



Lewes District Council

To all Members of the Employment Committee

A meeting of the **Employment Committee** will be held in the **Telscombe Room, Southover House, Southover Road, Lewes** on **Monday, 07 March 2016** at **10:00** which you are requested to attend.

Please note the venue for this meeting which is wheelchair accessible and has an induction loop to help people who are hearing impaired.

This meeting may be filmed, recorded or broadcast by any person or organisation. Anyone wishing to film or record must notify the Chair prior to the start of the meeting. Members of the public attending the meeting are deemed to have consented to be filmed or recorded, as liability for this is not within the Council's control.

24/02/2016

Catherine Knight
Assistant Director - Corporate Services

Agenda

- 1 Minutes**
To confirm and sign the Minutes of the Meeting of the Employment Committee dated 7 December 2015 (copy previously circulated).
- 2 Apologies for Absence**
- 3 Declarations of Interest**
Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct
- 4 Urgent Items**
Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972
- 5 Sickness Report (page 3)**

To receive the Report of the HR Manager and Head of Organisational Development (Report No 42/16 herewith)

- 6 Accidents to Staff from April 2015 to January 2016 (page 14)**
To receive the Report of the Health and Safety Officer (Report No 43/16 herewith)
- 7 Exclusion of the Public and Press**
To consider, under Section 100(A) of the Local Government Act 1972 (as amended), excluding the public and press from the meeting during the discussion of Items 8 and 9 on this Agenda as there are likely to be disclosures of exempt information as defined in paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Act
- 8 Consideration of Matters Raised by the Employees' Side**
To consider any matters raised by the Employees' Side in respect of the items on this Agenda
- 9 Consideration of Health and Safety Matters Raised by the Employees' Side**
To consider any matters raised by the Employees' Side in respect of Health and Safety
- 10 Date of Next Meeting**
To note that the next meeting of the Employment Committee is scheduled to be held on Monday 13 June 2016 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10:00am

For further information about items appearing on this Agenda, please contact Michaela Frost at Southover House, Southover Road, Lewes, East Sussex BN7 1AB. Telephone 01273 471600

Distribution:

Councillors: J Peterson, E Merry, S Gauntlett, P Franklin, A Lambert

Employees' Side: Mr M Connolly, Mrs S Harvey, Mrs L Plant and Mr G Purdye

Agenda Item No: 5 **Report No:** 42/16
Report Title: Sickness Report
Report To: Employment Committee **Date:** March 2016
Cabinet Member:
Ward(s) Affected: All
Report By: Helen Knight & Becky Cooke
Contact Officer(s)- Helen Knight & Becky Cooke
Name(s): Helen Knight/Becky Cooke
Post Title(s): HR Manager, Shared Service/Head of Organisational Development
E-mail(s): Helen.knight@lewes.gov.uk
Tel No(s): 01273 661365

Purpose of Report:

To update the Employment Committee regarding the Council's sickness figures.

Officers Recommendation(s):

- 1 To note the report.
-

Reasons for Recommendations

- 1 The Committee have asked for a regular item to be presented regarding the absence statistics within the Council.

Information

- 2 The figures for Quarter 3 of 2015/16 (1 October to 31 December 2015) are presented as background papers to this report. The average number of days' absence per employee for Q3 was 3.57. Points to note are:
 - 2.1 The data for Q3 is the first to be presented with the new service area headings therefore direct comparison with Service Area levels of absence from Q2 is not easily possible. We will continue to present data on an on going basis in these service areas from hereon in so each quarter we will have more information to reflect back on and identify trends.
 - 2.2 Sickness absence for Q3 at LDC has increased from Q2, historically Q3 tends to be a high quarter with an increase in absences for cold and flu type illnesses during this autumn/winter period.

- 2.3 Overall long term sickness represented 64% of the total absence figure in Q3 which is a reduction from 68% in Q2. Short term absence makes up 36% of the total which is a slight increase from 32% in the last quarter. Approximately 50% of the long term absence and 37% of the short term absence is in Waste Services with the rest being evenly split across the Council.
- 2.4 Reasons for absence in Q3 were varied and included common cold, flu, musculoskeletal problems (not back) and stomach or bowel disorders. Aside from the high numbers of day lost due to cold and flu there is no apparent common theme or trend either within Service Areas or within the organisation.
- 2.5 The further increase in Q3 means we have exceeded our target of 9 days for 2015/16 (currently standing at 9.06).
- 2.6 As HR advised at the last Employment Committee, the sickness policy is currently being reviewed. Feedback has suggested it needs to have clearer guidelines around managing absence, particularly long term cases. The review will also consider bringing the trigger levels into line with other authorities as highlighted in previous reports to Employment Committee. HR will liaise with Unison about these revisions, and the final draft version will be brought to Employment Committee for discussion.
- 2.7 CMT are working with their heads of service to ensure that the momentum of sickness absence management is not lost, all long term absences across the Council are being monitored through the Absence Management Procedure by line managers and HR.

3 Financial Appraisal

- 3.1 The financial implications of this report are the number of working days lost to sickness.

4 Legal Implications

- 4.1 The Legal Services Department have not been asked for comments.

