtr 4	1. Stress/Depression 2. COVID19 Symptoms 3. Other Musc. Skel	1. Stress/Depression 2. Other Musc. Skeletal 3. Operations/Hospital	1. COVID19 Symptoms 2. Other Musc. Skeletal 3. Stress/Depression	1. Stress/Depression 2. Operations/Hospital 3. Other Musc. Skeletal
Outturn	1. Stress/Depression 2. Other Musc. Skel 3. Operations/Hospital	1. Other Musc. Skeletal 2. Stress/Depression 3. Operations/Hospital	1. COVID19 Symptoms 2. Stress/Depression 3. Other Musc. Skeletal	1. Other Musc. Skeletal 2. Stress/Depression 3. COVID19 Symptoms

2.6 Actions currently being taken to address sickness absence:

- HR officers have been working directly with Service Managers and providing monthly sickness analysis reports.
- Action Plans produced for service areas to assist Managers in awareness of actions required and support needed for employees concerned.
- Work has been undertaken on provision of more in depth analysis of sickness absence patterns and trends for Assistant Directors
- Regular review of Occupational Health Provision
- Regular sickness absence management training each quarter

2.10 Summary

As evidenced above, work has been continuing to develop and positively progress employee health and wellbeing. However, it is recognised there is still further work to be done. The importance of Health and Wellbeing for employees at Bolsover District Council is very much recognised by the HR and Payroll Manager and HR Business Partner, both recognise they have a responsibility to deliver continuing progress in supporting the wellbeing of others.

3. Reasons for Recommendation

3.1 Sections 3.6 and 4.3 of the Bolsover District Council Constitution states that the Climate Change & Communities Scrutiny Committee should oversee the

development and delivery of the Health and Wellbeing Strategy as part of the Budget and Policy Framework.

4. **Alternative Options and Reasons for Rejection**

- 4.1 There are no reasons for rejection. The Constitution requires the Committee to oversee this area of service delivery as part of their Terms of Reference (section 3.6 of the Constitution).

RECOMMENDATION(S)

That Members note the progress update.

Approved by Councillor Clive Moesby, Portfolio Holder for Resources

IMPLICATIONS:	
<u>Finance and Risk:</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: As set out in the report	On behalf of the Section 151 Officer
<u>Legal (including Data Protection):</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: As set out in the report	On behalf of the Solicitor to the Council
<u>Environment:</u>	
Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.	
Details: N/A	
<u>Staffing:</u> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Details: Initiatives associated with Sickness Absence Management, must be in line with the Policy adopted by the Authority.	On behalf of the Head of Paid Service

DECISION INFORMATION

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

District Wards Significantly Affected	N/A
Consultation: Leader / Deputy Leader <input type="checkbox"/> Executive <input checked="" type="checkbox"/> SLT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input checked="" type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Details:

Links to Council Ambition: Customers, Economy and Environment.
None directly but the Health and Wellbeing of Council staff ensures that the Council is best placed to deliver against the Council Ambitions.

DOCUMENT INFORMATION	
Appendix No	Title
1	Employee Health & Wellbeing Framework 2023

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>
N/A