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The Chair and Members of  
Employment and General Committee

15 July 2016

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 25 JULY 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. Local Government Act 1972 - Exclusion of Public

To move "That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Act".

5. Pavements Staffing Review (Pages 5 - 50)
6. Local Government Act 1972 - Re-admission of the Public

To move that after the consideration of an item containing exempt information that the public be re-admitted to the meeting.

7. Minutes of the Council Joint Consultative Committee (Pages 51 - 54)

To receive the Minutes of the Council Joint Consultative Committee on 21 January, 2016.

8. Minutes of the Council Health and Safety Committee (Pages 55 - 78)

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

# Agenda Item 5

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## 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
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**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 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>
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<b>Min. No.</b>	<b><u>Item</u></b>  <b>Decision/Action</b>	<b>By Whom</b>
17	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Councillor S Niblock, Councillor M Wall, N Johnson, D Clarke and M Blythe.</p>	
18	<p><b><u>MINUTES OF THE MEETING HELD ON 29 OCTOBER, 2015</u></b></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>	

19	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING</u></b></p> <p>There were no matters arising from the minutes of the previous meeting.</p>	
20	<p><b><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></b></p> <p><b><u>Corporate Health and Safety Improvement Programme 2015-18</u></b></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"> <li>• Training programme on target to ensure all relevant employees have received appropriate training by the end of 2015/16.</li> <li>• Services managers need to work to improve targets in accident performance, barriers to safety and supervision.</li> <li>• Corporate employee survey of amended questions to be undertaken during 2016/17 to gauge if the required improvements have been made.</li> <li>• Further action needed to reduce amount of non-fatal injury accidents due to slips, trips and falls and manual handling.</li> <li>• A substantial increase in days lost due to stress related ill health that could be directly attributed to disciplinary and performance management investigations.</li> <li>• 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.</li> </ul> <p><b><u>Housing – Operational Services Division</u></b></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"> <li>• Staff issued with laptops to allow agile working, DSE assessments completed and lone working procedures in place.</li> <li>• Environmental Health team moved to OSD office, work to be carried out to ensure staff adhere to new rules.</li> <li>• Staff concerns about communication were addressed in two service briefings that informed staff of the corporate challenges.</li> <li>• 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.</li> <li>• Managing Conflict Training arranged by Environmental Health following EPDs, this was also offered to other departments.</li> </ul> <p><b><u>Development and Growth</u></b></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"> <li>• Focus given to Team Managers to improve regular health and safety briefings and communication with staff about health and safety issues.</li> <li>• Project managers ensure that contractors are operating to health and safety legislation and guidelines.</li> </ul>	<p>CB</p> <p>NJ</p>
<p>21</p>	<p><b><u>STRESS POLICY</u></b></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><b><u>THEMED WORKSHOP - TO BE CONFIRMED</u></b></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"> <li>• Procedures for Framework Companies and Ad-Hoc Companies</li> <li>• What the council is required to do, e.g. produce a clear specification, highlight hazards.</li> <li>• What is required from the contractor, e.g. risk assessments, qualifications.</li> <li>• The checks needed during the contract period e.g. site visits.</li> </ul> <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)

<p>P. Bartle (Housing)          Cllr. S. Blank          T. Bryan (Unison)          M. Bollands (Housing OSD)          I. Clay (Housing OSD)          A. Craig (Housing)          T. Devereux (Unison)          A. Dunn (Environmental Services)          A. Fowler (Unison)          K. Harley (Human Resources)</p>	<p>C. Hayes (Unison)          M. Jasinski (Corporate Health and Safety)          P. Longley (Unison)          A. Radford (Cultural and Visitor Services)          B. Tomlinson (Environmental Services)          Cllr. M. Wall</p>
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Min. No.	<u>Item</u>  Decision/Action	By Whom
23	<p><b><u>APOLOGIES FOR ABSENCE</u></b></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><b><u>FORMAT OF MEETING</u></b></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"> <li>• Service Manager's reports to show a more realistic picture of Health and Safety in their service area.</li> <li>• Report authors to refrain from presenting their reports to the committee in detail and only pick out key notable issues or achievements.</li> <li>• The need for the committee to contribute towards making a difference on the ground through supporting tough action and being more pro-active.</li> <li>• To focus more on the health of employees, e.g. stress, injury.</li> </ul> <p>The Elected Members, Employee Representatives and Officers supported the changes.</p>	

<b>25</b>	<p><b><u>MINUTES OF THE MEETING HELD ON 21 JANUARY, 2016</u></b></p> <p>Minutes of the Meeting held on 21 January, 2016 were approved as a correct record and signed by the Joint Chairs.</p>	
<b>26</b>	<p><b><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u></b></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
<b>27</b>	<p><b><u>WORKSHOP UPDATE</u></b></p> <p>Ian Clay provided an update on the Contractor Management workshop. The following points were discussed:</p> <ul style="list-style-type: none"> <li>• The Committee raised concerns that contractors were not being inputted onto the Contractor Performance Register.</li> <li>• 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.</li> <li>• Employees needed to be spotting contractors out on the job and checking if they are on the register.</li> <li>• 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.</li> <li>• An urgent meeting would be arranged with the people who administer the different databases.</li> <li>• A Health and Safety representative from Kier and Arvato needed to attend the CH&amp;SC meetings.</li> </ul>	<p>ALL</p> <p>MJ/KIER</p> <p>ALL</p> <p>MJ</p> <p>MJ</p> <p>KIER/ ARVATO</p>
<b>28</b>	<p><b><u>THEMED WORKSHOP</u></b></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"> <li>• The importance of ensuring that toolbox talks are carried out.</li> <li>• Raising employees' awareness of risk assessments and making sure they are read before carrying out the tasks.</li> <li>• All incidents should be fully investigated at an early stage</li> </ul>	SERVICE MANAGERS

