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The Chair and Members of  
Employment and General Committee

17 July 2015

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 27 JULY 2015 at 4.00 pm in Committee Room 2, 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. Minutes of Council Joint Consultative Committee (Pages 5 - 6)

To receive the Minutes of the Council Joint Consultative Committee on 15 April 2015.

5. Minutes of the Council Health and Safety Committee (Pages 7 - 28)

To receive the Minutes of the Council Health and Safety Committee meeting held on 23 April 2015 and the Improvement Programme Report from that meeting.

6. Meetings Schedule

To consider adding meetings to the schedule for 2015/16 on 12 October 2015 and 25 January 2016.

7. Proposed Apprentice Intake (Pages 29 - 32)

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 MEETING**

**Monday, 20th April, 2015**

Present:-

Councillor Simmons (Vice Chair, in the Chair)

Councillors Gibson  
King

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

39 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Elliott.

40 **MINUTES**

**RESOLVED –**

That the Minutes of the Meeting of the Committee held on 26 January, 2015 be approved as a correct record and signed by the Chair.

41 **MINUTES OF COUNCIL HEALTH AND SAFETY COMMITTEE**

The Minutes of the meetings of the Council Health and Safety Committee held on 13 November, 2014 and 12 February, 2015 were submitted.

**\*RESOLVED –**

- (1) That the Minutes be received and noted.
- (2) That the Council Health and Safety Improvement Programme report also be submitted to Employment and General Committee

alongside the relevant minutes of the Council Health and Safety Committee.

**42 MINUTES OF COUNCIL JOINT CONSULTATIVE COMMITTEE**

The Minutes of the meetings of the Council Joint Consultative Committee held on 15 October, 2014 and 15 December, 2014 were submitted.

**\*RESOLVED –**

That the Minutes be received and noted.

**43 SHARED PARENTAL LEAVE GUIDELINES**

The Human Resources Officer submitted a report recommending for approval the new Shared Parental Leave Guidelines.

These Guidelines were to set out the Council's policy in relation to Shared Parental Leave entitlement in accordance with new legislation.

Shared Parental Leave replaced Additional Paternity Leave where the expected week of birth or adoption matching date was on or after 5 April 2015.

Employed mothers would continue to be entitled to 52 weeks statutory maternity/adoption allowance leave and 39 weeks statutory maternity pay or allowance. An entitlement to two weeks statutory paternity leave remained in place for fathers and a mother's/adopter's partner. This was to remain the default scheme.

Shared Parental Leave allows eligible mothers to choose to end their maternity/adoption leave early and opt to share the parental leave with her partner or the child's father.

The Guidelines were to provide clarity in the process that needs to be followed by the employee and the Council, and what the employee is entitled to claim in respect of leave and pay.

**\*RESOLVED –**

That the new Shared Parental Leave Guidelines be approved.

## **COUNCIL JOINT CONSULTATIVE COMMITTEE**

**Wednesday, 15th April, 2015**

Present:-

### **Representing the Council**

Councillors	Gibson
	J Innes
	King (Chair)
B Offiler	Democratic Services
K Vaughan	Human Resources

### **Representing Employees**

T Devereux	UNISON
P Longley	UNISON
R Wilkes	UNITE

## **14 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Andy Fowler and Maria Slack.

## **15 MINUTES OF MEETINGS HELD ON 15 OCTOBER, 2014 AND 15 DECEMBER, 2014**

### **RESOLVED –**

That the minutes of the meetings held on 15 October, 2014 and 15 December, 2014 be approved as a true record.

## **16 SHARED PARENTAL LEAVE GUIDELINES**

Kay Vaughan presented a report on proposed new guidelines in respect of Shared Parental Leave, following the recent introduction of legislation. The guidelines had been considered by the Policy Working Group.

A copy of the guidelines was attached to the report, and an Equalities Impact Assessment had also been completed.

### **RESOLVED –**

That the new Shared Parental Leave Guidelines be approved for referral to the Employment and General Committee with the recommendation that they be implemented immediately following its approval by that Committee.

## **17 MEETING DATES FOR 2015/16**

### **RESOLVED –**

That the meetings of the Council Joint Consultative Committee for 2015/16 be scheduled to take place on:

- Wednesday 17 June, 2015 at 9.30 am
- Wednesday 16 September, 2015 at 9.30 am
- Wednesday 16 December, 2015 at 9.30 am
- Wednesday 16 March, 2016 at 9.30 am

## **18     ACKNOWLEDGEMENT**

The meeting expressed its thanks to Councillor Graham King for his work as Chair of the Committee, as this was the last meeting he would attend.

Councillor King thanked all members of the Committee for their cooperation and contribution to the Committee's work.

## COUNCIL HEALTH AND SAFETY COMMITTEE

**23 April 2015**

### **Present –**

P Bartle (Construction, Design & Management Co-ordinator)	C Hayes (UNISON)
M Blythe (Sport & Leisure)	M Jasinski (Corporate Health and Safety)
M Bollands (Housing Services)	D Johnson (Corporate Health and Safety)
K Brown (Business Transformation Manager)	A Kaushik (Human Resources)
I Clay (Health and Safety Officer, Housing Services)	Councillor G King
A Craig (Housing – Business Planning and Strategy)	P Longley (UNISON)
T Devereux (UNISON)	M Rich (Executive Director)
A Fowler (UNISON)	Councillor A Slack
K Harley (Human Resources)	B Wainwright (Culture & Visitor Services)
	R Wilkes (Unite)

<b>Min. No.</b>	<b><u>Item</u></b> <b>Decision/Action</b>	<b>By Whom</b>
025	<b><u>Apologies for Absence</u></b>  Councillor B Gibson, A Daley, J Drury, and J McGrogan.	
026	<b><u>Occupational Health and Safety Improvement Programme</u></b>  Progress Reports were considered as follows:  <b><u>Corporate Health and Safety Improvement Programme 2012-15</u></b>  Performance considered against the 11 targets in the Improvement Programme at the end of the final quarter of the 2014/15 year (to March 2015) as detailed in the report, with particular emphasis to be given to:	

	<ul style="list-style-type: none"> <li>• Most common causes of accidents, i.e. 'Moving &amp; Handling' and 'Slip, Trip, Fall' (Target 1);</li> <li>• Review target for average number of days lost due to accidents, as original target (5 days per accident) was below national average (7.5 days per accident) to set realistic and achievable target (Target 3);</li> <li>• Training sessions to be rolled out for Service Managers on Contractor Management System to improve effectiveness of system and provide baseline performance position (Target 6);</li> <li>• Ensure accuracy of data input in respect of work related ill health (Targets 8 – 10).</li> </ul> <p>Councillor King congratulated managers, safety representatives and Members on the improvements achieved over the three years of the Improvement Programme and thanked them for their work on this.</p> <p><b><u>Housing – Business Planning &amp; Strategy</u></b></p> <p>The Housing, Business Planning &amp; Strategy Manager submitted report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> <li>• Ongoing work to develop asbestos policy and management regime, including robust temporary process in place;</li> <li>• Site visits to check contractors complying with submitted Health &amp; Safety Plans and Risk Assessments &amp; Method Statements.</li> <li>• Feedback from stress surveys to be provided to staff via team meetings.</li> </ul> <p><b><u>Housing – Customer Division</u></b></p> <p>The Housing, Customer Division Service Manager submitted report on health and safety</p>	<p>All</p> <p>KB</p> <p>KB</p> <p>HR, Service Mgrs.</p> <p>AC</p>
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activity, highlighting:	<ul style="list-style-type: none"> <li>• Trialled lone working devices – Skyguard fobs to be issued to key staff;</li> <li>• Emphasis given to abuse not being acceptable.</li> </ul>	JMcG
<b><u>Culture &amp; Visitor Services</u></b>		
Culture & Visitor Services Manager submitted report on health and safety activity, highlighting:		
<ul style="list-style-type: none"> <li>• Replacement of flooring in Market Hall retail mall to be completed as soon as possible to minimise risk of slips and trips;</li> <li>• Extension of building controller role at each premises;</li> </ul>	BW	
<ul style="list-style-type: none"> <li>• Premise managers to attend contractor management training;</li> <li>• Cooperation of Trade Unions in identifying safety representatives to assist with safety inspections and accident investigations.</li> </ul>	BW	
<b><u>Environmental Services</u></b>		
Environmental Services Manager submitted report on health and safety activity, including health and safety internal audit report, highlighting:		
<ul style="list-style-type: none"> <li>• Accuracy of accidents data checked and confirmed;</li> <li>• Procedure for regular depot inspections revised – to be relaunched shortly with clearer instructions;</li> </ul>	MH	
<ul style="list-style-type: none"> <li>• Audit to be followed up in 6 months' time to assess progress of action plan and effectiveness – Trade Unions to be invited to be involved;</li> </ul>	MH	
<ul style="list-style-type: none"> <li>• Revised stress management plan;</li> <li>• Reviewing vibration assessments and follow on actions;</li> </ul>	MH	

