



Lewes District Council

To all Members of the Employment Committee

A meeting of the **Employment Committee** will be held in the **Ditchling Room, Southover House, Southover Road, Lewes Southover House, Southover Road, Lewes** on **Monday, 06 March 2017** 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.

22/02/2017

Catherine Knight
Assistant Director of Legal and Democratic Services

Agenda

- 1 Minutes**
To approve the Minutes of the meeting held on 19 December 2016 (copy previously circulated)
- 2 Apologies for Absence/Declaration of Substitute Members**
- 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 Written Questions**
To deal with written questions from councillors pursuant to Council Procedure Rule 12.3 (page D8 of the Constitution)

- 6 Sickness Report (page 3)**
To receive the Report of the HR Manager (Report No 47/17 herewith)
- 7 Accidents to staff from April 2016 to February 2017 (page 10)**
To receive the Report of the Health and Safety Officer (Report No 48/17 herewith)

Exclusion of the Public and Press

To consider, under Section 100(A)(4) 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 a disclosure 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, 12 June 2017 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10.00am

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

Distribution:

Councillors: J Peterson (Chair), M Chartier, P Franklin, S Gauntlett and E Merry

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

Agenda Item No: 6 **Report No:** 47/17
Report Title: Sickness Report
Report To: Employment Committee **Date:** 6 March 2017
Ward(s) Affected: All
Report By: Helen Knight
Contact Officer(s)- Helen Knight

Name(s): Helen Knight
Post Title(s): HR Manager, Shared Service

E-mail(s): helen.knight@lewes.gov.uk
Tel No(s): 07966 645102

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 2016/17 (1 October to 31 December 2016) are presented as appendices to this report. The average number of days' absence per employee for Q3 was 2.7. Points to note are:
 - 2.1 Sickness absence for Q3 at LDC has slightly increased from Q2 of 2016/17 when the average number of day's absence per employee was 2.0. An excel spreadsheet showing the Council's sickness figures for Quarter 3 (1 October to 31 December 2016) is Appendix 1.
 - 2.2 Although this is an increase from Q2 this is an improvement on previous years for this quarter. Q3 tends to see an increase in short term absence due to seasonal related sicknesses such as colds, chest infections and influenza. During Q3 Waste Services and Revenues and Benefits also reported absence resulting from a severe stomach bug which unfortunately appeared to be highly contagious.

- 2.3 The figures show a positive reduction in overall sickness absence for 2016/17. Currently we are at 7.7 days per FTE which means that we are, for the first time in many years, on target for meeting the target of 9 days per FTE for the year.
- 2.4 As demonstrated by the reasons for absence by service area breakdown at Appendix 2 the reasons for absence during Q3 continue to be varied. Aside from musculoskeletal problems in Waste Services, common colds, chest infections and stomach bugs as already referenced there does not appear to be any common themes.
- 2.5 The management of sickness absence continues to be a priority within the organisation with close scrutiny and management by line managers and HR. The new Attendance Management Policy continues to be applied consistently across Lewes and Eastbourne and will be reviewed, as requested by Unison, in June or July 2017. Absence levels will also be closely monitored during the first phase of Joint Transformation.

3 Financial Appraisal

- 3.1 The financial implications of this report are the number of working days lost to sickness. The Head of Finance at Lewes has been consulted on this and had no comments to add.

4 Legal Implications

- 4.1 There are no legal implications arising from this report

5 Risk Management Implications

- 5.1 I have completed the Risk Management Implications questionnaire and 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