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





# OCCUPATIONAL HEALTH & SAFETY IMPROVEMENT PROGRAMME

2015 - 2018

## PERFORMANCE REPORT FOR END OF YEAR 2015/16

### 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:-

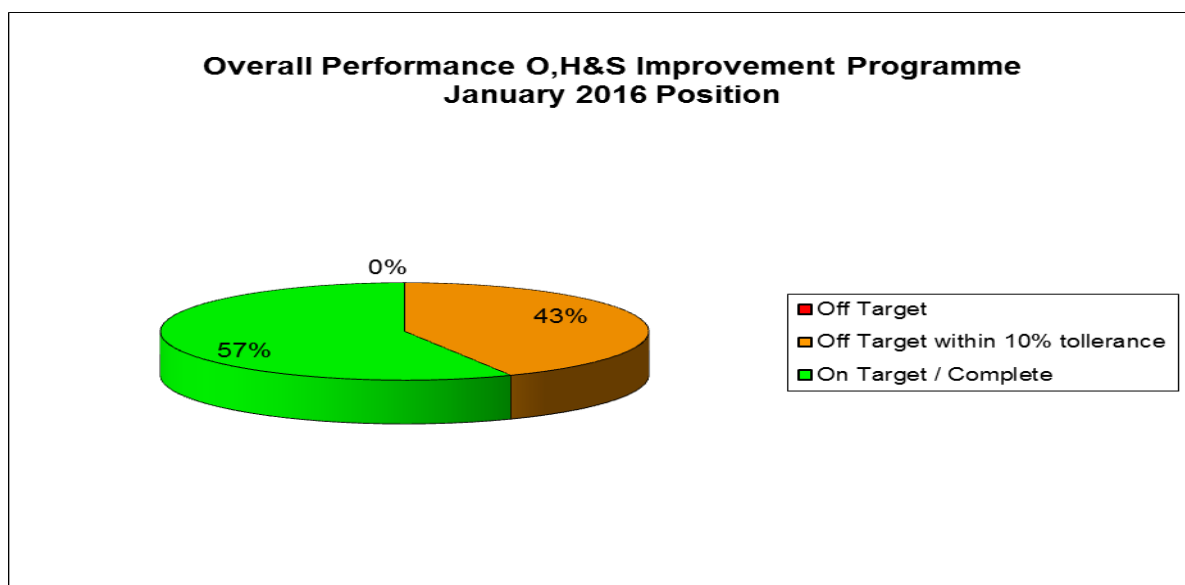
- Accident Performance
- H & S Management
- H & S Climate
- Occupational Health

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 fourth quarter of 2015/16.



### 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.

<b>Target 1:</b> To embed the council's procedures relating to contractor management across the authority during 2015/16	<b>Target 2:</b> To train all relevant employees in the CBC contract management system and procedures in 2015/16	<b>Target 3:</b> To review the commissioning cycle to ensure all H&S risks are addressed at specification, tender, contract and contract management stages of the cycle	<b>Target 4:</b> Revise, Reissue and implement the 'Managing Workplace Stress Policy'	<b>Target 5:</b> To develop, and commence delivery of, a 3 year corporate H&S management auditing programme.
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### 4.0 **Target 1 – Embedding contractor management procedures**

4.0.1 The new procedures and documentation to be employed when appointing contractors are currently available on the 'P' Drive. These documents will be transferred onto the Council's Intranet pages by the end of April 2016.

### 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 to ensure the remaining 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 currently being prepared.

4.4.2 Once the new audit arrangements have been agreed and the audit team have been instructed on the new procedure, the audit programme will commence. The first audit will be undertaken at Environmental Services and it is due to commence by the end of April.

## 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 & 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 2 corporate employee Health & 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:** By 31 March 2018 the number of days lost due to accidents will have been reduced by 10% year on year.