5 Sustainability Implications

- 5.1 I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report

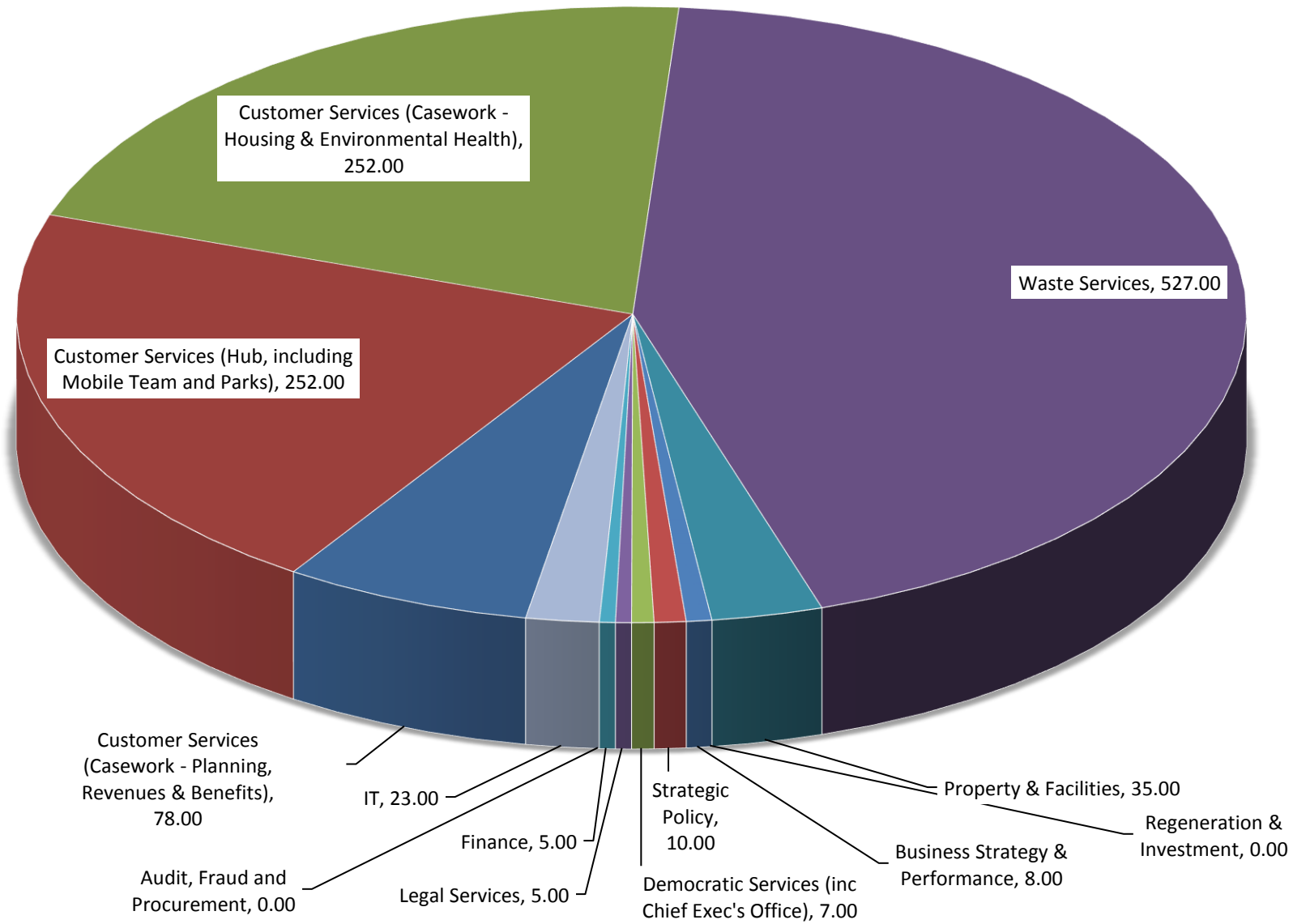
6 Equality Screening

- 6.1 Equality analysis is not required as this is an information only report with no key decisions attached.

7 Background Papers

- 7.1 Excel spreadsheet showing the Council's sickness figures for Quarter 3 (1 October to 31 December 2015)
- 7.2 Excel Spreadsheet showing reasons for absence (by service area) during Quarter 3.

15/16 Q3 FTE Absences

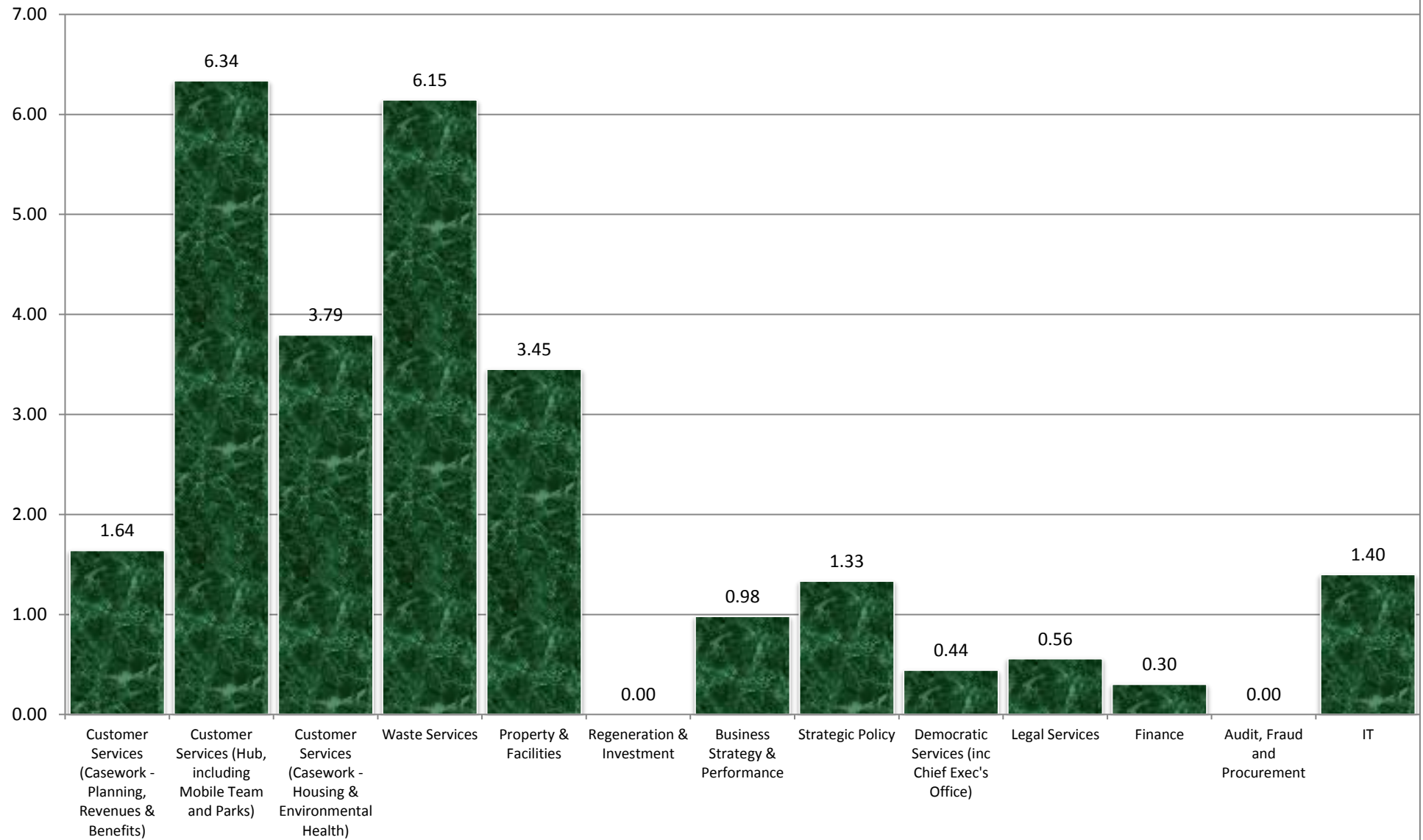


Dept	15/16 Q3 FTE
Customer Services (Casework - Planning, Revenues & Benefits)	47.58
Customer Services (Hub, including Mobile Team and Parks)	39.77
Customer Services (Casework - Housing & Environmental Health)	66.41
Waste Services	85.76
Property & Facilities	10.14
Regeneration & Investment	7.68
Business Strategy & Performance	8.16
Strategic Policy	7.50
Democratic Services (inc Chief Exec's Office)	15.81
Legal Services	8.97
Finance	16.58
Audit, Fraud and Procurement	5.45
IT	16.44
Total	336.25

Dept	15/16 Q3 Absences	15/16 Q3 Days per FTE
Customer Services (Casework - Planning, Revenues & Benefits)	78.00	1.64
Customer Services (Hub, including Mobile Team and Parks)	252.00	6.34

Customer Services (Casework - Housing & Environmental Health)	252.00	3.79
Waste Services	527.00	6.15
Property & Facilities	35.00	3.45
Regeneration & Investment	0.00	0.00
Business Strategy & Performance	8.00	0.98
Strategic Policy	10.00	1.33
Democratic Services (inc Chief Exec's Office)	7.00	0.44
Legal Services	5.00	0.56
Finance	5.00	0.30
Audit, Fraud and Procurement	0.00	0.00
IT	23.00	1.40
Total	1202	3.57