None

8 Appendices

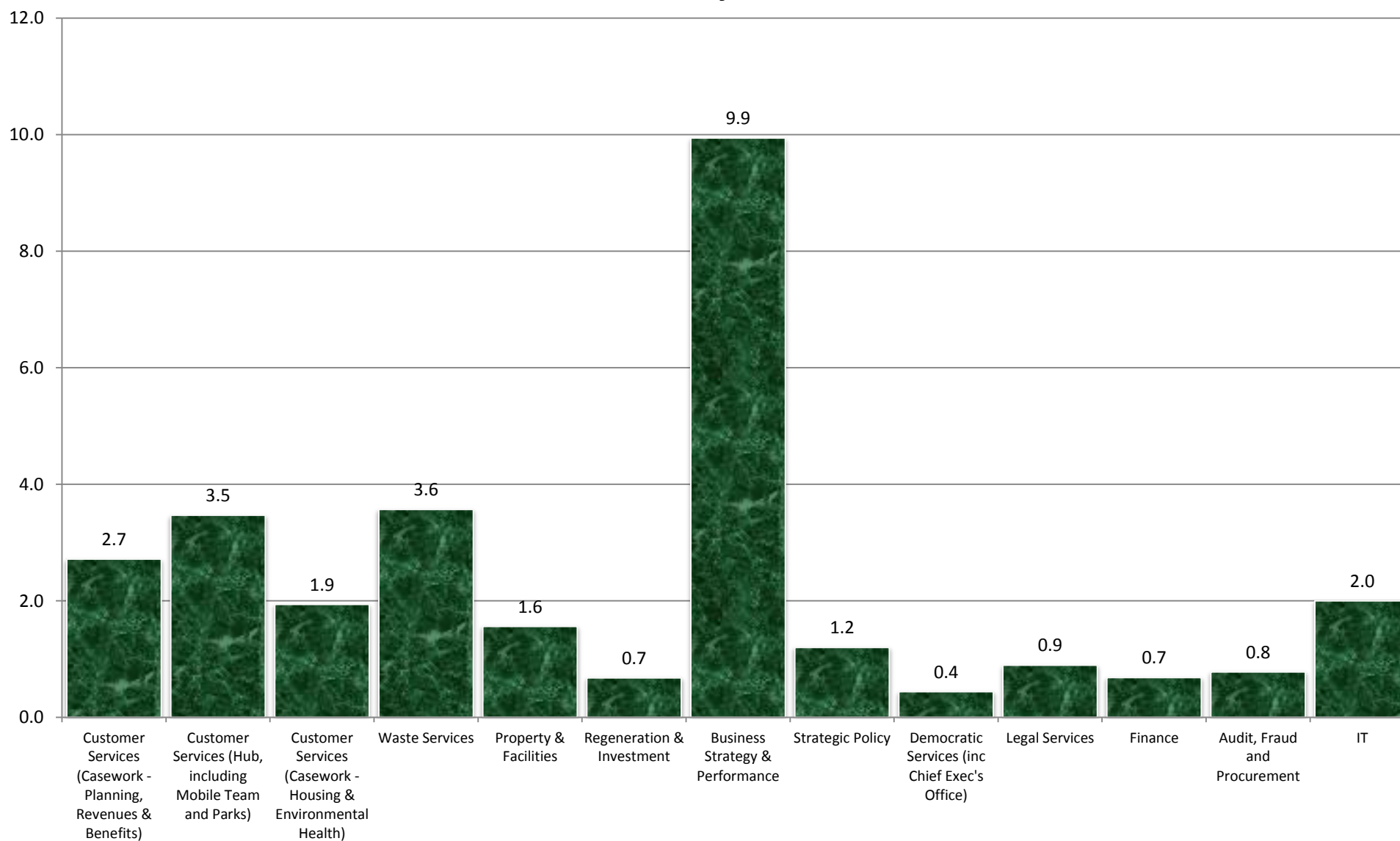
- 8.1 Appendix 1 Excel spreadsheet showing the Council's sickness figures for Quarter 3 (1 October to 31 December 2016)
- 8.2 Appendix 2 Excel Spreadsheet showing reasons for absence (by service area) during Quarter 3.