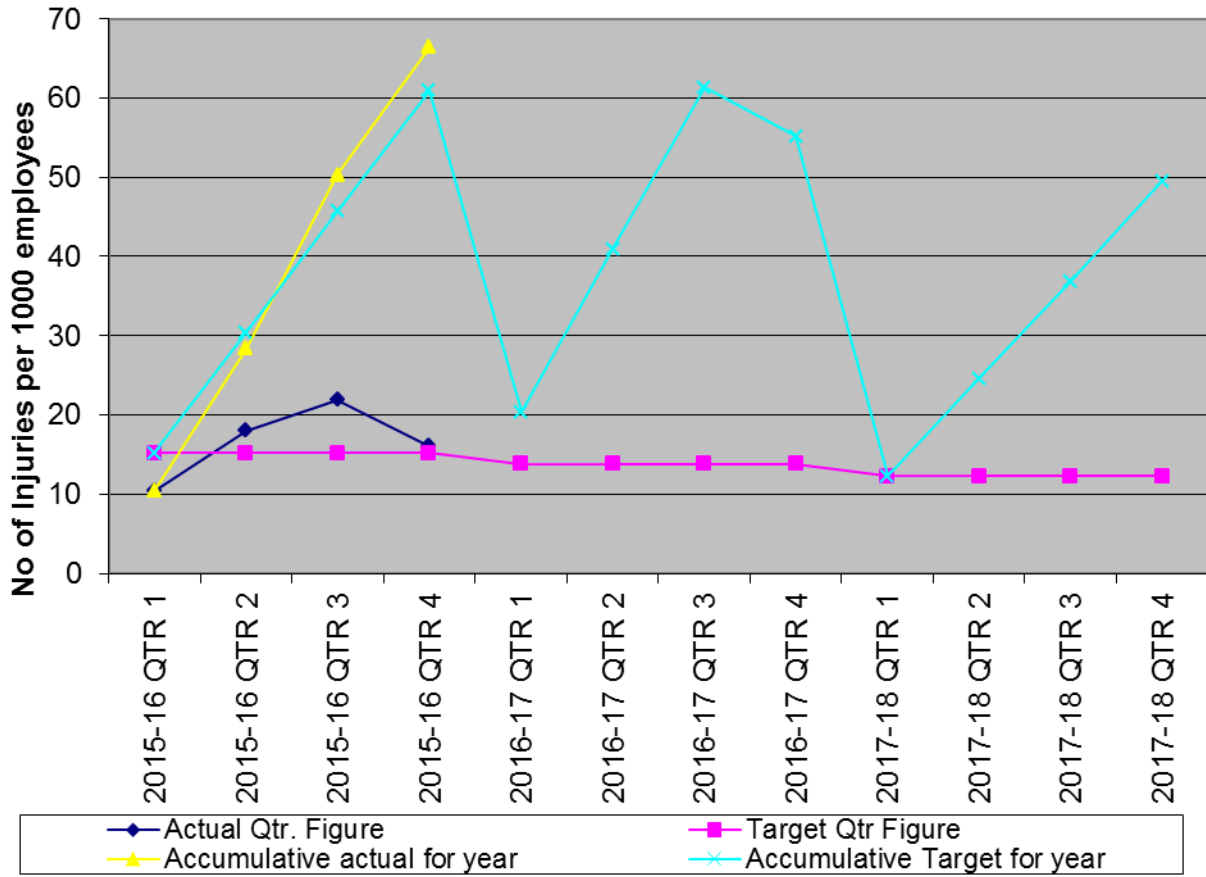
**Target 10:** To reduce the average number of days lost due to accidents to 7 or fewer per accident.

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

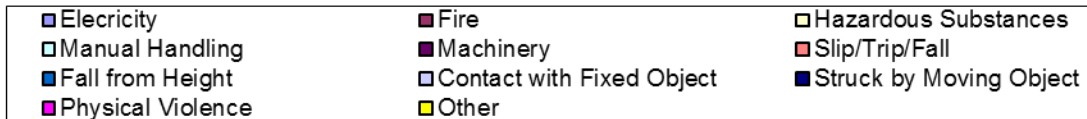
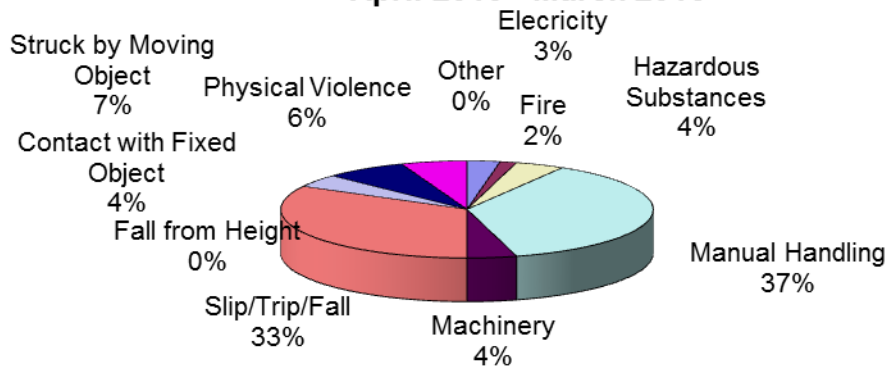
- 4.7.1 At the end of the final quarter of 2015/16, the year to date figure is 66.6 per 1000 employees. This figure has fallen when compared to the previous quarter year to date figure of 72.3 per 1000 employees. Although it is pleasing to see the fall in incidents over the quarter, the current year to date figure is still 9.3% above the 60.9 incidents per 1000 employee's target that we hoped to achieve by the end of March 2016.
- 4.7.2 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 continued action to reduce such incidents.
- 4.7.3 The administrative costs of dealing with these incidents, (not including the cost of time off work), for 2014/15 was estimated to be £7,100. The estimated cost for 2015/16 is estimated to be £7,000. It is pleasing to see a decrease in administrative costs when compared to the previous year. This is based on HSE methodology (£100 per incident).

