



Please ask for Rachel Lenthall
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The Chair and Members of
Employment and General Committee

30 September, 2016

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on TUESDAY, 11 OCTOBER 2016 at 4.00 pm in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to Items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 4)
4. Consultation on 2018 Review of Parliamentary Constituency Boundaries (Pages 5 - 16)
5. Minutes of the Council Joint Consultative Committee (Pages 17 - 22)

To receive the Minutes of the Council Joint Consultative Committee meetings on 21 January, 2016 and 28 September, 2016.

6. Minutes of Council Health and Safety Committee (Pages 23 - 54)

To receive the Minutes of the Council Health and Safety Committee meetings held on 21 January, 2016, 28 April, 2016 and 28 July, 2016 and the Improvement Programme Report from the meeting held on 28 July, 2016.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

EMPLOYMENT AND GENERAL COMMITTEE

Tuesday, 29th March, 2016

Present:-

Councillor Elliott (Chair)

Councillors Simmons
Blank
Dickinson

Councillors J Innes
Davenport

*Matters dealt with under the Delegation Scheme

24 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS RELATING TO ITEMS ON THE AGENDA

No declarations of interest were received.

25 APOLOGIES FOR ABSENCE

No apologies for absence were received.

26 MINUTES

RESOLVED –

That the Minutes of the Meeting of the Committee held on 25 January, 2016 be approved as a correct record and signed by the Chair.

27 POLICY ON THE IMPLEMENTATION OF THE LIVING WAGE

The HR Manager submitted a report seeking approval for the payment of the current voluntary national living wage amount of £8.25 per hour to all council staff on Green Book terms and conditions.

The report explained that to receive accreditation from The Living Wage Foundation, authorities would have a reduced control over pay budgets due to the living wage being set independently each year by an external source. By paying a voluntary living wage authorities could still pay a living wage supplement but they would retain budgetary control. From

April 2016, it had been announced that there would be a national living wage; this had been factored into the voluntary living wage proposals.

The report outlined the employees who would benefit from the proposals and how the allowance would be received. All staff on NJC Green Book terms and conditions who received a basic hourly rate of pay of less than £8.25 would receive an additional allowance for the living wage that would bring their basic pay to that level. The living wage would not apply to craft workers as the bonuses they receive would take their hourly pay above the threshold. The allowance would only be awarded on basic pay and overtime payments would continue to be paid at the current rate of pay without the additional allowance.

The allowance would be awarded from April to April each year and would be reviewed annually. The allowance could be withdrawn at any point if budget dictated.

The proposals had been discussed with the trade unions who had given their support with the condition that an option was explored to address the differentials in the rates of pay for chargehands and cleaners.

***RESOLVED –**

1. That the payment of the voluntary living wage be approved for 2016/17.
2. That the differentials in the rates of pay for chargehands and cleaners be addressed immediately.

FOR PUBLICATION

CONSULTATION ON 2018 REVIEW OF PARLIAMENTARY CONSTITUENCY BOUNDARIES

Meeting: EMPLOYMENT & GENERAL COMMITTEE

Date: 11 OCTOBER 2016

Report by: DEMOCRATIC AND ELECTORAL SERVICES
MANAGER

For publication Background papers for public reports-none

1.0 **Purpose of report**

1.1 To inform members of the committee of the initial proposals contained in the 2018 Boundary review for new parliamentary constituencies in England.

1.2 To invite comments from the Council in response to the consultation for submission to the Boundary Commission for England in so far as they affect Chesterfield Borough Council.

2.0 **Recommendation**

2.1 That the initial proposals for a change to the parliamentary constituency boundaries as they affect Chesterfield Borough be noted and supported.

3.0 **Background to the review**

3.1 On 13 September 2016 the Boundary Commission for England published its initial proposals for new parliamentary constituency boundaries. This began a 12 week public consultation on the proposals ending 5 December 2016. During this time the Commission is inviting comments on the review. For the East Midlands Region there will also be 3 public hearings at which

people can give their views direct to an Assistant Commissioner. These hearings will be held on the following dates:

| | |
|-------------|----------------------------|
| Derby | 27-28 October 2016 |
| Northampton | 31 October-1 November 2016 |
| Lincoln | 3-4 November 2016 |

- 3.2 Consultation responses will all be published and there will follow a four week secondary consultation period likely to take place in Spring 2017 allowing people to comment on the consultation responses received during the initial consultation.
- 3.3 The Boundary Commission will then consider whether any change is required to the initial proposals and will publish revised proposals for consultation for a further period of 8 weeks. This is likely to be towards the end of 2017. Following this further consultation the Boundary Commission is required to make recommendations to the government for new boundaries in September 2018.
- 3.4 The new constituency boundaries are planned to take effect from the next parliamentary election in 2020.
- 3.5 The rules set out in legislation state that there will be 600 parliamentary constituencies covering the UK- a reduction of 50 from the current number. In England the number of constituencies will reduce from 533 to 501 and requires that every constituency – apart from 2 specified exceptions- must have an electorate that is no smaller than 71031 and no larger than 78507. Currently English constituencies range from 54232 to 105448.
- 3.6 As well as the primary rule as to the number of electors in a constituency the boundary Commission may also take into account:
- Special geographical considerations including in particular the size, shape and accessibility of a constituency,
 - Local government boundaries as they existed on 7 May 2015,
 - Boundaries of existing constituencies, and
 - Any local ties that would be broken by changes in constituencies.

3.7 Further information relating to the East Midlands and Derbyshire area can be found at www.bce2018.org.uk

4.0 **Proposals**

4.1 The initial proposals retain just over 15% of the existing constituencies in the East Midlands. The remainder are new constituencies. For Derbyshire the proposals see a reduction in constituencies from 11 to 10. Attached at Appendix A is a breakdown of the new constituencies for Derbyshire, including wards and electorates.

4.2 The proposals are based on the electorate figures for local authorities and the office for national statistics at December 2015.

4.3 The existing Chesterfield constituency excludes the two borough wards of Barrow Hill and New Whittington and Lowgates and Woodthorpe. Both these wards currently form part of the NEDDC constituency.

4.4 The Commission's report states that although the existing Chesterfield constituency did not need to be changed with an electorate of 71,297, it proposes the inclusion of the Chesterfield borough ward of Barrow Hill and New Whittington within the Chesterfield constituency. This will mean greater coterminosity between the borough council administrative area and the Chesterfield constituency.

4.5 The NEDDC constituency disappears under the initial proposals and the wards represented by it are reallocated between a new constituency of Alfreton and Clay Cross, a reconfigured Bolsover and Dronfield constituency and the Derbyshire Dales constituency. As indicated in paragraph 4.4 the Chesterfield borough council ward of Barrow Hill and New Whittington is given over to the Chesterfield constituency.

4.6 Bolsover constituency requires additional electors to meet the electoral threshold and is therefore significantly reconfigured in the proposals. The Commission proposes that a new Bolsover and Dronfield constituency extend across the county to the north of Chesterfield borough with the inclusion of 12 wards from the existing NEDDC constituency, including the town of Dronfield. This will also take in the current NEDDC constituency ward of Lowgates and Woodthorpe.

4.7 It also proposed that 8 wards in the west and south of the existing Bolsover constituency are included in a newly created Alfreton and Clay Cross constituency. This constituency will also contain 5 wards from the existing NEDDC constituency and 7 wards from the existing Amber Valley constituency containing the towns of Alfreton and Ripley.

4.8 In order to address the low electorate in Derbyshire Dales constituency 5 wards in the east from the NEDDC constituency will be included to meet those requirements.

5.0 **Comments**

5.1 The proposal to leave Chesterfield constituency largely unchanged and to extend the constituency to include an additional Chesterfield borough council ward better represents the administrative area of the borough and is to be welcomed.

5.2 It is recognised that a constituency which covers the whole of the Chesterfield borough is not permissible under the constituency review rules due to the size of such a constituency. The proposal to move Lowgates and Woodthorpe ward into the newly created Bolsover and Dronfield constituency seems to be the most practical solution given the constraints of the review and represents minimum impact on boundaries and existing constituency relationships.

6.0 **Recommendations**

6.1 That the initial proposals for a change to the parliamentary constituency boundaries as they affect Chesterfield Borough be noted and supported.

Document information

| Report author | Contact number/email |
|---------------------------------|--|
| Sandra Essex | 345806 sandra.essex@chesterfield.gov.uk |
| Appendices to the report | |
| Appendix A | INITIAL PROPOSALS FOR CONSTITUENCIES INCLUDING WARDS AND ELECTORATES |

Annex A: Initial proposals for constituencies, including wards and electorates

| Constituency | Ward | District/borough/city/county | Electorate |
|--------------------------------------|---|------------------------------|---------------|
| 1. Alfreton and Clay Cross CC | | | 77,557 |
| | Alfreton | Amber Valley | 5,630 |
| | Ironville and Riddings | Amber Valley | 4,154 |
| | Ripley | Amber Valley | 6,553 |
| | Ripley and Marehay | Amber Valley | 4,288 |
| | Somercotes | Amber Valley | 4,187 |
| | Swanwick | Amber Valley | 4,172 |
| | Wingfield | Amber Valley | 1,792 |
| | Blackwell | Bolsover | 3,459 |
| | Pinxton | Bolsover | 3,254 |
| | South Normanton East | Bolsover | 3,370 |
| | South Normanton West | Bolsover | 4,618 |
| | Clay Cross North | North East Derbyshire | 4,579 |
| | Clay Cross South | North East Derbyshire | 2,818 |
| | Grassmoor | North East Derbyshire | 3,074 |
| | Holmewood and Heath | North East Derbyshire | 2,702 |
| | North Wingfield Central | North East Derbyshire | 4,290 |
| | Pilsley and Morton | North East Derbyshire | 4,159 |
| | Shirland | North East Derbyshire | 4,368 |
| | Sutton | North East Derbyshire | 3,118 |
| | Tupton | North East Derbyshire | 2,972 |
| 2. Amber Valley CC | | | 73,929 |
| | Belper Central | Amber Valley | 4,138 |
| | Belper East | Amber Valley | 4,483 |
| | Belper North | Amber Valley | 3,767 |
| | Belper South | Amber Valley | 4,164 |
| | Codnor and Waingroves | Amber Valley | 3,599 |
| | Duffield | Amber Valley | 3,753 |
| | Heage and Ambergate | Amber Valley | 3,753 |
| | Heanor and Loscoe | Amber Valley | 3,790 |
| | Heanor East | Amber Valley | 4,249 |
| | Heanor West | Amber Valley | 4,312 |
| | Kilburn, Derby and Holbrook | Amber Valley | 5,944 |
| | Langley Mill and Aldercar | Amber Valley | 3,698 |
| | Shipley Park, Horsley and Horsley Woodhouse | Amber Valley | 4,407 |
| | Allestree | Derby | 11,220 |
| | Little Eaton & Stanley | Erewash | 3,523 |
| | West Hallam & Dale Abbey | Erewash | 5,129 |
| 3. Ashfield CC | | | 76,418 |
| | Abbey Hill | Ashfield | 2,305 |
| | Annesley & Kirkby Woodhouse | Ashfield | 5,673 |
| | Ashfields | Ashfield | 2,869 |
| | Carsic | Ashfield | 2,761 |
| | Central & New Cross | Ashfield | 4,949 |
| | Huthwaite & Brierley | Ashfield | 5,513 |
| | Jacksdale | Ashfield | 2,611 |
| | Kingsway | Ashfield | 2,391 |
| | Kirkby Cross & Portland | Ashfield | 2,984 |
| | Larwood | Ashfield | 2,619 |
| | Leamington | Ashfield | 2,647 |
| | Seiston | Ashfield | 5,063 |
| | Skegby | Ashfield | 5,261 |
| | St. Mary's | Ashfield | 2,814 |

| Constituency | Ward | District/borough/city/county | Electorate |
|--------------|-------------------------------|------------------------------|------------|
| | Stanton Hill & Teversal | Ashfield | 2,333 |
| | Summit | Ashfield | 5,061 |
| | Sutton Junction & Harlow Wood | Ashfield | 2,698 |
| | The Dales | Ashfield | 2,381 |
| | Underwood | Ashfield | 2,615 |
| | Brinsley | Broxtowe | 1,845 |
| | Eastwood Hall | Broxtowe | 1,907 |
| | Eastwood Hilltop | Broxtowe | 3,857 |
| | Eastwood St. Mary's | Broxtowe | 3,261 |

| 4. Bassetlaw CC | | | 76,764 |
|-----------------|--------------------|-----------|--------|
| | Beckingham | Bassetlaw | 1,863 |
| | Blyth | Bassetlaw | 1,817 |
| | Carlton | Bassetlaw | 4,437 |
| | Clayworth | Bassetlaw | 1,505 |
| | East Retford East | Bassetlaw | 5,273 |
| | East Retford North | Bassetlaw | 4,887 |
| | East Retford South | Bassetlaw | 3,515 |
| | East Retford West | Bassetlaw | 3,483 |
| | Everton | Bassetlaw | 1,898 |
| | Harworth | Bassetlaw | 5,726 |
| | Langold | Bassetlaw | 1,910 |
| | Misterton | Bassetlaw | 2,008 |
| | Ranskill | Bassetlaw | 1,846 |
| | Sturton | Bassetlaw | 1,816 |
| | Sutton | Bassetlaw | 1,656 |
| | Welbeck | Bassetlaw | 1,533 |
| | Worksop East | Bassetlaw | 4,760 |
| | Worksop North | Bassetlaw | 6,476 |
| | Worksop North East | Bassetlaw | 4,836 |
| | Worksop North West | Bassetlaw | 5,300 |
| | Worksop South | Bassetlaw | 5,132 |
| | Worksop South East | Bassetlaw | 5,087 |