15/16 Q3 Days per FTE



Short Term Absence Reason Q3	
Reason	Number
Anxiety	1
Asthma	1
Back or Spinal Problem	6
Bronchitis	1
Chest Infection	5
Chest Pains	1
Common Cold	24
Cough	1
Dental Problem	2
Ear Disorder	6
Flu	13
Headache or Migraine	8
Hospital Appointment	1
Musculoskeletal problem (not back)	13
Nose mouth or throat disorder	1
Operation & Recovery	1
Other disorder	12
Stomach or bowel disorder	13
Stress	1
Throat infection or tonsilitis	5
Unspecified	16
Viral Infection	8
Total	140

Musculoskeletal Breakdown	
Reason	Number
Ankle strain	2
Head injury	1
Hip problem	2
Knee pain	2
Neck problem	1
Operation on wrist injury	1
Shoulder injury	3
Foot problem	1
Total	13

Other Disorder Breakdown	
Reason	Number
Bereavement	1
Diveticular disease	1
Eye problem	1
Hernia	1
Lumbago with sciatica	1
Oesophagus reflux	1
Sickness Virus	1
Reaction to medication	2
Thyroid problem	1
Unspecified	2
Total	12

Short Term Absence Reasons by Department Q3		
Department	Reason	Number
Business Strategy & Performance	Bronchitis	1
	Common cold	1
	Musculoskeletal (neck)	1
	Stomach or bowel disorder	1
	Total	4
Customer Services Hub	Chest infection	1
	Common cold	4
	Depression	1
	Ear Disorder	1
	Headache or migraine	1
	Flu	1
	Musculoskeletal (wrist)	1
	Musculoskeletal (shoulder)	1
	Operation & Recovery	1
	Other Disorder (Anxiety)	1
	Other Disorder (bereavement)	1
	Other Disorder (oesophagus)	1
	Other Disorder (sickness virus)	1
	Total	19
Democratic Services (inc Chief Executive's Office)	Common cold	2
	Flu	3
	Headache or migraine	1
	Stomach or bowel disorder	1
	Total	7
Finance	Common cold	1
	Ear Disorder	3
	Nose mouth or throat disorder	1
	Not specified	1
	Total	6
Housing & Environmental Health	Chest infection	2
	Common cold	6
	Depression	1
	Ear Disorder	1
	Flu	3
	Musculoskeletal (hip)	2
	Other disorder (medication reaction)	1
	Stomach or bowel disorder	1
	Total	19
Information Technology	Common cold	3
	Cough	1
	Headache or migraine	1
	Flu	2
	Other disorder (unspecified)	1
	Stomach or bowel disorder	1
	Total	10
Legal	Chest infection	1
	Other disorder (eye problem)	1
	Total	2
Parks & Cemeteries	Headache or migraine	1
	Stomach or bowel disorder	1
	Total	2
Planning, Revenue & Benefits	Asthma	1
	Back or spinal problem	1
	Common cold	3
	Headache or migraine	1

	Flu	3
	Musculoskeletal (head)	1
	Stomach or bowel disorder	2
	Viral infection	1
	Total	13
Property & Facilities	Stomach or bowel disorder	3
	Viral infection	1
	Total	4
Strategic Policy	Chest infection	1
	Unspecified	1
	Total	2
Waste Services	Back or spinal problem	5
	Chest pains	1
	Common cold	4
	Dental problem	2
	Ear Disorder	1
	Headache or migraine	1
	Hospital Appointment	1
	Musculoskeletal problem (knee)	2
	Musculoskeletal problem (ankle)	2
	Musculoskeletal problem (shoulder)	2
	Musculoskeletal problem (hip)	1
	Musculoskeletal problem (foot)	1
	Other disorder (diverticulitis)	1
	Other disorder (hernia)	1
	Other disorder (medication)	1
	Other disorder (Lumbago)	1
	Other disorder (unspecified)	1
	Sickness	1
	Stomach or bowel disorder	2
	Throat infection or tonsilitis	2
	Unspecified	13
	Viral infection	4
	Total	50

Long Term Absence Reasons	
Reason	Number
Back or spinal problem	1
Cancer	1
Depression	3
Musculoskeletal problem (not back)	10
Nose mouth or throat disorder	1
Operation	1
Other Disorder (thyroid)	1
Stress	3
Total	21

Musculoskeletal Breakdown	
Reason	Number
Arthritis	1
Bone infection	1
Carpel Tunnel Syndrome	1
Hip problem	2
Knee pain	1
Shoulder injury	3
Wrist fracture	1
Total	10

Long Term Absence Reasons by Department	
Department	Reason
Customer Services Hub	Depression
	Musculoskeletal problem (Carpel Tunnel)
	Total
Housing & Environmental Health	Cancer
	Musculoskeletal problem (hip)
	Musculoskeletal problem (wrist)
	Other disorder (thyroid)
	Stress
	Total
Parks & Cemeteries	Depression
	Total
Planning Revenue & Benefits	Musculoskeletal disorder (bone infection)
	Nose mouth or throat disorder
	Total
Waste Services	Back or spinal problem
	Depression
	Musculoskeletal problem (arthritis)
	Musculoskeletal problem (hip)
	Musculoskeletal problem (knee)
	Musculoskeletal problem (shoulder)
	Operation & recovery
	Stress
	Total

Number
1
1
2
1
1
1
1
1
5
1
1
1
1
2
1
1
1
1
1
3
1
2
11

Agenda Item No: 6 **Report No:** 43/16
Report Title: Accidents to staff from April 2015 to January 2016
Report To: Employment Committee **Date:** 7 March 2016
Cabinet Member:
Ward(s) Affected: All
Report By: Jill Yeates
Contact Officer(s)- Jill Yeates
Name(s): Jill Yeates
Post Title(s): Health and Safety Officer
E-mail(s): jill.yeates@lewes.gov.uk
Tel No(s): 01273 7106276

Purpose of Report:

To report the statistics on accidents reported between 1 April 2015 and 31 January 2016.

Officer's Recommendation:

- 1 To note the report
-

Reasons for Recommendations

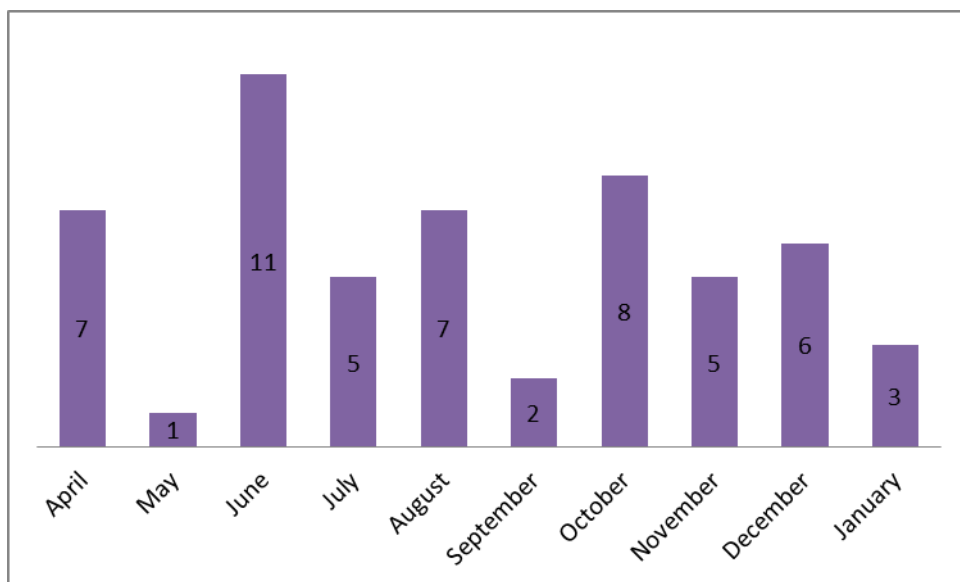
- 1 The Employment Committee has previously requested that this is a standing item on the Employment Committee Agenda.
- 2 **Information**
 - 2.1 The statistics are presented as previously requested – with numbers and percentages, and comparisons with the previous year (same period).
 - 2.2 Whenever an accident or incident happens, the individual will report it to a supervisor or manager by completing an accident report form (or talking with the manager who will complete it), who will then need to discuss the accident or incident with them and complete the second side of the form which looks at what has been or needs to be done. Staff have the option of reporting the accident to a Unison Health and Safety Representative if they prefer to do this, for the representative to work with the manager on their behalf. The report then comes to the Health and Safety Officer who will follow up any action and ask for updated documents where relevant. For example, the employee who fractured

his wrist when falling was litter-picking on a wet grass bank, results in the updated risk assessment now includes wet grass banks as areas where litter should not be removed until it is dry. However, the person who was lifting a bag says that he was following manual handling guidelines, and there was no obvious reason for fracturing his finger. He didn't know this had happened until the finger wouldn't move later. Where wheelie bins cause problems, we mend or replace them, and again discuss manual handling of the bins. We have repeated team talks concerning dealing with broken glass, and continue to do that. Customers have been reminded. However, where staff try to carry, move or sweep up too much, or don't take enough care in slippery conditions, there isn't much we can do except to keep reminding them to make careful judgements and carry out dynamic risk assessments, going through safe systems of work and risk assessments with them and ensuring that they have regular manual handling refresher training. Sometimes they admit to knowing that they are doing things wrongly.

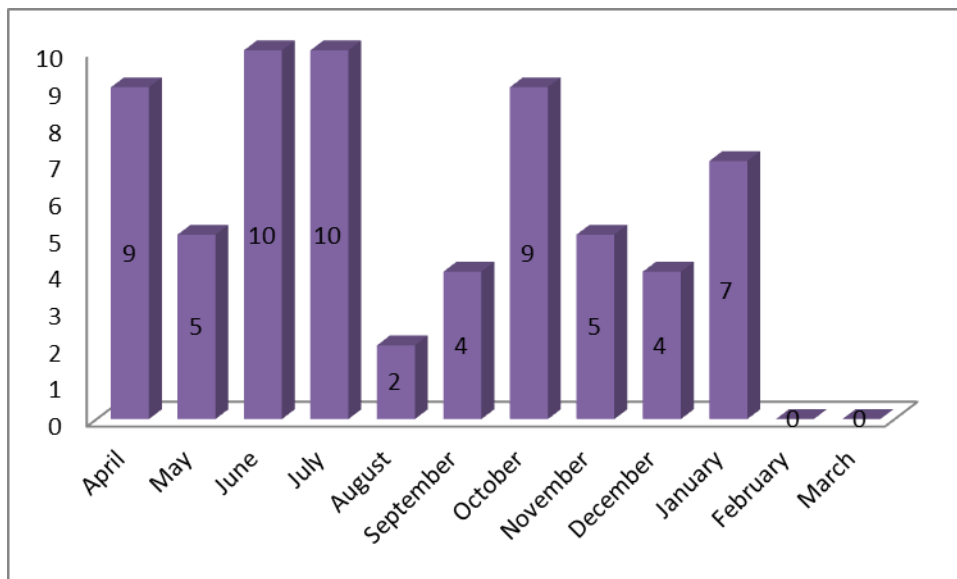
Accident Statistics

Accidents by month April 2015 to January 2016

There were 55 accidents from April 2015 to January 2016: 7 in April, 1 in May, 11 in June, 5 in July, 7 in August, 2 in September, 8 in October, 5 in November, 6 in December and 3 in January.

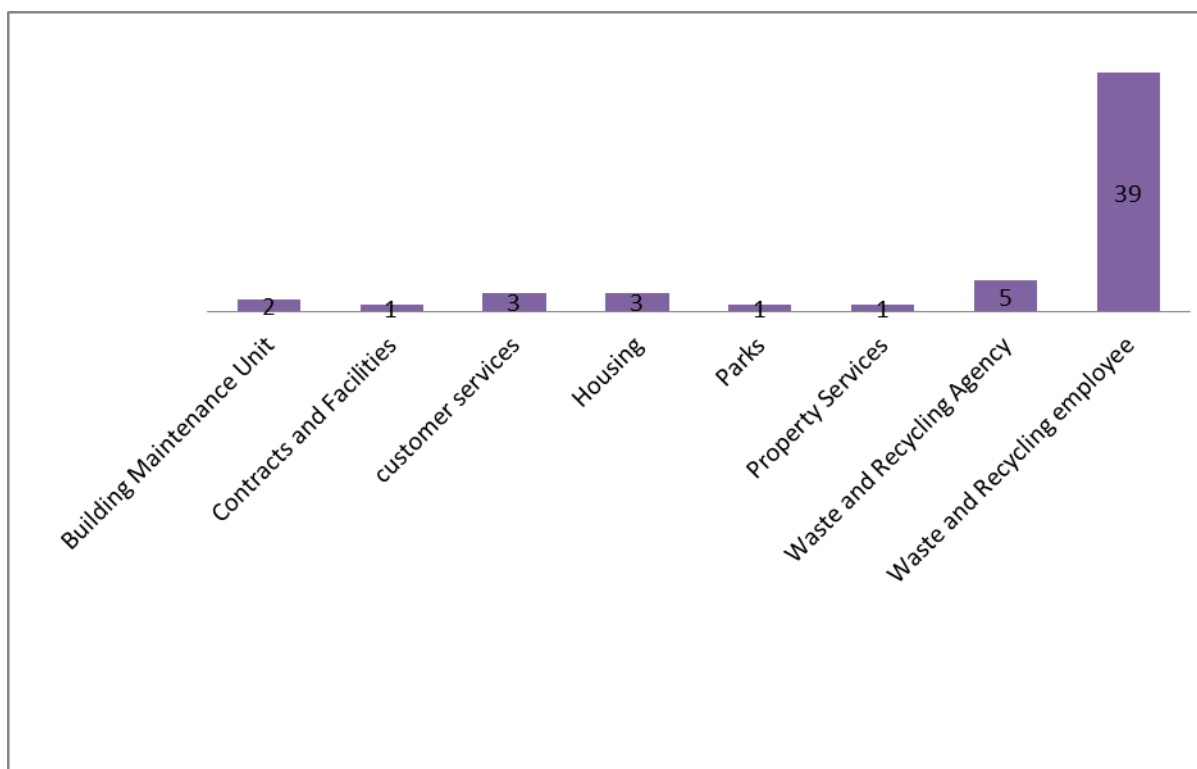


Last year there were 65 accidents from April 2014 to January 2015. April, June, July and October had the highest monthly accidents, so there is a bit of a pattern over the two years with April, June and October (although in the year before, September and December were the highest).