	<ul style="list-style-type: none"> <li>• Ensure safety representatives contacted when accidents occur and involved in investigation where possible.</li> </ul> <p><b><u>Sport &amp; Leisure Services</u></b></p> <p>Sport &amp; Leisure Services Manager submitted report on health and safety activity, highlighting:</p> <ul style="list-style-type: none"> <li>• Safety performance of contractor on building of new leisure centre monitored – currently performing very well;</li> <li>• Reviewing procedures and risk assessments to take account of new developments;</li> <li>• 14 service areas involved in Active Workplace initiative.</li> </ul>	MH  MB MB
027	<p><b><u>Occupational Health &amp; Safety Improvement Plan 2015 - 2018</u></b></p> <p>Updated targets for Occupational Health &amp; Safety Improvement Programme for 2015 – 2018 considered, based on experience of last three years in order to set challenging and realistic targets.</p> <ul style="list-style-type: none"> <li>• Refresher training to be provided for staff inputting absence data to provide accurate baseline data in 2015/16;</li> <li>• Health &amp; safety management audit programme to be developed to schedule dates for specific services;</li> <li>• A ‘how to’ document to be developed to enable managers and safety representatives to focus on priority issues – draft to be prepared for Health &amp; Safety Committee.</li> </ul> <p>Occupational Health &amp; Safety Improvement Programme for 2015 – 2018 approved.</p>	HR KB KB

028	<p><b><u>Draft Revised Corporate Health and Safety Policy</u></b></p> <p>Draft revised Corporate Health and Safety Policy to take account of revised corporate structure and legislative changes considered.</p> <ul style="list-style-type: none"> <li>• OHSIP Group to consider methodology for undertaking audits, taking account of time commitment for staff involved, and to develop programme (four service areas each year);</li> <li>• Codes of Practice to be updated to provide more detail, e.g. role of Premise managers, working with contractors and Kier, homeworking.</li> </ul> <p>Updated Policy Statement document to be presented to Corporate Management Team and distributed.</p>	<p>OHSIP Group</p> <p>MJ</p> <p>MJ</p>
029	<p><b><u>Minutes of Meeting held on 12 February, 2015</u></b></p> <p>Minutes of Council Health and Safety Committee held on 12 February, 2015 agreed as a true record.</p>	
030	<p><b><u>Thanks</u></b></p> <p>The Committee thanked Councillor King for his work as Chair of the Committee and his significant contribution to the improvements achieved in health and safety across the Council.</p>	

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# OCCUPATIONAL HEALTH & SAFETY IMPROVEMENT PROGRAMME

2012 - 2015

## END OF 3-YEAR IMPROVEMENT PROGRAMME REPORT – APRIL 2015

### **1.0 Introduction**

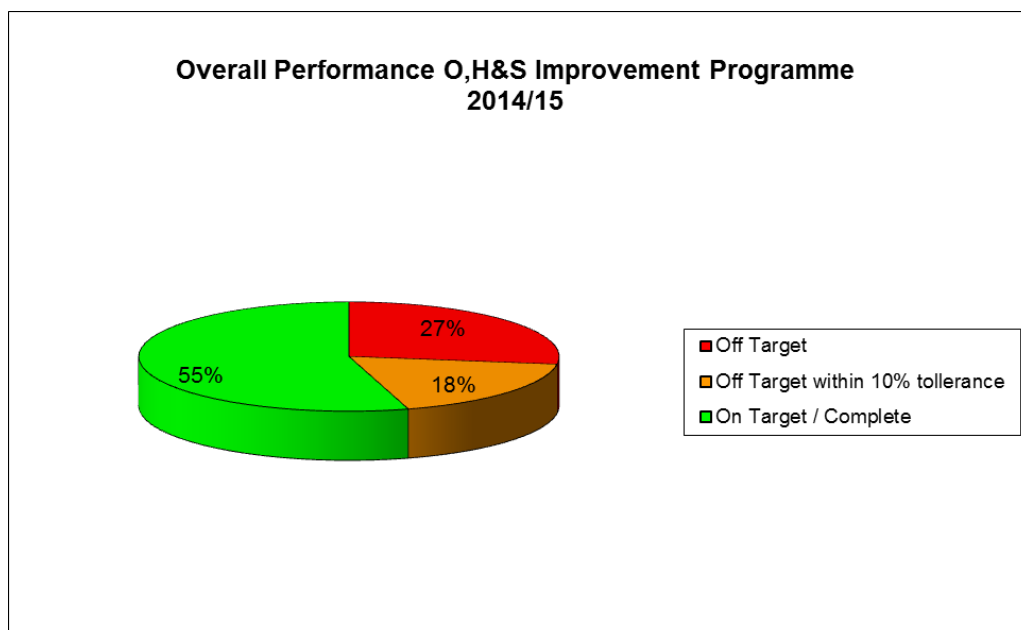
- 1.1 This report summarises the Councils performance against its Occupational, Health & Safety (OH&S) Improvement Programme 2012 to 2015

### **2.0 Background**

- 2.1 In late 2011/early 2012 the Council developed a working group who were responsible for identifying the Councils key areas for improvement in relation to Occupational, Health & Safety and for taking steps to achieve improvements in those identified areas.
- 2.2 The Council then developed and launched in May 2012, the OH&S Improvement programme 2012-2015, focusing improvements around 4 key themes:-
- Accident Performance
  - H & S Management
  - H & S Climate
  - Occupational Health
- 2.3 A copy of the improvement plan showing the Objectives & Targets for each of these themes is detailed in Item 2 of the H&S Committee Papers.

### **3.0 Performance Outturn**

- 3.1 The OH&S Improvement programme contains 11 key targets, the following chart summarises overall performance against those 11 targets using a RAG status and shows that 55% are on target or complete. The percentage scores in the chart below reflect the current status at the end of the third quarter of 2014/15.



#### 4.0 Performance Per Objective

- 4.1 The following sections summarise performance outturn against the four threads of the Improvement programme for the period January 2014 to December 2014.