| 5. Bolsover and Dronfield CC | | | 76,946 |
|------------------------------|-------------------------|-----------------------|--------|
| | Barlborough | Bolsover | 2,452 |
| | Bolsover North West | Bolsover | 2,889 |
| | Bolsover South | Bolsover | 2,948 |
| | Bolsover West | Bolsover | 2,819 |
| | Clowne North | Bolsover | 2,955 |
| | Clowne South | Bolsover | 2,958 |
| | Elmton-with-Creswell | Bolsover | 4,498 |
| | Pleasley | Bolsover | 2,977 |
| | Scarcliffe | Bolsover | 3,100 |
| | Shirebrook East | Bolsover | 999 |
| | Shirebrook Langwith | Bolsover | 1,609 |
| | Shirebrook North West | Bolsover | 1,592 |
| | Shirebrook South East | Bolsover | 1,403 |
| | Shirebrook South West | Bolsover | 1,831 |
| | Tibshelf | Bolsover | 3,806 |
| | Whitwell | Bolsover | 2,996 |
| | Lowgates and Woodthorpe | Chesterfield | 3,353 |
| | Coal Aston | North East Derbyshire | 2,699 |
| | Dronfield North | North East Derbyshire | 3,189 |
| | Dronfield South | North East Derbyshire | 4,149 |
| | Eckington North | North East Derbyshire | 2,810 |
| | Eckington South | North East Derbyshire | 2,802 |
| | Gosforth Valley | North East Derbyshire | 4,133 |
| | Killamarsh East | North East Derbyshire | 2,959 |
| | Killamarsh West | North East Derbyshire | 4,286 |
| | Renishaw | North East Derbyshire | 1,916 |
| | Ridgeway and Marsh Lane | North East Derbyshire | 1,369 |
| | Unstone | North East Derbyshire | 1,449 |

| Constituency | Ward | District/borough/city/county | Electorate |
|----------------------------|----------------------------------|------------------------------|---------------|
| 9. Charnwood CC | | | 72,294 |
| | Anstey | Charnwood | 5,213 |
| | Birstall Wanlip | Charnwood | 5,250 |
| | Birstall Watermead | Charnwood | 5,108 |
| | Forest Bradgate | Charnwood | 2,484 |
| | Mountsorrel | Charnwood | 5,247 |
| | Rothley and Thurcaston | Charnwood | 5,292 |
| | Sileby | Charnwood | 5,615 |
| | Syston East | Charnwood | 5,223 |
| | Syston West | Charnwood | 4,985 |
| | The Wolds | Charnwood | 2,486 |
| | Thurmaston | Charnwood | 7,414 |
| | Wreake Villages | Charnwood | 2,415 |
| | Groby | Hinckley and Bosworth | 5,440 |
| | Markfield, Stanton and Fieldhead | Hinckley and Bosworth | 4,651 |
| | Ratby, Bagworth and Thornton | Hinckley and Bosworth | 5,471 |
| 10. Chesterfield BC | | | 75,675 |
| | Barrow Hill and New Whittington | Chesterfield | 4,378 |
| | Brimington North | Chesterfield | 2,956 |
| | Brimington South | Chesterfield | 4,827 |
| | Brockwell | Chesterfield | 4,936 |
| | Dunston | Chesterfield | 4,664 |
| | Hasland | Chesterfield | 5,004 |
| | Hollingwood and Inkersall | Chesterfield | 5,885 |
| | Holmebrook | Chesterfield | 3,142 |
| | Linacre | Chesterfield | 3,255 |
| | Loundsley Green | Chesterfield | 2,963 |
| | Middlecroft and Poolsbrook | Chesterfield | 3,433 |
| | Moor | Chesterfield | 3,234 |
| | Old Whittington | Chesterfield | 3,133 |
| | Rother | Chesterfield | 4,656 |
| | St. Helen's | Chesterfield | 3,440 |
| | St. Leonard's | Chesterfield | 6,011 |
| | Waiton | Chesterfield | 4,720 |
| | West | Chesterfield | 5,038 |
| 11. Corby CC | | | 73,718 |
| | Beanfield | Corby | 5,043 |
| | Central | Corby | 3,092 |
| | Danesholme | Corby | 3,079 |
| | Kingswood & Hazel Leys | Corby | 4,230 |
| | Lloyds | Corby | 4,645 |
| | Lodge Park | Corby | 4,969 |
| | Oakley North | Corby | 2,600 |
| | Oakley South | Corby | 4,872 |
| | Rowlett | Corby | 3,596 |
| | Rural West | Corby | 1,439 |
| | Stanion & Corby Village | Corby | 2,550 |
| | Weldon & Gretton | Corby | 3,166 |
| | Barnwell | East Northamptonshire | 1,568 |
| | Fineshade | East Northamptonshire | 1,626 |
| | King's Forest | East Northamptonshire | 1,710 |
| | Lower Nene | East Northamptonshire | 1,613 |
| | Lyveden | East Northamptonshire | 1,573 |
| | Oundle | East Northamptonshire | 4,540 |
| | Prebendal | East Northamptonshire | 1,736 |
| | Raunds Saxon | East Northamptonshire | 3,328 |
| | Raunds Windmill | East Northamptonshire | 3,026 |
| | Starwick | East Northamptonshire | 1,675 |
| | Thrapston Lakes | East Northamptonshire | 3,372 |
| | Thrapston Market | East Northamptonshire | 2,999 |
| | Woodford | East Northamptonshire | 1,671 |

| Constituency | Ward | District/borough/city/county | Electorate |
|--|---------------------------|------------------------------|---------------|
| 12. Daventry and Lutterworth CC | | | 71,580 |
| | Abbey North | Daventry | 4,731 |
| | Abbey South | Daventry | 4,624 |
| | Barby and Kilsby | Daventry | 3,559 |
| | Braunston and Welton | Daventry | 1,936 |
| | Brixworth | Daventry | 5,262 |
| | Drayton | Daventry | 4,120 |
| | Hill | Daventry | 3,942 |
| | Long Buckby | Daventry | 5,046 |
| | Moulton | Daventry | 3,722 |
| | Ravensthorpe | Daventry | 1,905 |
| | Spratton | Daventry | 3,027 |
| | Walgrave | Daventry | 1,594 |
| | Welford | Daventry | 3,253 |
| | Yelvertoft | Daventry | 1,523 |
| | Bosworth | Harborough | 1,847 |
| | Fleckney | Harborough | 3,621 |
| | Lubenham | Harborough | 1,596 |
| | Lutterworth Brookfield | Harborough | 1,811 |
| | Lutterworth Orchard | Harborough | 1,622 |
| | Lutterworth Springs | Harborough | 1,642 |
| | Lutterworth Swift | Harborough | 1,792 |
| | Misterton | Harborough | 1,955 |
| | Earls Barton | Wellingborough | 4,119 |
| | Harrowden & Sywell | Wellingborough | 3,331 |
| 13. Derby North BC | | | 76,296 |
| | Abbey | Derby | 8,996 |
| | Arboretum | Derby | 9,408 |
| | Blagreaves | Derby | 9,799 |
| | Darley | Derby | 9,931 |
| | Derwent | Derby | 9,243 |
| | Littleover | Derby | 10,645 |
| | Mackworth | Derby | 9,174 |
| | Normanton | Derby | 9,100 |
| 14. Derby South BC | | | 76,800 |
| | Alvaston | Derby | 10,911 |
| | Boulton | Derby | 9,810 |
| | Chaddesden | Derby | 10,015 |
| | Chellaston | Derby | 11,355 |
| | Oakwood | Derby | 10,018 |
| | Sinfin | Derby | 9,352 |
| | Spondon | Derby | 10,016 |
| | Aston | South Derbyshire | 5,323 |
| 15. Derbyshire Dales CC | | | 74,324 |
| | Alport | Amber Valley | 2,002 |
| | Crich | Amber Valley | 1,892 |
| | South West Parishes | Amber Valley | 2,113 |
| | Ashbourne North | Derbyshire Dales | 2,880 |
| | Ashbourne South | Derbyshire Dales | 3,486 |
| | Bakewell | Derbyshire Dales | 3,650 |
| | Bradwell | Derbyshire Dales | 1,467 |
| | Brailsford | Derbyshire Dales | 1,328 |
| | Calver | Derbyshire Dales | 1,488 |
| | Carsington Water | Derbyshire Dales | 1,491 |
| | Chatsworth | Derbyshire Dales | 1,324 |
| | Clifton and Bradley | Derbyshire Dales | 1,441 |
| | Darley Dale | Derbyshire Dales | 4,448 |
| | Dovedale and Parwich | Derbyshire Dales | 1,321 |
| | Doveridge and Sudbury | Derbyshire Dales | 1,528 |
| | Hartington and Taddington | Derbyshire Dales | 1,357 |

| Constituency | Ward | District/borough/city/county | Electorate |
|--------------|--------------------------|------------------------------|------------|
| | Hathersage and Eyam | Derbyshire Dales | 2,994 |
| | Hulland | Derbyshire Dales | 1,483 |
| | Lathkill and Bradford | Derbyshire Dales | 1,246 |
| | Litton and Longstone | Derbyshire Dales | 1,325 |
| | Masson | Derbyshire Dales | 2,332 |
| | Matlock All Saints | Derbyshire Dales | 4,189 |
| | Matlock St. Giles | Derbyshire Dales | 4,144 |
| | Norbury | Derbyshire Dales | 1,357 |
| | Stanton | Derbyshire Dales | 1,405 |
| | Tideswell | Derbyshire Dales | 1,354 |
| | Winster and South Darley | Derbyshire Dales | 1,371 |
| | Wirksworth | Derbyshire Dales | 4,493 |
| | Ashover | North East Derbyshire | 1,563 |
| | Barlow and Holmesfield | North East Derbyshire | 1,553 |
| | Brampton and Walton | North East Derbyshire | 2,998 |
| | Dronfield Woodhouse | North East Derbyshire | 2,797 |
| | Wingerworth | North East Derbyshire | 4,504 |

| 16. Erewash CC | | | 75,973 |
|----------------|-------------------------------|---------|--------|
| | Awsorth Road | Erewash | 3,431 |
| | Breaston | Erewash | 3,706 |
| | Cotmanhay | Erewash | 3,531 |
| | Derby Road East | Erewash | 3,587 |
| | Derby Road West | Erewash | 5,583 |
| | Draycott & Risley | Erewash | 3,232 |
| | Hallam Fields | Erewash | 3,502 |
| | Kirk Hallam & Stanton-by-Dale | Erewash | 4,975 |
| | Larklands | Erewash | 5,867 |
| | Little Hallam | Erewash | 3,437 |
| | Long Eaton Central | Erewash | 5,180 |
| | Nottingham Road | Erewash | 3,658 |
| | Ockbrook & Borrowash | Erewash | 5,674 |
| | Sandiacre | Erewash | 5,922 |
| | Sawley | Erewash | 5,097 |
| | Shipley View | Erewash | 3,807 |
| | Wisthorpe | Erewash | 5,784 |

| 17. Gainsborough CC | | | 74,332 |
|---------------------|-------------------------|--------------|--------|
| | Wragby | East Lindsey | 1,931 |
| | Bardney | West Lindsey | 2,053 |
| | Caistor and Yarborough | West Lindsey | 4,438 |
| | Cherry Willingham | West Lindsey | 6,089 |
| | Dunholme and Welton | West Lindsey | 6,517 |
| | Gainsborough East | West Lindsey | 5,140 |
| | Gainsborough North | West Lindsey | 5,029 |
| | Gainsborough South-West | West Lindsey | 3,657 |
| | Hemswell | West Lindsey | 2,182 |
| | Kelsey Wold | West Lindsey | 2,189 |
| | Lea | West Lindsey | 1,813 |
| | Market Rasen | West Lindsey | 6,776 |
| | Nettleham | West Lindsey | 3,314 |
| | Saxilby | West Lindsey | 4,398 |
| | Scampton | West Lindsey | 2,132 |
| | Scotter and Blyton | West Lindsey | 6,098 |
| | Stow | West Lindsey | 1,963 |
| | Sudbrooke | West Lindsey | 2,150 |
| | Torksey | West Lindsey | 2,372 |
| | Waddingham and Spital | West Lindsey | 2,002 |
| | Wold View | West Lindsey | 2,089 |