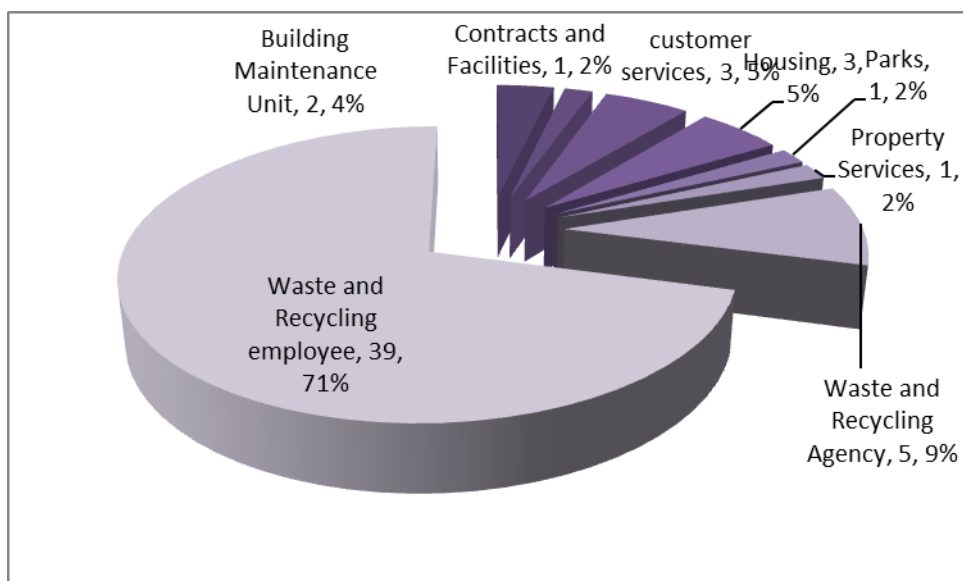


Accidents by team April 2015 to January 2016

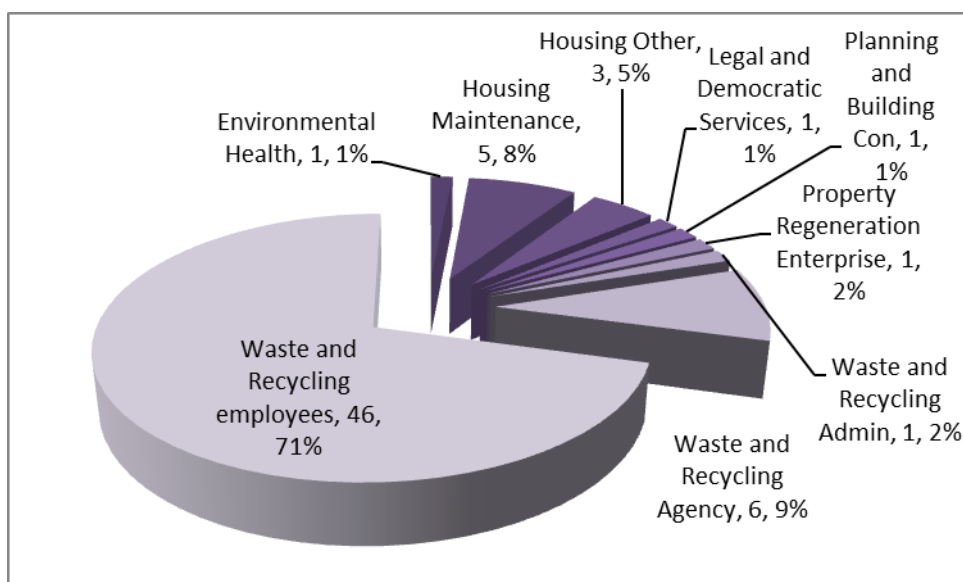
44 of the accidents were in Waste and Recycling, 3 in Customer Services, 3 in Housing, 2 in Building Maintenance and one each in Contracts and Facilities, Property Services and Parks.



From April 2014 to January 2015 (last year), 53 of the accidents were in Waste and Recycling (6 Agency staff, 1 admin), 5 in Housing Maintenance, 3 in Housing Other, 1 in Environmental Health, 1 in Planning and Building Control, 1 in Legal and Democratic Services and 1 in Property, Regeneration and Enterprise.

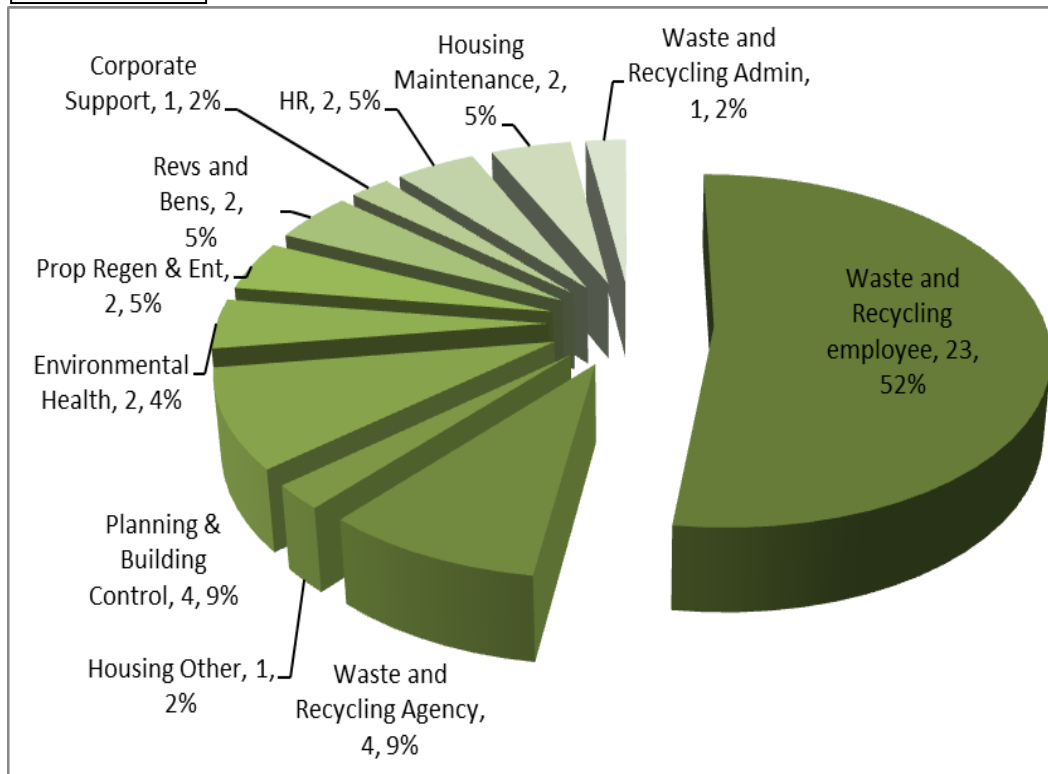


Compared with last year, the proportion of accidents in Waste and Recycling has remained at 71% for employees, and 9% for Agency staff, and those accidents have been shared amongst other departments to roughly the same extent.