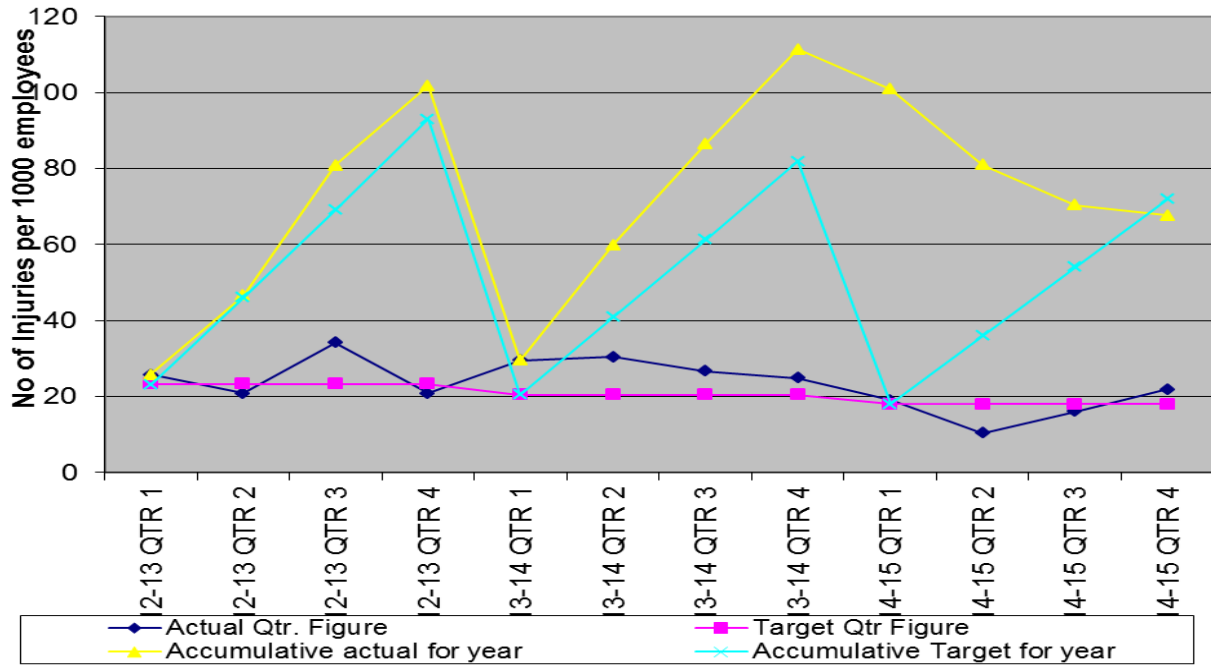
<b>Accident Injury Performance</b>		
<b>Objective:</b> Over the period April 2012 – March 2015 the Council will continuously reduce its employee accident/incident rate		
<b>Target 1:</b> By 31 March 2015 the total of non-fatal injury incidence rate will have been reduced to 71.9 per 1000 employees or better this equates to a year on year reduction of at least 12%	<b>Target 2:</b> To reduce the number of cases of accidents which led to employees having time off work by 25% by March 2015, this equates to 8% year on year	<b>Target 3:</b> To maintain the average number of days lost due to accidents to 5 or fewer per accident.

#### 4.2 Target 1 – Non-Fatal Injury incidence (per 1000 employees)

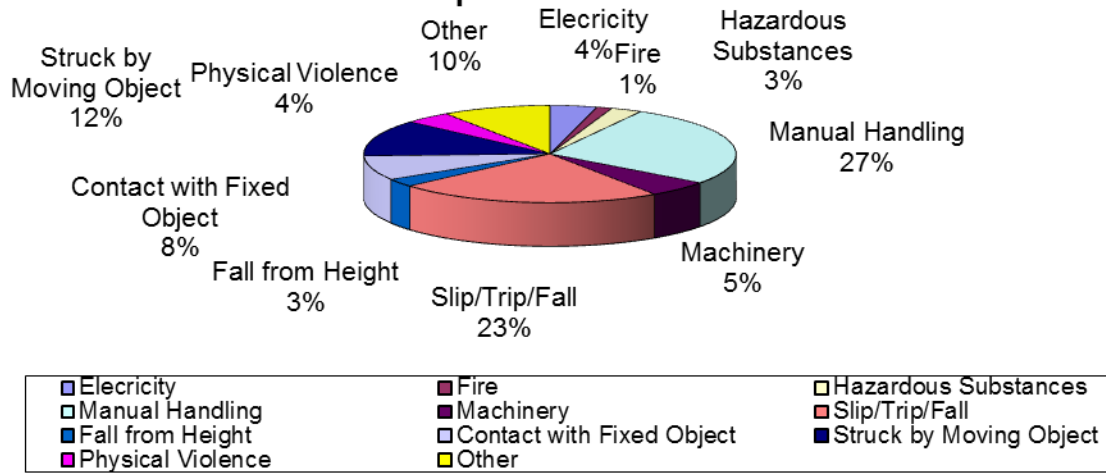
- 4.2.1 The 2014/15 figure is 67.6 per 1000 employees. This is a satisfactory result that is 5.9% below the 71.9 per 100 employee's target that was set for the end of March 2015.
- 4.2.2 The proximate causes of accidental injuries and near misses are shown in the PIE chart below. It continues to indicate 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 Service Managers to take further action to reduce such incidents.
- 4.2.3 The administrative costs of dealing with these incidents, (not including the cost of time off work), is estimated to be £10,700 for 2012/13 and £11,700 for 2013/14. The estimated cost for 2014/15 is £7,100. This is based on HSE methodology (£100 per incident).

<b>No of non -fatal injury Incidents</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
<b>Target – No</b>	Baseline	98	86	76
<b>Target – Per 1000 employees</b>	Baseline	93	81.8	71.9
<b>Actual – No</b>	111	107	117	71
<b>Actual – Per 1000 employees</b>	105.7	101.9	111.3	67.9
<b>% Increase / Decrease</b>	N/A	-3.6%	+9.2%	-38.9%

### Non-Fatal Injury Incidence per 1000 employees 2012-2015



### Proximate Causes of Accidental Injuries April 2014 - March 2015

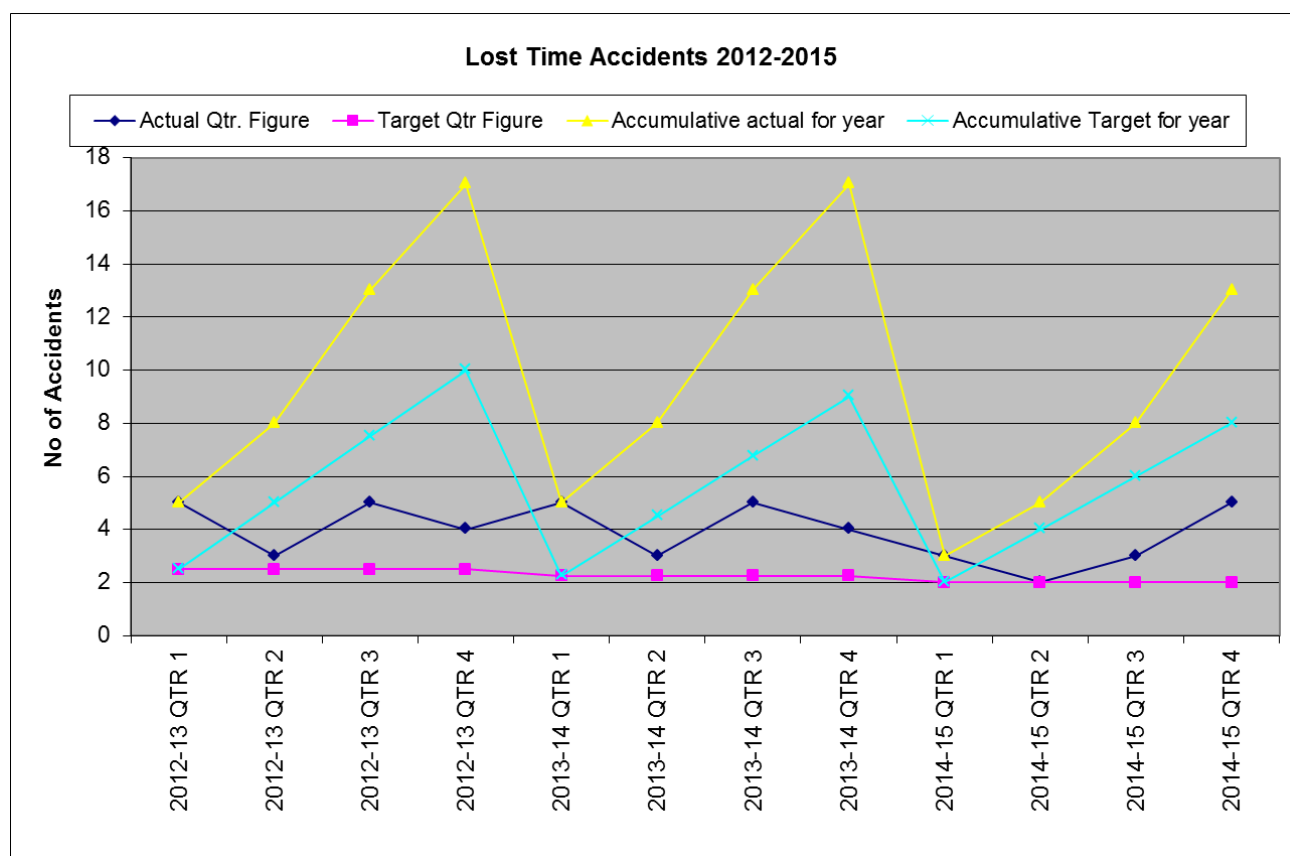


### 4.3 Target 2 - Accidents leading to employees having time off work

- 4.3.1 There has been a slight decrease in the 2014/15 figure (13) compared to the figure for 2013/14 (17). The two most common causes of lost time incidents remain to be slip, trip and fall accidents and accidents that resulted in musculoskeletal injuries.
- 4.3.2 Using HSE methodology, (£2,600 per incident), it has been estimated that the cost of accidents leading to employees having time of work is £28,600 for 2011/12, £44,200 for 2012/13 and £44,200 for 2013/14. The estimated cost for 2014/15 is £33,800.
- 4.3.3 When adding figures 4.2.3 & 4.3.2 the cost to the council of accidents is estimated to be £54,900 for 2012/13 and £55,900 for 2013/14. The estimated cost for 2014/15 is £40,900. 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.