| Constituency | Ward | District/borough/city/county | Electorate |
|-------------------------------------|--|------------------------------|---------------|
| 18. Grantham and Stamford CC | | | 77,156 |
| | Aveland | South Kesteven | 1,994 |
| | Belmont | South Kesteven | 3,392 |
| | Bourne Austerby | South Kesteven | 4,430 |
| | Bourne East | South Kesteven | 3,415 |
| | Bourne West | South Kesteven | 3,987 |
| | Casewick | South Kesteven | 4,059 |
| | Castle | South Kesteven | 1,913 |
| | Dole Wood | South Kesteven | 1,938 |
| | Glen | South Kesteven | 1,847 |
| | Grantham Arnoldfield | South Kesteven | 3,363 |
| | Grantham Barrowby Gate | South Kesteven | 3,807 |
| | Grantham Earlesfield | South Kesteven | 3,393 |
| | Grantham Harrowby | South Kesteven | 3,534 |
| | Grantham Springfield | South Kesteven | 3,247 |
| | Grantham St. Vincent's | South Kesteven | 4,560 |
| | Grantham St. Wulfram's | South Kesteven | 3,928 |
| | Isaac Newton | South Kesteven | 3,672 |
| | Lincrest | South Kesteven | 1,942 |
| | Morton | South Kesteven | 1,890 |
| | Stamford All Saints | South Kesteven | 3,825 |
| | Stamford St. George's | South Kesteven | 3,744 |
| | Stamford St. John's | South Kesteven | 3,786 |
| | Stamford St. Mary's | South Kesteven | 3,488 |
| | Toller | South Kesteven | 2,002 |
| 19. Harborough CC | | | 78,071 |
| | Glen | Harborough | 3,437 |
| | Kibworth | Harborough | 5,501 |
| | Market Harborough-Great Bowden and Arden | Harborough | 5,047 |
| | Market Harborough-Little Bowden | Harborough | 4,114 |
| | Market Harborough-Logan | Harborough | 3,120 |
| | Market Harborough-Welland | Harborough | 5,064 |
| | Thurnby and Houghton | Harborough | 5,168 |
| | Oadby Brocks Hill | Oadby and Wigston | 3,047 |
| | Oadby Grange | Oadby and Wigston | 4,267 |
| | Oadby St. Peter's | Oadby and Wigston | 3,186 |
| | Oadby Uplands | Oadby and Wigston | 3,247 |
| | Oadby Woodlands | Oadby and Wigston | 3,425 |
| | South Wigston | Oadby and Wigston | 5,644 |
| | Wigston All Saints | Oadby and Wigston | 4,584 |
| | Wigston Fields | Oadby and Wigston | 4,817 |
| | Wigston Meadowcourt | Oadby and Wigston | 4,475 |
| | Wigston St. Wolstan's | Oadby and Wigston | 4,928 |
| 20. High Peak CC | | | 71,130 |
| | Barns | High Peak | 1,380 |
| | Blackbrook | High Peak | 3,127 |
| | Burbage | High Peak | 1,594 |
| | Buxton Central | High Peak | 2,949 |
| | Chapel East | High Peak | 1,744 |
| | Chapel West | High Peak | 3,472 |
| | Corbar | High Peak | 3,203 |
| | Cote Heath | High Peak | 3,181 |
| | Dinting | High Peak | 1,644 |
| | Gamesley | High Peak | 1,674 |
| | Hadfield North | High Peak | 1,736 |
| | Hadfield South | High Peak | 3,399 |
| | Hayfield | High Peak | 1,625 |
| | Hope Valley | High Peak | 3,183 |
| | Howard Town | High Peak | 3,408 |
| | Limestone Peak | High Peak | 1,675 |
| | New Mills East | High Peak | 3,034 |

| Constituency | Ward | District/borough/city/county | Electorate |
|--------------|----------------|------------------------------|------------|
| | New Mills West | High Peak | 3,415 |
| | Old Glossop | High Peak | 3,689 |
| | Padfield | High Peak | 1,814 |
| | Sett | High Peak | 1,654 |
| | Simmondley | High Peak | 3,500 |
| | St. John's | High Peak | 1,488 |
| | Stone Bench | High Peak | 3,157 |
| | Temple | High Peak | 1,801 |
| | Tintwistle | High Peak | 1,627 |
| | Whaley Bridge | High Peak | 5,217 |
| | Whitfield | High Peak | 1,740 |

| 21. Kettering CC | | | 71,489 |
|------------------|-----------------------------|----------------|--------|
| | All Saints | Kettering | 5,060 |
| | Avondale Grange | Kettering | 3,534 |
| | Barton | Kettering | 4,145 |
| | Brambleside | Kettering | 3,517 |
| | Burton Latimer | Kettering | 6,329 |
| | Desborough Loatland | Kettering | 4,230 |
| | Desborough St. Giles | Kettering | 3,865 |
| | Ise Lodge | Kettering | 5,376 |
| | Northfield | Kettering | 1,785 |
| | Pipers Hill | Kettering | 3,830 |
| | Queen Eleanor and Buccleuch | Kettering | 1,972 |
| | Rothwell | Kettering | 5,939 |
| | Slade | Kettering | 4,519 |
| | St. Michael's and Wicksteed | Kettering | 5,137 |
| | St. Peter's | Kettering | 3,478 |
| | Welland | Kettering | 2,174 |
| | William Knibb | Kettering | 3,389 |
| | Finedon | Wellingborough | 3,210 |

| 22. Leicester East BC | | | 75,755 |
|-----------------------|------------------------|-----------|--------|
| | Belgrave | Leicester | 11,199 |
| | Evington | Leicester | 12,158 |
| | Humberstone & Hamilton | Leicester | 12,388 |
| | North Evington | Leicester | 11,328 |
| | Rushey Mead | Leicester | 12,248 |
| | Thurncourt | Leicester | 7,980 |
| | Troon | Leicester | 8,454 |

| 23. Leicester South BC | | | 72,227 |
|------------------------|---------------|-----------|--------|
| | Aylestone | Leicester | 8,136 |
| | Castle | Leicester | 9,148 |
| | Eyres Monsell | Leicester | 7,780 |
| | Knighton | Leicester | 12,263 |
| | Saffron | Leicester | 6,578 |
| | Spinney Hills | Leicester | 8,542 |
| | Stoneygate | Leicester | 11,842 |
| | Wycliffe | Leicester | 7,938 |

| 24. Leicester West BC | | | 74,748 |
|-----------------------|---------------------------------|-----------|--------|
| | Millfield | Blaby | 1,915 |
| | Ravenhurst and Fosse | Blaby | 5,142 |
| | Winstanley | Blaby | 4,893 |
| | Abbey | Leicester | 11,923 |
| | Beaumont Leys | Leicester | 11,412 |
| | Braunstone Park & Rowley Fields | Leicester | 12,260 |
| | Fosse | Leicester | 7,366 |
| | Westcotes | Leicester | 6,724 |
| | Western | Leicester | 13,108 |

| Constituency | Ward | District/borough/city/county | Electorate |
|--------------|----------------------------------|------------------------------|------------|
| | Metheringham | North Kesteven | 4,142 |
| | Osournby | North Kesteven | 1,861 |
| | Ruskington | North Kesteven | 4,329 |
| | Sleaford Castle | North Kesteven | 1,789 |
| | Sleaford Holdingham | North Kesteven | 1,929 |
| | Sleaford Navigation | North Kesteven | 1,817 |
| | Sleaford Quarrington and Mareham | North Kesteven | 5,296 |
| | Sleaford Westholme | North Kesteven | 1,793 |
| | Belvoir | South Kesteven | 3,896 |
| | Loveden Heath | South Kesteven | 2,057 |
| | Peascliffe & Ridgeway | South Kesteven | 3,889 |
| | Viking | South Kesteven | 3,988 |

| 39. South Derbyshire CC | | | 77,920 |
|-------------------------|------------------------|------------------|--------|
| | Mickleover | Derby | 11,666 |
| | Church Gresley | South Derbyshire | 5,858 |
| | Etwall | South Derbyshire | 4,246 |
| | Hatton | South Derbyshire | 1,934 |
| | Hilton | South Derbyshire | 6,589 |
| | Linton | South Derbyshire | 3,923 |
| | Melbourne | South Derbyshire | 4,175 |
| | Midway | South Derbyshire | 6,031 |
| | Newhall and Stanton | South Derbyshire | 6,169 |
| | Repton | South Derbyshire | 3,886 |
| | Seales | South Derbyshire | 4,111 |
| | Stenson | South Derbyshire | 3,394 |
| | Swadlincote | South Derbyshire | 5,876 |
| | Willington and Findern | South Derbyshire | 3,635 |
| | Woodville | South Derbyshire | 6,427 |

| 40. South Holland and The Deepings CC | | | 74,362 |
|---------------------------------------|-----------------------------------|----------------|--------|
| | Crowland and Deeping St. Nicholas | South Holland | 4,596 |
| | Donington, Quadring and Gosberton | South Holland | 5,503 |
| | Fleet | South Holland | 1,745 |
| | Gedney | South Holland | 1,828 |
| | Holbeach Hurn | South Holland | 1,679 |
| | Holbeach Town | South Holland | 5,480 |
| | Long Sutton | South Holland | 5,831 |
| | Moulton, Weston and Cowbit | South Holland | 5,232 |
| | Pinchbeck and Surfleet | South Holland | 5,193 |
| | Spalding Castle | South Holland | 1,547 |
| | Spalding Monks House | South Holland | 3,406 |
| | Spalding St. John's | South Holland | 3,362 |
| | Spalding St. Mary's | South Holland | 3,226 |
| | Spalding St. Paul's | South Holland | 2,990 |
| | Spalding Wygate | South Holland | 3,502 |
| | Sutton Bridge | South Holland | 3,173 |
| | The Saints | South Holland | 1,975 |
| | Whaplode and Holbeach St. John's | South Holland | 3,368 |
| | Deeping St. James | South Kesteven | 5,561 |
| | Market & West Deeping | South Kesteven | 5,135 |

| 41. South Leicestershire CC | | | 71,583 |
|-----------------------------|-----------------------------|-------|--------|
| | Blaby South | Blaby | 3,672 |
| | Cosby with South Whetstone | Blaby | 3,720 |
| | Countesthorpe | Blaby | 5,933 |
| | Croft Hill | Blaby | 1,733 |
| | Ellis | Blaby | 4,030 |
| | Enderby and St. John's | Blaby | 3,574 |
| | Fairestone | Blaby | 3,713 |
| | Forest | Blaby | 5,324 |
| | Muxloe | Blaby | 3,362 |
| | Narborough and Littlethorpe | Blaby | 3,945 |

COUNCIL JOINT CONSULTATIVE COMMITTEE

Thursday, 21st January, 2016

Present:-

Councillor Huckle (Chair)

Representing the Council

Representing Employees

| | |
|---|--|
| Councillors Innes Slack K Harley Human Resources M Rich Executive Director R Lenthall Democratic Services | A Fowler UNISON P Longley UNISON P Mallender UCATT M Slack UNISON |
|---|--|

11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Caulfield, Councillor Niblock, Councillor Wall, Carl Hayes and Dean Clarke.

12 REVIEW OF POLICIES

MANAGING ATTENDANCE POLICY

Kate Harley presented a report on the revised Managing Attendance Policy. The Managing Attendance Policy was given a high priority rating in the programme of policy reviews devised by the Policy Working Group.

The Managing Attendance policy had been completely rewritten with the main changes including the introduction of the Fit for Work service, more formalised contact arrangements, new trigger points for action to be taken and standard letters for issue. A copy of the revised policy and the equalities impact assessment was included with the report.

In addition, it was noted that training courses would be provided for managers to support the implementation of the revised policy and ensure it was implemented consistently across the council.

RESOLVED –

- (1) That point 38 of the policy be amended to include clarification on the Fit Note.
- (2) That point 86 of the policy be amended to provide further clarification on the process to Stage 3 and to include further emphasis on supporting the employee back into work.
- (3) That, subject to the amendments, the revised Managing Attendance Policy be approved for referral to the Employment and General Committee.

CAPABILITY POLICY

Kate Harley presented a report on the revised Capability Policy. The Capability Policy was given a high priority rating in the programme of policy reviews devised by the Policy Working Group.

The Capability Policy previously existed as part of the Disciplinary Policy. There was a need for a stand-alone policy therefore the new Capability Policy was created to provide clearer procedures for managers and employees to follow. A copy of the revised policy and the equality impact assessment was attached to the report.

RESOLVED –

That the revised Confidential Reporting Policy be approved for referral to the Employment and General Committee.

MANAGING WORKPLACE STRESS POLICY

Kate Harley presented a report on the revised Managing Workplace Stress Policy. The Council Health and Safety Committee had highlighted that the policy needed revision.

The main revisions to the policy included the addition of guidelines on the completion of the stress risk assessments and subsequent action plan. A copy of the revised policy and the equality impact assessment was attached to the report.

RESOLVED –

That the revised Managing Workplace Stress Policy be approved for referral to the Employment and General Committee.

DRUG AND ALCOHOL MISUSE POLICY

Kate Harley presented a report on the revised Drug and Alcohol Misuse Policy. Concerns had been raised by the Transport Group around litigation in the case of traffic accidents therefore it was decided that the Drug and Alcohol Misuse policy needed revision.

The main revision to the policy was the inclusion of a testing facility where there is concern that drug or alcohol misuse exists. A copy of the revised policy and the equality impact assessment was attached to the report.

RESOLVED –

That the revised Drug and Alcohol Misuse Policy be approved for referral to the Employment and General Committee.

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COUNCIL JOINT CONSULTATIVE COMMITTEE

Wednesday, 28th September, 2016

Present:-

Councillor Huckle (Chair)

Representing the Council

| | |
|-------------|----------------------|
| Councillors | J Innes |
| | Niblock |
| | Slack |
| K Harley | Human Resources |
| R Lenthall | Democractic Services |
| M Rich | Executive Director |

Representing Employees

| | |
|-------------|--------|
| A Fowler | UNISON |
| C Hayes | UNISON |
| M Johnson | UNISON |
| P Longley | UNISON |
| P Mallender | UCATT |
| R Wilkes | UNITE |

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Diouf and Wall.

2 **MINUTES**

RESOLVED –

That the minutes of the meetings held on 17 December, 2015 and 21 January, 2016 be approved as a true record.

3 **CHRISTMAS/NEW YEAR DISCRETIONARY DAY**

The Committee considered a report outlining the options for the discretionary day for Christmas / New Year 2016/17 as either Friday 23 December 2016, Wednesday 28 December 2016 or Friday 30 December 2016. A poll had been conducted on aspire and over 55% of respondents had voted in favour of 28 December.