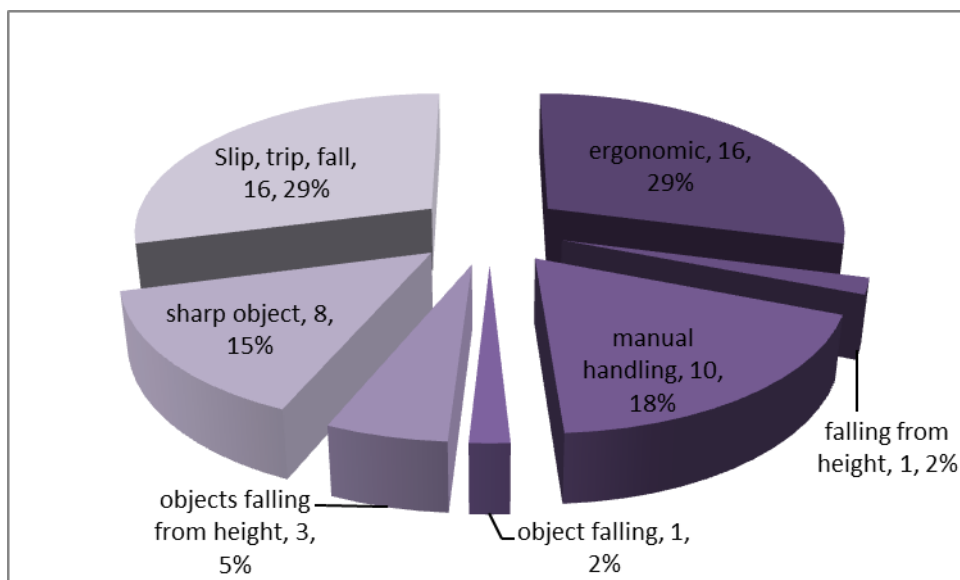


The previous year, Waste and Recycling had a lower proportion of the accidents, but this may be because they weren't reporting them all.

2013-4

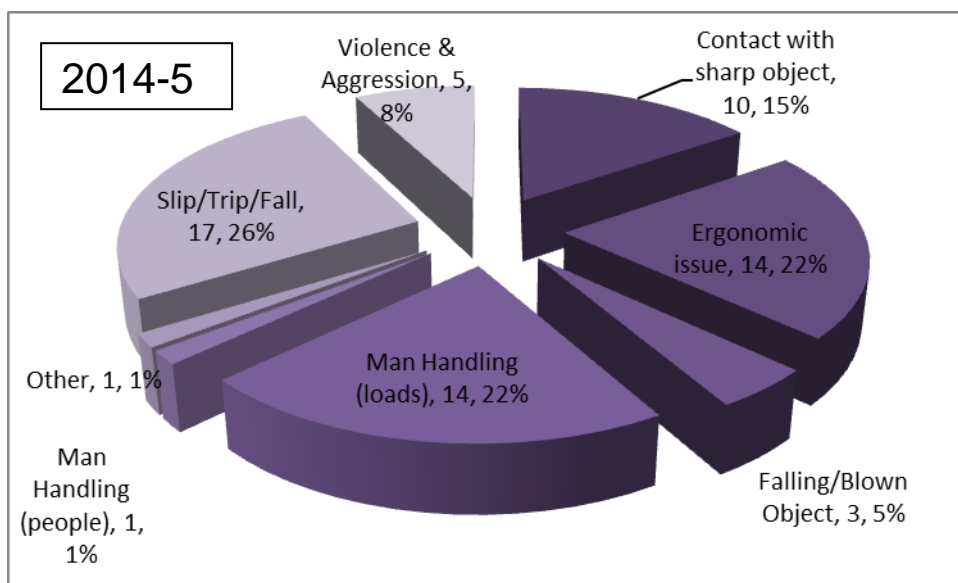


Accidents by cause April 2015 to January 2016



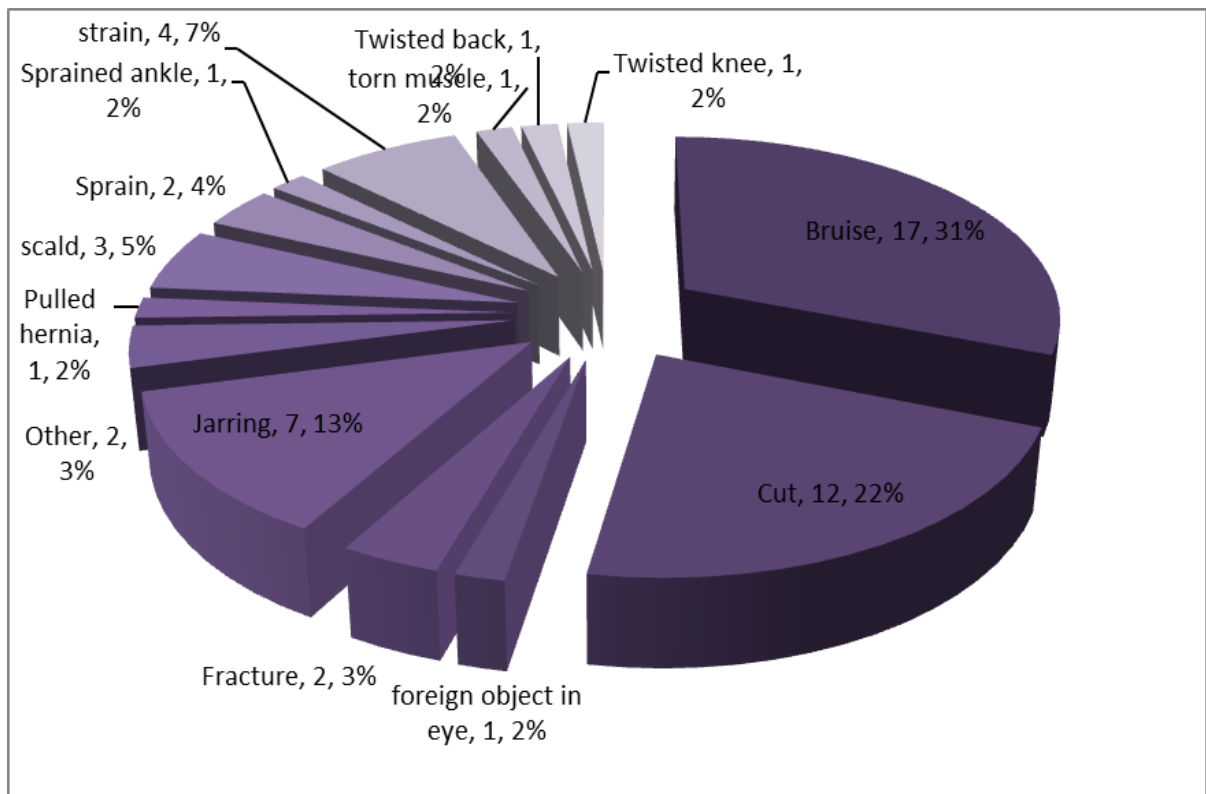
Of the 55 accidents so far this year, 16 were slips, trips and falls (2 slipping down a bank (one resulting in a fracture), 2 getting on and off vehicles, 5 slipping off a kerb, tripped over pavement, waste, dog-waste, grass, plastic, 5 wet leaves/ground, 2 tripping upstairs) 16 were ergonomic (dust in eye, 2 resulting in pain in knee from

