



Please ask for Graham Ibberson  
Direct Line: 01246 345229  
Email [committee.services@chesterfield.gov.uk](mailto:committee.services@chesterfield.gov.uk)

The Chair and Members of  
Employment and General Committee

18 March 2022

Dear Councillor,

Please attend a meeting of the EMPLOYMENT AND GENERAL COMMITTEE to be held on MONDAY, 28 MARCH 2022 at 10.00 am in Committee Room 2, 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 - 6)
4. Bank Holidays 2022 (Pages 7 - 8)
5. Minutes of the Employer Trade Union Committee (Pages 9 - 18)
6. Minutes of the Council Health and Safety Committee (Pages 19 - 24)

Yours sincerely,

A handwritten signature in black ink, appearing to be "Graham Ibberson".

Local Government and Regulatory Law Manager and Monitoring Officer

## EMPLOYMENT AND GENERAL COMMITTEE

Monday, 24th January, 2022

Present:-

Councillor T Murphy (Chair)

Councillor	Simmons	Councillor	K Falconer
Councillor	Brittain	Councillor	Blank
Sandy	HR Partner	Councillor	Davenport
Gillham-Hardy			
Helen Fox	Head of Accountancy and Finance		

\*Matters dealt with under the Delegation Scheme

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

No declarations of interest were received.

**8**     **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**9**     **MINUTES**

**RESOLVED –**

That the Minutes of the Meeting of the Committee held on 15 November 2021 be approved as a correct record and signed by the Chair.

**10**    **CALL MONITORING POLICY**

The HR Partner presented a report to the committee on the proposed new Call Monitoring policy which had been produced due to the Council having two systems which recorded external and internal incoming and outgoing calls. All call recordings needed to be managed in line with the Data Protection Act 2018, the UK GDPR and any other related legislation and guidance.

The new policy had been considered and approved at the Employer Trade Union Committee on 13 December 2021.

It was recommended that the new Call Monitoring policy be approved.

**RESOLVED –**

That the new Call Monitoring policy be approved.

**11 WHISTLEBLOWING POLICY**

The HR Partner presented a report to the committee on the proposed revised Whistleblowing policy. All council policies were said to be periodically reviewed to ensure they were fit for purpose and continued to reflect the needs of the council and included any necessary changes to legislation and best practice. This policy provided the means for employees to make disclosures where they had serious concerns about any aspect of the council's work.

The proposed policy was submitted to the Employer Trade Union Committee on 13 December 2021 and had been endorsed for submission to the Employment and General Committee.

It was recommended that the revised Whistleblowing policy be approved.

**RESOLVED –**

That the revised Whistleblowing policy be approved.

**12 RECRUITMENT AND SELECTION POLICY**

The HR Partner presented a report to the committee on the proposed revised Recruitment and Selection policy. All council employment policies were said to be periodically reviewed to ensure they were fit for purpose and continued to reflect the needs of the council and include any necessary changes to legislation and best practice. A Recruitment and Selection audit report in 2020 had also identified some amendments to the policy.

The proposed policy was submitted to the Employer Trade Union Committee on 13 September 2021 and had been endorsed for submission to the Employment and General Committee.

It was recommended that the revised Recruitment and Selection policy be approved.

**RESOLVED –**

That the revised Recruitment and Selection policy be approved.

**13 CALCULATION OF TAX BASE 2022/23**

The Head of Accountancy & Finance presented a report to the committee on the Tax Base calculation for 2022/23.

The Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) required the Borough Council as Billing authority to calculate the Tax Base for the Borough and the Parishes and to notify the Major Precepting Authorities (Derbyshire County Council and Derbyshire Police Authority), and those Parishes which request it, by 31<sup>st</sup> January each year.

The overall Tax Base for 2022/23 at 29,858.12 showed an increase of 589.16 or 2.0% on the 2021/22 Tax Base of 29,268.96.

It was recommended that the report for the calculation of the Council's Tax Base for the whole and parts of the area for 2022/23 be approved to fulfil a statutory requirement and to enable the Council Tax to be set later in the financial year.