No of non-fatal injury Incidents	2015/16	2016/17	2017/18	YEAR TO DATE JAN. 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				9.3%

### Non-Fatal Injury Incidence per 1000 employees 2015-2018



### Proximate Causes of Accidental Injuries April 2015 - March 2016



#### 4.8 Target 9 – Reducing days lost due to accidents

- 4.8.1 Due to one particular incident, there continues to be a significant increase in the year to date figure for this fourth and final quarter (266) compared to the previous quarter's year to date figure (179).
- 4.8.2 Using HSE methodology, (£2,600 per incident), it has been estimated that the cost of accidents leading to employees having time of work for 2014/15 was £33,800. For 2015/16, the estimated cost is £31,200, indicating a reduction of £2,600 over the year.
- 4.8.3 The cost to the council of accidents was estimated to be £40,900 for 2014/15. When adding the figures detailed at 4.7.3, (£7,000), and 4.8.2, £31,400, the estimated cost for 2015/16 is 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

	APR – JUN 2015	JUL – SEP 2015	OCT – DEC 2015	JAN – MAR 2016
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	LOST DAY ACC.	DAYS LOST	LOST DAY ACC.	DAYS LOST	LOST DAY ACC.	DAYS LOST	LOST DAY ACC.	DAYS LOST
	1	31	1	3	1	4		91*
	1	5	1	5	1	4	1	17
			1	5	1	95	1	1
			1	2			1	3
<b>TOTAL</b>	<b>2</b>	<b>36</b>	<b>4</b>	<b>15</b>	<b>3</b>	<b>103</b>	<b>3</b>	<b>112</b>
<b>AVERAGE LOST DAYS PER ACCIDENT</b>	<b>18</b>		<b>3.7</b>		<b>34.3</b>		<b>37.3</b>	
<b>ACCUMULATIVE AVERAGE LOST DAYS PER ACCIDENT</b>	<b>11.6</b>		<b>8.2</b>		<b>12.7</b>		<b>22.1</b>	

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

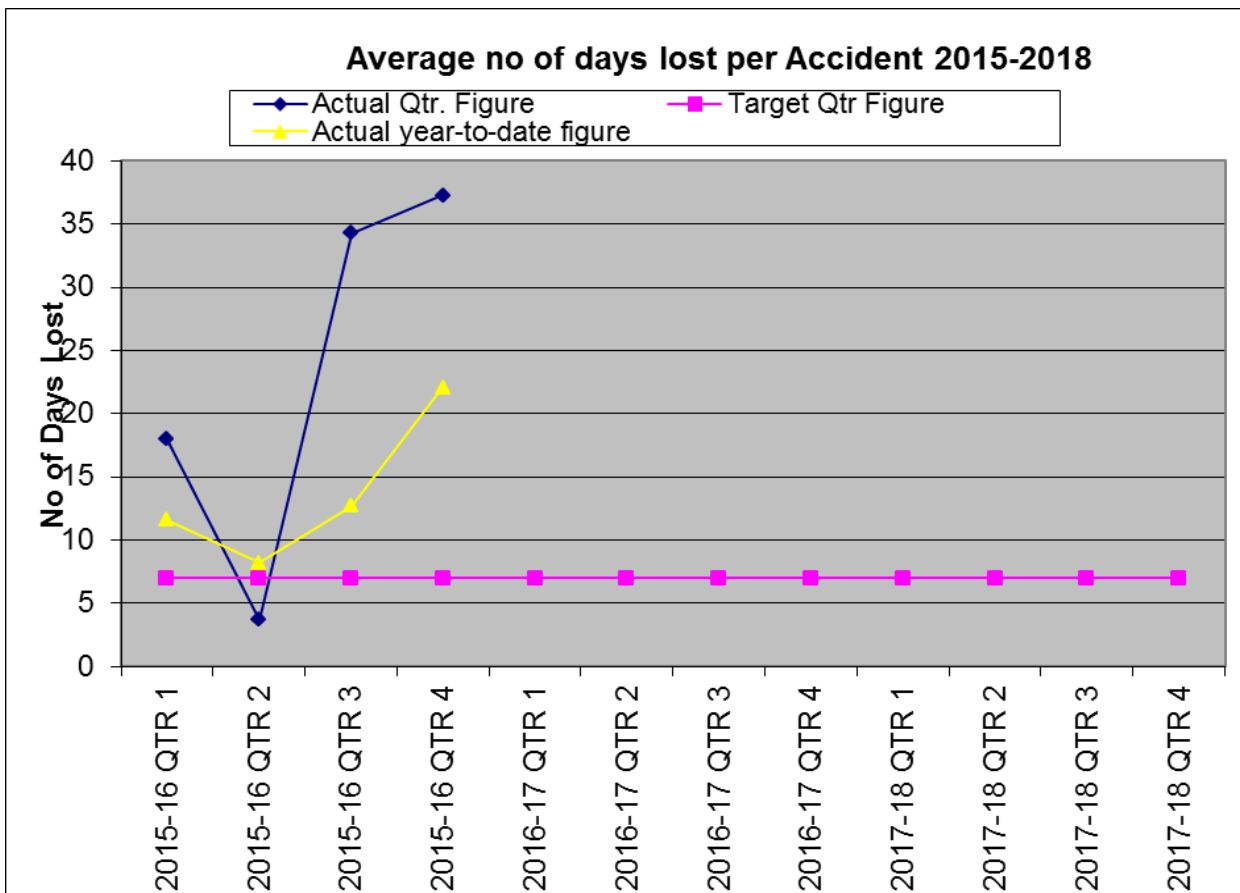
#### 4.9 Target 10 – Average number of days lost due to accidents

