



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, 18 December 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.

06/12/2017

Catherine Knight
Assistant Director of Legal and Democratic Services

Agenda

- 1 Minutes**
To approve the Minutes of the meeting held on 11 September 2017 (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 Update on the Joint Transformation Programme**
To receive a verbal update by the Head of Human Resources.
- 7 Travel Policy (page 3)**
To consider the Report of the Head of HR (Report No 174/17 herewith)
- 8 Sickness Report (page 45)**
To receive the Report of the Head of HR (Report No 175/17 herewith)
- 9 Accidents to Lewes District Council staff from April 2017 to August 2017 (page 53)**
To consider the Report of the Health and Safety Officer (Report No 176/17 herewith)
- 10 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 11 and 12 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.
- 11 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.
- 12 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.
- 13 Date of Next Meeting**
To note that the next meeting of the Employment Committee is scheduled to be held on Monday, 5 March 2018 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 Busby, Mr R Haigh, Mr G Purdye and Mr D Stace

Agenda Item No: 7 **Report No:** 174/17
Report Title: Travel Policy
Report To: Employment Committee **Date:** 18 December 2017
Ward(s) Affected: All
Report By: Helen Knight, Head of HR
Contact Officer(s)-
Name(s): Helen Knight
Post Title(s): Head of HR
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Purpose of Report:

- 1 To seek Employment Committee (LDC) and Cabinet (EBC) approval to implement a new policy regarding travel.

Officers Recommendation(s):

- 2 To agree the implementation of this policy within the organisation.

Reasons for Recommendations

- 3 Lewes District and Eastbourne Borough Councils have jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme (JTP) which is an important step towards aligning our people and business practices.
 - 3.1 A comprehensive review of all existing arrangements relating to travel and car allowances across Lewes and Eastbourne has been undertaken, followed by a period of formal consultation on a proposed new travel policy which reflects new ways of working.
 - 3.2 All new JTP roles are flexible with the expectation being that staff will be required to work from both Southover House, Lewes and 1 Grove Road, Eastbourne (and more widely across the district and borough for some roles). Managers will work closely with their teams to agree agile working arrangements to ensure appropriate availability at both sites which take account, wherever possible, of specific individual circumstances.

Information

- 4 Currently there are differing arrangements in place across LDC, EBC and those staff formerly employed by Eastbourne Homes Limited (EHL) that were TUPE transferred to EBC on 1 August 2017. For example, some staff at EBC receive

a 'cash car alternative' payment whilst some at LDC have a contract hire car. Also each organisation uses different mileage rates.

- 4.1 This has resulted in a position of inconsistency and inequity between staff on both a group and an individual basis. Now that all staff are employed by EBC it is an appropriate time to implement an aligned policy which will be applied consistently to all roles.
- 4.2 During the JTP consultation staff asked for clarity regarding excess travel arrangements (i.e. the expenses incurred as a result of additional 'home to work' travel once appointed to roles in the new JTP structure) and again this seemed an appropriate time to review existing arrangements and consider new ideas that staff suggested such as an allowance or supplement for car sharing.
- 4.3 In drafting this new policy we researched travel arrangements with a number of other authorities (including those operating shared services) and consulted formally with staff and Eastbourne and Lewes Unison branches, all of whom have provided helpful and constructive input.
- 4.4 The new proposed Travel Policy is attached to this report as a background paper. The main points are:
 - Staff to benefit from a 15% discount on local rail fares using an Easit card, the annual cost of which will be met by the councils.
 - LDC lease car scheme closed.
 - EBC Cash Alternative scheme closed.
 - Clear criteria for a new Essential Car User Allowance
 - Gradual removal of Essential Car User Allowances for roles which do not meet the criteria, with a period of 3 years reducing pay protection.
 - Car loan scheme to be open to all staff.
 - Clear arrangements and criteria for claiming 'home to work' excess travel expenses, which protect our staff on lower pay bands.
 - Clear arrangements for claiming 'business' travel expenses, to be paid at the HMRC rate. (currently 45p per mile up to 10,000 miles per annum, then reducing to 25p per mile).
 - Introduction of a car sharing/passenger supplement.
 - Arrangements for car parking.