**RESOLVED –**

That the Tax Base calculation for 2022/23 be approved.

**14 NON-DOMESTIC RATE ESTIMATES FOR 2022/23**

The Head of Accountancy & Finance presented a report to the committee on the National Non-Domestic Rates (NNDR) estimates and NNDR1 Return for 2022/23.

It was recommended that the estimated National Non-Domestic Rates estimates as recorded in the NNDR1 Return for 2022/23 be approved to fulfil a statutory requirement to approve the estimated Business Rates income.

**RESOLVED –**

That the estimated National Non-Domestic Rates estimates as recorded in the NNDR1 Return for 2022/23 be approved subject to any subsequent changes that would be identified before the final submission date of 31<sup>st</sup> January 2022.

**15 MINUTES OF THE EMPLOYER TRADE UNION COMMITTEE**

The Minutes of the Employer/Trade Union Committees held on 8 November 2021 and 13 December 2021 were considered.

**RESOLVED –**

That the Minutes be received and noted.

**16 MINUTES OF THE COUNCIL HEALTH AND SAFETY COMMITTEE**

The Minutes of the Council Health & Safety Committees held on 30 November 2021 were considered.

**RESOLVED –**

That the Minutes be received and noted.

## AGENDA ITEM

### BANK HOLIDAYS 2022

**MEETING:** Employment and General Committee

**DATE:** 28 March 2022

**REPORT BY:** Head of Organisational Development

#### **1.0 Purpose of Report**

1.1 To provide information regarding the bank holidays in England for 2022 and recommend them for approval.

#### **2.0 Background**

2.1 Normally there are 8 bank holidays in England each calendar year. In 2022 it is the Queens Platinum Jubilee, and an extra bank holiday has been awarded to create a 4-day weekend to mark the celebrations.

#### **3.0 Proposal**

3.1 The 9 bank holidays for 2022 have been confirmed as:

January 3 – New Year’s Day

April 15 – Good Friday

April 18 – East Monday

May 2 – Monday - Mayday

June 2 – Thursday – Spring bank

June 3 – Friday – Platinum Jubilee bank holiday (extra day)

29 August – late Summer

26 December – Xmas day

27 December – Boxing day

3.2 Essentially the Spring bank holiday has been moved from the last Monday in May to 2 June and the extra bank holiday will be on 3 June 2022.

#### **4.0 Employer – trade union committee**

4.1 The proposed policy was submitted to the Employer trade union Committee on 14 February 2022 and was endorsed for submission to Employment and General Committee.

#### **5.0 Recommendation**

5.1 That the bank holidays approved by government are applied across the Council.

For further information on this report, contact Sandy Gillham-Hardy.

Gemma Masoud

Head of Organisational Development



## EMPLOYER / TRADE UNION COMMITTEE

Monday, 17th January, 2022

Present:-

Councillor P Gilby (Chair)

Gemma Masoud	Head of OD	Councillor	Serjeant
Theresa	Service Director	Tony Devereux	Unison
Channell	Finance	Maria Slack	Unison
Huw Bowen	Chief Executive	Lesley Waller	Unison
Ade McCormick	Executive Director	Liam Rich	Unite

\*Matters dealt with under the Delegation Scheme

**90**     **APOLOGIES**

Apologies for absence were received from Councillor J Innes and Andrew Fowler.

**91**     **MINUTES**

The minutes of the meeting on 13<sup>th</sup> December 2021 were agreed as a correct record.

**92**     **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**93**     **FINANCE UPDATE**

The Service Director for Finance presented an update to the committee on the draft MTFP to December – General Fund only. Updates were provided on the Collection Fund / Rent Setting due to go to Cabinet in January, and both Council Tax Base and NNDR report due to go to Employment and General Committee in January.

A recap was shared around Gaps and the Dec Report and highlighted the budget gaps year on year. As part of the OD strategy, preliminary estimates suggested additional savings of between £200k in 2022/23 rising to £800k in 2025/26. It was noted that this would only be included in the MTFP when further business cases had been developed and no additional resources were included in the MTFP to support delivery of this program.