- 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 2014/15 figure for the average number of days lost was 11.1. The 2015/16 figure is 22.7, which is 15.7 above the target.
- 4.9.2 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 186 days.
- An employee slipped and fell on a resident's drive, bruising her back, both arms and her right hip. This resulted in her having 17 days off sick.
- An employee slipped on mud and fell on his back, resulting in him straining his shoulder and being off work for a day.
- An employee slipped on a muddy slope resulting in him twisting his ankle and being off work for 3 days.

**AVERAGE NUMBER OF DAYS LOST PER ACCIDENT**

	July year-to-date	October year-to-date	January year-to-date	April year-to-date
Target 2015/16	7	7	7	7
Actual	11.6	8.2	12.7	22.1
% Increase / Decrease		-29.3%	+54.8%	+74.1%



## 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 lost due to 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
<b>Stress</b>	710	675	474	TO BE AGREED
<b>Musculoskeletal</b>	261	248	131	TO BE AGREED
<b>% Increase - Decrease</b>	-	-5%	-8%	TO BE AGREED

### **ACTUAL PERFORMANCE 2014/15**

	APR/JUN 2014	JUL/SEP 2014	OCT/DEC 2014	JAN/MAR 2014	ACTUAL TOTAL FOR YEAR
<b>Stress</b>	194	233	23	65	515
<b>Musculoskeletal</b>	81	37	9	15	142



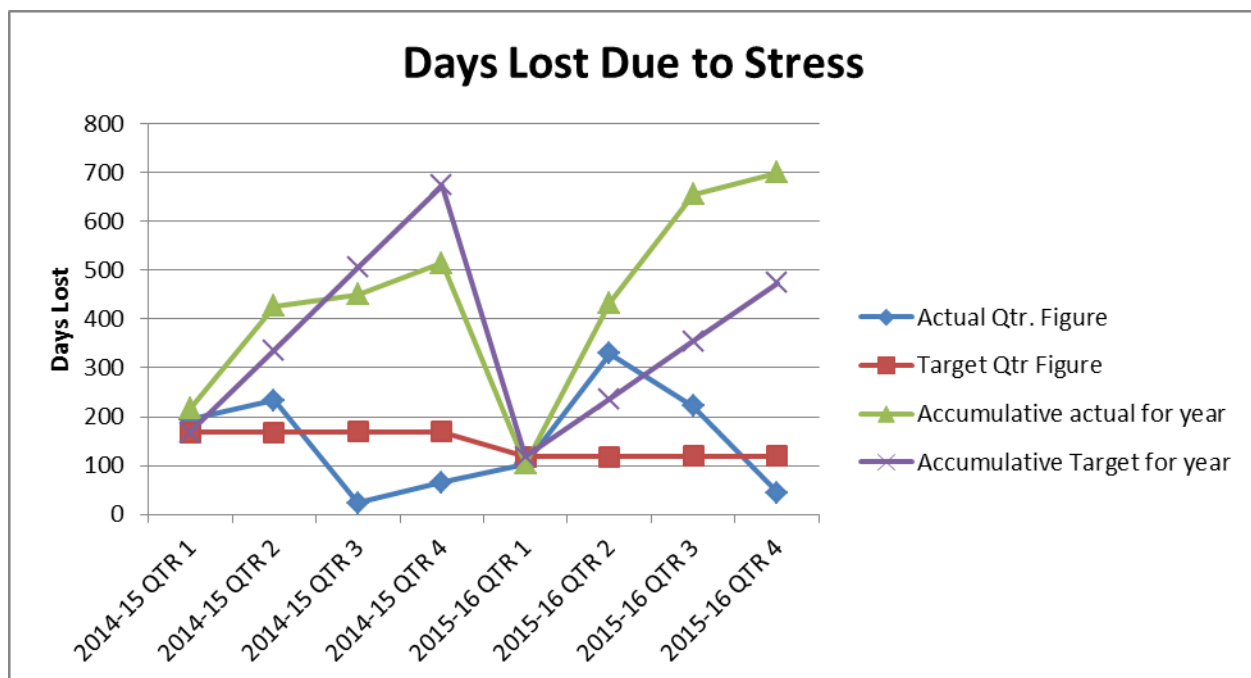
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The target for reducing the number of days lost due to work related ill health has been set at 8% year on year using the period 2014 /15 as the baseline.