It was suggested that, due to the customer facing nature of the leisure centres and requirement for different opening hours, the discretionary day for Queens Park staff would be Saturday 24 December 2016 and for Healthy Living Centre staff it would be Tuesday 27 December 2016.

RESOLVED –

That the Christmas / New Year discretionary day for 2016/17 be set as Wednesday 28 December 2016 for the majority of staff, and Saturday 24 December 2016 and Tuesday 27 December 2016 for leisure centre staff.

4 FUTURE LIAISON WITH RECOGNISED TRADE UNIONS

Michael Rich presented a report that proposed an alternative approach to employer-trade union liaison to reduce duplication in meetings.

The agendas for recent meetings of the Council Joint Consultative Committee (CJCC) had been short and some meetings had been cancelled due to lack of business. In addition, an active employer-trade union meeting that met monthly had been reinstated, providing a regular opportunity to discuss significant matters of mutual interest.

The report proposed to disband the CJCC and endorse the monthly employer-trade union meetings. It was suggested that CJCC be suspended rather than disbanded with the situation being reviewed in 12 months' time.

RESOLVED –

1. That the Council Joint Consultative Committee agrees to suspend the committee and endorse the monthly employer-trade union meetings as the recognised formal council-wide liaison mechanism with the four recognised trade unions.
2. That a review of the monthly employer-trade union meetings be carried out 12 months after the suspension of the Council Joint Consultative Committee.
3. That any member of the Council Joint Consultative Committee can request to call a meeting of the Council Joint Consultative Committee if they feel an issue needs to be discussed by the committee.

COUNCIL HEALTH AND SAFETY COMMITTEE

Thursday, 21st January, 2016

Present:-

Andy Fowler (UNISON) (Chair)

| | |
|---|---|
| <p>Cllr S. Blank M. Bollands (Housing OSD) K. Brown (Business Transformation) C. Bromhall (Environmental Health) T. Bryan (UNISON) Cllr R. Catt I. Clay (Health and Safety Officer, Housing Services) J. Drury (Executive Director) A. Dunn (Bereavement Services) A. Gilbert (Kier)</p> | <p>K. Harley (Human Resources) C. Hayes (UNISON) Cllr J. Innes M. Jasinski (Corporate Health and Safety) D. Johnson (Corporate Health and Safety) P. Longley (UNISON) Cllr A. Slack B. Wainwright (Culture and Visitor Services) E. Williams (Development and Growth)</p> |
|---|---|

| Min. No. | <u>Item</u> Decision/Action | By Whom |
|-----------------|---|----------------|
| 17 | <p><u>APOLOGIES FOR ABSENCE</u></p> <p>Councillor S Niblock, Councillor M Wall, N Johnson, D Clarke and M Blythe.</p> | |
| 18 | <p><u>MINUTES OF THE MEETING HELD ON 29 OCTOBER, 2015</u></p> <p>Minutes of the Meeting held on 29 October, 2015 approved as correct record with amendment requested by Andy Fowler on Minute 15 to make it clear that the lack of consultation had breached the constitution.</p> | |

| | | |
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| 19 | <p><u>MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING</u></p> <p>There were no matters arising from the minutes of the previous meeting.</p> | |
| 20 | <p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p><u>Corporate Health and Safety Improvement Programme 2015-18</u></p> <p>Performance considered against the 14 key targets in the Improvement Programme at the end of the third quarter of the 2015/16 year (to December 2015) as detailed in the report, with particular emphasis to be given to:</p> <ul style="list-style-type: none"> • Training programme on target to ensure all relevant employees have received appropriate training by the end of 2015/16. • Services managers need to work to improve targets in accident performance, barriers to safety and supervision. • Corporate employee survey of amended questions to be undertaken during 2016/17 to gauge if the required improvements have been made. • Further action needed to reduce amount of non-fatal injury accidents due to slips, trips and falls and manual handling. • A substantial increase in days lost due to stress related ill health that could be directly attributed to disciplinary and performance management investigations. • Importance of service managers looking at accident history to ensure recommendations are put into practice and the need for incident reports to be completed properly. <p><u>Housing – Operational Services Division</u></p> <p>The Operational Services Manager submitted a report on</p> | <p>ALL</p> <p>SERVICE MANAGERS</p> <p>KB</p> <p>ALL</p> <p>HR</p> <p>ALL</p> |

| | | |
|----|---|---------------------|
| | <p>The Senior Environmental Health Officer provided a progress report on health and safety management highlighting:</p> <ul style="list-style-type: none"> • Staff issued with laptops to allow agile working, DSE assessments completed and lone working procedures in place. • Environmental Health team moved to OSD office, work to be carried out to ensure staff adhere to new rules. • Staff concerns about communication were addressed in two service briefings that informed staff of the corporate challenges. • Attendance very good at present, Occupational Health referrals were made and support given for non-work related staff absences to ensure staff return and phased returns were agreed. • Managing Conflict Training arranged by Environmental Health following EPDs, this was also offered to other departments. <p><u>Development and Growth</u></p> <p>A progress report was submitted by the Development and Growth Manager on health and safety management highlighting:</p> <ul style="list-style-type: none"> • Focus given to Team Managers to improve regular health and safety briefings and communication with staff about health and safety issues. • Project managers ensure that contractors are operating to health and safety legislation and guidelines. | <p>CB</p> <p>NJ</p> |
| 21 | <p><u>STRESS POLICY</u></p> <p>The HR Manager presented the updated Managing Workplace Stress Policy, scheduled to go to Council Joint Consultative Committee on 21 January, 2016 and Employment and General on 25 January, 2016.</p> | <p>HR</p> |

| | | |
|----|---|---|
| | <p>It was noted that managers were to receive training on the stress policy including completing risk assessments and creating action plans. In addition, UNISON are working with HR to create a free training program on stress which would be available to all Officers and Members.</p> | HR/UNISON |
| 22 | <p><u>THEMED WORKSHOP - TO BE CONFIRMED</u></p> <p>Martyn Bollands, Operational Services Manager, Ian Clay, Health and Safety Officer at OSD, and Andy Fowler, UNISON, presented a workshop on Contractor Management. Key areas covered by the presentation were:</p> <ul style="list-style-type: none"> • Procedures for Framework Companies and Ad-Hoc Companies • What the council is required to do, e.g. produce a clear specification, highlight hazards. • What is required from the contractor, e.g. risk assessments, qualifications. • The checks needed during the contract period e.g. site visits. <p>Information and procedure guides are available in the Health and Safety folder on the P drive.</p> <p>The committee thanked Ian, Martyn and Andy for the workshop.</p> <p>The workshops scheduled for the next meetings are:</p> <p>Accident/Injury Reporting – April 2016 Health (Stress, etc.) – July 2016 Review of Consultation Arrangements – October 2016</p> | <p>M.BOLLAN DS/IC/AF</p> <p>ALL</p> |

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COUNCIL HEALTH AND SAFETY COMMITTEE

Thursday, 28th April, 2016

Present:-

James Drury (Chair)

| | |
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| P. Bartle (Housing) | C. Hayes (Unison) |
| Cllr. S. Blank | M. Jasinski (Corporate Health and Safety) |
| T. Bryan (Unison) | P. Longley (Unison) |
| M. Bollands (Housing OSD) | A. Radford (Cultural and Visitor Services) |
| I. Clay (Housing OSD) | B. Tomlinson (Environmental Services) |
| A. Craig (Housing) | Cllr. M. Wall |
| T. Devereux (Unison) | |
| A. Dunn (Environmental Services) | |
| A. Fowler (Unison) | |
| K. Harley (Human Resources) | |

| Min. No. | <u>Item</u> | By Whom |
|-----------------|---|----------------|
| 23 | <p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence we're received from Councillor Ray Catt, Councillor Jean Innes, Phil Mallender, Councillor Shirley Niblock, Councillor Andy Slack, Maria Slack and Robert Wilkes.</p> | |
| 24 | <p><u>FORMAT OF MEETING</u></p> <p>The Chair briefed the committee on the changes to be made to the format of the meetings in order to address concerns; the changes had been discussed at meetings of the Joint Chairs and included:</p> <ul style="list-style-type: none"> • Service Manager's reports to show a more realistic picture of Health and Safety in their service area. • Report authors to refrain from presenting their reports to the committee in detail and only pick out key notable issues or achievements. • The need for the committee to contribute towards making a difference on the ground through supporting tough action and being more pro-active. • To focus more on the health of employees, e.g. stress, injury. <p>The Elected Members, Employee Representatives and Officers supported the changes.</p> | |

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| 25 | <p><u>MINUTES OF THE MEETING HELD ON 21 JANUARY, 2016</u></p> <p>Minutes of the Meeting held on 21 January, 2016 were approved as a correct record and signed by the Joint Chairs.</p> | |
| 26 | <p><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u></p> <p>Minute no. 20, Andy Fowler noted that he had not been invited to a meeting of the Asbestos Management Steering Group. It was confirmed that he would be invited to the next meeting and an additional pre-meet would be arranged.</p> | A. CRAIG |
| 27 | <p><u>WORKSHOP UPDATE</u></p> <p>Ian Clay provided an update on the Contractor Management workshop. The following points were discussed:</p> <ul style="list-style-type: none"> • The Committee raised concerns that contractors were not being inputted onto the Contractor Performance Register. • Kier may be using their own contractor system but it was not being monitored by CBC, putting all contractors on to a shared register would be looked into. • Employees needed to be spotting contractors out on the job and checking if they are on the register. • A simple way of pulling all the contractor data together into a central database would be investigated to solve the ongoing issues with having separate systems. • An urgent meeting would be arranged with the people who administer the different databases. • A Health and Safety representative from Kier and Arvato needed to attend the CH&SC meetings. | <p>ALL</p> <p>MJ/KIER</p> <p>ALL</p> <p>MJ</p> <p>MJ</p> <p>KIER/ ARVATO</p> |
| 28 | <p><u>THEMED WORKSHOP</u></p> <p>Marc Jasinski, Corporate Health and Safety Adviser, presented a workshop on Incident Reporting and Investigation Procedures. A video and three short clips were shown to highlight the importance of following safety procedures. Some of the key points raised were:</p> <ul style="list-style-type: none"> • The importance of ensuring that toolbox talks are carried out. • Raising employees' awareness of risk assessments and making sure they are read before carrying out the tasks. • All incidents should be fully investigated at an early stage | SERVICE MANAGERS |

| | | |
|----|--|--|
| | <p>with the incident being reported to the correct person.</p> <ul style="list-style-type: none"> • The need for a firm directive where there is a requirement for safety equipment to be used/worn. • More training required on risk assessments, incident reporting and investigating – to be looked at with the possibility of creating mandatory training. | <p>ALL</p> <p>SERVICE MANAGERS</p> <p>ALL/MJ</p> |
| 29 | <p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p><u>Corporate Health and Safety Improvement Programme 2015-18</u></p> <p>Performance was considered against the 14 key targets in the Improvement Programme at the end of the fourth quarter of the 2015/16 year as detailed in the report, with particular emphasis given to:</p> <ul style="list-style-type: none"> • Training package on new contractor management procedures completed by the majority of Council officers. • 3 year corporate Health and Safety audit programme being prepared, the first audit to commence by the end of May 16. • The 2014/15 Health and Safety Opinion survey had identified three key areas needing improvement: accident performance, barriers to safety and supervision. • Slip, trip and fall risks and manual handling risks continue to be the biggest cause of non-fatal injury accidents; further action was needed to reduce such incidents. • The figure for accidents being reported had reduced but not as much as anticipated – OHSIG may re-look at the target. • The biggest causes of work related absences continued to be mental health and musculoskeletal issues; these remained as two areas for immediate action. <p>The Unions felt that some of the targets that had not been met were represented inaccurately in the report and could be seen as misleading.</p> <p><u>Housing – Business Planning and Strategy and Customer Services Division</u></p> <p>The Housing Manager submitted a report on the progress of health and safety management highlighting:</p> <ul style="list-style-type: none"> • Fobs using the Skyguard tracking system had been introduced from 1st April for all Neighbourhoods staff involved in remote working. • Annual Review/Audit of Legionella had taken place and | <p>ALL</p> <p>KB</p> <p>ALL</p> <p>ALL</p> <p>ALL/OHSIG</p> <p>ALL</p> |

COUNCIL HEALTH AND SAFETY COMMITTEE**Thursday, 28th July, 2016**

Present:-

Councillor S Blank (Chair)

| | |
|--------------------------------------|---|
| P. Bartle (Housing) | Cllr. J. Innes |
| C. Bromhall (Environmental Services) | M. Jasinski (Corporate Health & Safety) |
| T. Bryan (UNISON) | M. Key (Health & Wellbeing) |
| M. Brymer (Commercial Services) | A. Lawlor (Arvato) |
| I. Clay (Housing OSD) | P. Mallendar (UCAAT) |
| T. Devereux (UNISON) | Cllr A. Slack |
| J. Drury (Executive Director) | C. Smith (Kier) |
| A. Fowler (UNISON) | Cllr. M. Wall |
| K. Harley (Arvato Human Resources) | R. Wilkes (Unite) |
| C. Hayes (UNISON) | |

| Min. No. | <u>Item</u> Decision/Action | By Whom |
|-----------------|--|----------------|
| 1 | <u>APOLOGIES FOR ABSENCE</u> Apologies for absence were received from Councillor Alexis Diouf and Councillor Shirley Niblock. | |
| 2 | <u>APPOINTMENT OF THE JOINT CHAIRS</u> Agreed – that the Chair of the Committee would rotate between Executive Director, James Drury, the Cabinet Member for Governance, Cllr Sharon Blank, and Employee Safety Representative, Andrew Fowler. | |
| 3 | <u>MINUTES OF THE MEETING HELD ON 28 APRIL, 2016</u> Minutes of Council Health and Safety Committee held on 28 April, 2016 were agreed as a true record. | |