For Provisional Settlement it was assumed no Revenue Support Grant (previously £444k). SR could be between £444k and £635k. There was no assumption of New Homes Bonus based on government indications.

A full breakdown of new savings was provided detailing all proposals and associated savings from 2022/23 to 2025/26.

The Provisional Settlement breakdown was shared and One Year settlement had been announced. It was noted that further work was to be undertaken to understand the impact for future years, with the key risk being the Fair Funding Review expected to restart in the Spring. The current assumption was said to be £1.3m BR growth above baseline plus £300k BR pool return which would be at risk.

Next steps were for HRA Rent setting and service charges / collection fund to go to Cabinet in January and Final MTFP report (capital/ TM/ HRA/ GF) and Council Tax Setting to Cabinet in February.

#### **RESOLVED –**

That the update be noted.

#### **94 HR UPDATE**

The Head of OD presented an HR update to the committee. IIP – Going for Gold interviews were due to commence w/c 17<sup>th</sup> January, the Kickstart Programme had 6 new starters in January and the policy review schedule was due to be refreshed and agreed. Recent appointments were also confirmed as Andrew Mitchell (Head of Digital), Grant Ilett (Strategic Health, Safety & Risk Manager) and Shaun Morley (Head of Community Safety & Regulatory).

The Executive Director then presented an update to the committee on the Resources Group work. Figures were shown which confirmed the recent increases seen in both isolations and positive Covid cases in Q4 appeared to be reducing with both showing downward trends.

Recent achievements were highlighted as continuing to keep our workforce safe and secure with just 4 RIDDOR reportable cases over the last 22 months. The simplification of risk assessments and guidance documents whilst maintaining the same high quality measures. Responded swiftly to changes in government guidance ensuring staff were provided with clear direction for CBC approach to changes at all times. Ensured ongoing service provision when isolation levels soared to 15% of staff, supported partners with provision of vaccination pop up clinics and secured LFT supplies for staff during shortages.

Current work focus remained on keeping services operating, supporting managers with positive cases and isolation advice, ongoing maintenance of risk assessments and guidance documents and starting to plan for a change from pandemic to endemic – policy review, hybrid working etc.

Lessons learnt were shared and included don't be afraid to change, a no blame culture, use of data and experience to plan for a better future, early and ongoing engagement and inclusion of trade unions had been very effective, regular virtual meetings worked well and it was key that we utilised the strengths of our staff to sustain our business continuity due to the dedication and commitment of our employees.

The member for Unison questioned the guidance and issue of updates to ensure that all staff receive timely updates. The Executive Director confirmed that all updates were shared at team level and requested any examples of areas not receiving all comms.

**RESOLVED –**

That the update be noted.

**95 ORGANISATIONAL UPDATE**

The Head of OD presented an update to the committee on the OD plan. Council priorities were noted as making Chesterfield a thriving borough, improving the quality of life for local people and providing value for money services.

Emerging themes were said to include Customer Experience, Corporate Resources, New Ways of Working and the ICT Improvement Programme.

Next steps were noted as a TU meeting to explore emerging themes in more detail in February and the OD report to Cabinet in March.

**RESOLVED –**

That the update be noted.

**96 DJCC FEEDBACK**

It was noted that the TU had met with Housing regularly and discussions around the Restructure Phase 1 had progressed well.

The member for Unite asked if more could be done for Mental Health Awareness with regards to ensuring all staff are fully aware of what services are available.

The Head of OD agreed an action to produce a comms plan to highlight all services available.

**RESOLVED –**

That the action be noted.

**97 ANY OTHER BUSINESS**

There was no other business raised.

**98 DATE AND TIME OF THE NEXT MEETING**

The next meeting of the committee would take place on Monday 14<sup>th</sup> February 2022 at 9.30am.