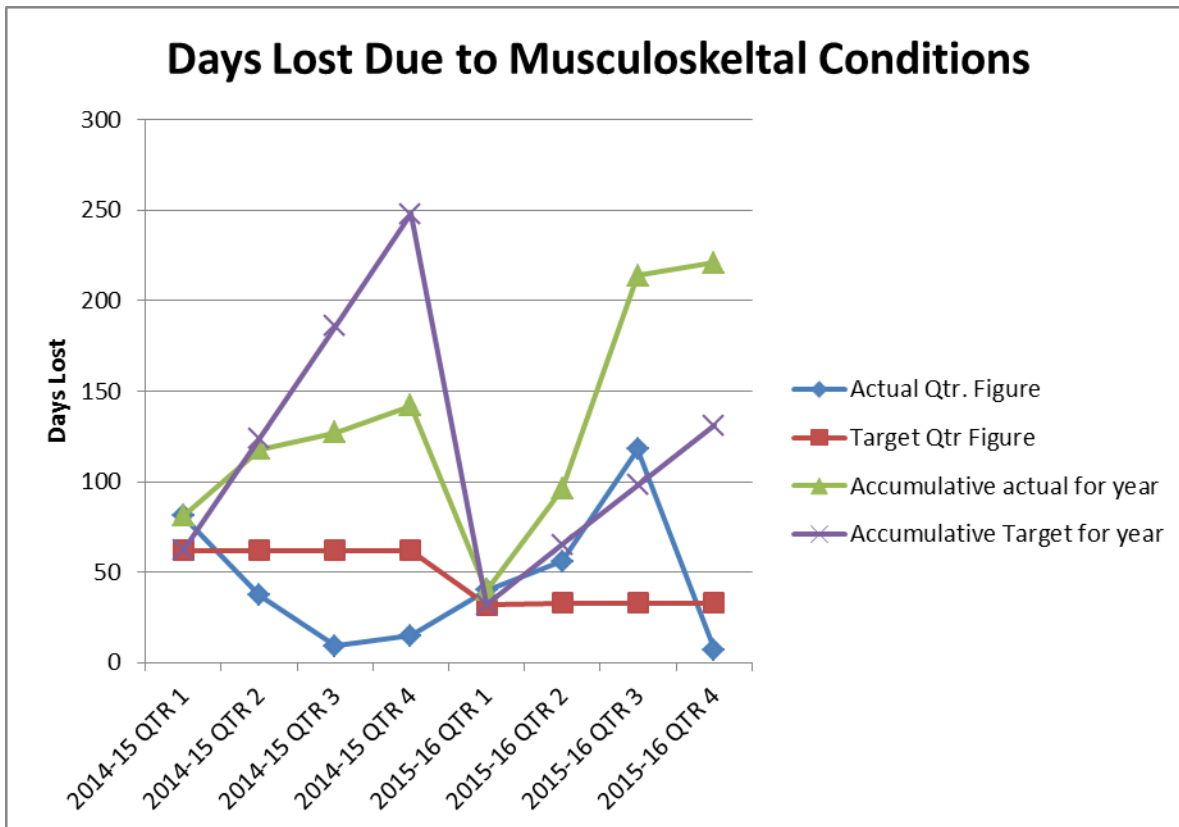
**YEAR TO DATE PERFORMANCE – APRIL 2015 TO MARCH 2016**

	APR/JUN 2015	JUL/SEP 2015	OCT/DEC 2015	JAN/MAR 2016	ACTUAL TOTAL FOR YEAR TO DATE
<b>Stress</b>	<b>103</b>	<b>330</b>	<b>222</b>	<b>45</b>	<b>700</b>
<b>% Increase - Decrease</b>	<b>+159%</b>	<b>+220%</b>	<b>-33%</b>	<b>-80%</b>	<b>FROM 515 to 700 = 36% INCREASE</b>
<b>Musculoskeletal</b>	<b>40</b>	<b>56</b>	<b>118</b>	<b>7</b>	<b>221</b>
<b>% Increase - Decrease</b>	<b>+167%</b>	<b>+40%</b>	<b>+110%</b>	<b>-94%</b>	<b>FROM 142 to 221 = 56% INCREASE</b>

The 2015/16 target for the number of days lost due to occupationally related ill health has been set at 474 days (Stress) and 131 (Musculoskeletal). The current year to date figure for stress related absence is 700, this is 48% above the target. The current year to date figure for musculoskeletal related absence is 221, this is 69% 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	TO BE AGREED
Musculoskeletal	22	21	19	TO BE AGREED
% Increase - Decrease	-	-5%	-8%	TO BE AGREED