Financial Appraisal

- 5 The implementation of this policy will result in savings to the councils over the coming years:

- When all of the LDC contract hire cars have completed their leases and been returned this will present an annual saving of £44,000 plus the expense of insuring these vehicles.
- The reduction in the number of posts entitled to the essential user allowance will present a further saving of £55,000 per annum.
- The removal of the EBC 'cash car alternative' will present an annual saving of £29,702 per year.

5.1 As stated in the policy these allowances will be withdrawn gradually over the next 3 years to mitigate the impact on staff. The full savings will therefore be realised in the financial year 2020/21.

Legal Implications

6 The Legal Services Department were consulted regarding the policy and specifically the proposed changes to terms and conditions and notice required.

Sustainability implications

7 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

Equality Screening

8 An Equality and Fairness Analysis has been completed and is attached as a Background Paper to this report.

Background Papers

9 None

Appendices

10 Appendix 1 - Eastbourne Borough and Lewes District Travel Policy
Appendix 2 - Equality and Fairness Analysis on Travel Policy

TRAVEL POLICY

Version Number	Date	Review Date	Author	Reason for New Version
1	September 2017	TBC	Human Resources	

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1 Introduction

- 1.1 Lewes District Council (LDC) and Eastbourne Borough Council (EBC) have committed to sharing services under the Joint Transformation Programme (JTP) and all of the new roles created under this programme are flexible with the expectation that staff will be required to work from both Southover House, Lewes and 1 Grove Road, Eastbourne.
- 1.2 This policy applies to all staff employed in either Council whether or not they have yet been part of the JTP process.
- 1.3 Staff should be aware that 'home to work' travel is a taxable benefit and those claims will therefore have tax deducted, this is not the case for business travel and this policy is about business travel.
- 1.4 Home to work travel is in staff's own time. Travel between sites during the course of a working day will be part of the working day.
- 1.5 The amount of time to be spent at each work base will vary depending on a number of factors including meetings and the location of team and colleagues. Managers will work closely with their teams to agree working arrangements that ensure appropriate availability at both sites which takes account, wherever possible, of specific individual circumstances.
- 1.6 Managers will also work with staff regarding work arrangements during adverse weather and factors which the Council cannot influence such as rail strikes.

2 Equality & Diversity

- 2.1 An equality and fairness analysis has been conducted and will be reviewed periodically.
- 2.2 The Councils are committed to good practice in equality and diversity, and to meeting our statutory equality responsibilities, both as an employer and in the provision of services. In respect of business travel this means ensuring that staff with a protected characteristic which is covered by the Equality Act are not discriminated against or treated either more or less favorably
- 2.3 Where a staff member requires a meeting to discuss reasonable adjustments around ways of working and travel arrangements they may be accompanied by an appropriate person to provide support, in addition to their right to be accompanied by a colleague or trade union official. The manager responsible for the meeting will ensure reasonable adjustments and special arrangements are considered where possible to accommodate dependant on operational need.
- 2.4 Staff members are invited to advise their line manager and subsequent managers of their needs and requirements to ensure they are known to the councils and can be supported where possible. This may include the requirement to attend an occupational health assessment so that the council can seek professional advice on medical conditions.

3 Easit Transport Discount Card

- 3.1 LDC and EBC have are part of the Easit travel group and all staff are able to benefit from many transport discounts including 15% off all local rail fares. A membership card costs £4.00 plus VAT per person per year and can be used for work and personal train fares. The cost of the card can be reclaimed via a standard expenses claim.
- 3.2 The HMRC will include the £4.80 cost (if reclaimed from the Council) in your overall gross salary and you will be taxed on this part of your earnings.
- 3.3 Tickets can be purchased online at www.easit.org.uk and staff will need to use their work e mail address to confirm they are employed by Lewes-Eastbourne. Further information can be found on the intranet.

4 Lease Cars

- 4.1 The lease car scheme for Lewes staff has now closed. Those staff who have a contract hire car have received notice that their existing lease will not be extended. All of these cars will have been returned by December 2021.
- 4.2 Following return of the contract hire car, if the member of staff is in a role which is entitled to the essential car user allowance then they will start to receive this.
- 4.3 The lease car scheme for Eastbourne staff closed some years ago.