APPENDIX

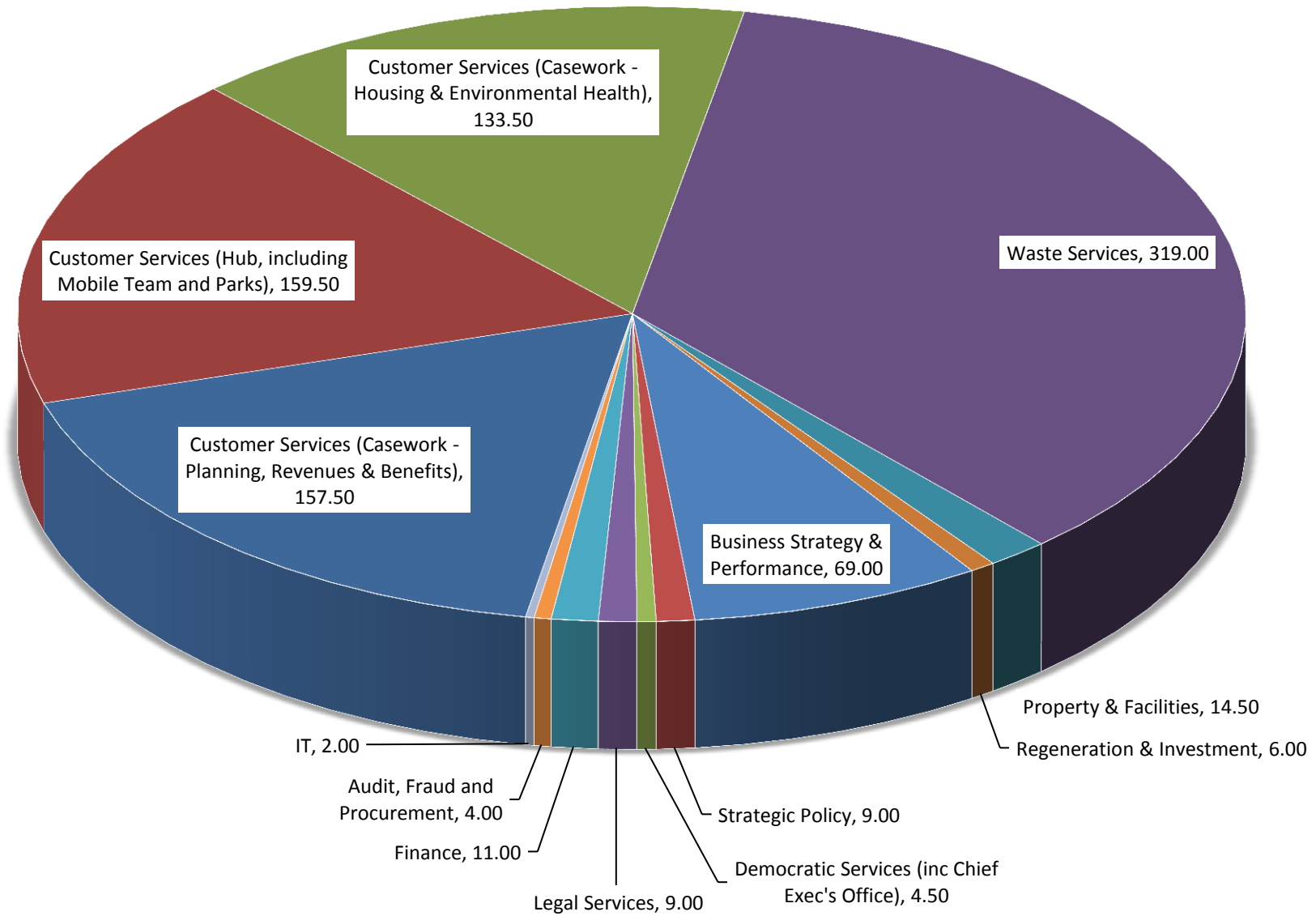
Dept	15/16 Q3 FTE	15/16 Q4 FTE	16/17 Q1 FTE	16/17 Q2 FTE	16/17 Q3 FTE	16/17 Q4 FTE
Customer Services (Casework - Planning, Revenues & Benefits)	47.58	51.59	56.09	57.25	57.98	
Customer Services (Hub, including Mobile Team and Parks)	39.77	43.02	39.51	42.51	45.98	
Customer Services (Casework - Housing & Environmental Health)	66.41	66.56	66.06	68.22	68.86	
Waste Services	85.76	90.76	92.40	88.40	89.40	
Property & Facilities	10.14	8.81	9.29	9.29	9.29	
Regeneration & Investment	7.68	8.22	8.66	7.55	8.85	
Business Strategy & Performance	8.16	8.67	9.06	7.94	6.94	
Strategic Policy	7.50	9.5	6.50	6.50	7.50	
Democratic Services (inc Chief Exec's Office)	15.81	13.81	10.20	10.20	10.20	
Legal Services	8.97	9.05	9.05	10.05	10.05	
Finance	16.58	15.37	15.10	16.10	16.10	
Audit, Fraud and Procurement	5.45	5.05	5.05	5.05	5.13	
IT	16.44	16.44	13.44	13.44	1.00	
Total	336.25	346.85	340.41	342.50	337.28	0.00