**EMPLOYER / TRADE UNION COMMITTEE****Monday, 14th February, 2022**

Present:-

Councillor P Gilby (Chair)

Gemma Masoud	Head of OD	Councillor	Serjeant
Theresa	Service Director	Councillor	J Innes
Channell	Finance	Tony Devereux	Unison
Huw Bowen	Chief Executive	Maria Slack	Unison
		Liam Rich	Unite

\*Matters dealt with under the Delegation Scheme

**99 APOLOGIES**

Apologies for absence were received from Ade McCormick, Andrew Fowler and Lesley Waller.

**100 MINUTES**

The minutes of the meeting on 17<sup>th</sup> January 2022 were agreed as a correct record.

**101 MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**102 EQUALITIES GROUP**

The member for Unison shared details of the plan to set up an Equalities Group to look at equalities across all areas of CBC. The initial meeting was planned to take place w/c 14 February so more details will be shared in future committees.

**RESOLVED –**

That the update be noted.

**103 FINANCE UPDATE**

The Service Director for Finance presented an update to the committee on the MTFP report which was due to be issued this week.

It was noted that it had been a challenging year with the effects of the pandemic and the uncertainty around government funding affecting long term planning.

Budgets had been presented to Cabinet with Local Government Financial Settlement published in December 2021 and the Final Financial Settlement published in February 2022.

The government had shared that from 2023/24 the Funding Regime was expected to change. These changes should have been introduced in 2019 but were delayed by Brexit and then Covid19. Consultation was expected to take place in spring 2022 with changes to business rates anticipated.

There had been no changes to the full breakdown of new savings proposals and associated savings from 2022/23 to 2025/26 which were presented in December 2021.

The General Fund was balanced for year 1 (2022/23) and year 2 (2023/24), with a small deficit of £61k for year 3 (2024/25) and £453k deficit in year 4 (2025/26).

The headlines of the MTFP General Fund recommendations were an appropriate Council Tax level increase of 1.99% or £5.00 whichever equated to the highest.

The OD strategy, to bring in £800k by 2025/26 was not included in the MTFP as robust business cases needed to be developed to ensure savings can be delivered. It was noted that there would be additional costs to support delivery of this program.

The Housing Revenue Account (HRA) was balanced against the 30 year business plan and included the cost of the Housing reshape and there was a £3.4m working fund over the term of the business plan.

## **RESOLVED –**

That the update be noted.

## **104 HR POLICY PAPER - BANK HOLIDAY UPDATE 2022**

The Head of OD presented a report to the committee to confirm the bank holidays in England for 2022. The report confirmed that normally there were 8 bank holidays in England each calendar year. In 2022 an extra bank holiday had been awarded to celebrate the Queen's Platinum Jubilee.

The 9 bank holidays for 2022 had been confirmed as;

January 3 – New Year's Day

April 15 – Good Friday  
April 18 – Easter Monday

May 2 – Mayday

June 2 – Spring Bank  
June 3 – Platinum Jubilee bank holiday (extra day)

August 29 – Summer bank holiday

December 26 – Xmas Day  
December 27 – Boxing Day

It was recommended that the bank holidays approved by government were applied across the Council.

#### **RESOLVED –**

That the recommendation be approved.

### **105 HR POLICY PAPER - LEAVE CARRY FORWARD**

The Head of OD presented a report to the committee to review the temporary carry forward of additional leave.

In the agreed leave policy employees could request to carry forward up to five annual leave days (pro rata for part timers) from one leave year to the next subject to Service Director approval and the days are to be taken within three months of the start of the new annual leave year.

At the start of the first lockdown in March 2020 it became apparent that employees were having their holidays abroad cancelled for an indefinite period and travelling for a holiday in the UK was not permitted. To that end the normal rules were varied so that the maximum annual leave that could be carried forward was temporarily amended to ten days with Service Director approval.

Restrictions on holidays had now been eased, both in-country and for those wishing to travel abroad so it was timely to remove the temporary changes which were put in place.

It was recognised that employees did need time to use the annual leave they may have carried forward before we revert to policy.