5 Essential Car User Allowance

- 5.1 Roles for which it can be evidenced they meet either or both of the following criteria are entitled to an essential user allowance:
- The role needs to be reactive to unforeseen emergency situations
 - The role is reactive and customer facing where inadequate or no public transport is available so the employee regularly and frequently (more than 70% of their normal working hours) has no option but to use their car to provide the service expected
- 5.2 A list of the roles which currently meet these criteria are appended to this policy (Appendix 1)
- 5.3 For roles in the Neighbourhood First team we will explore a range of options to enable the staff to perform the duties of their role and this may include Council provided vehicles.
- 5.4 If staff are in a role which is does not attract an essential car user allowance and they believe this to be incorrect they should make a written submission to their head of service which will be reviewed with all of the relevant information available in conjunction with the Head of Human Resources. There will be no further right to appeal.
- 5.5 Staff who were receiving essential user allowance as of August 2017 and are in a role which is not included in the list at Appendix 1 have been given notice and advised that pay protection will apply as follows:
- From 1 November 2017 to 31 October 2018 they will receive 100% of the current car allowance they are receiving
- From 1 November 2018 to 31 October 2019 they will receive 66% of the current car allowance they are receiving
- From 1 November 2019 to 31 October 2020 they will receive 33% of the current car allowance they are receiving
- 5.6 During this 3 year period if a staff member moves to a role which is entitled to a car user allowance then the pay protection withdrawal will cease.
- 5.7 This gradual withdrawal has been agreed to mitigate the financial impact for individuals who had previously been receiving this.
- 5.8 Staff appointed after August 2017 will only receive a car allowance if they are employed in a role which is listed at per Appendix 1.
- 5.9 The Corporate Management Team (CMT) and HR will be agree which roles meet the criteria for essential car user allowance and it is anticipated that these will only be roles in Service Delivery. Managers should discuss with

teams ways of working across Lewes and Eastbourne include flexible and agile working.

6 EBC Cash Alternative

6.1 The EBC cash alternative car payment has now ceased and notice has been given to staff currently receiving it advising that it will be withdrawn over the next 3 years as follows:

From 1 November 2017 to 31 October 2018 staff will receive 100% of the cash alternative they are receiving.

From 1 November 2018 to 31 October 2019 staff will receive 66% of the cash alternative they are receiving.

From 1 November 2019 to 31 October 2020 staff will receive 33% of the cash alternative they are currently receiving.

7 Car Loans

- 7.1 The councils have amended this policy so that all staff can apply for a car loan should they wish to (not just those who receive an essential car user allowance). In order to meet our environmental commitment we have also updated the policy so that loans are only available to vehicles whose CO2 emissions are 120 or less. Please note this CO2 emissions threshold will be reviewed annually with a view to reducing it in order to meeting our environmental commitments.

8 Excess Travel

8.1 Staff appointed to a shared service (e.g. HR and Legal Services) since 2015 have been clear from the time of recruitment that there is a requirement to work over both sites and they will not be able to claim travel. This will continue for all new appointments.

8.2 For those staff in employment prior to this who are now required to travel between the two sites and incur additional travelling costs the following arrangements are in place:

For one year (until 31 October 2018) these staff will be able to claim travel for the occasions on which they are required to work either at Eastbourne or Lewes and this incurs excess expense for them.

These claims will be the return rail fare once the appropriate Easit discount has been applied. Staff can choose whether they wish to drive or get the train but will be restricted to claiming the equivalent rail fare. This should be done using the normal EBC mileage claim form but the amount payable will be restricted to the equivalent sum of a return train journey using the Easit card after 9am. All claims should be submitted with receipts.

From 1 November 2018 only those staff who were originally employed to work at either EBC or LDC and who earn a gross annual salary of £28,500 or less will be able to claim excess travel. This has been decided, in consultation with Unison, looking at the average annual salary in the South East using the East Sussex in figures website (ESIF) and the Office of National Statistics Website (ONS). This figure will be reviewed annually in line with ESIF and ONS findings and communicated to staff.