Dept	15/16 Q3 Absences	15/16 Q4 Absences	16/17 Q1 Absences	16/17 Q2 Absences	16/17 Q3 Absences	16/17 Q4 Absences	15/16 Q3 Days per FTE	15/16 Q4 Days Per FTE	16/17 Q1 Days Per FTE	16/17 Q2 Days Per FTE	16/17 Q3 Days Per FTE	16/17 Q4 Days Per FTE
Customer Services (Casework - Planning, Revenues & Benefits)	78.00	63.82	167.5	103.00	157.50		1.64	1.24	3.0	1.8	2.7	#DIV/0!
Customer Services (Hub, including Mobile Team and Parks)	252.00	207.37	104	87.00	159.50		6.34	4.82	2.6	2.0	3.5	#DIV/0!
Customer Services (Casework - Housing & Environmental Health)	252.00	251.17	173	103.00	133.50		3.79	3.77	2.6	1.5	1.9	#DIV/0!
Waste Services	527.00	546.37	511	327.00	319.00		6.15	6.02	5.5	3.7	3.6	#DIV/0!
Property & Facilities	35.00	8.67	1	4.00	14.50		3.45	0.98	0.1	0.4	1.6	#DIV/0!
Regeneration & Investment	0.00	6.03	5.5	2.00	6.00		0.00	0.73	0.6	0.3	0.7	#DIV/0!
Business Strategy & Performance	8.00	17.14	4	13.00	69.00		0.98	1.98	0.4	1.6	9.9	#DIV/0!
Strategic Policy	10.00	5.00	3	2.00	9.00		1.33	0.53	0.5	0.3	1.2	#DIV/0!
Democratic Services (inc Chief Exec's Office)	7.00	10.39	5	5.00	4.50		0.44	0.75	0.5	0.5	0.4	#DIV/0!
Legal Services	5.00	26.89	6	6.50	9.00		0.56	2.97	0.7	0.6	0.9	#DIV/0!
Finance	5.00	32.31	21	28.50	11.00		0.30	2.10	1.4	1.8	0.7	#DIV/0!
Audit, Fraud and Procurement	0.00	-	0	6.00	4.00		0.00	0.00	0.0	1.2	0.8	#DIV/0!
IT	23.00	25.00	5	2.00	2.00		1.40	1.52	0.4	0.1	2.0	#DIV/0!
Total	1202	1200.16	1006	689	898.5	0	3.57	3.46	3.0	2.0	2.7	#DIV/0!

16/17 Q3 Days Per FTE



16/17 Q3 FTE Absences



Short Term Absence Reason Q3	
Reason	Number
Asthma	1
Back or Spinal Problem	5
Chest Infection	10
Cough	2
Common Cold	20
Ear Disorder	1
Eye Disorder	1
Stress	2
Depression	1
Dizziness	2
Flu	6
Headache or Migraine	4
Bladder Problem	0
Operation & Recovery	4
Other disorder	12
Stomach or bowel disorder	26
Throat infection or tonsillitis	6
Unspecified	4
Hospital Appt	1
Dental	2
Skin Condition	1
Pregnancy related	1
Viral Infection	7
Total	105
Other Disorder Breakdown	
Reason	
Allergic reaction	1
Possible blood clot	1
Back Pain	1
Celulitis	1
RTA	1
Industrial Injury	2
Total	7