movement, falling off a chair, stood up and knocked head, 5 pulling bins or pushing brooms and hit or jarred self, 3 scalding on boiling water urns, 'overbalancing' when moving cardboard wrongly, pulled rope on barrier and came down across head, twisted getting out of pit), 8 were sharp objects (5 broken glass in bin bags/recycling bag – one of these needing 6 stitches, 1 cutting self with saw, 1 a cut as a result of pulling a sharp object from the work bag and 1 on a key sticking out of a cupboard), 10 were manual handling (pulling or pushing or picking up – possibly too much at once or from within a wheelie bin, or bin catching on something, or in the wind, causing a fall or twist), 4 objects falling from height (things fell out of locker onto foot, metal door on bin store fell onto leg, bin lowered onto head, emptying bin into dustcart and washing line flew out and hit him on the head), and 1 was falling from height (off a ladder).



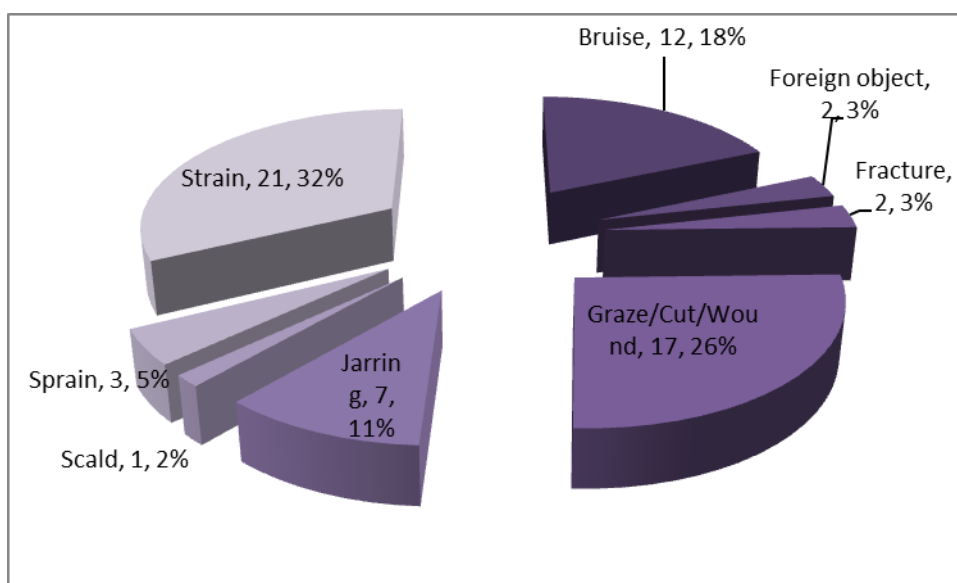
As explained previously, in comparison with last year, although manual handling appears to have dropped and ergonomic to have risen, this may be that manual handling training has worked and we now need to concentrate on 'ergonomic' training, or it may be classification – if someone pulls a bin out of a store and it jams on the door, is this a manual handling or an ergonomic cause? Looking at the two together, this year 47% were manual handling and ergonomic, last year this was 44%.

Accidents by injury April 2015 to January 2016



Of the 55 accidents, 1 resulted in a fractured wrist and another a fractured finger, 17 resulted in bruises, 12 resulted in cuts, 3 resulted in scalds, 7 in 'Jarring' (usually 'pulling' a muscle or joint), 1 in pulling a hernia, 1 in a bit of dust in the eye, 3 in pains in the knee, 4 in strains, 3 in sprains, 1 torn muscle, and 1 in a general jolting to the body.

Last year, bruising, strains and wounds still make up the vast majority of the injuries sustained, with strains being the most, wounds next, and then bruising. The jarring injuries come fourth.

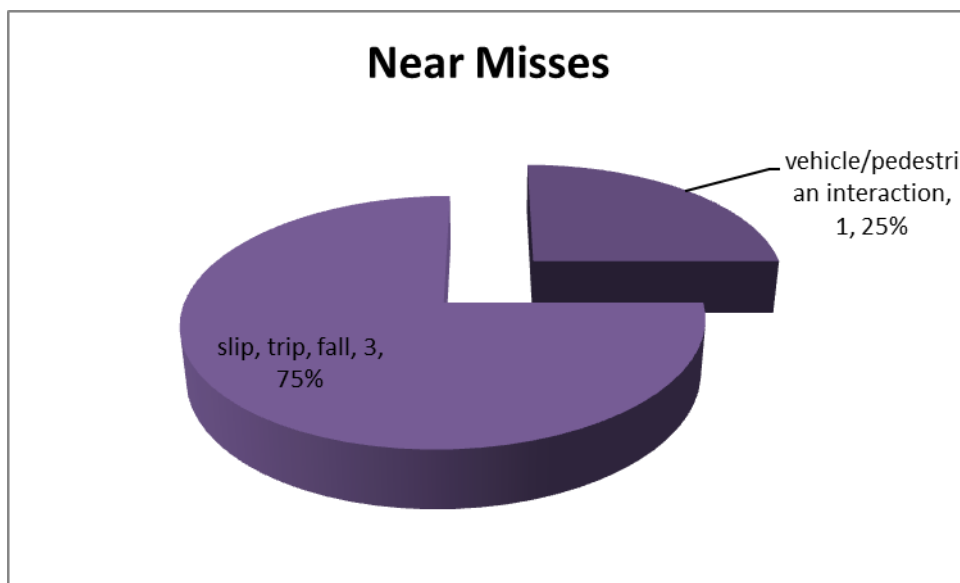


RIDDOR

If there is a serious injury (ie fractures or worse), or if the individual is off work for 7 days or more, the accident has to be reported to the HSE on Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

So far this year, we have had two fractures (hand and finger) reported, and 5 reports for people being off for 7 or more days (3 were slips, one manual handling and one ergonomic).

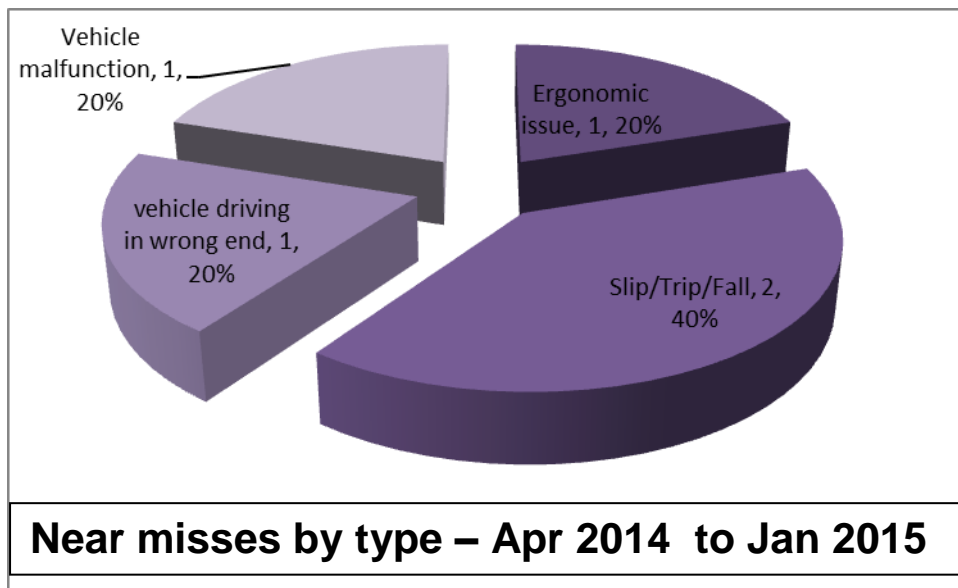
Near Misses



Near misses reported are 3 slips, trips and falls (standing on a box which broke, tripping over a box on the floor and opening the door of a WC and nearly tripping over the warning sign) and one vehicle/pedestrian interaction (car coming too fast round a bend where recyclers were collecting). One was reported by a member of Waste and Recycling team, one in the Parks team, one in the Facilities team and one in the Customer Service Hub.