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| 4 | <p><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u></p> <p>There were no matters arising from the Minutes of the last meeting.</p> | |
| 5 | <p><u>WORKSHOP UPDATE</u></p> <p><u>Contractor Management</u></p> <p>Andy Fowler provided an update on the Contractor Management workshop. The following points were discussed:</p> <ul style="list-style-type: none"> • The Committee raised concerns and noted their disappointment that contractors were still not being inputted onto the Contractor Performance Register even though this concern had been discussed at the January and April meetings of the committee. • Kier had been using their own contractor system but it was not being monitored by CBC, putting all contractors on to a shared register would be looked into. Carl Smith noted that he had spoken with Jon Vaughan the Facilities Manager and information from the Kier system would be fed into the Chesterfield Borough Council Contractor Management System. UNISON members on the committee welcomed this change but noted frustration that it had taken so long for it to happen. • It was noted that smaller departments were the worst at not complying with the correct procedures as they were not so familiar with the procedure. The committee agreed however that this was not a valid reason for noncompliance and that all contractor appointments must be recorded in the correct manner. James Drury stated that the systems and processes should work in a way that did not allow contractors to be appointed if the process had not been followed correctly. James Drury advised that a sub group of the committee would be set up to look at how the process for contractor management could be strengthened. The sub would consist of the Joint Chairs, Councillor Wall and Ian Clay. <p><u>Incident Reporting and Investigation Procedures</u></p> <p>Andy Fowler provided an update on the Incident Reporting and Investigation Procedures. The following points were discussed:</p> <ul style="list-style-type: none"> • That a sub group of the committee should be established in order to look at ways of ensuring the procedures with regard to Incident Reporting and Investigation Procedures are followed correctly. | <p>CARL SMITH</p> <p>JAMES DRURY</p> <p>MARC JASINSKI</p> |

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| 6 | <p><u>REVIEW OF CONSTITUTION OF COUNCIL HEALTH AND SAFETY COMMITTEE</u></p> <p>The Executive Director, James Drury asked the committee for their comments regarding the proposed reviewed constitution of the Council Health and Safety Committee which had been circulated to members for their consideration.</p> <p>Some of the key points raised during the discussion were:</p> <ul style="list-style-type: none"> • Whether paragraph 3.4 and its commitment to review voting rights in September, 2017 should be included in the new constitution or whether paragraph 9.1, which stated that the constitution should be reviewed at least once a year, was sufficient to ensure voting procedures would be looked at again by the committee. After representation from the unions it was agreed that paragraph 3.4 would remain in the reviewed constitution. • With regard to the revised paragraph 7.6 on who or which body could request the removal of an item from the agenda of the Council Health and Safety Committee it was agreed, after representation from the unions that the paragraph should be amended to include the trade unions as well the Joint Chairs of the committee. <p>It was also agreed by the committee that paragraph 1.1 should be amended to include reference to contractors as well as to employees, and that paragraph 1.3 should be amended to include a commitment of the committee to drive continuous improvement with regard to health and safety at the council.</p> | JAMES DRURY |
| 7 | <p><u>REVIEW OF ATTENDANCE SCHEDULE</u></p> <p>The Service Managers Attendance Schedule for 2016 was considered by the committee.</p> <p>The Executive Director, James Drury noted that the Corporate Management Team (CMT) had a critical role with regard to health and safety and should attend as set out in the committee's constitution, but that the attendance of other officers should be at the discretion of CMT. Members, officers and the unions agreed with this approach.</p> <p>The Corporate Health and Safety Advisor noted that the schedule</p> | |

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| | <p>of attendance was being reviewed so that it met the committee's needs and the Health and Wellbeing Manager noted that he would like each meeting to receive a report from each CMT area.</p> <p>It was agreed by all that the Service Managers Attendance Schedule was satisfactory and provided a good framework for officer attendance at committee.</p> <p>It was also agreed that the Executive Director, James Drury and the Health and Wellbeing Manager would work together to bring a quarterly health and safety report from CMT to the health and safety committee.</p> | <p>JAMES DRURY</p> <p>MARTIN KEY</p> |
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| 8 | <p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p><u>Corporate Health and Safety Improvement Programme 2015-18</u></p> <p>Performance was considered against the 14 key targets in the Improvement Programme at the end of the first quarter of 2016/17 year as detailed in the report, with particular emphasis given to:</p> <ul style="list-style-type: none"> • New contractor management training completed by relevant Council officers, mop-up training sessions to be arranged. • A programme of audits to cover all Council Services over the next three years to be prepared. • Health and Safety opinion survey to be undertaken in 2016/17 with another in 2017/18 to measure progress. • Consideration needed to review targets 8, 9 and 10 as highly unlikely to achieve targets. • The number of incidents and days lost due to due stress and musculoskeletal related absence significantly above target. <p>Councillor Blank thought that the responses to the Staff Survey should be considered at a separate meeting of OHSIG. Marc Jasinski advised he would circulate the draft agenda of the next to the members to the group to see if they thought a separate meeting was needed.</p> <p>Members were of agreement that the format of the report was not always clear and that some of the figures as well as how they were presented were not easy to understand. Martin Key advised that the format of the report would be revised.</p> | |
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| <p><u>Commercial Services – Operational Services Division</u></p> <ul style="list-style-type: none"> • Tetra ladder systems in use to improve safety and reduce reliance on scaffolds for short duration work. • Second Monkey Tower to be purchased due to success of first. • Accidents reduced compared with last year however there had been an increase in dog bites that needed investigating. • 30 Operative and Technical Officers undertaken Asbestos removal training. • Full annual review of risk assessments to take place in August – aim to upload onto intranet. <p><u>Environmental Health</u></p> <ul style="list-style-type: none"> • Line managers received training on managing attendance and capability. • Two officers undertaken fire warden training. • Stress questionnaires distributed to determine if issues have arisen following the move. Some issues with the new office identified and were being addressed. • Assessment of needs in relation to fire undertaken and issues resolved or in the process of being resolved. • Skyguard usage and number of fobs needed reviewing. • All team EPDs completed. <p>The committee discussed the use of Skyguard within Environmental Health and other sections. The Health and Wellbeing Manager, Martin Key and Corporate Health and Safety advisor, Marc Jasinski noted that when available Skyguard should always be used by staff. It was noted that there was no formal council policy for its use only a code of practice for managers to refer to.</p> <p>The committee also discussed how information about information regarding people and properties that could be dangerous for staff to visit was recorded and held. James Drury advised that the new council Information Assurance Manager was looking into this issue.</p> <p><u>Development and Growth</u></p> <ul style="list-style-type: none"> • Strategic Planning Team moved to the model office, a list of comments and observations to be sent to H&S. • Considerably increased workload, Council has created new appointments to support workforce. • Contractors asked to demonstrate H&S competence as part of contract procurement process and H&S is monitored | <p>JAMES DRURY</p> |
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| | <p>during contract period.</p> <ul style="list-style-type: none"> • Health and Safety reviews part of regular team meetings and include reviewing risk assessments and training requirements. <p>In the absence of the Economic Growth Manager the report was presented by James Drury, who advised that he would ensure that the Economic Growth Manager would attend future committee meetings as required.</p> <p>Concern was expressed by Andy Fowler about the lack of detail in the report in several areas including that the use of contractors was not being recorded and that health and safety representatives were not being consulted routinely in matters where consultation was required.</p> | JAMES DRURY |
| 9 | <p><u>TOPIC FOR NEXT MEETING'S THEMED WORKSHOP</u></p> <p>Members considered topics for next meeting's themed workshop.</p> <p>Andy Fowler suggested a session on how members and officers could work effectively within the Regulations, Codes of Practice and guidance relating to the Safety Representatives and Safety Committees Regulations, 1977 (known as the "Brown Book", as published by the TUC). The Brown Book also provided details on other all other health and safety legislation that required employers to consult with employees or safety representatives.</p> <p>Councillor Wall noted that CMT should have access to, and be familiar with this publication. Andy Fowler agreed to arrange for the Brown Book to be added to the staff intranet to facilitate access.</p> <p>The Corporate Safety advisor also noted that results and feedback from the Occupational Health & Safety Improvement Group would be brought to the committee when available, and Executive Director, James Drury advised that this information would also be submitted to CMT for their consideration.</p> | <p>ANDY FOWLER</p> <p>ANDY FOWLER</p> |
| 10 | <p><u>DATE OF NEXT MEETING</u></p> <p>The date of the next meeting would be 26 October, 2016.</p> | |

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| 11 | <p><u>CHAIR OF OCTOBER MEETING</u></p> <p>The Chair of the next meeting would be Andrew Fowler.</p> <p>It was also agreed that due to the irregular frequency of Employment and General Committee meetings that the Minutes of the Corporate Health and Safety Committee should be circulated to members of the Employment and General Committee as soon as they are available.</p> | DEMOCRATIC SERVICES |
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OCCUPATIONAL HEALTH & SAFETY IMPROVEMENT PROGRAMME

2015 - 2018

PERFORMANCE REPORT FOR FIRST QUARTER OF 2016/17

1.0 Background

1.1 The Occupational Health & Safety Improvement Programme 2015-2018 was launched in April 2015 and it focuses improvements around 4 key themes:-

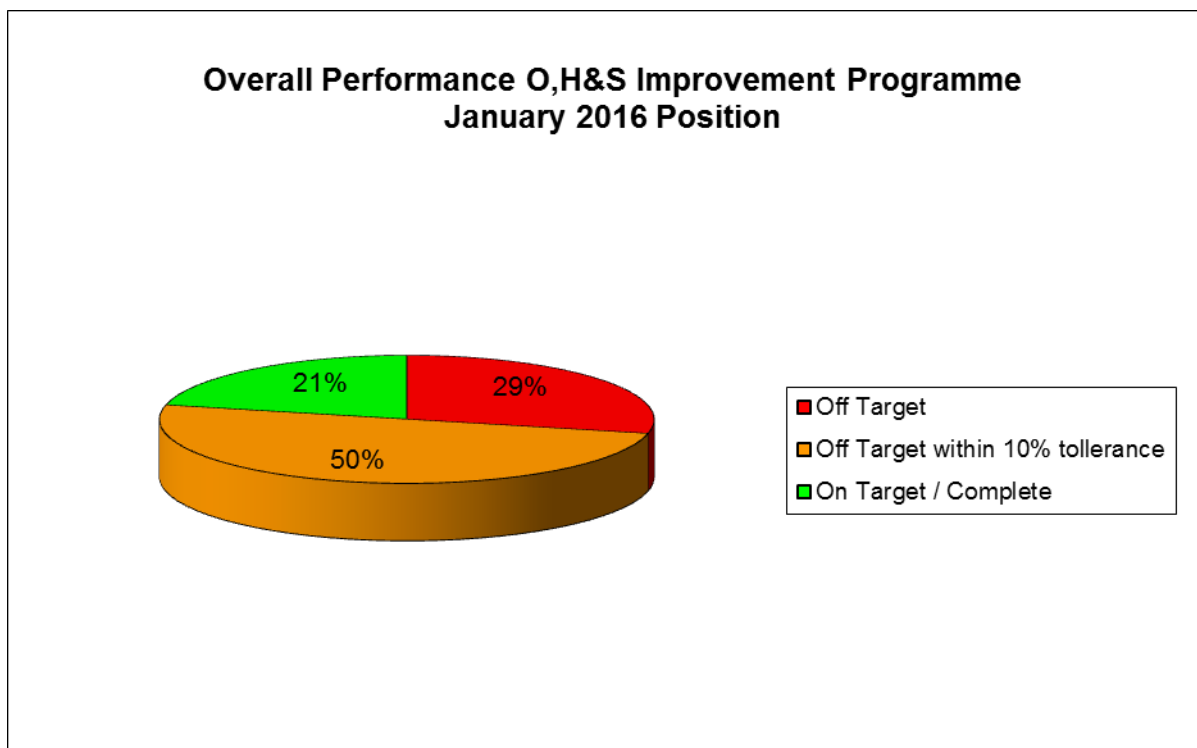
- Accident Performance
- H & S Management
- H & S Climate
- Occupational Health

1.2 A copy of the improvement programme, showing the latest objectives and targets for each of the 4 key themes is detailed in Item 4.0 of the H&S Committee Papers.

1.3 This report summarises the Councils performance against the programme at the end of the third quarter since its launch. For continuity and comparison, some of the data is presented in a year-to-date format.

2.0 Performance Outturn

2.1 The OH&S Improvement Programme 2015 - 2018 contains 14 key targets, the following chart summarises overall performance against those 14 targets using a RAG status. The percentage scores in the chart below reflect the current status at the end of the first quarter of 2016/17.