Short Term Absence Reasons by Department Q3		
Department	Reason	Number
Business Strategy & Performance	Stress	1
	Stomach / Bowel	1
	Total	2
Customer Services Hub	Chest infection	3
	Back and Spinal Problem	2
	Common cold	3
	Ear Disorder	1
	Viral Infection	1
	Influenza	3
	Cough / Throat Infection	1
	Skin Condition	1
	Stomach or bowel disorder	6
	Musculoskeletal problem (not back)	1
	Total	22
Democratic Services	Eye Disorder	1
(inc Chief Executive's Office)	Common Cold	1
	Viral Infection	1
	Total	3
Finance		
	Headache or migraine	4
	Throat Infection or Tonsillitis	1
	Chest infection	1
	Common Cold	2
	Total	8
Housing & Environmental Health	Back or spinal problem	1
	Pregnancy Related	1
	Influenza	1
	Stress	1
	Stomach /Bowel	3
	Viral Infection	3
	Respiratory Problem	1
	Chest infection	1
	Operation and Recovery	1
	Total	13
Planning, Revenue & Benefits	Viral Infection	1
	Common cold	5
	Other	2
	Operation and Recovery	1
	Cough / Throat / Chest Infection	2
	Stress	1
	Asthma	1
	Stomach or bowel disorder	4
	Total	17
Property & Facilities (Shared Services)	Common Cold	2
	Throat Infection or Tonsillitis	1
	Operation and Recovery	1
	Hospital Appointment	1
	Stomach / Bowel	1
	Headache or migraine	1
	Total	7
Regeneration & Investment	Throat Infection or Tonsillitis	2
	Skin Condition	1
	Influenza	1
	Stomach or bowel disorder	1
	Total	5
Strategic Policy	Common Cold	2
	Other	1
	Migraine	1
	Stomach / Bowel	1
	Chest infection	1
	Total	6
Waste Services	Back or spinal problems	2
	Musculoskeletal problem (not back)	1
	Other disorder	9
	Stomach or bowel disorder	5
	Viral Infection	1
	Operation and Recovery	1
	Chest infection	4
	Chest Pain	1
	Flu	1
	Dizziness	1
	Stress	1
	Gynaecological Problem	1
	Depression	1
	Eye Disorder	1
	Common cold	5
	Dental Problem	1
		36
	Total	1
Legal Services	Stomach /Bowel	2
	Headache or migraine	1
	Viral Infection	1
	Total	4

Long Term Absence Reasons	
Reason	Number
Back or spinal problem	4
Chest infection	2
Depression	1
Musculoskeletal problem (not back)	1
Respiratory Problem	1
Chest Pains	1
Operation & Recovery	2
Other Disorder	2
Depression	1
Stress	3
Total	18

Musculoskeletal Breakdown	
Reason	Number
Fractured humerus	1
Total	1

Other Disorder Breakdown	
Reason	Number
Bullied at work	1
Vasculitis	1
Total	2

Long Term Absence Reasons by Department		
Department	Reason	Number
Customer Services Hub	Back or spinal problem	1
	Muscoskeletal Problem	1
	Operation & recovery	1
	Total	3
Housing & Environmental Health	Back or spinal problem	1
	Respiratory Problem	1
	Total	2
Planning Revenue & Benefits	Stress	1
	Other disorder	1
	Total	2
Business Strategy	Stress	1
	Total	1
Housing & Environmental Health	Back or spinal problem	1
	Respiratory Problem	1
	Total	2
Waste Services	Chest Pains	1
	Back or spinal problem	2
	Stress	1
	Operation & recovery	1
	Chest Infection	2
	Depression	1
	Other disorder	1
	Total	9

Agenda Item No: 7 **Report No:** 48/17
Report Title: Accidents to staff from April 2016 to February 2017
Report To: Employment Committee **Date:** 6 March 2017
Ward(s) Affected: Employees and Workers
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):

Purpose of Report:

To report the statistics on accidents reported between 1 April 2016 and 10 February 2017

Officers Recommendation(s):

- 1 That the Committee note the report and make any recommendations to the relevant senior officer or Council body for follow-up action considered necessary.

Reasons for Recommendations

- 1 This regular report to Employment Committee provides accident and near miss information necessary to fulfil items 2.4 (c), and 2.5 (g) and (k) of the Lewes District Council Constitution Section 5 Remit of the Employment Committee

