

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne on Thursday 5th September 2019 at 1400 hours.

PRESENT:-

Members:- Councillors Nick Clarke, Tricia Clough, David Dixon and Andrew Joesbury.

UNISON:- Kevin Shillitto.

UNITE:- Steve Sambrooks.

Officers:- Steve Brunt (Joint Head of Streetscene), Sara Gordon (HR & OD Manager), Bronwyn MacArthur-Williams (Health and Safety Manager), Rebecca Hutchinson (Health and Safety Coordinator), Wayne Carter (Leisure Operations Manager), Mark Dungworth (Strategic Repairs Manager), Matt Cooper (Corporate Property Manager) and Alison Bluff (Governance Officer).

0236. APOLOGIES

Apologies for absence were received on behalf of Councillor Evonne Parkin and Chris McKinney (Unison).

0237. ELECTION OF CHAIR

Moved by Councillor Andrew Joesbury and seconded by Councillor Tricia Clough
RESOLVED that David Dixon be elected Chair of Safety Committee for the ensuing year.

Councillor David Dixon in the Chair

0238. APPOINTMENT OF VICE CHAIR (UNION SIDE)

Moved by Kevin Shillitto (Unison) and seconded by Councillor Andrew Joesbury
RESOLVED that Chris McKinney be appointed vice chair of the Safety Committee for the ensuing year.

0239. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0240. DECLARATIONS OF INTEREST

There were no declarations of interest made.

SAFETY COMMITTEE

0241. MINUTES – 14TH FEBRUARY 2019

Moved by Kevin Shillitto (Unison) and seconded by David Dixon

RESOLVED that the Minutes of a Safety Committee held on 14th February 2019 be noted.

0242. MINUTES – 9TH JULY 2019

Moved by Kevin Shillitto (Unison) and seconded by Councillor Nick Clarke

RESOLVED that the Minutes of a Safety Committee held on 9th July 2019 be approved as a correct record.

0243. SICKNESS ABSENCE QUARTER 4 – (JANUARY 2019 – MARCH 2019)

Committee considered a report which provided sickness absence figures for the Quarter 4 period (January 2019 to March 2019), with comparative data from previous years 2015/16, 2016/17 and 2017/18.

Absence for Senior Managers was shown as 50% of the total absence for Senior Managers as this was split between Bolsover and North East Derbyshire District councils.

The average number of days lost per employee for Quarter 4 was 2.09 days but this was lower than Quarter 4 in the previous year (2017/18) at 2.80 days. The annual outturn figure for the average number of days lost per employee for 2018/19 was 8.7 days against an annual target of 8.5 days.

A summary of key corporate trends in table formats were included in the report and covered;

- Organisational Outturn Average Number of Days Absence
- Organisational Long Term/Short Term Split Days Percentage
- Number of Long Term/Short Term Cases
- Top Three Services Proportionately Experiencing Highest Levels of Absence
- Top Three Services Proportionately Experiencing Lowest Level of Absence
- Top Three Reasons for Absence

Sickness levels had reduced for the second consecutive year. Long term sickness accounted for a high proportion of days lost (63.75%) over the year. Stress/Depression featured in the top three reasons in all four quarters and muscular skeletal was featured in 3 out of the 4 quarters.

Managers had support from dedicated service area HR Link officers 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 portal.

SAFETY COMMITTEE

Operational concerns around management of sickness absence cases were raised with respective managers and dealt with as per standard practice and policy.

Moved by Kevin Shillitto (Unison) and seconded by Councillor Andrew Joesbury **RESOLVED** that the report be noted.

0244. SICKNESS ABSENCE QUARTER 1 – (APRIL 2019 – JUNE 2019)

Committee considered a report which provided sickness absence figures for the first Quarter period; April 2019 to June 2019, with comparative data from previous years, 2016/17, 2017/18 and 2018/19.

Absence for Senior Managers was shown as 50% of the total absence for Senior Managers as this was split between Bolsover and North East Derbyshire District councils.

The average number of days lost per employee for the first Quarter of 2019/20 was 1.85 days. The 2019/20 predicted outturn figure for the average number of days lost per employee was 7.4 days. The annual target for the Local Performance Indicator to the end of March 2020 was 8.5 days. Committee was asked to note that sickness absence figures usually always rose during the winter months in comparison to the summer months.

A summary of key corporate trends in table formats were included in the report and covered;

- Organisational Outturn Average Number of Days Absence
- Organisational Long Term/Short Term Split Days Percentage
- Number of Long Term/Short Term Cases
- Top Three Services Proportionately Experiencing Highest Levels of Absence
- Top Three Services Proportionately Experiencing Lowest Level of Absence
- Top Three Reasons for Absence

In response to a previous request for sickness absence figures in relation to shared staff with North East Derbyshire District Council, the following information was provided verbally to the meeting;

For the first quarter period ICT Services was 3.33 days and Environmental Health 2.41 days. Committee was advised that this information would be included on future sickness absence reports.

In response to a Member's query, the Human Resources & OD Manager advised the meeting that no significant comparison work had been carried out between BDC's and NEDDC's sickness absence figures. Some service areas at NEDDC differed in the number of staff compared to Bolsover and long term sickness absence had a huge impact on the figures. However, the support offered at NEDDC was the same as Bolsover.

