

Bolsover District Council

Healthy, Safe, Clean and Green Communities Scrutiny Committee

13th September 2019

Health & Wellbeing Framework 2017-2020 Update

Report of HR & OD Manager

This report is public

Purpose of the Report

- To inform and update the Scrutiny committee on progress with the Health and Wellbeing Framework.

1 Report Details

- 1.1 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 Councils aims and priorities. A copy of the Framework is attached at Appendix One.
- 1.2 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
- 1.3 Work is continuing with the Senior Management Team, Service Managers and employee representatives 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.
- 1.4 The Council have implemented an Employee Health and Wellbeing Framework 2019, with themes for each quarter of the year and activities that will be undertaken. A copy of the Framework is at Appendix Two.

Health & Wellbeing Initiatives

- 1.5 There have been a number of initiatives undertaken including:
- 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.
 - Health Checks offered to employees

- Occupational Health, Counselling, Physiotherapy and Eye examinations
- Boxing Taster Sessions x 6 (Appendix Three)
- Nutrition/Healthy Eating Workshops (Appendix Four)
- Flu vaccinations (Appendix Five)
- Mill Lane to Arc 10 mile walk on Sunday 19 May 2019
- Cycle to work scheme and Kaarp Benefits.
- Health surveillance and vaccination programme in place.
- Lunch-time walks and activity sessions such as Yoga, quizzes, sports
- Mental Health / Supporting Employees at Work briefings
- Time to Talk Day
- £256 raised for charity including Christmas Jumper Day £94.05 and Red Nose Day £65.31
- Health & Wellbeing Notice Boards at all sites
- Promotion of Work Well initiatives and information
- Facilitating access to Council Leisure facilities

Employee Sickness Absence

1.6 A key indicator of employee health and wellbeing is attendance at work. During the last financial year the sickness absence out-turn figure was 8.7 days per employee. This is a slight reduction on the previous year but marginally higher than our target of 8.5 days per employee.

Sickness Absence Summary – 2016-2019

	2016/17	2017/18	2018/19
Quarter One	1.92	2.00	2.23
Quarter Two	2.74	2.12	1.86
Quarter Three	3.05	2.38	2.52
Quarter Four	3.14	2.80	2.09
Overall Outturn	10.75	9.3	8.7

Reasons for Absence – 2016-2019

	2016/17	2017/18	2018/19
Quarter One	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Operations/Hosp 2 Stress/Dep 3 Musc Skeletal	1 Stress/Dep 2 Musc Skeletal 3 Other
Quarter Two	1 Musc Skeletal 2 Stress/Dep 3 Other	1 Stress/Dep 2 Operations/Hosp 3 Musc/Skeletal	1 Stress/Depression 2 Other Musc Skeletal 3 Other
Quarter Three	1 Musc Skeletal 2 Other 3 Heart Circulation	1 Stress/Dep 2 Operations/Hosp 3 Musc Skeletal	1 Other Musc Skeletal 2 Operations/Hosp 3 Stress/Dep
Quarter Four	1 Musc Skeletal 2 Infections 3 Stomach/Digestion	1 Musc Skeletal 2 Operations/Hosp 3 Stress/Dep	1 Ops/Hospital 2 Stress/Depression 3 Viral

For 2018/19, 2153.5 days were attributed to long-term absence and 1278.25 days attributed to short-term sickness absence.

In comparison for 2017/18, 2239.5 days were attributed to long-term absence and 1335.5 days attributed to short-term sickness absence.

Over the reporting year (2018/19), BDC has had 36 long-term cases, last year there were 38 cases (2017/18).

1.7 Actions currently being taken to address sickness absence:

- HR Link Officers 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 Heads of Service
- Regular review of Occupational Health Provision
- Regular sickness absence management training each quarter

Organisational Development

1.8 Organisational Development covers a range of workstreams that contribute to employee health & wellbeing these include:

- Workplace Culture
- Work Environment
- Employee Engagement & Experience
- Workforce Development
- Recruitment & Retention
- Employee Health & Wellbeing

1.9 There are a wide range of different activities being undertaken across the Council that fall under the above workstreams and result in varying levels of success. It is recognised that many activities undertaken are ad hoc and focus on particular areas of the organisation without involving all employees and relevant officers who should be consulted. For example, the Work Well Group has proven successful in generating ideas and implementing activities, yet more can be done to support this group and link actions into the wider corporate agenda.

1.10 A strategic group led by the HR & OD Manager has been formed to ensure a holistic and corporate approach to Organisational Development. This enables the Council to:

- Make better use of professional expertise
- Bring together all strands of organisational development with a view to building towards next year's employee survey and ongoing workforce development
- Bring together relevant key Officers to discuss ideas, feedback and proposals relevant to organisational development and action them as appropriate
- Directly link back to SAMT
- Build on the Councils commitment to Organisational Development

Summary

- 1.11 As evidenced above significant work has been undertaken in the last twelve months to develop and positively progress employee health and wellbeing. It is recognised there is still further work to be undertaken. However, the importance of Health and Wellbeing is growing across the Councils with all employees recognising they have a responsibility for their own wellbeing and they can play a key role in supporting the wellbeing of others.

2 Conclusions and Reasons for Recommendation

- 2.1 Sections 3.6 and 4.3 of the Bolsover DC Constitution states that the Healthy, Safe, Clean and Green Communities Scrutiny Committee should oversee the development and delivery of the Health and Wellbeing Strategy as part of the Budget and Policy Framework.

3 Consultation and Equality Impact

- 3.1 None specifically in relation to this report, although consultation and equality issues are addressed in each specific area of reporting as required and appropriate.

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).

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 None from this report.

5.2 Legal Implications including Data Protection

- 5.2.1 None from this report.

5.3 Human Resources Implications

- 5.3.1 Initiatives associated with Sickness Absence Management, must be in line with the Policy adopted by the Authority.

6 Recommendations

- 6.1 That Committee Members note the progress update.

7 Decision Information

<p>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: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>Has the relevant Portfolio Holder been informed</p>	Copy of report sent to Portfolio Holder
<p>District Wards Affected</p>	All
<p>Links to Corporate Plan priorities or Policy Framework</p>	Transforming our Organisation

8 Document Information

Appendix No	Title	
1	Employee Health & Wellbeing Framework 2017-2020	
2	Employee Health & Wellbeing Framework 2019	
3	Boxing Taster Sessions Workshop Poster	
4	Nutrition Workshops Poster	
5	Flu Vaccine Poster	
Background Papers		
N/A		
Report Author		Contact Number
Sara Gordon - HR & OD Manager		Ext 7677