Information

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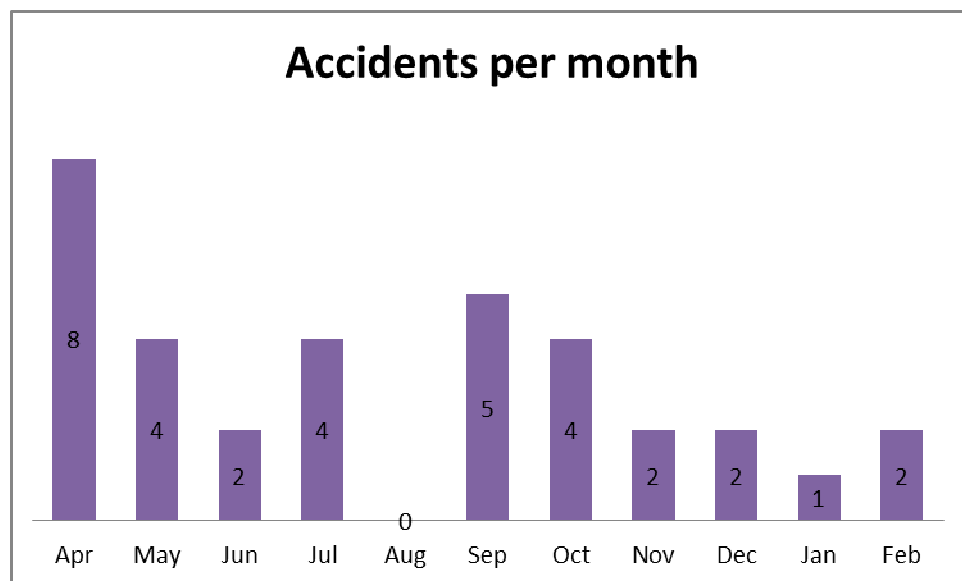
- 2.1 The statistics are presented as previously requested – with numbers and percentages, and comparisons with the previous year (same period). Insurance has been included as requested.
- 2.2 Currently, whenever an accident or incident is recorded, the individual will have reported it to a supervisor or manager, who will then have discussed the accident or incident with them and completed the second side of the form which looks at the underlying causes, and reports on

actions taken. This then comes to the Health and Safety Officer who will follow up any action and ask for updated documents where relevant.

- 2.3** However, we are about to introduce a new accident and incident reporting system which will mean that one form covers accidents, near misses, aggression and violence at work reports. First Aid reports remain separate, but if they are caused by an accident, the accident will be done on the new form. It reduces the amount of work which needs to be done for near misses and minor accidents, but guides through what needs to be done for more serious accidents – in conjunction with the new Accident Policy.
- 2.4** We have had 34 accidents reported so far this year, compared to 64 for the same period last year. This may be evidence of reduced accidents in reality, or it may be that people are not reporting them as much. Health and Safety remains high on the list of team meeting agendas and management priorities and they respond to accidents with actions designed to remove or reduce the risk of similar accidents in the future. For example, a recent cut to a finger caused by using a knife to open a plastic bag – which then slipped, resulted in the manager providing scissors for that member of staff and those in a similar position. Another accident caused by tripping on a loose nosing on the stairs has resulted in immediate mending and checking of all nosings in Southover House, and a change to the cleaner's schedule to check all nosings each time the stairs are cleaned.
- 2.5** We have had five accidents reported since the last report to Employment Committee (no RIDDOR reports), three near misses and one road traffic accident.
- 2.6 Accident Statistics 2016-2017 – Staff**

a) Monthly accidents

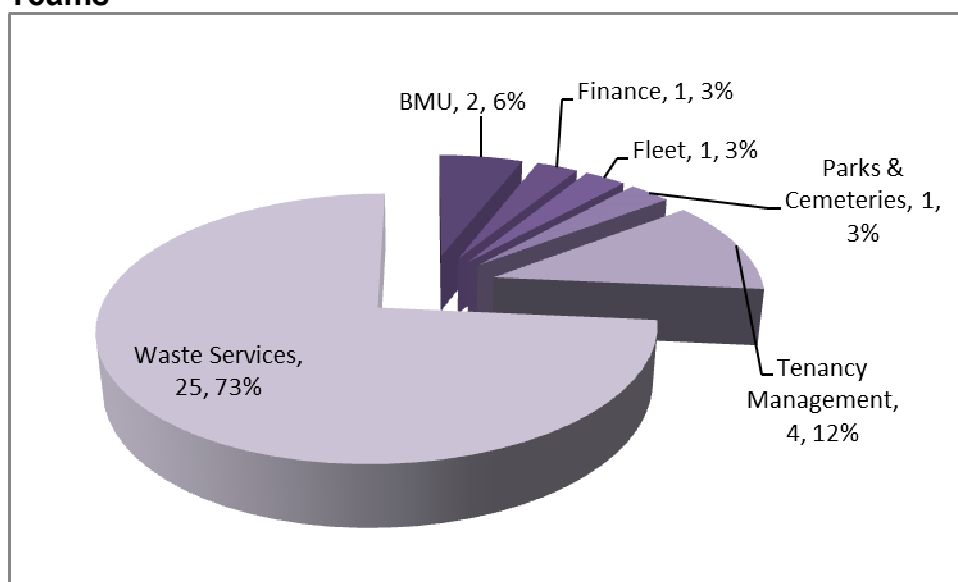
From 1 April 2016 to February 2017 there were 34 accidents reported: 8 in April and 4, 2, 4, 0 (August), 5, 4, 2, 2, 1 and 2 in subsequent months (see bar chart below). Last year there were 64 in total during this period: 7 in April, 1 in May, 12 in June, 5 in July, 7 in August, 2 in September, 8 in October, 6 in November, 5 in December, 4 in January and 7 in February. It can be seen that there are still no patterns.



