

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.

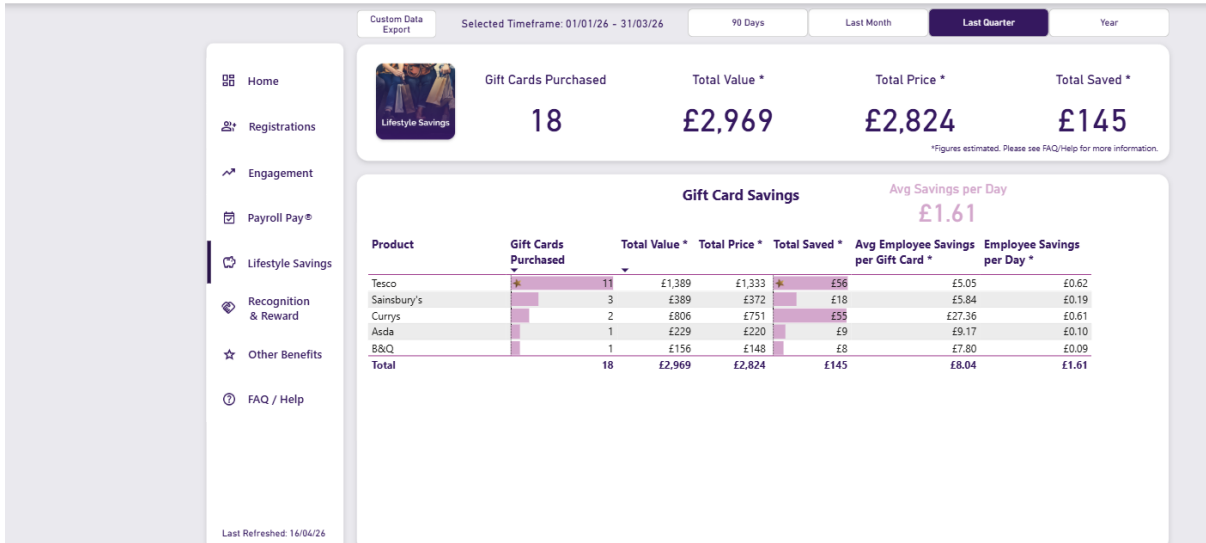
• **No Smoking Day (11 March)**

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:

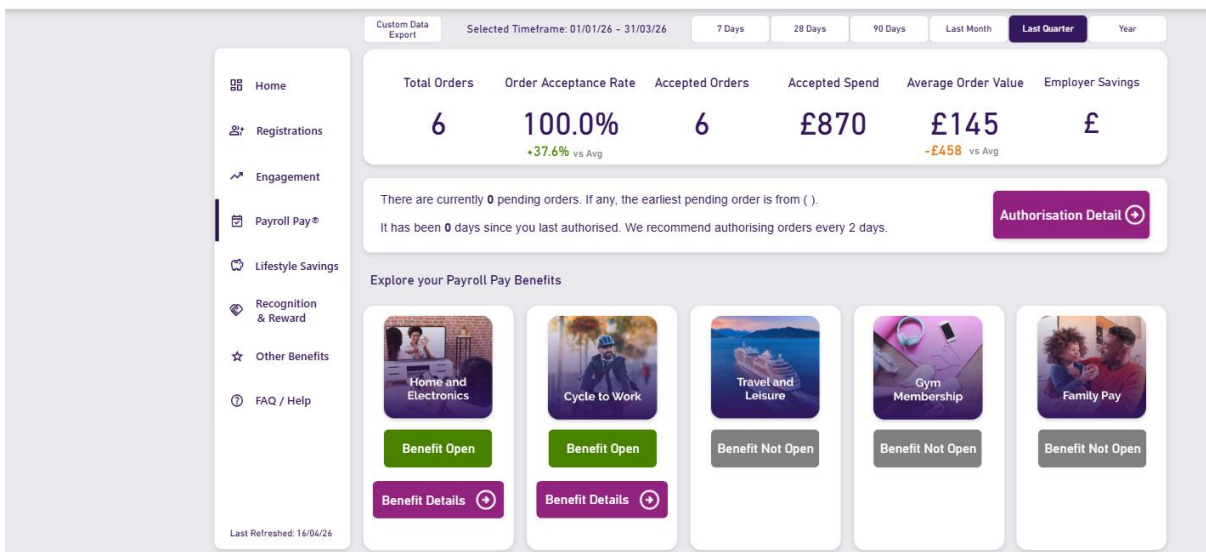
- ✓ **EAP (Employee Assistance Programme)**
- ✓ **Your Care**
- ✓ **Cycle to Work Scheme**
- ✓ **Lifestyle Savings**
- ✓ **Home & Electronics**