#### LOST TIME ACCIDENTS

	2011/12	2012/13	2013/14	2014/15
<b>Target</b>	Baseline	10	9	8
<b>Actual</b>	11	17	17	13
<b>% Increase / Decrease</b>	N/A	+54.5%	0	-29.4%



### 4.4 Target 3 – Average number of days lost due to accidents

- 4.4.1 The performance target is set at 5 days per accident. The 2014/15 figure for the average number of days lost is 11.1 which is 6.1 over the performance target.

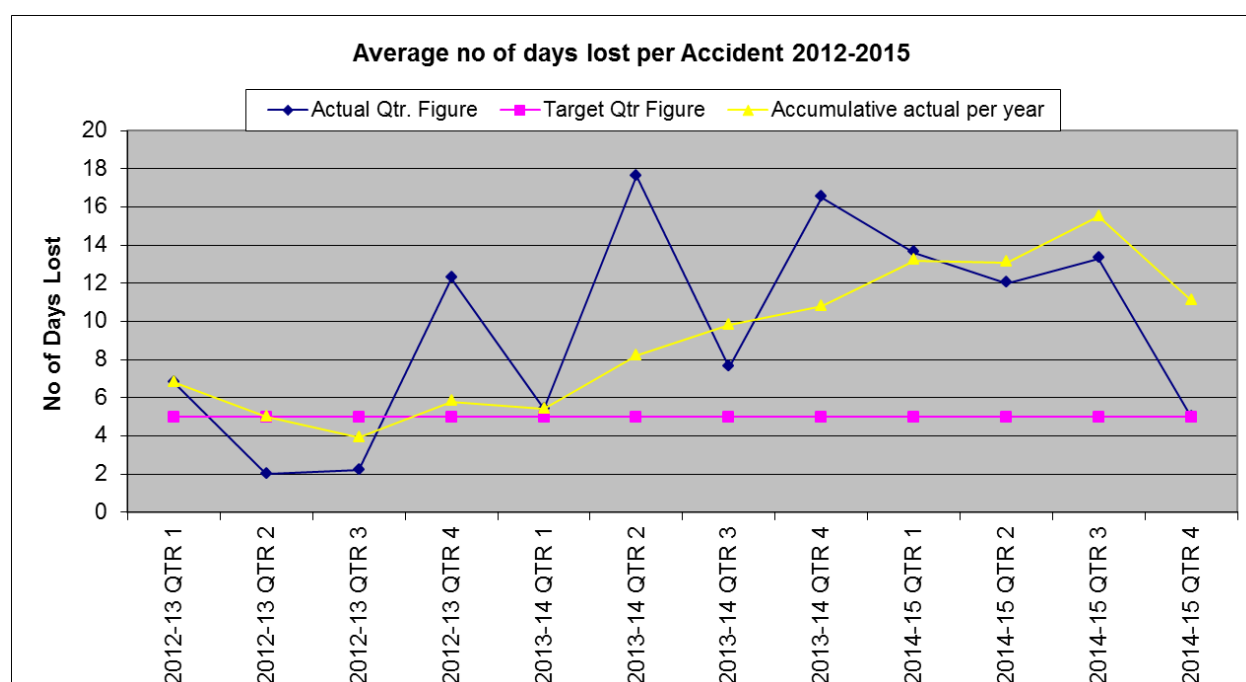


4.4.2 During this reporting quarter, the 5 accidents which have led to sickness absence are detailed below:

- Whilst laying pavers, an employee strained his back. This led to him having 10 days off work.
- A second employee also sprained his back whilst laying paver, resulting in him having 5 days off work.
- An employee slipped and fell on ice in an employee car park which resulted in a fracture to her wrist. This led to her having 2 days off work.
- An employee cut his left hand whilst operating a circular saw. This resulted in him having 5 days off work.
- An employee lost his balance and fell, twisting his knee and his ankle. This led to him having 2 days off work.

#### **AVERAGE NUMBER OF DAYS LOST PER ACCIDENT**

	2011/12	2012/13	2013/14	2014/15
<b>Target</b>	Baseline	5	5	5
<b>Actual</b>	5.9	5.8	10.8	11.1
<b>% Increase / Decrease</b>	N/A	-1.7%	+86.2%	+2.7%



## H & S Management

**Objective:** Over the period of April 2012 to March 2015 the Council will demonstrate a continuously improving performance when benchmarked against the HSE Corporate H & S performance Index (CHaSPI)

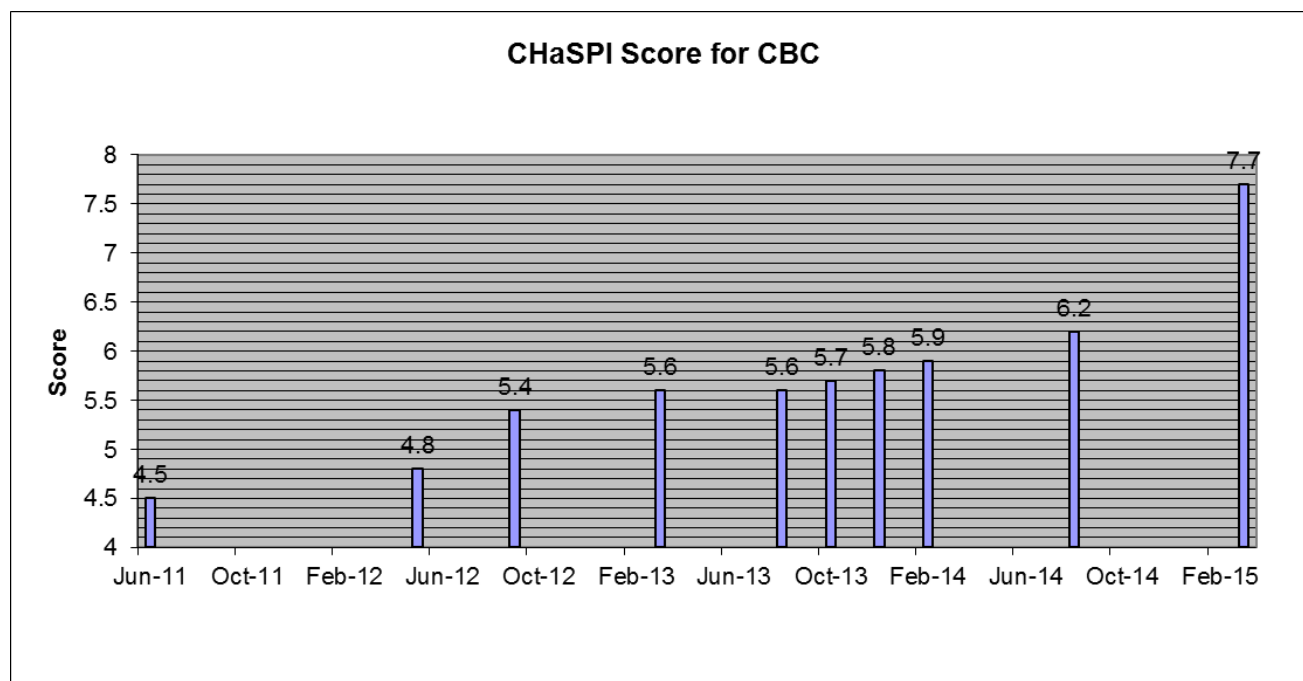
**Target 4:** To achieve an overall score equal to or above the CHaSPI mean (6.6 as of April 2012) for the LA sector by March 2015.