3.0 Performance Per Objective

3.1 The following sections summarise performance outturn against the four threads of the Improvement programme for the period April 2015 to the end of March 2016.

| H & S Management | | | | |
|--|--|--|---|---|
| Objective: Over the period April 2015 to March 2018 the Council will demonstrate continuously improving performance in relation to specified areas of significant risk. | | | | |
| TARGET 1 To embed the council's procedures relating to contractor management across the authority during 2015-16 | TARGET 2 To train all relevant employees in the council's contract management system and procedures in 2015-16 | TARGET 3 To review the commissioning cycle to ensure all health and safety risks are addressed at specification, tender, contract and contract management stages | TARGET 4 Revise, reissue and implement the 'Managing Workplace Stress Policy' | TARGET 5 To develop, and start delivery of, a three year corporate health and safety management auditing programme. |

4.0 Target 1 – Embedding contractor management procedures

4.0.1 The new procedures and documentation to be employed when appointing contractors are now available on Aspire.

4.1 Target 2 – Training for employees on the new contractor management procedures

4.1.1 A training package has been developed by the Health & Safety Unit and all relevant Council officers have been offered the opportunity to undergo the training. The majority have now completed the training except for a few officers that were unable to attend the planned sessions. Further training sessions will therefore be arranged through 2016/17 to ensure the remaining officers and newly appointed officers receive the training.

4.2 Target 3 – Reviewing the commissioning cycle

4.2.1 The review will be undertaken by a project team, this will be due to take place during 2016/17.

4.3 Target 4 – Revision and re-issue of the stress management policy

4.3.1 The policy review is now complete and has been approved. The revised policy and its related documents are available on the intranet.

4.4 Target 5 – Develop a 3-year corporate H&S audit programme

4.4.1 A programme of audits to cover all Council Services over the next three years with a view to complete at least 3 audits every year is to be prepared by the H&S Unit and the newly appointed Health & Wellbeing Manager.

4.4.2 The first audit of the 2015/18 period was undertaken at the end of June 2015. The audit report is currently being prepared.

H & S Climate / Culture

Objective: Over the period April 2015 to March 2018 the Council will demonstrate a continuously improving health and safety climate, with senior management commitment and governance.

TARGET 6

To develop and maintain a targeted strategy / programme to tackle causes of injuries and ill health across the council, service managers and union representatives will proactively work within the framework of the strategy to ensure improved performance

TARGET 7

To conduct two corporate employee health and safety opinion surveys during 2015-18 and to draw comparisons against the baseline 2012 data, and the interim 2014-15 data

4.5 Target 6 – Develop & maintain a targeted strategy to reduce instances of injury or ill-health

- 4.5.1 An H&S strategy document to reduce instances of injury and ill health has been prepared and approved.
- 4.5.2 The Council's OHSIG are now meeting on a quarterly basis and taking a lead role in working with services across the councils to implement this strategy and subsequently improve the climate and culture within the authority.
- 4.5.3 The results of the 2014/15 survey have revealed that, although a number of Service areas have improved their score, not all of them have managed to raise their score to a minimum of 50 in the three key areas of accident performance, barriers to safety and supervision. Service Managers will therefore continue to target these key areas for further improvement.

4.6 Target 7 - To conduct 2 corporate employee health & safety opinion surveys during 2015-18

- 4.6.1 The question set for the employee H&S opinion survey is currently being revised by the OHSIG to reflect more closely how the working environment and the way H&S is managed in each Service can impact on employee opinion. This should identify more clearly, areas for improvement.
- 4.6.2 A survey will be undertaken during 2016/17 to gauge if the required improvements have been made and a further survey will be undertaken during 2017/18 to measure progress.

Accident Injury Performance

Objective: Over the period April 2015 – March 2018 the Council will continuously reduce its employee accident/incident rate

TARGET 8

By 31 March 2018 the total non-fatal injury incidence rate will have been reduced by 10% year-on-year

TARGET 9

To reduce the total number of days lost due to accidents by 10% year-on-year

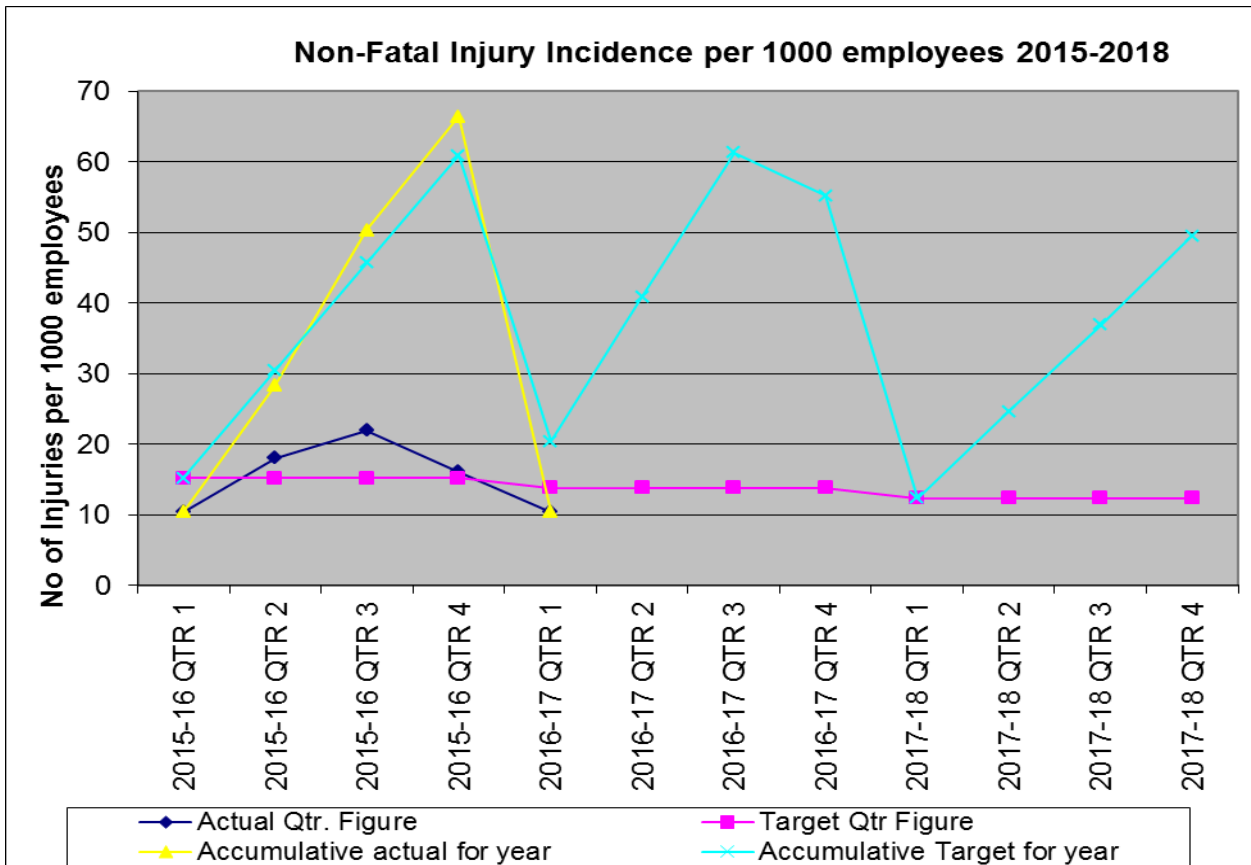
TARGET 10

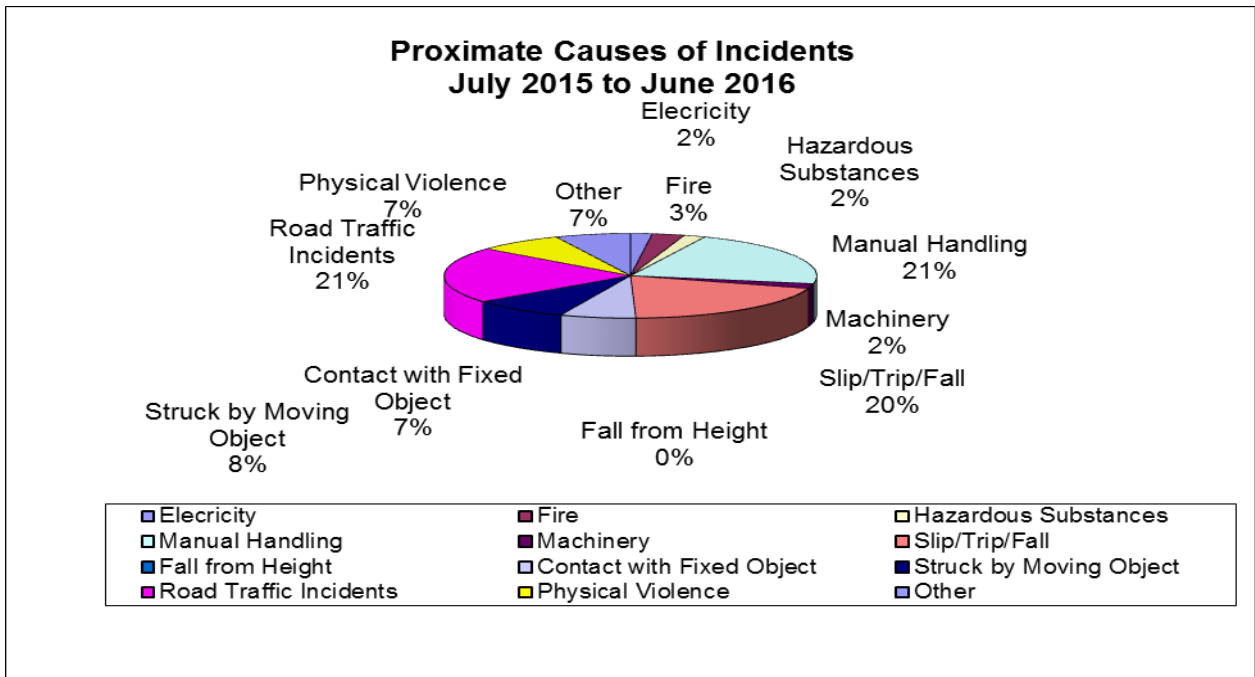
To maintain the average number of days lost due to accidents to seven or fewer per accident.

4.7 Target 8 – Non-Fatal Injury incidence (per 1000 employees)

- 4.7.1 At the end of the first quarter of 2016/17, the year to date figure is 66.6 per 1000 employees, which is exactly the same as it was for the end of the previous quarter.
- 4.7.2 The figure for 2015/6 was 9.3% above the 60.9 incidents per 1000 employee's target for that year. It was hoped that a 10% reduction in incidents could be achieved over the 2015/16 period. The actual reduction was .7%. The 2016/17 target for the number of incidents per 1000 employees has been set at 55.2. Currently, the actual year to date number of incidents per 1000 is 66.6, which is 20.6% above the target. It therefore appears highly unlikely that the current target will be achieved by the end of the final quarter of 2016/17. Consideration should therefore be given to reviewing the targets set of a 10% year on year reduction of incidents to a more credible one.
- 4.7.3 The proximate causes of accidental injuries and near misses are shown in the PIE chart below. It continues to indicate that slip, trip and fall risks together with manual handling risks are by far the biggest cause of non-fatal injury accidents across the Council, highlighting the need for continued action to reduce such incidents.
- 4.7.4 It should also be noted that there has been a considerable rise in the number of road traffic incidents over this quarter. There were 4 reported in the previous quarter and 12 have been reported in this quarter. Fortunately, these were all damage only incidents without injury. From the beginning of this quarter, all vehicle incidents have been reported on the SHE system. This may account for the increase in the number of incidents recorded.
- 4.7.5 The administrative costs of dealing with these incidents, (not including the cost of time off work), for 2015/16 was estimated to be £7,000. The cost for the year to date July 2016 is also estimated to be £7,000. This is based on HSE methodology (£100 per incident).

| No of non-fatal injury Incidents | 2015/16 | 2016/17 | 2017/18 | YEAR TO DATE JUN. 2016 |
|---------------------------------------|---------|---------|---------|------------------------|
| Target – No. of Accidents | 64 | 58 | 52 | |
| Target – Accidents Per 1000 employees | 60.9 | 55.2 | 49.5 | |
| Target % Decrease | -10% | -10% | -10% | |
| Actual – No. of Accidents | | | | 70 |
| Actual – Accidents Per 1000 employees | | | | 66.6 |
| % Increase / Decrease against target | | | | 20.6% |





4.8 Target 9 – Reducing days lost due to accidents

- 4.8.1 Following an incident that occurred in September 2015 an employee is still off work. At the time of reporting, he had been off work for a total of 278 days.
- 4.8.2. Following an incident that occurred in April 2016 an employee is still off work. At the time of reporting, he had been off work for a total of 56 days.
- 4.8.3 There therefore continues to be a significant increase in the year to date figure for this first quarter of 2016/17 (383) compared to the previous quarter’s year to date figure (266).
- 4.8.4 Using HSE methodology, (£2,600 per incident), it has been estimated that the cost of accidents leading to employees having time of work for 2015/16 was £31,200. For the July year to date period, the estimated cost is also £31,200.
- 4.8.5 The cost to the council of accidents was estimated to be £38,200 for 2015/16. When adding the figures detailed at 4.7.4, (£7,000), and 4.8.4, £31,200, the estimated cost for the July year to date 2015/16 is also £38,200. This does not take into account the costs incurred in rectifying damage to property, vehicles or the impact of any insurance claims made against the councils that directly relate to accidents.