SAFETY COMMITTEE

In response to further questions from Members, the Human Resources & OD Manager noted that there was a downward trend in sickness absence at the Authority compared to previous years. As the Authority had an ageing workforce, operations were a common feature. In most of the sickness absence cases regarding stress, these were related to incidents outside of work. Managers had been trained to identify stress at an early stage, to have conversations with staff and complete a questionnaire/analysis to enable tailored support to be put in place. Where appropriate, support for managers and employees was provided by Occupational Health, which included telephone referrals. Employees had access to a 24 hour, 7 days a week Employee Assistance Programme where confidential advice was provided on a range of issues. The Council also had a health and wellbeing programme for staff where healthy eating and exercise was encouraged and activities such as yoga and basic boxing sessions had been provided during lunch breaks or at the end of the working day, both of which had been well received and well attended. The Human Resources & OD Manager added that an employment health questionnaire was also carried out at job interview stage and potential employees had a responsibility to ensure they were aware of the expectations from them to carry out a job role.

A Member and the Unison representative acknowledged that the Council had put much in place to support staff, including training for managers and felt that this had contributed to the reduction in the level of stress related absence. The Unison representative added that the resources and tools now available to employers was evolving quickly and he hoped the Council would keep a watch on this.

Moved by Kevin Shillitto and seconded by Councillor Andrew Joesbury
RESOLVED that the report be noted.

0245. HEALTH AND SAFETY UPDATE QUARTER 4 (JANUARY 2019 – MARCH 2019) (2018/19)

Committee considered a report which provided information on health and safety performance during the 4th quarter of 2018/19.

The number of employee accidents recorded in the 4th quarter had fallen from 14 to 11. This was likely due to the absence of severe cold weather reducing slips, trips and falls. However, it was above the target figure of 9.5 and the nature of the incidents suggested that refresher training in Manual Handling techniques was required. This was due to be carried out in 2019/20.

The number of non-RIDDOR lost time accidents was the same as the previous year at 2 incidents but the number of RIDDOR reportable incidents had decreased from 2 to 1.

The main causes of employee incidents in the 4th quarter were;

- 4 no. Manual Handling (36%)
- 3 no. Slips, Trips and falls on Same Level (28%)
- 1 no. Struck by Moving Object (9%)
- 1 no. Animal Bites (9%)
- 1 no. Contact with Moving Machinery (9%)

SAFETY COMMITTEE

- 1 no. Fall from Height (9%)

Total Number of Employee Incidents – 11

The number of lost days recorded in the 4th quarter had risen from 65 days in 2017/2018 to 81 days in 2018/2019. The majority of lost days in the 4th quarter were attributable to a single incident which resulted in 61 days of absence due to a work related injury. There were two shorter absences – one of 3 days and one of 17 days in the period also. (This was based on the RIDDOR calculation of not counting the day of the accident but counting weekends and rest days).

Street Scene (45%), Housing (36%), Governance & Monitoring (9.5%) and HR & Payroll (9.5%) were the operational areas recording accidents during the 4th quarter.

Health and Safety training delivered during the 4th quarter had covered First Aid at Work (Requalification), Emergency First Aid and Asbestos Refresher training.

Moved by Kevin Shillitto and seconded by Andrew Joesbury
RESOLVED that the report be noted.

0246. HEALTH AND SAFETY UPDATE QUARTER 1 (APRIL 2019 – JUNE 2019) (2019/2020)

Committee considered a report which provided information on health and safety performance during the 1st quarter of 2019/20.

The number of employee accidents recorded in the 1st quarter had risen from 6 to 13. This figure included 2 near miss incidents and 1 road traffic collision – no personal injury was incurred in any of these incidents. This was a positive reporting trend as it showed an increase in the importance of reporting. With the 3 no injury incidents discounted, the actual figure was close to the target figure of 9.5 accidents per quarter.

The total number of lost time accidents recorded was 4.2 accidents - of these 4 had been RIDDOR reportable.

The main causes of employee accidents in the 1st quarter were;

- 4 Manual Handling (31%)
- 4 Slips, Trips and falls on Same Level (31%)
- 2 Struck by Moving Object (15%)
- 2 Exposure to Hazardous Substances (15%)
- 1 Road Traffic Collision (8%)

Total Number of Employee Accidents – 13

The number of lost days recorded in the 1st quarter had risen to 105. The majority of these lost days were attributable to a single accident which resulted in 71 days of absence due to a work related injury. This accident was 1 of the RIDDOR reportable accidents mentioned above. The second RIDDOR reportable accident resulted in an absence of 25 days. There were two shorter absences – one of 5 days and one of 4

SAFETY COMMITTEE

days in the period also. (This was based on the RIDDOR calculation of not counting the day of the accident but counting weekends and rest days).

Street Scene (54%), Housing (30%), Leisure (8%) and Customer Services (8%) were the operational areas recording accidents during the 1st quarter.

Health and Safety training delivered during the 1st quarter had been limited. Health & Safety officers were undertaking an exercise to ensure that Health & Safety training costs were consistent year on year and could be maintained within budget. As part of this, a lengthy procurement exercise had been undertaken to secure providers for 8 pieces of Health & Safety training.

In response to a Member's query, the Head of Streetscene advised the meeting that in relation to the road traffic collision, no action was to be taken by the Health & Safety Executive (HSE).

Moved by Councillor Andrew Joesbury and seconded by Kevin Shillitto (Unison)
RESOLVED that the report be noted.

The meeting concluded at 1440 hours.