**Target 5:** To develop and implement an improved and robust system for the management of contractors

**Target 6:** To monitor the effectiveness of that system for active contractors, obtaining a baseline performance position.

### 4.5 Target 4 – CHaSPI Score of 6.6

4.5.1 The Occupational Health & Safety Improvement Group (OH&SIG) have been working towards improving the Corporate Health & Safety Performance Index (CHaSPI) score since it was established in early 2012, during that time steps have been taken to improve the councils ability to deliver against the many working areas of the assessment, the score for CHaSPI has been re-assessed at various intervals, as shown below. Since 2012, the group have made steady progress towards the goal of 6.6 by March 2015. It is pleasing to report that the actual score achieved by March 2015 is 7.7, surpassing the 6.6 target by 1.1.



#### **4.6 Target 5 – Develop a Contractor Management System**

- 4.6.1 The Contract Management Working Group has developed new arrangements for the management of contractors working for or on behalf of the Council.
- 4.6.2 Procedures for assessing contractor competency and monitoring contractor performance on site have been prepared and work is now complete in preparing a training presentation for relevant Council officers.

#### **4.7 Target 6 – Effectiveness of the Contractor Management System**

- 4.7.1 The Contractor Management Group have prepared an excel spreadsheet to record the health & safety site performance of contractors working on Council projects. This will be implemented as soon as relevant Council Officers have undergone training on the new arrangements.

### **H & S Climate / Culture**

**Objective:** Over the period April 2012 – March 2015 the Council will demonstrate a continuously improving health and safety climate, with senior management commitment and governance.

**Target 7:** To achieve by 31 March 2015, an improved score, in relation to Accident Performance, Barriers to Safety & Supervision across all of the councils service areas in the employee health & Safety opinion survey

#### **4.8 Target 7 - Improved H&S Climate / culture**

- 4.8.1 The 3 key areas highlighted for improvement in the 3-year improvement plan are Accident Performance, Barriers to Safety & Supervision.
- 4.8.2 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.
- 4.8.3 The table below shows the minimum, maximum and average scores across all Service areas in the three key areas:

Area	Minimum	Maximum	Average
Accident Performance	33	66	55
Barriers to Safety	25	64	40
Supervision	28	67	50

- 4.8.4 Although the response rate for the 2014/15 survey isn't quite as high as the response rate for the previous survey, it is almost double that of the first survey, undertaken in 2011/12. This perhaps reflects an increasing awareness of, and interest in, health and safety at work.

- 4.8.5 The score for Barriers to Safety in most Service areas has been disappointing and a closer examination of the responses to the relevant questions will be required to discover why scores in this area are significantly lower than in others.
- 4.8.6 Where sample sizes in particular Service areas were small, caution is needed when interpreting the results. They should only be used for “indicative” purposes and not be treated as statistically significant.
- 4.8.7 It is important that Management teams understand the reasons for the survey results in their Services. To do this they need to discuss their results with their staff through Service meetings and team meetings, etc. Once they understand the reasons for the less than satisfactory survey responses they will be able to put together action plans to drive improvements.
- 4.8.8 Overall, the survey results are pleasing, particularly in Service areas that have a higher hazard and risk profile. (e.g. Environmental Services and Housing OSD). Scores in these Service areas have improved significantly since the first survey in 2011/12.

### **Occupational Health**

**Objective:** Over the period April 2012 to March 2015 the Council will continuously reduce its overall reported work related to ill health

**Target 8:** 2012-13 to introduce a comprehensive system for recording cases of work related ill health

**Target 9:** 2012/13 to obtain a benchmark level for the incidence of cases of work related ill health

**Target 10:** 2013-15 Targets to be set to reduce the level of work related ill health based on the 2012/13 baseline level

**Target 11:** To successfully implement the Councils Stress Management Policy across all Services.

#### **4.9 Target 8**

- 4.9.1 Previously, when analysing sickness absence data it was not possible to determine whether or not the absence was due to work related factors. Furthermore, due to the way the reasons for the absences were grouped on Resource Link, it was not always possible to determine the exact cause of absence.
- 4.9.2 In order to achieve this target, Human Resources have developed Resource Link to allow the capture of more detailed absence data. The changes have been made based on the HSE’s toolkit for recording sickness absence.
- 4.9.3 The absence data originates from return to work interviews which should be conducted by managers following every period of sickness absence. Human Resources have amended the Return to Work interview (S2) form to replicate those changes made in Resource Link.
- 4.9.4 Providing Council managers fully complete the S2 form, the following information should be available for each period of sickness absence:

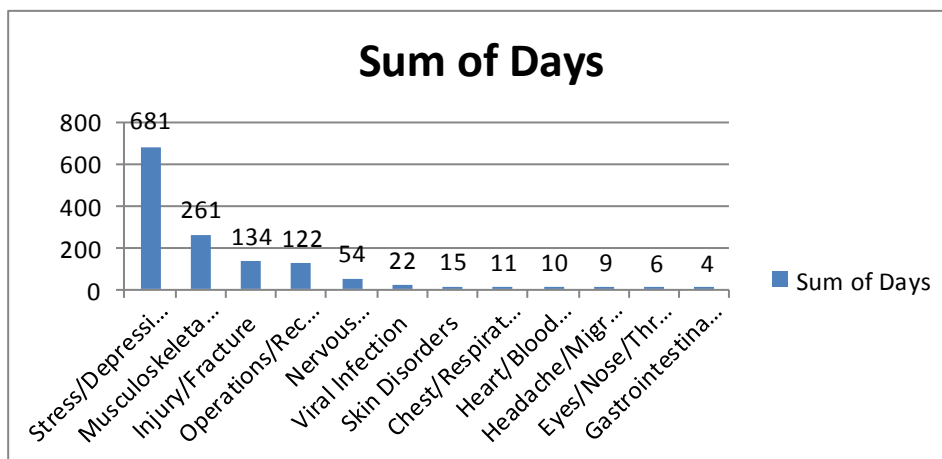
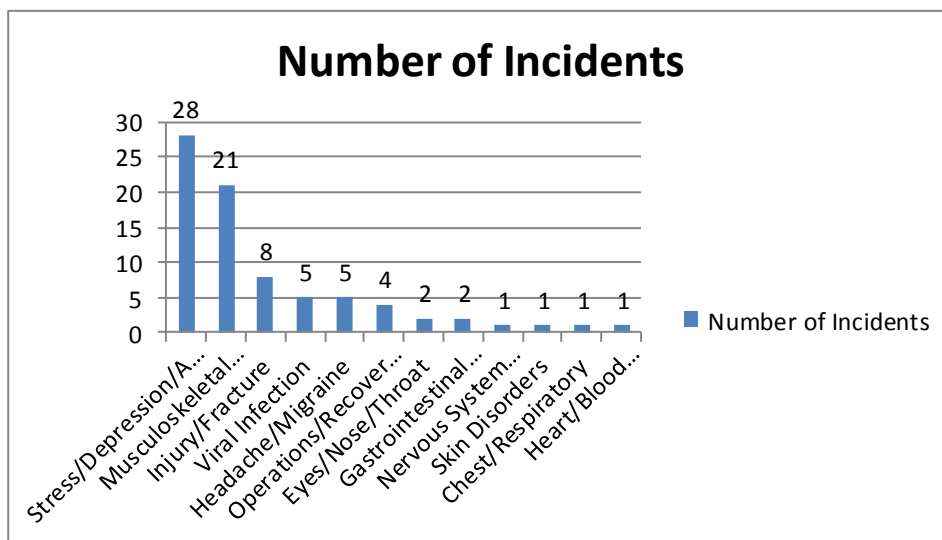
1. The length of the absence

2. The top level reason for the absence (e.g. Anxiety/Stress/Depression/other psychiatric illness)
3. The detailed reason for the absence (e.g. Stress)
4. Whether or not the cause of the absence was work related.