8.3 See Appendix 2 for examples of excess travel.

8.4 The amount that can be claimed will be the post 9am return rail fare once the appropriate Easit discount has been applied. This is significantly cheaper than the fare before 9am. In exceptional circumstances, where a member of staff is required to travel before 9am and only where they are taking the train (i.e. not when driving), line management agreement may be given to claiming the higher pre-9am fare.

8.5 If a member of staff is travelling regularly between workbases, it may be more cost effective to purchase or claim for a weekly or even a monthly ticket, and these tickets can be used before or after 9am.

8.6 If staff choose to drive from Eastbourne to Lewes or vice versa they can claim the equivalent of the 2nd class rail fare with Easit applied. This should be done using the normal EBC mileage claim form but the amount payable will be restricted to the sum of £6.70 for a return journey which is the cost of a return journey using the Easit Card after 9 am.

9 Business Mileage

9.1 Staff can claim business mileage for journeys undertaken during the course of their work (not home to work). The mileage payable in all cases will be based on the shortest route as deemed by AA Route Finder.

9.2 Staff should ensure they are efficient with their journeys out of the office, if they are unable to take the shortest route they can claim additional miles (up to a maximum of 10% of their total journey). Their manager must be advised of the reasons for this and authorise the claim on this basis

9.3 Staff will be paid business mileage rates as defined by the HMRC.

9.4 Under the Corporate Manslaughter Act all employers have a duty of care to ensure that staff who are going to undertake business miles or claim the passenger supplement (see section 10) (this does not include travelling to work and back):

- Have a valid driving licence
- Are driving a car which has a MOT if more than 3 years old
- Are driving a car which is insured for business use
- Are driving a car which is regularly serviced
- Carry out basic maintenance checks on it, water, washer fluid ,tyres etc on a regular basis

9.5 To that end our Payroll Section require that before making any claims for business mileage staff produce:

- Their driving licence
- Their vehicles MOT
- Their insurance certificate confirming they have business cover (not just social, domestic and commuting). This is also required for staff who receive essential car user allowance.

9.6 Commercial cover is not required.

10 Car Sharing/Passenger Supplement

- 10.1 To encourage staff to car share when going to another site (not for the home to work journey) an additional 5p per mile can be claimed for passengers, whatever the number. To claim this staff will be required to detail passenger numbers and names and record this information when submitting claims. Staff also need to demonstrate that their insurance policy covers them to transport colleagues for work purposes.

11 Car Parking

- 11.1 There is no staff parking in Lewes. The Council is allocated a small number of permits each year (approximately 15) and these are distributed to heads of service for them to allocate as they deem appropriate (not for office based services or roles).
- 11.2 Lewes has a couple of long stay car parks which are £2 a day but we would encourage all staff travelling from Grove Road to Lewes to use the train particularly given the proximity of both offices to both train stations and the reduction offered by the Easit Card.
- 11.3 In Eastbourne parking permits are available for the Town Hall and College Road for flexible users and these have been issued until December 2018. There are many more permits than spaces so these are taken on a first come, first served basis but there is plenty of off road parking available within a few minutes walk of Grove Road.
- 11.4 The parking arrangements in Eastbourne will be reviewed prior to the current permits expiring in December 2018.
- 11.5 The Councils offer a 'parking loan' which is interest free and works on the same basis as the season ticket loan. So it is repaid monthly over 12 months directly from your salary, further details on both the parking loan are on Insite and Infolink.

12 Car Club

12.1 LDC operates in conjunction with Co-Wheels which is a car club that allows residents and businesses to hire one or two car share vehicles to get from A to B. The Council has supported this business since its inception and promoted it within the workforce including offering to pay for staff to register.

12.2 For staff who need occasional access to a car to travel around Lewes District (as confirmed in their job description or person specification) during the course of their work but do not qualify for essential car user allowance the councils will reimburse the one off joining fee of £25.

Further details can be found on the website www.co-wheels.org.uk

12.3 Given the close proximity of both offices to train stations, the small percentage of our staff that are truly 'essential users' and the prohibitively high cost of running pool cars the Councils will not be providing these.

12.4 As and when East Sussex County Council installs more electric charging points across both Lewes and Eastbourne we may reconsider this if it appears there is an environmentally friendly option.