It was recommended that the temporary amendment to carry forward up to ten days annual leave was removed from 1 April 2022 and the Leave policy guidelines of up to five days carry forward of annual leave be applied as normal practice.

**RESOLVED –**

That the recommendation be approved.

**106 HR AND OD (INCL RESOURCES) UPDATE**

The Head of OD presented an update to the committee from HR and OD which included confirmation that the Council had achieved a Gold award for the recent IIP.

Headlines from the staff surveys included 90.1% agreed that they shared the organisation's values, 88.5% agreed that their role enabled them to work with others and "enabling collaboration" was a top 5 theme, 87% agreed that they were trusted to make decisions and 86.5% agreed that the organisation had clear values. It was also noted that staff had commented that leaders and managers had motivated them to deliver throughout all of the challenges of the pandemic and felt well informed.

HR updates showed that 31 staff, from across a broad mix of work areas had now gone through mental awareness training and various awareness programs were also planned throughout 2022.

Communications and engagement campaigns were to be delivered via Aspire, briefing notes to support managers in discussing with teams, manager bulletins and social media campaigns. The services available to staff were highlighted as Occupational Health counselling services, Employee Assistance programme and access to Mental Health First Aiders.

Covid case rates were said to be declining very swiftly, after a very challenging December and January, with just 7 cases reported between the 1<sup>st</sup> and 11<sup>th</sup> February 2022.

Next steps for OD were further recruitment for the Project Management Office Manager role following a recent resignation, members of the OD team were to be reassigned to support the delivery of the business grants to the community and the upcoming project launch of Tenants self serve onto My Chesterfield, with Go Live planned following year end 2022.

**RESOLVED –**

That the update be noted.

**107 DJCC FEEDBACK**

There was no feedback from DJCC.

**108 ANY OTHER BUSINESS**



The member for Unison asked a question regarding the Levelling Up fund and how it would affect CBC.

The Chief Executive agreed an action to share a short presentation in next month's committee summarising the government white paper around Levelling Up and what that would mean for Chesterfield.

**RESOLVED –**

That the action be noted.

**109 DATE AND TIME OF THE NEXT MEETING**

The next meeting of the committee would take place on Monday 14<sup>th</sup> March 2022 at 9.30am.

This page is intentionally left blank

## COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 16th February, 2022

Present:-

Councillor Blank (Chair)

Councillors	Barr J Innes Caulfield	Councillor	Brittain K Falconer
Vanessa Watson	Housing	Karen Knight	Unison
Donna Reddish	Service Director - Corporate	Paul Longley	Unison
Hazel James	HR	Liam Rich	Unite
Ian Waller	Service Director - Leisure	Tony Devereux	Unison
Neil Johnson	Service Director - Economic Growth	Grant Ilett	Housing HS & Risk Manager
Theresa Channell	Service Director – Finance	Marc Jasinski	H&S Advisor
Liz Cook	Service Director - Housing	Andrew Grainger	Capital Contracts Manager
		Trevor Barnett	Capital Contracts Manager H&S
		Meghan Hammond - Gant	Economic Development

\*Matters dealt with under the Delegation Scheme

### 32 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor P Niblock, Ade McCormick and Andrew Fowler.

### 33 **INTRODUCTIONS**

### 34 **MINUTES OF THE MEETING HELD ON 30TH NOVEMBER 2021**

The minutes of the meeting on 30<sup>th</sup> November 2021 were agreed as a true record.

### 35 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

## **36 MANAGEMENT TEAM REPORTS**

Written reports were submitted by members of the Council's Corporate Leadership Team to update the Committee on health and safety matters from their directorates during the previous quarter.

The reports provided information on workplace inspections, specific incident investigations, training and communications.