QUARTERLY BREAKDOWN OF NUMBER OF LOST TIME ACCIDENTS – 2015/16

| | JUL – SEP 2015 | | OCT – DEC 2015 | | JAN – MAR 2016 | | APR – JUN 2016 | |
|--|---------------------|--------------|---------------------|--------------|---------------------|--------------|---------------------|--------------|
| | LOST DAY ACC. | DAYS LOST | LOST DAY ACC. | DAYS LOST | LOST DAY ACC. | DAYS LOST | LOST DAY ACC. | DAYS LOST |
| | 1 | 3 | 1 | 4 | | 91* | | 92* |
| | 1 | 5 | 1 | 4 | 1 | 17 | 1 | 56* |
| | 1 | 5 | 1 | 95 | 1 | 1 | 1 | 5 |
| | 1 | 2 | | | 1 | 3 | | |
| | | | | | | | | |
| TOTAL | 4 | 15 | 3 | 103 | 3 | 112 | 2 | 153 |
| AVERAGE LOST DAYS PER ACCIDENT | 3.7 | | 34.3 | | 37.3 | | 76.5 | |
| ACCUMULATIVE AVERAGE LOST DAYS PER ACCIDENT | 8.2 | | 12.7 | | 22.1 | | 31.9 | |

92* Employee still off following accident on 16/09/15.

56* Employee still off following accident on 25/04/16.

4.9 Target 10 – Average number of days lost due to accidents

4.9.1 The performance target is set at reducing the average number of days lost per accident to 7 by the end of 2015/16 and at least maintaining that figure for the next two years. The 2015/16 figure for the average number of days lost was 22.7, which is 15.7 above the target. For the July year to date period the average number of days lost per accident was 31.9, which is 24.9 above the target.

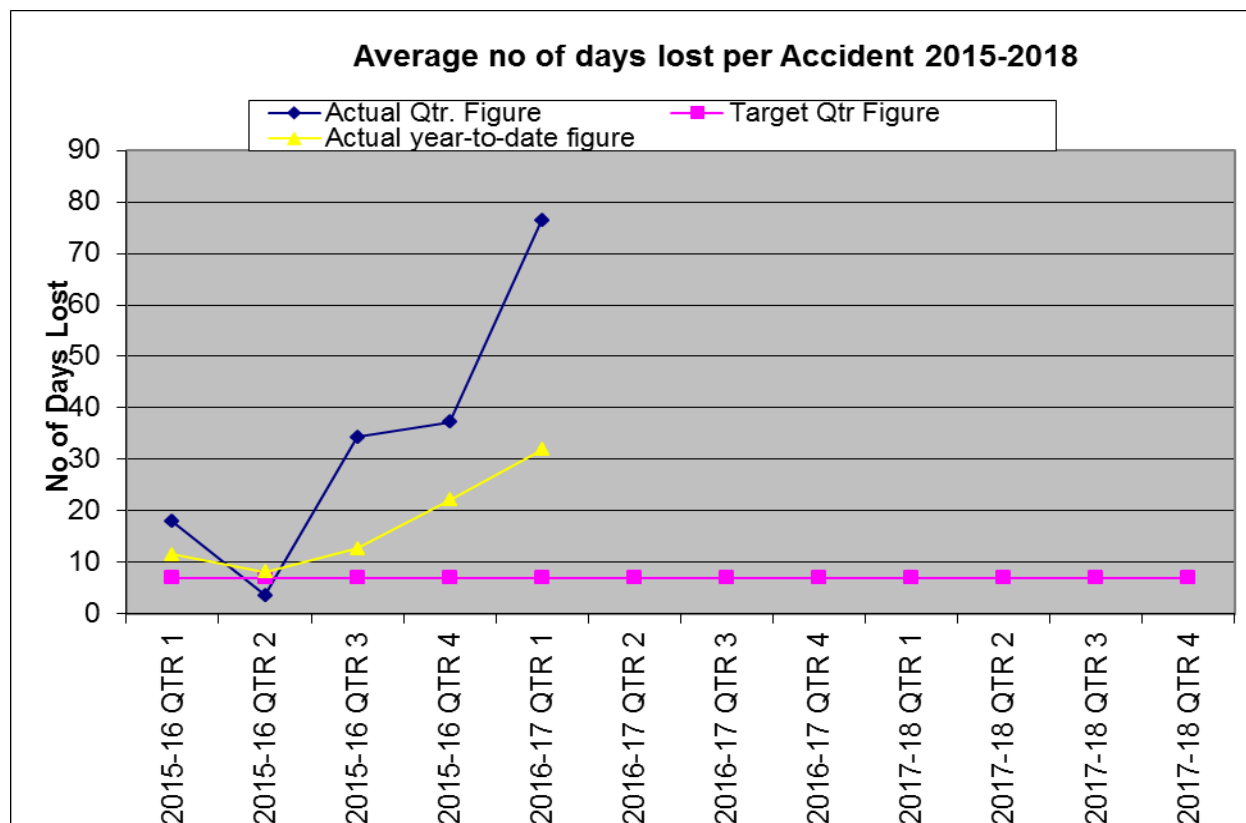
4.9.2 The figures detailed at 4.9.1 indicate that target 10 is highly unlikely to be met by the end of 2016/17 or 2017/18. A review of this target should therefore be considered.

4.9.3 The following accidents led to sickness absence during this reporting quarter:

- On the 16.09.15, an employee tripped and fell over a trailer door causing a sprain to his shoulder and his left knee. At the time of this report he was still off work. The total number days he has been off work now stands at 278 days.
- An employee slipped and fell down some stairs whilst cleaning them, causing an injury to his shoulder that has resulted in him being off work for 56 days. At the time of this report he was still off work.
- An employee was getting out of his vehicle and put his foot in a pot hole. This caused him to fall and sprain his ankle, resulting in him being off work for 5 days.

AVERAGE NUMBER OF DAYS LOST PER ACCIDENT

| | October year-to-date | January year-to-date | April year-to-date | July year-to-date |
|-----------------------|----------------------|----------------------|--------------------|-------------------|
| Target 2015/16 | 7 | 7 | 7 | 7 |
| Actual | 8.2 | 12.7 | 22.1 | 31.9 |
| % Increase / Decrease | -29.3% | +54.8% | +74.1% | +44.3 |



Occupational Health

Objective: Over the period April 2015 to March 2018 the council will continuously reduce its overall reported work related ill health

TARGET 11

8% year-on-year reduction in the number of cases of occupationally related anxiety, stress and depression

TARGET 12

8% year-on-year reduction in the number of days lost due to occupationally related anxiety, stress and depression

TARGET 13

8% year-on-year reduction in the number of cases of occupationally related musculoskeletal conditions

TARGET 14

8% year-on-year reduction in the number of days of occupationally related musculoskeletal conditions

A review of the sickness absence data in April 2015 has identified that due to a combination of factors, the accuracy of the information reported does not meet the required standards. The processes involved in recording and reporting the information have now been reviewed and updated. With this in mind, it has been agreed that a new baseline will be established in 2015/16.

Target 12/14 – to reduce the level of work-related ill health based on the baseline level

PERFORMANCE TARGETS FOR DAYS LOST DUE TO OCCUPATIONALLY RELATED ILL HEALTH

8% YEAR ON YEAR DECREASE IN DAYS LOST DUE TO WORK RELATED STRESS & MUSCULOSKELETAL INJURY (TARGET)

| | 2013/14 (Actual) | 2014/15 | 2015/16 | 2016/17 |
|-----------------------|---------------------|---------|---------|---------|
| Stress | 710 | 675 | 474 | 436 |
| Musculoskeletal | 261 | 248 | 131 | 121 |
| % Increase - Decrease | - | -5% | -8% | -8% |

ACTUAL PERFORMANCE 2015/16

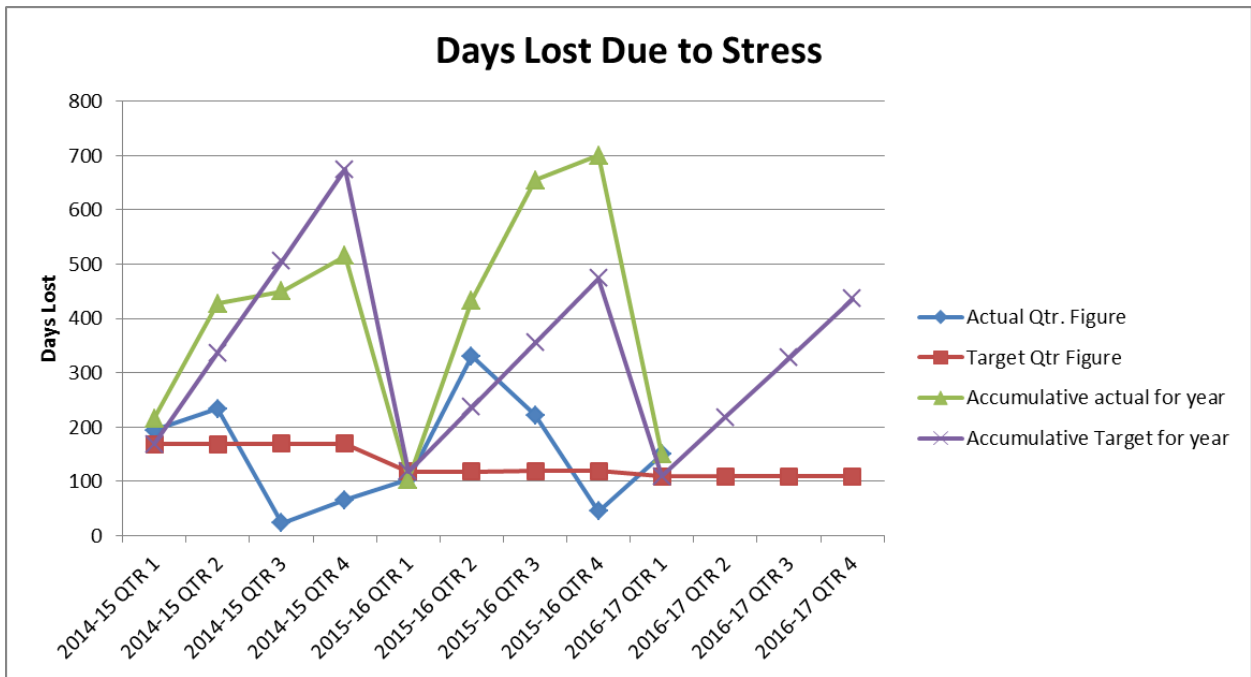
| | APR/JUN 2015 | JUL/SEP 2015 | OCT/DEC 2015 | JAN/MAR 2015 | ACTUAL TOTAL FOR YEAR |
|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------------|
| Stress | 103 | 330 | 222 | 45 | 700 |
| Musculoskeletal | 40 | 56 | 118 | 7 | 221 |

The target for reducing the number of days lost due to work related ill health has been set at 8% year on year using the period 2014 /15 as the baseline.

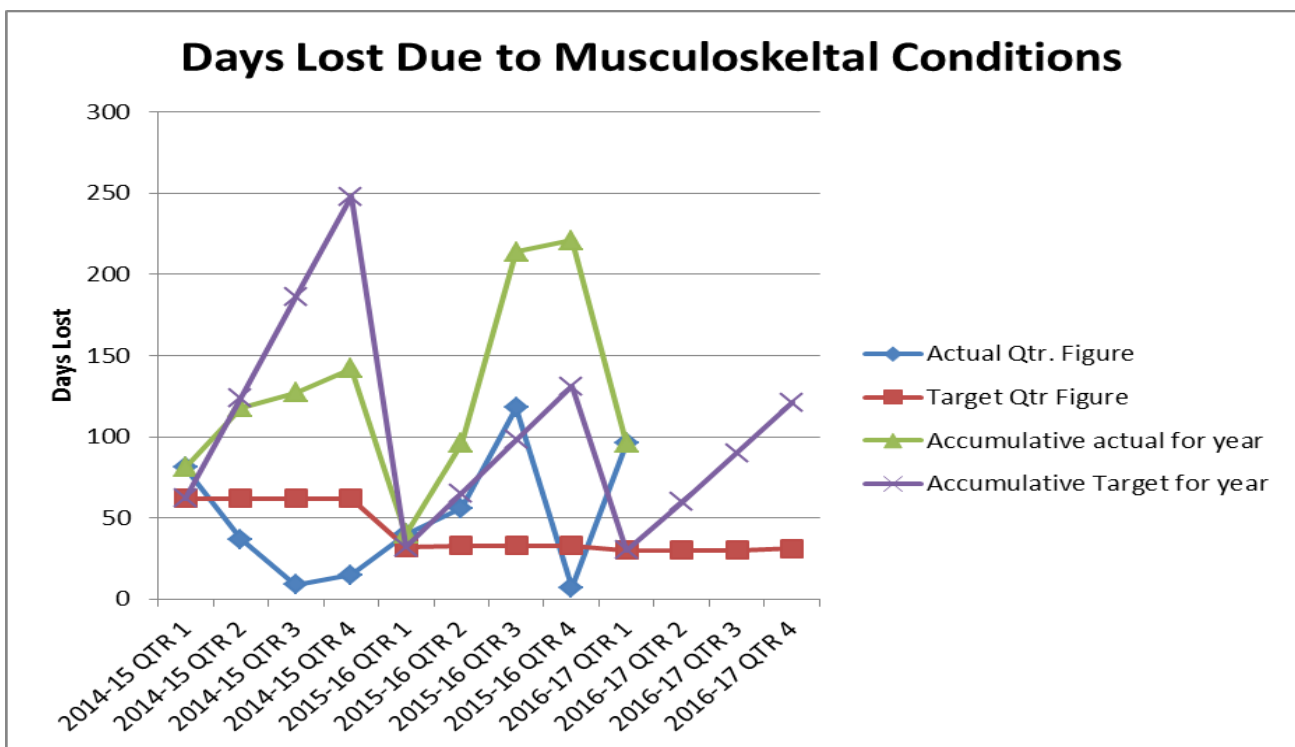
YEAR TO DATE PERFORMANCE – JULY 2015 TO JUNE 2016

| | JUL/SEP 2015 | OCT/DEC 2015 | JAN/MAR 2016 | APR/JUN 2016 | ACTUAL TOTAL FOR YEAR TO DATE |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------------------------|
| Stress | 330 | 222 | 45 | 149 | 746 |
| % Increase - Decrease | +220% | -33% | -80% | +331% | FROM 700 to 746 = 7% INCREASE |
| Musculoskeletal | 56 | 118 | 7 | 96 | 277 |
| % Increase - Decrease | +40% | +110% | -94% | +1371% | FROM 221 to 277 = 25% INCREASE |

The 2016/17 target for the number of days lost due to occupationally related ill health has been set at 436 days (Stress) and 121 (Musculoskeletal). The current year to date figure for stress related absence is 746, this is 171%% above the target. The current year to date figure for musculoskeletal related absence is 277, this is 229% above the target.