Last year there were five near misses between April and January: Two were risks of harm from slips, trips and falls, one was risk of harm from an ergonomic issue, one from a vehicle malfunction and one from an external driver ignoring our one way signs.

Four were in Waste and Recycling – three staff and one agency person; one was in Facilities reporting a vehicle travelling the wrong way through the rear thoroughfare of Southover House.



The 2016 Near Miss Campaign set up by the Forum, is seeking to encourage people to report all near misses with the aim of reducing potential accidents. The definitions from the HSE are:

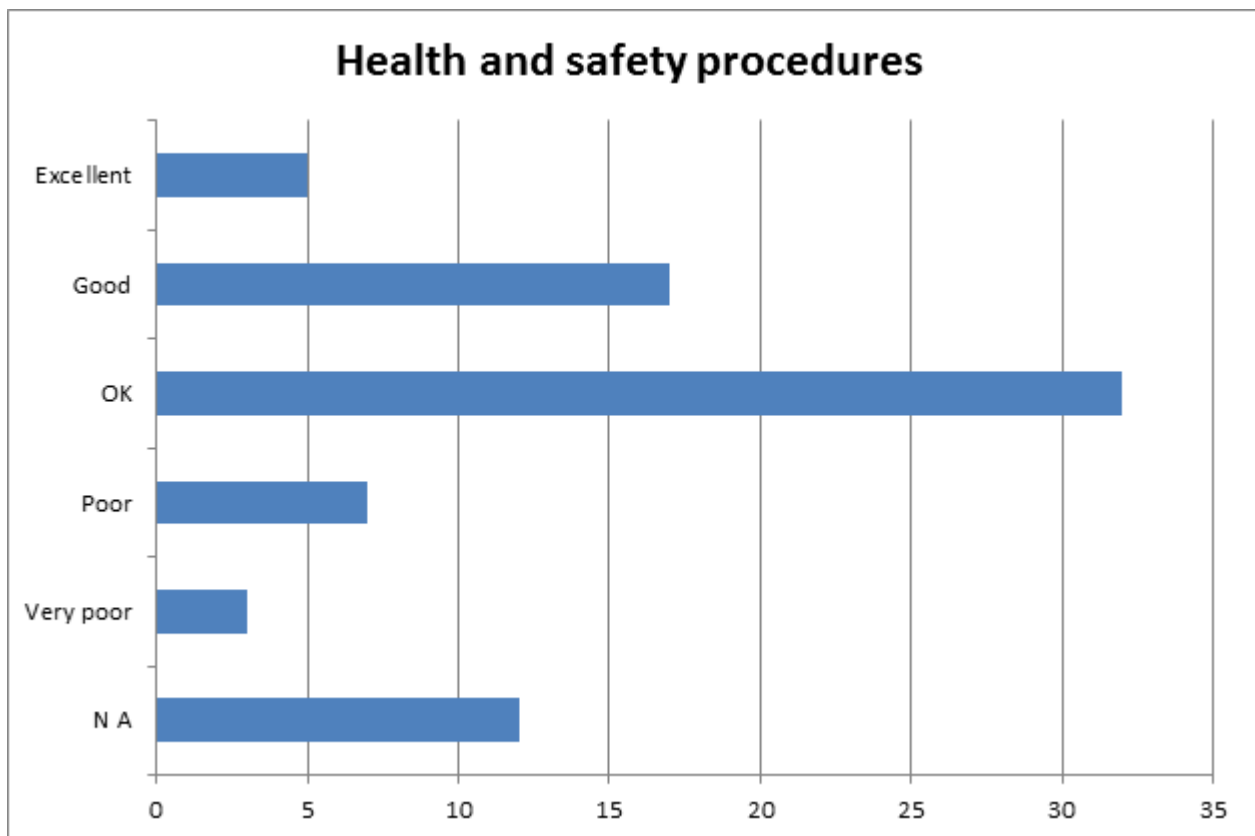
- **incident:**
 - **near miss:** an event not causing harm, but has the potential to cause injury or ill health
 - **undesired circumstance:** a set of conditions or circumstances that have the potential to cause injury or ill health,

and all the documents are on InfoLink <http://intranet/staff/15392.asp> . There are toolbox talk documents and training guidelines for managers to use in staff Team Meetings, and there are posters up in all council buildings, with a copy on the InfoLink home page. The reporting form has been simplified and is also on InfoLink under the Near Miss Campaign page.

Health and Safety On InfoLink

In a recent staff survey asking about the use of InfoLink, Health and Safety had a positive response. The project manager wrote to the relevant Head of Customer Services (Andy Chequers) to congratulate him on being credited with such highly-rated content on Infolink:

“One of the most positive areas in the feedback from the Infolink survey (in a survey where the majority of feedback was negative) was the health & safety section, which reflected the hard work that regularly goes into updating these documents. “



It has now been agreed that work will commence on putting all Health and Safety Documents on one area of InfoLink, using drop-down menus. This will make it easier for people who don't necessarily know in which department to find specific documents.

3 Financial Appraisal

At least 104.5 (61 this time last year) employee working days have been lost, all but 1 of them in Waste and Recycling which means that around 76.5 (61 last year) days' Agency staff would have to be paid for as a result of the accidents (although 2 of them were Agency staff, off for 2 days each).

28 of these days were on one accident where a member of Housing staff was litter-picking and slipped and fractured his wrist and 25 days (so far) for the fractured finger. 12 days were lost when a member of Waste and Recycling slipped on an Electric Vehicle and badly bruised his ribs, 11 when another slipped off a kerb and hit a wheelie bin and bruised his chest, and 9 when a recycler bent down (using the correct stance) to pick up a box and felt his leg muscle tear. 40 accidents resulted in no time off work, with 6 still to be clarified.

4 Legal Implications

The Legal Services Department does not need to comment specifically on the accident statistics as it is a progress report.

5 Sustainability Implications

I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report.

6 Risk Management Implications

I have not completed the Risk Management Implications Questionnaire as this Report is exempt from the requirement because it is a progress report.

7 Equality Screening

I have not completed the Equality Questionnaire as this Report is exempt from the requirement because it is a progress report.

8 Background Papers

There are no background papers.

9 Appendices

There are no appendices.