4.9.5 The systems put in place by Human Resources record only those cases where an absence has occurred. It is acknowledged that work related ill health does not necessarily result in absence from work.

#### 4.10 **Target 9 – Obtaining a benchmark level for the incidence of work- related ill health**

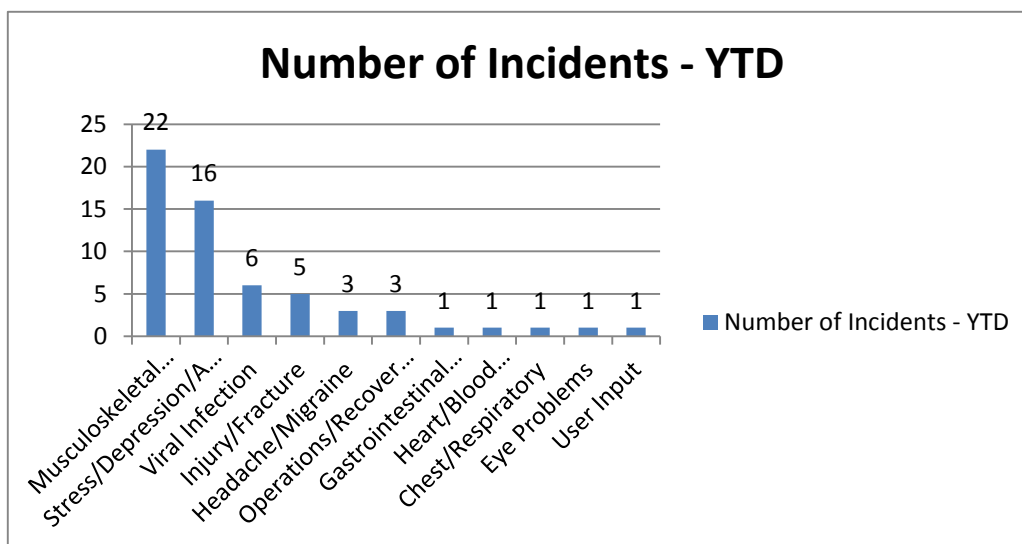
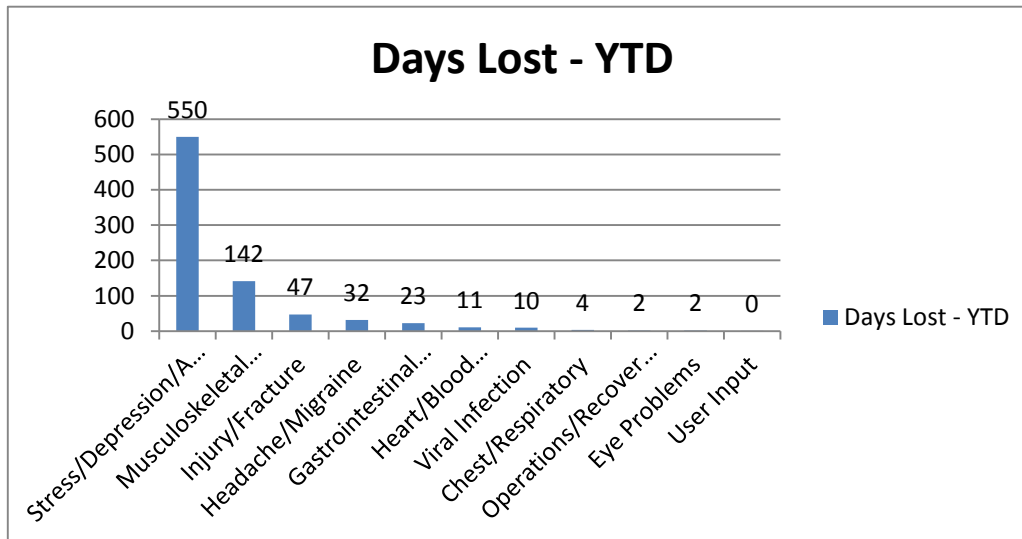
4.10.1 The above changes to the absence recording systems were implemented in November 2012. The results of the data collected during the period 1<sup>st</sup> April 2013 until 31<sup>st</sup> March 2014 for work related absences are as follows:



The total number of days lost due to work related absences during the period 1<sup>st</sup> April 2013 until 31<sup>st</sup> March 2014 was 1328 days. These absences were accumulated from 79 employees and an FTE of 71.

The above figures for the benchmark vary slightly from those previously presented. The report which produced this data was re-run on 7<sup>th</sup> April 2015. The variation in data could be due to information being input after the original benchmark was produced.

The relatively small differences in the figures do not affect the overall conclusions that stress and musculoskeletal injuries are the two most common causes of work related sickness absence.



The above two charts show all work related absences for the period January 2014 to March 2015 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.

Discrepancies between the above figures and those contained within tables later within this report are due to the processes involved in producing this data. Inconsistencies in figures occur where absences straddle different quarters.

**4.11 Target 10 – 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**

**5% 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	TO BE AGREED	TO BE AGREED
Musculoskeletal	261	248	TO BE AGREED	TO BE AGREED
% Increase - Decrease	-	-5%	TO BE AGREED	TO BE AGREED

**ACTUAL PERFORMANCE 2013/14**

	APR/JUN 2013	JUL/SEP 2013	OCT/DEC 2013	JAN/MAR 2014	ACTUAL TOTAL FOR YEAR
Stress	129	232	182	167	710
Musculoskeletal	26	78	87	70	261

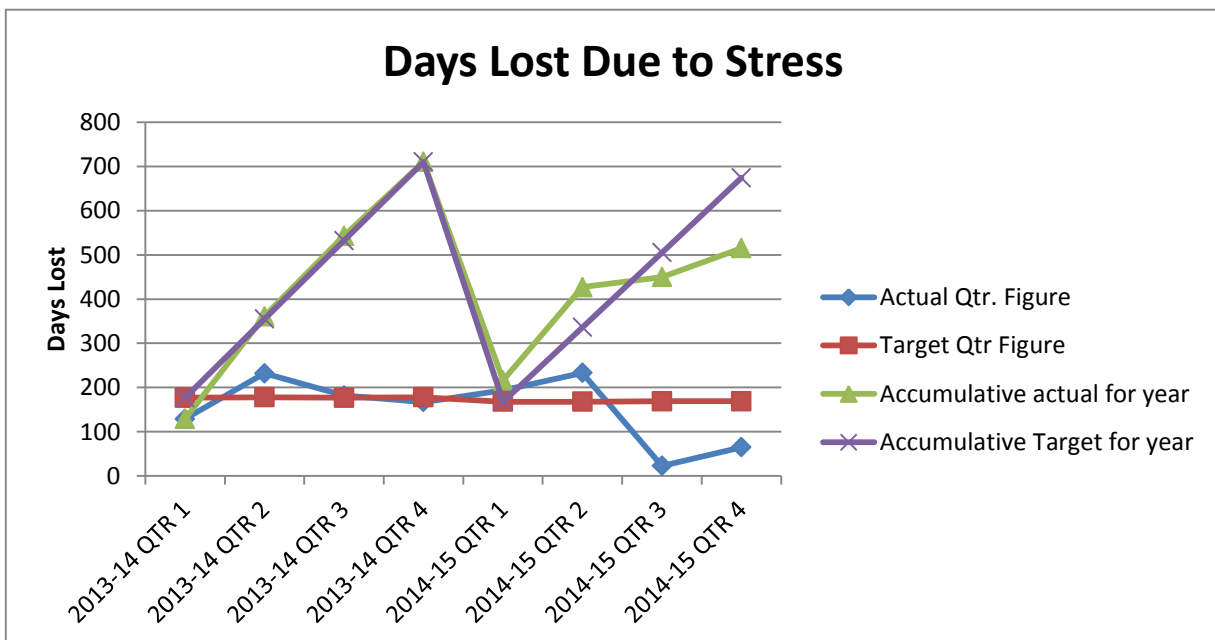
The target for reducing the number of days lost due to work related ill health has been set at 5% year on year using the period 2013 /14 as the baseline.