The key points raised from the reports were as follows:

### Corporate

- Monthly health and safety office inspections were carried out in September with key findings related to trip hazards, disposal of broken equipment and PAT testing out of date
- Joint health and safety inspection with trade unions took place on 4 October with key findings related to trip hazards, inappropriate storage identified, a TV found behind a photocopier and PAT testing affecting all offices
- PAT testing was completed in December 2021
- Risk assessments enabled the successful and safe 11<sup>th</sup> hour ceremony, Remembrance Sunday and Electoral Canvassing
- Decision made in December 2021 to suspend committees during the first 2 weeks of January due to the rising Covid 19 rates
- One incident of a Covid 19 confirmed case which following investigation was identified as non-work related
- 100% PDR completion rate for 2021/22
- 100% PDR half year check in completion rate for 2021/22
- Zero outstanding training elements were reported at the end of Q4
- Directorate Management Team meetings programmed for 2021/22 and 2022/23
- Directorate DJCC meetings programmed for
- Grant Ilett appointed to Health, Safety & Risk Manager role in Q4 and commenced in January 2022

### Finance

- No joint office inspections had been undertaken in Q4
- No annual Health and Safety inspection had been carried in in 2021
- All risk assessments were up to date and reviewed regularly
- Limited use of Accountancy and Internal Audit offices in 2021 but regular checks of signage and cleaning products had continued
- Zero accidents or incidents reported in Q4
- Online training was up to date with no outstanding elements
- Team meetings were ongoing with various areas discussed including DSE assessments, working from home, keeping windows open, Covid 19 precautions, employee helpline, mental health and lateral flow tests

## Economic Growth

- Six monthly joint health and safety inspection was carried out on 15 October 2021
- An annual inspection was due to take place at the end of October 2021 but had not yet been undertaken
- Risk assessments for site visits were confirmed as up to date and under continual review
- Workplace inspections were carried out and one issue was noted around one of the fire exits and the need for a fob to open it. This was raised with Facilities Management who confirmed that in the event of a fire alarm the electricians allowed the use of the doors both ways and without the need for a fob.
- No accidents / incidents had been reported in the quarter
- No accidents / incidents had been reported in the last 12 months
- Online training was largely up to date with just 8 courses outstanding in Q4
- Woodhead had continued with the construction of Northern Gateway Enterprise Centre on the Holywell Cross
- Danaher and Walsh were preparing for the next stage of the public realm programme on Packers Row
- Work was almost complete on Sheffield Road to deliver a new facility for Jewson with the project on programme for 4 February 2022
- CBC was successful in securing £19.982m Levelling Up funding to deliver two complementary projects that would form a transformational package to bring vitality, vibrancy and viability to the heart of the town
- First project was refurbishment and remodelling of Stephenson Hall to create a unique facility, fusing the performing arts, visual arts and heritage
- Second project was transformational regeneration of the historic town centre core, centred around four key public spaces and the connectivity between these, Stephenson Hall, St Marys and All Saints and key visitor arrival points

## Housing

- Investment and Assets Town Hall G28 joint inspection was completed in November
- Careline 20.12.21 – Covid safe office inspection completed by premise manager
- Investment and Assets Team projects annual Health and Safety tour was planned for 18.02.22
- All risk assessments were up to date and available on One Drive via PDA, Tablets, Laptops or hard copy
- 49 Incidents reported in quarter with over 50% being positive Covid 19 cases
- Continued compliance on online training has been seen but push continued to clear outstanding training elements with training either in process or being planned
- Managers have been tasked with clearing outstanding completions
- Staff continue to be encouraged to take lateral flow tests and check updated corporate guidance and risk assessments on Aspire

- Housing inspections continue in a Covid safe manner and most DFG work is still carried out remotely or by our partners at DCC

#### Leisure, Culture and Community Wellbeing

- Joint quarterly inspections were completed in December at the Pomegranate and Winding Wheel theatres
- Six monthly joint inspection was carried out at the Crematorium in October
- Various other areas had also been inspected in Q4
- Risk assessments were up to date and Leisure were currently commencing annual review of all
- A number of incidents reported on SHE in Q4, including a various Covid positive cases and one non-employee RIDDOR reportable incident
- Training needs have been identified across all areas with classroom training elements planned for March 2022
- Work was currently underway within services to make sure training need via Aspire is allocated to correct staff to address outstanding elements
- Contained within the outstanding training were a number of new starters who were being taken through the required learning as quickly as possible and there were also some leavers which needed to be removed from these figures
- the leisure service was reviewing training alignments to make sure that the right training was aligned to the right staff
- Figures were to be reviewed monthly at the leisure management team meeting to help support and direct improved performance
- Staff had been trained on the new staff caution list system

There was no report available for Digital, HR and Customer Services.