The above graph illustrates the number of days lost due to work related stress.



The above graph illustrates the number of days lost due to musculoskeletal conditions.

HEALTH PERFORMANCE TARGETS FOR STRESS AND MUSCULOSKELETAL INCIDENTS

Target 11/13 - 8% YEAR ON YEAR DECREASE IN INCIDENTS OF WORK RELATED STRESS & MUSCULOSKELETAL INJURY (TARGET)

| | 2013/14 (Actual) | 2014/15 | 2015/16 | 2016/17 |
|------------------------------|---------------------|------------|------------|------------|
| Stress | 40 | 38 | 12 | 11 |
| Musculoskeletal | 22 | 21 | 19 | 17 |
| % Increase - Decrease | - | -5% | -8% | -8% |

ACTUAL PERFORMANCE 2015/16

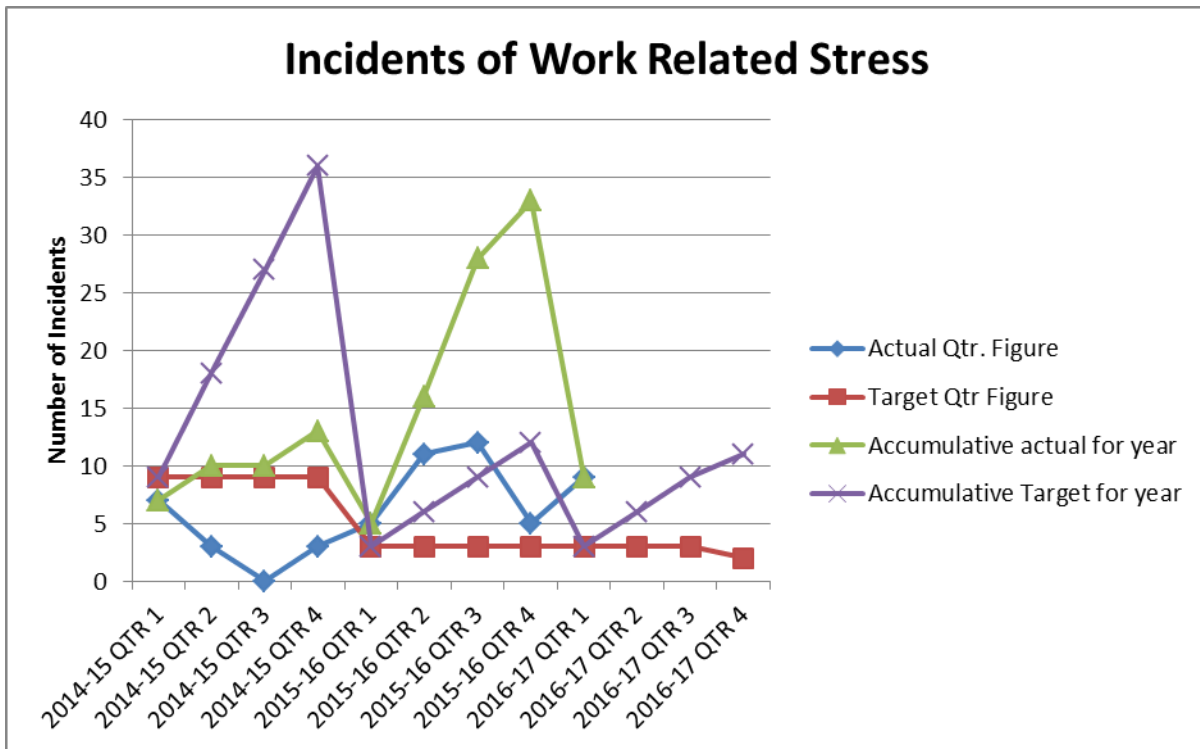
| | APR/JUN 2015 | JUL/SEP 2015 | OCT/DEC 2015 | JAN/MAR 2015 | ACTUAL TOTAL FOR YEAR |
|------------------------|-----------------|-----------------|-----------------|-----------------|--------------------------|
| Stress | 5 | 11 | 12 | 5 | 33 |
| Musculoskeletal | 4 | 8 | 8 | 2 | 22 |

The target for reducing the number of incidents due to work related ill health has been set at 8% year on year using the period 2014 /15 as the baseline.

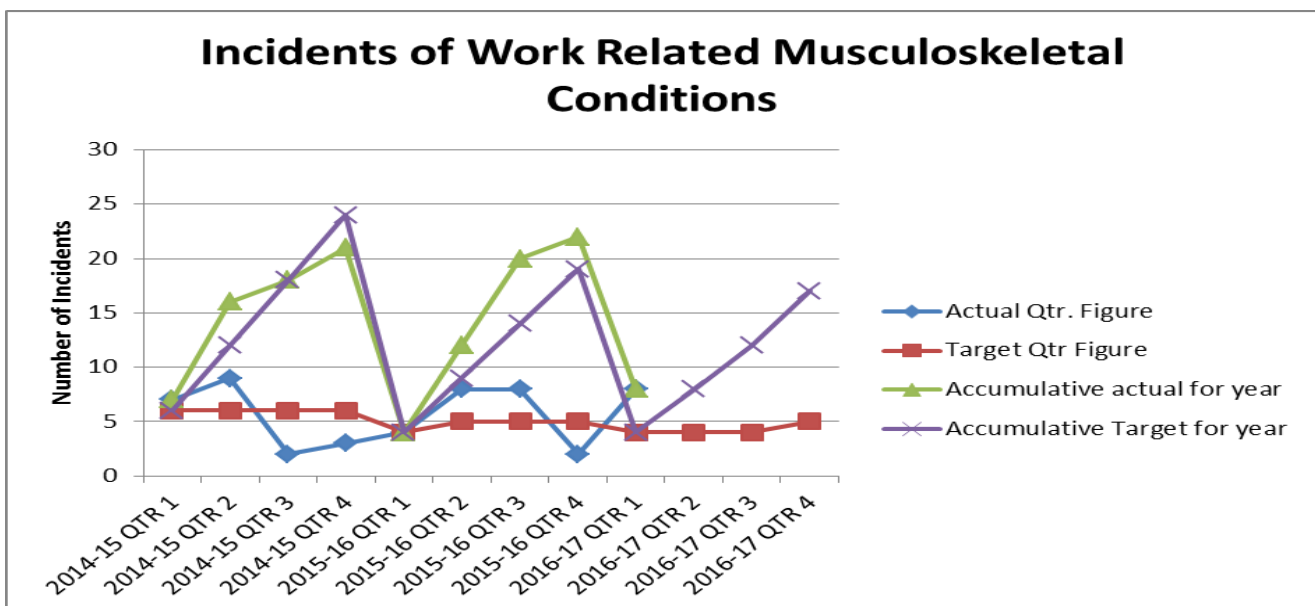
YEAR TO DATE PERFORMANCE – JULY 2015 TO JUNE 2016

| | JUL/SEP 2015 | OCT/DEC 2015 | JAN/MAR 2016 | APR/JUN 2016 | ACTUAL TOTAL FOR YEAR TO DATE |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-------------------------------------|
| Stress | 11 | 12 | 5 | 9 | 37 |
| % Increase - Decrease | +120% | +9% | -58% | +180% | FROM 33 to 37 = 12% INCREASE |
| Musculoskeletal | 8 | 8 | 2 | 8 | 26 |
| % Increase - Decrease | +100% | - | -75% | +400% | FROM 22 to 26 = 18% INCREASE |

The 2016/17 target for the number of incidents of occupationally related ill health has been set at 11 (Stress) and 17 (Musculoskeletal). The current year to date figure for stress related incidents is 37, this is 336% above the target. The current year to date figure for musculoskeletal related incidents is 26, this is 153% above the target.



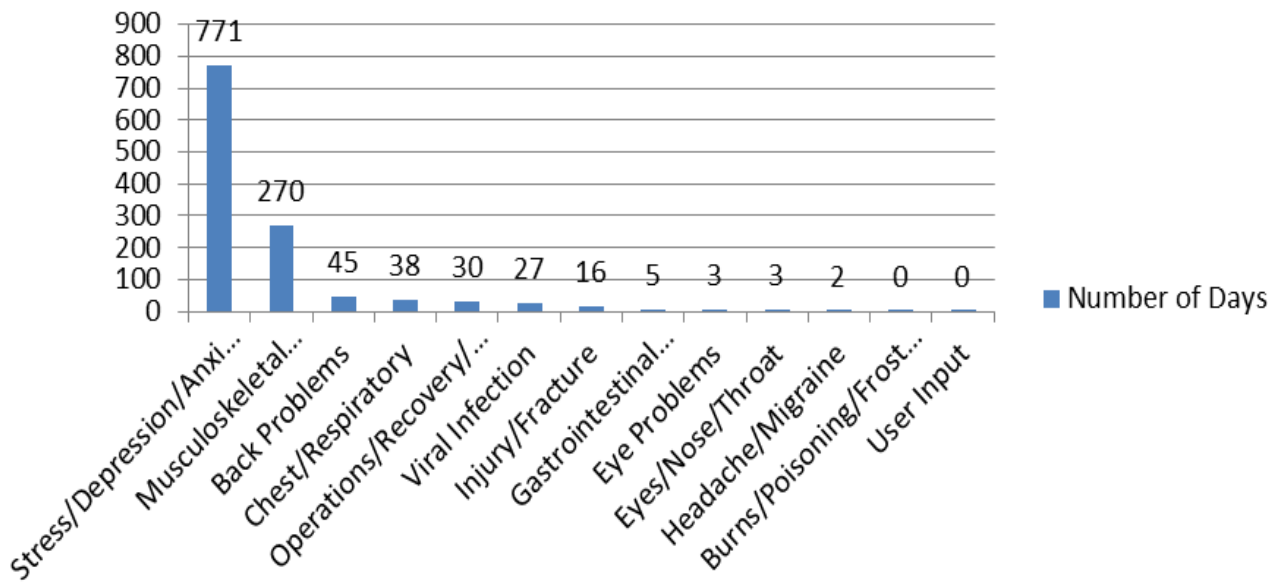
The above graph illustrates the number of incidents due to work related stress. The figures are based on new incidents per quarter to ensure that double counting does not occur.



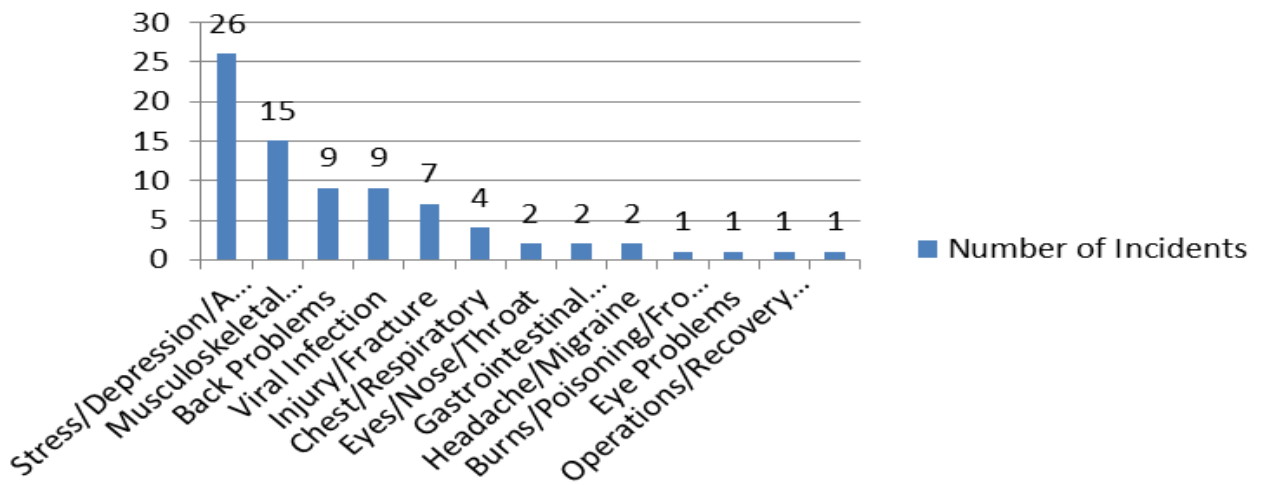
The above graph illustrates the number of incidents due to musculoskeletal conditions. The figures are based on new incidents per quarter to ensure that double counting does not occur.

The charts below show all work related absences for the period 1st July 2015 to 30 June 2016 and confirm that the biggest causes of work related absences remain mental health and musculoskeletal issues. These two areas should remain as the immediate targets for action.

Number of Days



Number of Incidents



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