b) Which teams

Between 1 April 2016 and 10 February 2017, there were 25 accidents in Waste Services (down by 10% of the total to 73% from three months ago), 4 in Tenancy Management, 2 in the Building Maintenance Unit and one each in Finance, the Transport Workshop and the Mobile Team. Last year 79% of accidents were in Waste Services, 6% in Tenancy Management, 4% in the Mobile Team, 3% in Building Maintenance and 8% spread across other services.

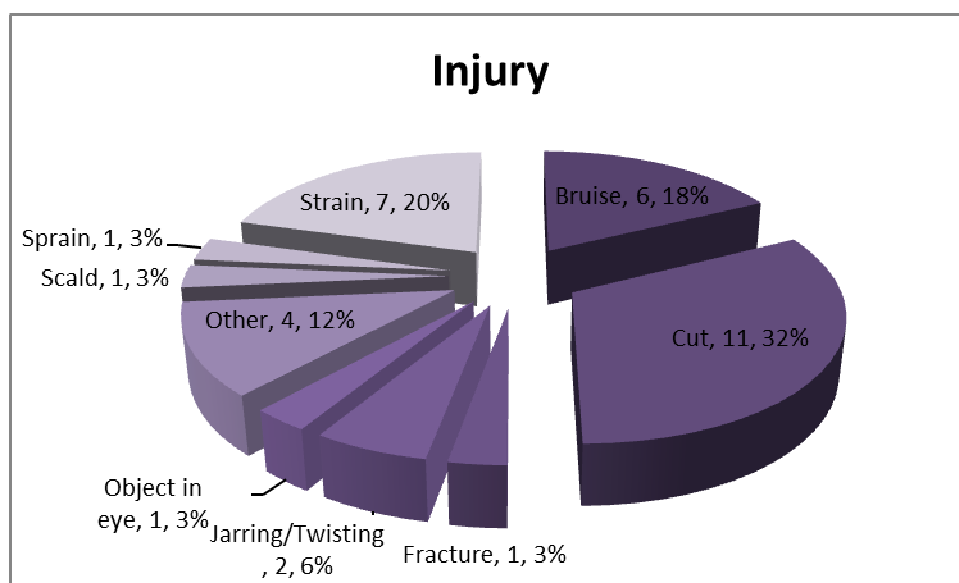
Teams



c) Injuries

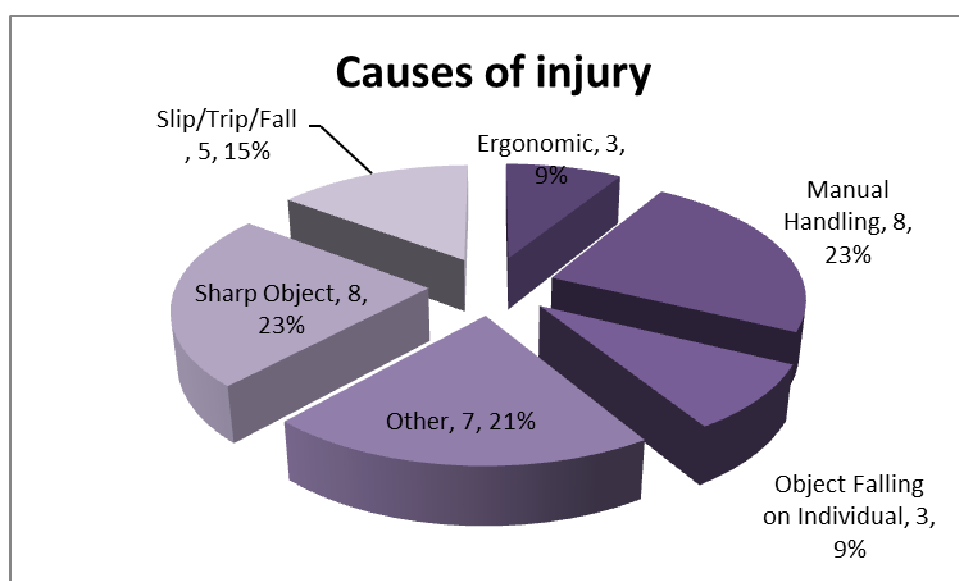
Again, bruising, cuts, strains and jarring make up the largest numbers of injuries – 66% of the 34 accidents. Last year these injuries accounted for 78% of the results of accidents. Unusually 10 of these ended up in hospital (though none overnight) – 6 as a result of cuts, three manual