## 37 **OCCUPATIONAL ILL HEALTH STATISTICS**

The Human Resources Business Partner presented a report detailing the occupational ill health statistics for the quarter 1<sup>st</sup> October to 31<sup>st</sup> December 2021.

It was noted that Q4 had seen an increase in the number of occurrences of self-isolation as a result of Covid 19 with a total of 485 periods of isolation between 1<sup>st</sup> October 2021 and 31<sup>st</sup> December 2021 which was more than triple the previous quarter. More than 50% of isolations as a whole during this quarter were as a result of either the employee's household members and/or support bubble members displaying symptoms, or via Test & Trace as a result of close contact with a positive case.

Overall 27% of the workforce had tested positive for Covid 19 to date with the majority now recovered and back to work. However, support was ongoing for those staff experiencing "long Covid".

The average days lost per occurrence for MSK within the quarter was 15 days, with 42% of days lost being work-related. The number of days lost to this absence reason

had increased by 29%, which could be attributed to a small number of long term sickness absence.

During Q4 28% of all days lost were as a result of stress, which was a decrease on Q3 and incidences of 'work related' stress had also halved.

An increase in mental health related illness was emerging as the effects of Covid 19 and changes to day-to-day life continued. In order to support staff HR were continuing to work closely with Line Managers to monitor sickness absence, upskill and coach managers on how to deal with mental health conditions and how to support staff in the workplace that suffer with mental illness. HR had been supporting managers to complete wellness action plans.

HRBP's were continuing to promote the newly introduced Mental Health First Aider programme, the Employee Assistance Programme and ensure the relevant support mechanisms were in place to support employees returning to work. 31 staff had now been trained as Mental Health First Aiders.

## **38 INCIDENT/ACCIDENT INFORMATION**

The Corporate Health and Safety Advisor presented a report on the number of incidents/accidents over the period 1<sup>st</sup> October to 31<sup>st</sup> December 2021. The number of incidents reported for the quarter was 153 which was an increase of 147% on the previous quarter. It was reported that this increase was not unexpected following the easing of restrictions as more Council premises re-opened and more employees returned to the workplace.

However, it was noted that if Covid 19 incidents were discounted there was a decrease in the number of employee non reportable incidents, near miss incidents and ASB incidents compared to the previous quarter.

There had been 5 RIDDOR reportable incident over the quarter compared to 1 the previous quarter. Three of these were Covid 19 related and there was also 1 non-employee RIDDOR reportable incident.

There were 3 lost time incidents where an accident had led to an injury that resulted in the employee taking time off work and 89 incidents where employees had tested positive for Covid 19 and had to isolate for 10 days.

It was noted that some returns to work had still not been reported correctly on the SHE system and omissions of data were still being seen. Despite previous requests for team managers to complete this stage and reminders be issued by Service Directors there have been no training needs identified and no request for additional training.

## **39 CORONAVIRUS STAGE 4 WORKING / OPERATING ARRANGEMENTS**

There was no update provided this quarter due to sickness absence.

**40 UPDATE ON THE STRATEGIC HEALTH AND SAFETY REVIEW**

The Strategic Health, Safety and Risk Manger updated the committee on the upcoming scoping meeting to review various health and safety issues, processes and actions. It was suggested that updates could be provided in each future quarterly Council Health and Safety Committee.

**41 ANY OTHER BUSINESS**

No other business was raised.

**42 DATE AND TIME OF THE NEXT MEETING**

The next meeting of the Committee would take place on Wednesday 18 May, 2022 at 9.30am.