13 Cycling

- 13.1 There is an allowance in place of 20p per mile for those staff who wish to cycle to visits.
- 13.2 As with all modes of travel we will be urging staff to work smarter not harder and make the most efficient use of their time. Therefore, we will be setting a maximum of 30 minutes journey time to be undertaken on a bike, as it is unlikely that anything more would be considered the most efficient use of time. This 30 minutes reflect the maximum amount of time that it takes to travel between two sites on the train which is our preferred method of travel for staff where possible.
- 13.3 Motorcycles can be used presuming staff have the correct insurance and will be paid at the HMRC rates.

14 APPENDICIES

- List of posts within the councils who meet the criteria for essential car user allowance (Appendix 1)
- Examples of Excess Travel (Appendix 2)
- Equality and Fairness Analysis (Appendix 3)

Appendix 1.

- Senior Neighbourhood Advisors (Operations and Zones)
- Neighbourhood Advisors (Zones)
- Fraud Investigators
- Specialist Advisor Trees
- Caseworkers (Neighbourhood housing)
- Senior Caseworker (neighbourhood housing)
- Neighbourhood housing team leader
- Maintenance Surveyor (Property Services)
- Estate Services and Compliance Manager (Property Services)
- Clerk of Works (Property Services)
- Asset and Capital Works Manager (Property Services)
- Repairs Services Manager (Property Services)

Appendix 2

Examples of excess travel:

A member of staff who currently lives in Brighton and works in Southover House will be able to claim the equivalent rail from Lewes to Eastbourne (with Easit discount) on days when they are required to work in Eastbourne.

A member of staff who currently lives in Hastings and works in 1 Grove Road will be able to claim the equivalent return rail fare from Eastbourne to Lewes (with Easit discount) on days when they are required to work in Lewes.

A member of staff who currently lives in Brighton and works in 1 Grove Road will not be eligible to claim as they will be incurring no additional travel costs.

A member of staff who currently lives in Bexhill and works in Southover House will not be able to claim travel costs on days when they are required to work in Eastbourne as there will be no additional travel costs.

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Equality and Fairness Analysis Report

Proposal/Project/Work Stream/Policy Title	Travel Proposal
Proposal/Project/Work Stream/Policy Lead Officer	Sam Hardy, HR Business Partner
Key people involved in the Proposal/Project/ Work Stream/Policy	Unison, HR, Joint Consultative Committee
Director/Assistant Director	Becky Cooke, Assistant Director for Human Resources and Organisational Development
Equality and Fairness Analysis Report Author	Sam Hardy, HR Business Partner
Key people involved in the Equality and Fairness Analysis	Sam Hardy, HR Business Partner and Helen Knight, Head of HR

**Date Equality and Fairness
Analysis Report Submitted**

April 2017

Context and Scope

What is the purpose of the proposal/project/work stream/policy and why is it needed?

It is recognised that the Councils are in a unique position regarding future ways of working across two primary places of work which are geographically separated, Eastbourne and Lewes. Eastbourne Borough Council is the sole employer and as such needs to address how it will manage travel across the sites in the future.

It also needs to respond to other factors such as the lack of uniformity in other allowances afforded to certain staff and that need a more uniformed approach going forward.

It will complement the new ways of working and opportunities that these bring with the implementation of the Joint Transformation Programme.

In what context will it operate and who is it intended to benefit?

The proposal is internally focussed. It operates at all levels across both sites and applies to travel during the working day. It works within the context of the new ways of working that encourage travel at 'off peak' times. The policy that will arise from this proposal after consultation will have benefits to all staff required to work across the two sites in that it formalises practices and gives a discount for travel where an Easit card is used. We are looking at the possibility of funding the cost for an Easit discount for staff where requested. We are also looking at the possibility of car sharing where staff are travelling to the same destination. This and the use of public transport supports the council's environmental policies.

What are the expected outcomes/longer term benefits of the proposal/project/work stream/policy?

Teams will become more comfortable with travel over time as it becomes part of the agile way of working and teams become more cohesive and uniformed across the two sites.

Managers will feel more confident in managing a flexible team.

There will be efficiency savings in both time and money as a result of staff planning journeys and working locations.

Information and Research

List all sources of information and relevant data that was obtained and considered in the assessment and include the groups you consulted with?