**ACTUAL PERFORMANCE 2014/15**

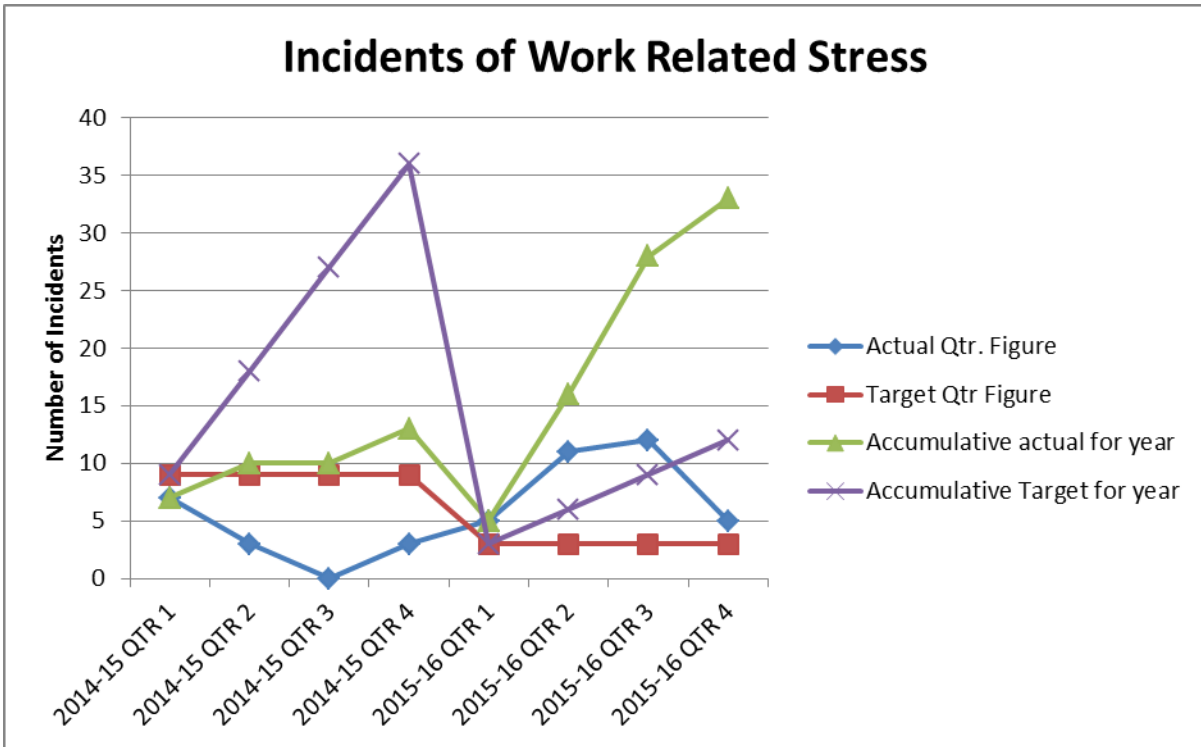
	APR/JUN 2014	JUL/SEP 2014	OCT/DEC 2014	JAN/MAR 2014	ACTUAL TOTAL FOR YEAR
Stress	7	3	0	3	13
Musculoskeletal	7	9	2	3	21

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.

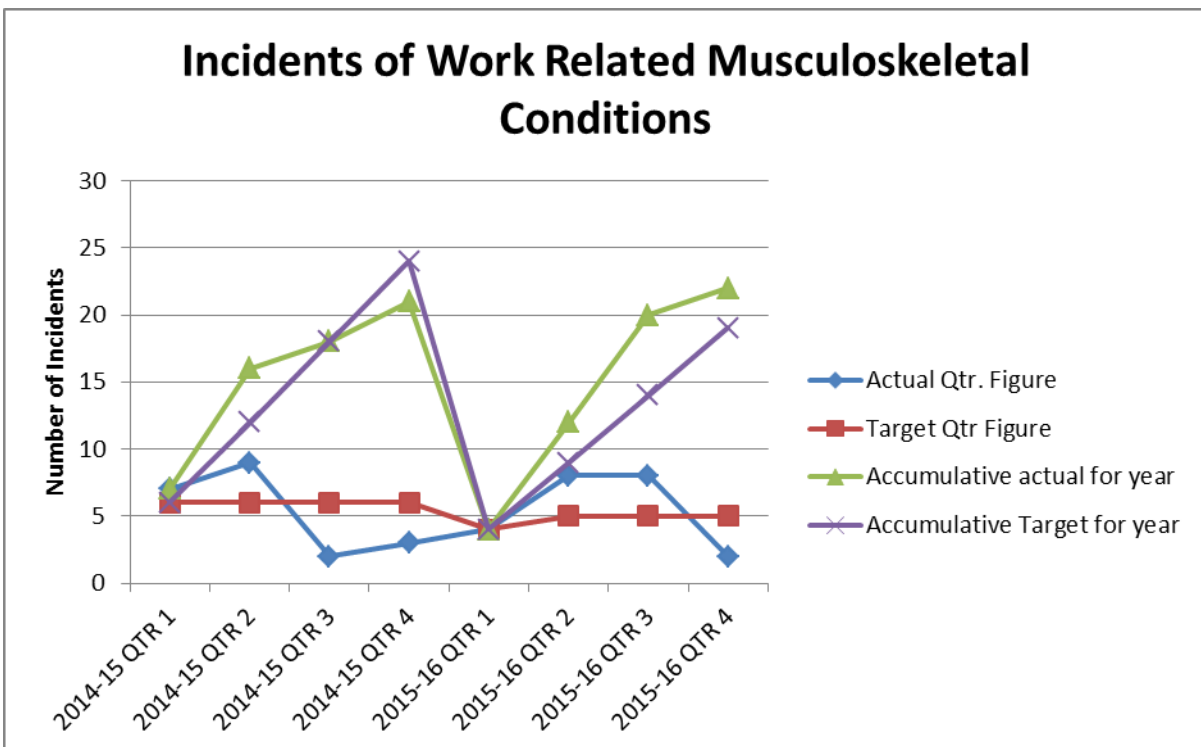
**YEAR TO DATE PERFORMANCE – APRIL 2015 TO MARCH 2016**