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

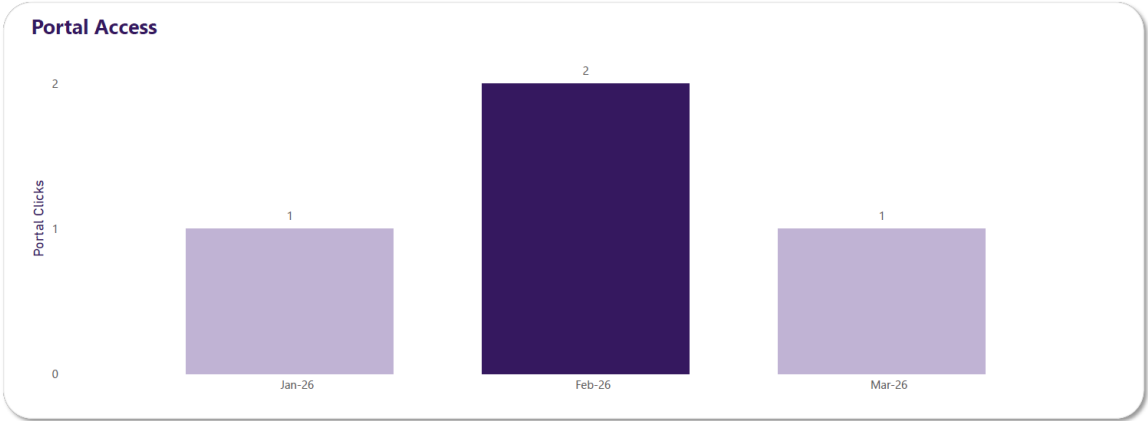
were no new referrals during the quarter; however, five previously referred employees continued to receive therapeutic support through ongoing clinical sessions.

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

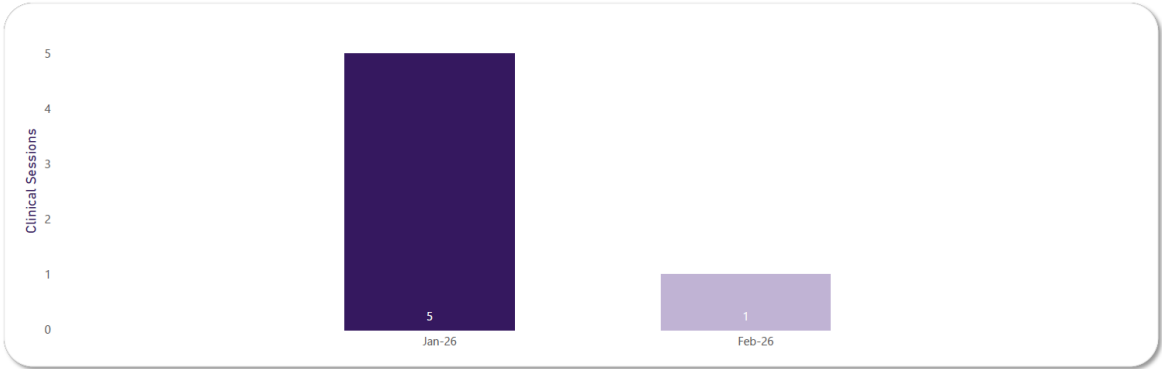
The EAP portal offers a range of supportive resources beyond direct counselling, including digital tools and self-guided support. This section of the report tracks how many employees access the service via your dedicated portal link—even if they don't go on to contact the helpline. It offers valuable 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>



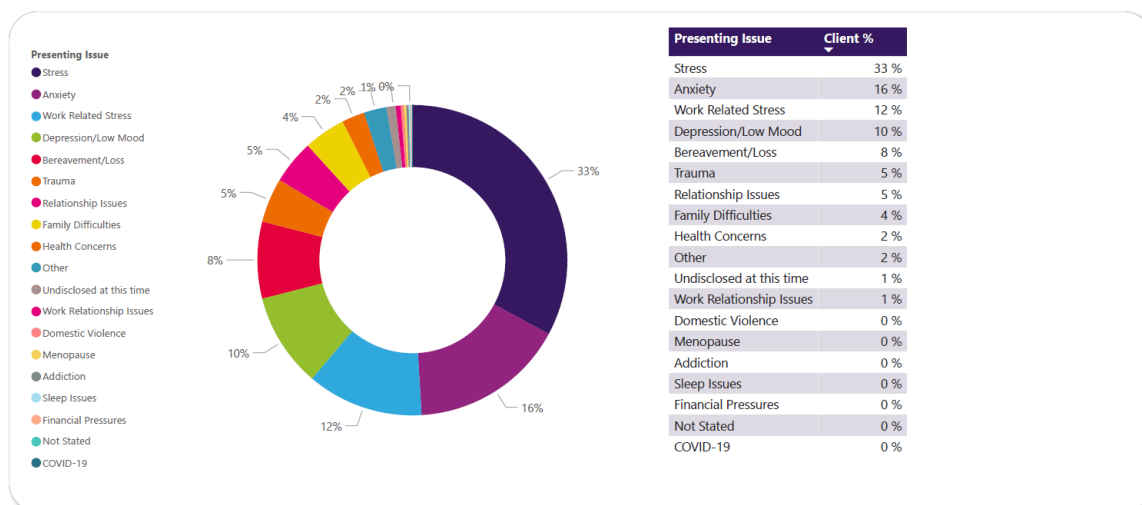
Clinical Usage: Clinical Sessions

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.



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