- Research of other Travel Policies
- HMRC Guidelines
- Existing policies at Eastbourne and Lewes

Were there any gaps identified in this information and if so, what are these and what actions are being taken to address them?

Although there are no obvious gaps in the information gathered at the time of preparation of this analysis it is recognised that some of the proposals require further consultation, out of which may arise additional points of consideration. All issues will be addressed prior to the policy being presented to Cabinet and embedded in the policy where appropriate.

Analysis and Assessment

What are the main findings, trends and themes arising out of the research and information you have gathered and any consultation you have carried out?

The main findings are that other authorities approach their travel policies slightly differently. Therefore there is no “ideal”. Also the JTP presents certain opportunities that are new in nature and never addressed before. There is a need to align existing approaches that are inconsistent.

Which protected groups will it affect/benefit the	Age	M	E	L
	Disability	M	E	L

most? <i>Considering who the policy is intending to benefit and what the expected outcomes are, assess each characteristic and indicate whether the policy has 'M' more, 'L' less, or 'E' equal relevance. Highlight the finding.</i>	Gender reassignment	M	E	L
	Marriage and civil partnership	M	E	L
	Maternity and pregnancy	M	E	L
	Race	M	E	L
	Religion or beliefs	M	E	L
	Sex	M	E	L
	Sexual orientation	M	E	L
Which parts of the Public Sector Equality Duty are most relevant to the proposal/ project/work stream/policy?	1. Eliminate discrimination, harassment and victimisation		M	L
	2. Advance equality of opportunity		M	L
	3. Foster good relations		M	L

Please explain your reasons for the above assessments and how you have given consideration to the different needs of people and taken steps to minimise potential disadvantages and maximise equality of opportunity

Research shows that disabled people have more difficulty travelling on public transport than non disabled people. It is recognised that disabled people with mobility issues will be affected by changes to national rail policies, particularly Southern Rail new practices. The councils will also want to discuss travel needs and abilities with disabled employees to ensure that where reasonable adjustments are required that these are accommodated.

The council is mindful how this policy may impact on women who are pregnant at different stages of their pregnancy. Managers will be expected to discuss and agree appropriate travel plans with affected individuals.

All protected characteristics above will be affected by this policy equally as it covers all employees.

Although not a protected characteristic the Council is mindful that this policy may have an

adverse impact on employees who work part time or are on a lower income. In this respect the policy will be closely monitored.

Based on your findings is there a need to balance conflicting views or counter resentment/address inaccurate perceptions, if so what will you do?

There is some scope for this policy to create some resentment where managers have agreed different approaches for employees where these are appropriate but possibly not effectively communicated, therefore managers will be provided with advice and guidance from HR to deal with such situations.

Action Planning

If you have identified specific areas that require action to promote equality, what steps are you going to take to ensure this work is carried out and completed?					
Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
Policy may have a differential impact on certain protected characteristics as outlined and other employees such as part time workers and/or those with dependant commitments	<ul style="list-style-type: none"> • HR to develop advice and guidance on the policy and ensure that managers pay particular attention to these issues • Deliver policy briefing session for managers 	Helen Knight, Head of HR	<ul style="list-style-type: none"> • Officer time • Room 	To be advised	<ul style="list-style-type: none"> • No misunderstandings leading to formal responses such as grievances • Fewer HR and payroll queries



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Outcome

Considering all the evidence and the potential or actual effect of the proposal/project/work stream/policy on equality, I conclude that:

*(*Delete as appropriate)*

***1. No changes are required to the proposals** – the proposal is robust and evidence shows no potential for discrimination and all opportunities to advice equality and foster good relations between groups has been taken.

***2. Minor adjustments can be made to better promote equality in the proposals** - some minor steps have been identified to remove barriers or to better advance equality.

***3. Adjustments are required for the proposals to continue** - action has been identified to remove barriers or better advance equality where possible, but the proposal will be adopted despite any adverse effects or missed opportunities because it does not unlawfully discriminate.

***4. Stop and remove the proposal** – there are adverse effects that are not justified and cannot be reduced and may constitute unlawful discrimination.