	APR/JUN 2015	JUL/SEP 2015	OCT/DEC 2015	JAN/MAR 2016	ACTUAL TOTAL FOR YEAR TO DATE
Stress	5	11	12	5	33
% Increase - Decrease	+67%	+120%	+9%	-58%	FROM 13 to 33 = 154% INCREASE
Musculoskeletal	4	8	8	2	22
% Increase - Decrease	+33%	+100%	-	-75%	FROM 21 to 22 = 5% INCREASE

The 2015/16 target for the number of incidents of occupationally related ill health has been set at 12 (Stress) and 19 (Musculoskeletal). The current year to date figure for stress related incidents is 33, this is 175% above the target. The current year to date figure for musculoskeletal related incidents is 22, this is 16% above the target.

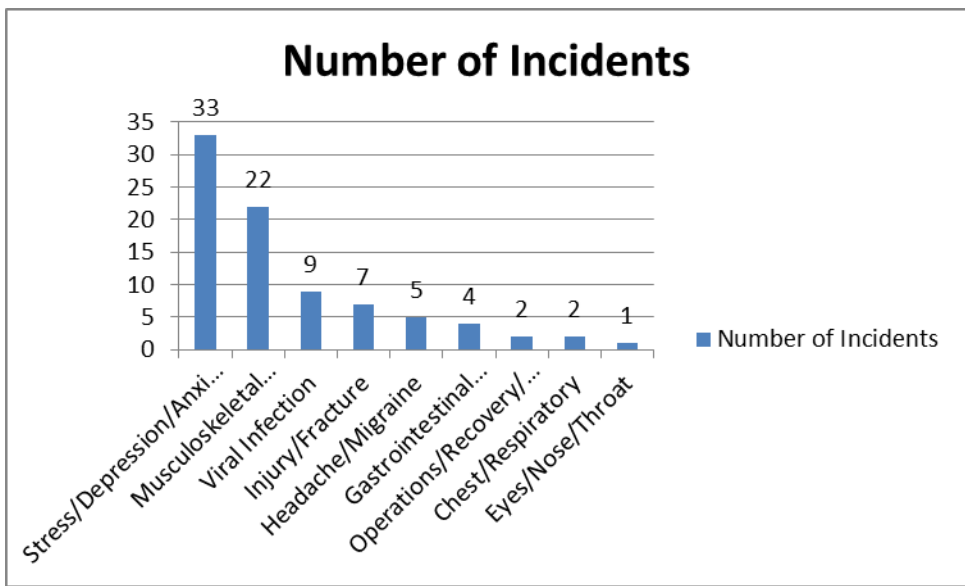
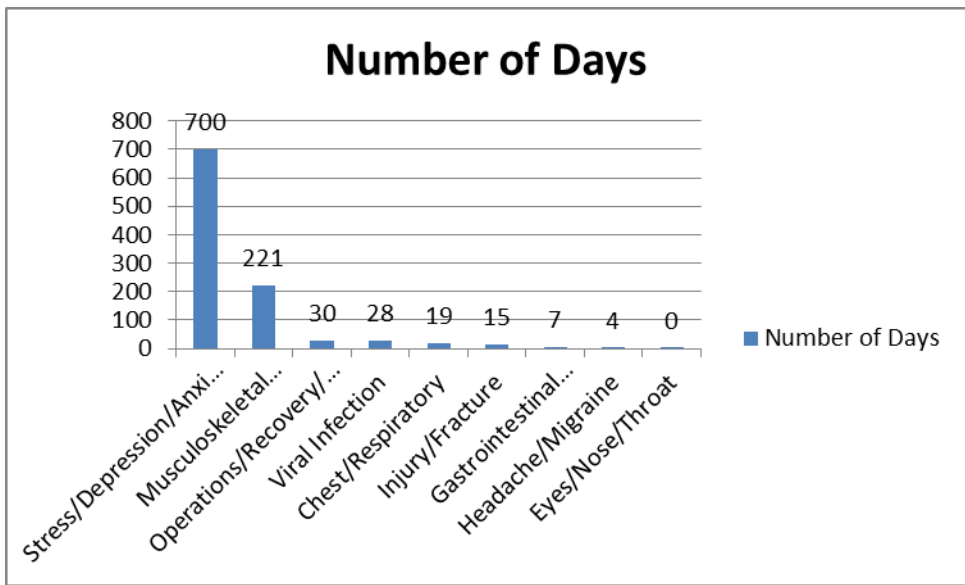


The above graph illustrates the number of incidents due to work related stress. The figures are based on new incidents per quarter to ensure that double counting does not occur.



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 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 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.



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