**YEAR TO DATE PERFORMANCE – APR 2014 TO MAR 2015**

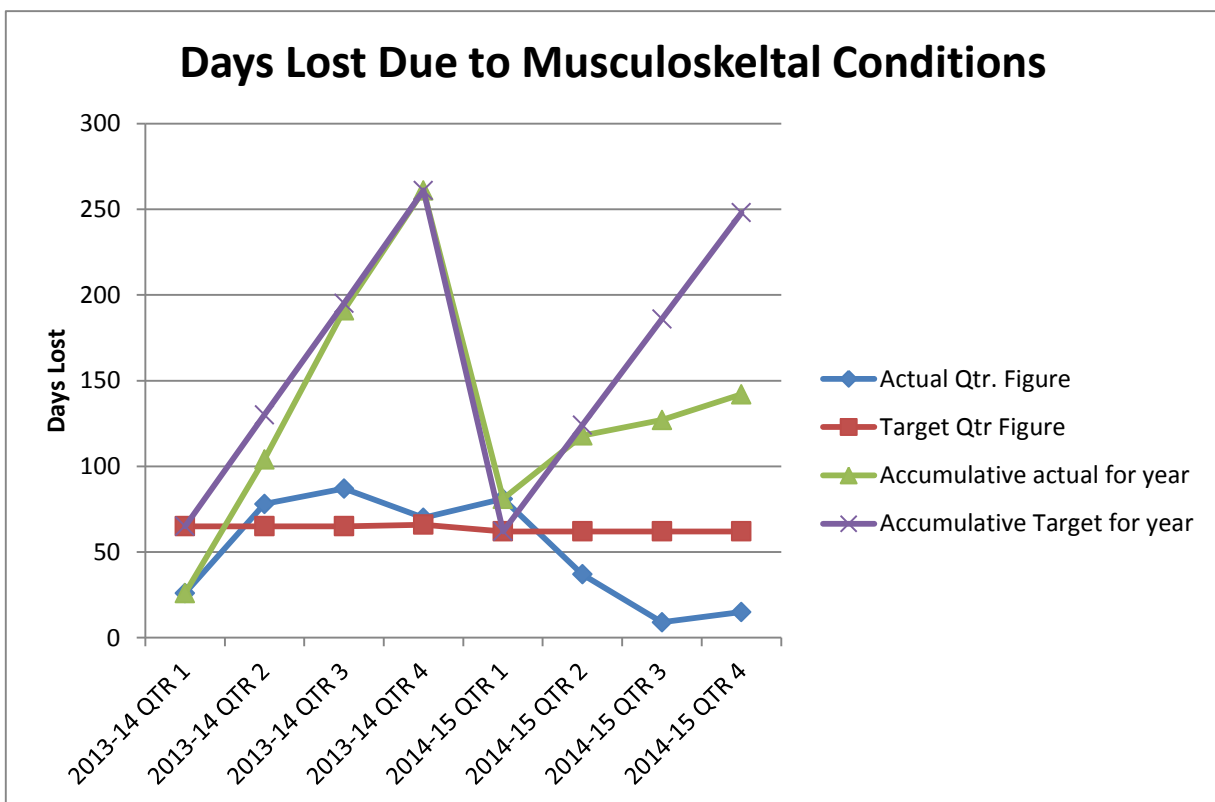
	APR/JUN 2014	JUL/SEP 2014	OCT/DEC 2014	JAN/MAR 2015	ACTUAL TOTAL FOR YEAR TO DATE
Stress	194	233	23	65	
% Increase - Decrease	+16%	+20%	-90%	+183%	FROM 710 to 515 = 27% DECREASE
Musculoskeletal	81	37	9	15	
% Increase - Decrease	16%	-54%	-76%	+67%	FROM 261 to 142 = 46% DECREASE

The 2014/15 target for the number of days lost due to occupationally related ill health has been set at 675 days (Stress) and 248 (Musculoskeletal). The current year to date figure for stress related absence is 515, this is 24% below the target. The current year to date figure for musculoskeletal related absence is 142, this is 43% below the target.

The sudden decline in days lost due to work related stress is due to 5 long term cases being resolved between July and September 2014.



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

### 5% 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	TO BE AGREED	TO BE AGREED
Musculoskeletal	22	21	TO BE AGREED	TO BE AGREED
% Increase - Decrease	-	-5%	TO BE AGREED	TO BE AGREED

### ACTUAL PERFORMANCE 2013/14

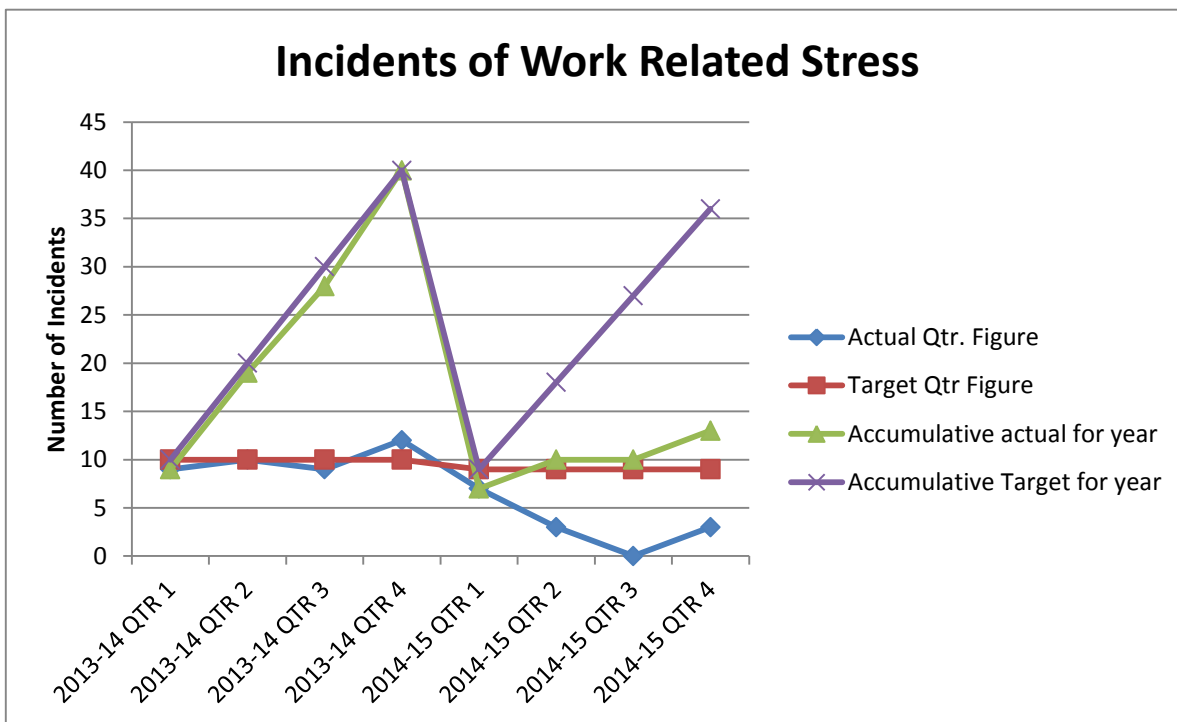
	APR/JUN 2013	JUL/SEP 2013	OCT/DEC 2013	JAN/MAR 2014	ACTUAL TOTAL FOR YEAR
Stress	9	10	9	2	40
Musculoskeletal	3	7	7	8	22

The target for reducing the number of incidents due to work related ill health has been set at 5% year on year using the period 2013 /14 as the baseline.