handling injuries and one with grit in the eye, 3 at their doctor's surgery and 3 having first aid administered at work. The rest had no treatment.



d) Causes of injury

A third of injuries so far this year have been caused by manual handling and ergonomic accidents – about the same as three months ago, but down from last year when it was about half the accidents. Sharp objects as causes are up a little (23% this year, 15% last year) though the same proportion as three months ago, and slips, trips and falls are down (15% this year and 28% last year) a slightly higher proportion than three months ago.



2.7 Near Misses

Three more near misses for employees have been reported in the last three months, bringing the total to 13. 9 were in Waste, 2 in the Hub, 1 in Environmental Health and 1 in EH Admin. 5 were violence threats or verbal abuse, the other 8 were one each of driving, ergonomic, fire, trip, sharp object, tree collapsing, ceiling collapsing, lid collapsing.

Last year there were 5 near misses at this stage: three slips, trips and falls, one vehicle/pedestrian interaction and one blind falling down in Southover House.

2.8 RIDDOR Reports

There have been 5 accidents to our staff reported to the HSE under RIDDOR; all were due to absence of 7 days or more: the person struck by the EV, the person in the EV struck by another vehicle, two people lifting bags who hurt their backs, and the person who the stack of bins fell on. (The fracture was reported under RIDDOR as well but by the employer – it was an agency worker.)

2.9 Road Traffic Accidents

There has been one further road traffic accident since the 5 previously reported from 1 April 2016 to February 2017. One of our drivers hit a deer which ran across the road suddenly right in front of him, being chased by a dog. No-one was hurt (although sadly the deer was). All were our employees, one in their own vehicle and four in council vehicles. One council vehicle involved two of our staff who both suffered injury but not serious injury, despite it being a serious accident. Of the others, three resulted in no injury; the one which resulted in whiplash was the result of an EV being clipped by a lorry travelling past when it was parked. There are no patterns.

Financial Appraisal

151 (plus any still to be notified) working days have been lost – all from waste and recycling, most of which will need to be covered by Agency staff, and will therefore incur a cost.

Insurance

The Council is insured 'for accidents' although much depends on who's having the accident and whether the Council are negligent. Employer's Liability (EL) insurance covers the Council's liability to its employees arising from negligent acts and omissions. Public Liability insurance covers the same in respect of third parties.

We also have a Personal Accident (PA) policy. This is benefit rather than an indemnity policy and no liability need be demonstrated. So if, for example, a worker cut his fingers off in a bizarre accident involving power tools then he or she would be entitled to claim on the PA policy even if an EL claim failed or was not pursued at all. From April 2016 to the end of January 2017 we have had no staff claims on either EL or PA.

Legal Implications

3 In discharging its remit of –

(i) studying accident and hazard statistics and trends, so that unsafe or unhealthy working practices and potential remedies may be identified; and

(ii) considering the adequacy of health and safety communication and publicity in the workplace,

the Committee may make recommendations to any senior officer or relevant Council body.

The Council's primary duty as to the health and safety of its employees stems from section 2(1) of the Health and Safety at Work etc Act 1974:

It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

Lawyer consulted 14.02.17. Legal ref: 006067-LDC-OD

Risk Management Implications

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

Equality Screening

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

Background Papers

6 There are no background papers.

Appendices

7 There are no appendices.