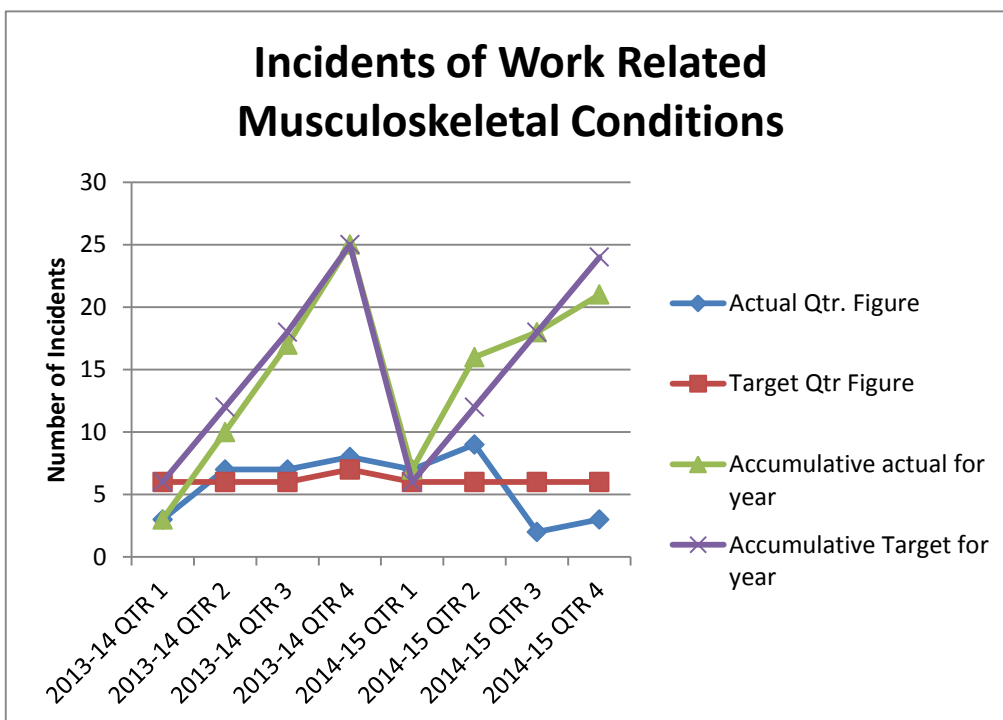
### YEAR TO DATE PERFORMANCE – APR 2014 TO MAR 2015

	APR/JUN 2014	JUL/SEP 2014	OCT/DEC 2014	JAN/MAR	ACTUAL TOTAL FOR YEAR TO DATE
Stress	7	3	0	3	
% Increase - Decrease	-41%	-57%	-	-	FROM 40 to 13 = 68% DECREASE
Musculoskeletal	7	9	2	3	
% Increase - Decrease	-13%	+29%	-78%	+50%	FROM 22 to 21 = 5% DECREASE

The 2014/15 target for the number of incidents of occupationally related ill health has been set at 38 (Stress) and 21 (Musculoskeletal). The current year to date figure for stress related incidents is 13, this is 66% below the target. The current year to date figure for musculoskeletal related incidents is 21, which has been achieved.



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.

#### 4.12 **Target 11**

- 4.12.1 Human Resources in consultation with Council managers and Trade Unions have developed a new Managing Workplace Stress Policy. The new policy which was agreed by Council Members with effect from 1<sup>st</sup> April 2012 aims to be more proactive in identifying potential causes of workplace stress in order that steps can be put in place to reduce the risk of stress occurring.
- 4.12.2 To coincide with the implementation of the policy, Human Resources arranged a stress training programme for Chief Officers, Heads of Service, Service Managers and Managers of the Council.
- 4.12.3 In Dec 2014 / January 2015 the Councils Corporate Management Team has refreshed all Stress Risk assessments. Reports on actions plans will be presented to Safety Committee.
- 4.12.4 The councils CMT has also made a commitment to review the policy during 2015.

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## **FOR PUBLICATION**

### **PROPOSED APPRENTICE INTAKE**

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MEETING:	Employment and General Committee
DATES:	27 July 2015
REPORT BY:	Operational Services Manager – Martyn Bollands
WARD:	ALL

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FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE:	LOCATION:
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#### **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek approval for the 2015 intake to recruit 3 trade apprentices and 3 trainee technicians for Housing Services, Operational Services Division.

#### **2.0 RECOMMENDATION**

- 3.0 That the Operational services Manager be authorised to recruit three additional trade apprentices and three trainee technicians as outlined in the report.

#### **BACKGROUND**

- 3.1 Housing Services' Operational Services Division has 135 trade employees at present and 60% of these employees have served their apprenticeship and been retained as permanent employees with Chesterfield Borough Council.
- 3.2 At present there are nine trade apprentices employed within the Operational Services Division, with five becoming fully qualified as a

result of their apprenticeship being completed in September 2015.

- 3.3 Housing Services is keen to play its part in continuing to contribute to developing local employees through trade apprenticeships in line with the Council vision of Chesterfield being an 'Apprentice Town'.
- 3.4 The proposed recruitment of six apprentices will form a positive contribution to the Council's Workforce Plan.

#### 4.0 **CURRENT POSITION**

- 4.1 The present productive workforce is as follows as at April 2015, with as shown 9 trade apprentices presently at various stages of their apprenticeship.

Painters	<b>5</b>
Bricklayers/ Plasterers	<b>30</b>
Joiners	<b>34</b>
Plumbers	<b>15</b>
Gas H and V Engineers	<b>17</b>
Support Service En.	<b>18</b>
Electricians	<b>14</b>
Ground workers	<b>2</b>
<b>Total Craft Employees</b>	<b>135</b>
Apprentice Electricians	<b>1</b>
Apprentice Plasterer/Gbuild	<b>1</b>
Apprentice Joiners	<b>4</b>
Apprentice Plumbers	<b>3</b>

- 4.2 Within the next four years, five trade employees and 3 technical staff are anticipated to retire.

2 - Plumbers  
1 - Painter  
1 - Electrician  
1 - Gas Engineer  
3 - Technical Officers

- 4.3 There is a need to maintain the balance of skilled employees within the various trades required to carry out the Council's Housing Repairs and Maintenance contracts. To do so the proposal for the 2015 intake is to recruit one joiner, one general builder and one painting apprentice, and three trainee technical officers from September 2015.

- 4.4 This intake date links with the start of the college term at Chesterfield College, with whom the Council is in partnership and the college, when funding is in place, assists with the courses and therefore contributes to the overall funding arrangements for some of the courses.
- 4.5 The College may also assist with the recruitment process at the early stages, although the final appointments will be made by the Council.
- 4.6 Apprentices set on this year will complete their apprenticeships in September 2018, and they will then be in a position, if they meet the criteria, to have the opportunity to replace employees who leave or retire.

## 5.0 **FINANCIAL CONSIDERATIONS**

- 5.1 There is a cost to the Council and to OSD for this intake of apprentices and trainees which is as follows -

<b>Apprentice Trades Person</b>	<b>Total Ave/Wk</b>	<b>Annual Ave.</b>
Age 16	£209.93	£10,946.17
Age 17	£224.24	£11,692.32
Age 18 +	£257.64	£13,443.84
<b>Technician</b>		
Under 18	£156.75	£8,173.26
18 - 20	£206.70	£10,777.75
Over 21	£240.50	£12,540.15
Potential total cost for 3 apprentices		£40,331.52
Potential total cost for 3 trainee technicians		£37,620.45
Average on costs (X6 at £5008.11 each)		£30,048.66
<b>Total Costs</b>		<b>£108,000.63</b>

- 5.2 The cost for three apprentices and three trainee technicians per year is based on an average cost because the actual cost will depend on the age of the apprentices from this intake, but the total potential cost to the OSD and the Council is £108,000.63 as illustrated in the table in 5.1.

- 5.3 The cost of these apprentices and trainees will be funded from the OSD budget already approved, which will have the effect of reducing the surplus returned to the HRA by the same amount.

6.0 **EQUALITY AND DIVERSITY CONSIDERATIONS**

- 6.1 Youth unemployment is a major concern for the Borough and this scheme contributes to mitigating this issue. This scheme has a positive impact on younger people by enabling them to access a high quality apprenticeship and training package as well as earn while they learn. It also has significant benefits for the Council in increasing workforce diversity and enabling succession planning.

7.0 **RECOMMENDATION**

- 7.1 That the Operational services Manager be authorised to recruit three additional trade apprentices and three trainee technicians as outlined in the report.

8.0 **REASONS FOR RECOMMENDATION**

- 8.1 To offer additional employment and training opportunities to support the Council's Workforce Plan.
- 8.2 To meet with the Council's strategic aspirations of being an apprentice town.

**Martyn Bollands**  
**Operational Services Manager**