Approval

Report Author	Sam Hardy, HR Business Partner
Signed	
Dated	12 April 2017

Proposal/Project/Work Stream/Policy Lead	Travel Policy
Signed	
Dated	June 2017

Please now send this report to equalities@lewes.gov.uk

To be completed by the Performance Officer (Equalities):

Date sent to the Equality and Fairness Forum	May 2017
Date discussed at Forum meeting	7 August 2017
Comments/Recommendations	Approved
Report Agreement? (yes/no)	Yes
Signed by Forum Chair	
Dated	

Does this EaFA impact on staff?	Yes
If yes, date considered by the JCC	
Comments/Recommendations	

Date considered by the Equality and Fairness External Stakeholder Group	
Comments/Recommendations	

Quality Assurance

To be completed by the Project Lead:

How will you implement any recommendations made?	Any recommendations will be considered and where appropriate will be implemented when the policy is reviewed
How will the issues covered in the action plan be monitored and reviewed and who will do this?	Helen Knight, Head of HR to confirm to Becky Cooke, Assistant Director for Human Resources and Organisational Development
Who will sign off the action plan once all actions are completed?	Becky Cooke, Assistant Director for Human Resources and Organisational Development
How will you share the results with stakeholders?	Via Insite

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Equality and Fairness Analysis Report

Proposal/Project/Work Stream/Policy Title	Travel Proposal
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Director/Assistant Director	Becky Cooke, Assistant Director for Human Resources and Organisational Development
Equality and Fairness Analysis Report Author	Sam Hardy, HR Business Partner
Key people involved in the Equality and Fairness Analysis	Sam Hardy, HR Business Partner and Helen Knight, Head of HR
Date Equality and Fairness Analysis Report Submitted	April 2017

Context and Scope

What is the purpose of the proposal/project/work stream/policy and why is it needed?

It is recognised that the Councils are in a unique position regarding future ways of working across two primary places of work which are geographically separated, Eastbourne and Lewes. Eastbourne Borough Council is the sole employer and as such needs to address how it will manage travel across the sites in the future.

It also needs to respond to other factors such as the lack of uniformity in other allowances afforded to certain staff and that need a more uniformed approach going forward.

It will complement the new ways of working and opportunities that these bring with the implementation of the Joint Transformation Programme.

In what context will it operate and who is it intended to benefit?

The proposal is internally focussed. It operates at all levels across both sites and applies to travel during the working day. It works within the context of the new ways of working that encourage travel at 'off peak' times. The policy that will arise from this proposal after consultation will have benefits to all staff required to work across the two sites in that it formalises practices and gives a discount for travel where an Easit card is used. We are looking at the possibility of funding the cost for an Easit discount for staff where requested. We are also looking at the possibility of car sharing where staff are travelling to the same destination. This and the use of public transport supports the council's environmental policies.

What are the expected outcomes/longer term benefits of the proposal/project/work stream/policy?

Teams will become more comfortable with travel over time as it becomes part of the agile way of working and teams become more cohesive and uniformed across the two sites.

Managers will feel more confident in managing a flexible team.

There will be efficiency savings in both time and money as a result of staff planning journeys and working locations.

Information and Research

List all sources of information and relevant data that was obtained and considered in the assessment and include the groups you consulted with?

- Research of other Travel Policies
- HMRC Guidelines
- Existing policies at Eastbourne and Lewes

Were there any gaps identified in this information and if so, what are these and what actions are being taken to address them?

Although there are no obvious gaps in the information gathered at the time of preparation of this analysis it is recognised that some of the proposals require further consultation, out of which may arise additional points of consideration. All issues will be addressed prior to the policy being presented to Cabinet and embedded in the policy where appropriate.

Analysis and Assessment

What are the main findings, trends and themes arising out of the research and information you have gathered and any consultation you have carried out?

The main findings are that other authorities approach their travel policies slightly differently. Therefore there is no "ideal". Also the JTP presents certain opportunities that are new in nature and never addressed before. There is a need to align existing approaches that are inconsistent.

Which protected groups will it affect/benefit the most?	Age	M	E	L
	Disability	M	E	L
	Gender reassignment	M	E	L
	<i>Considering who the policy is intending to</i>	Marriage and civil partnership	M	E

<i>benefit and what the expected outcomes are, assess each characteristic and indicate whether the policy has 'M' more, 'L' less, or 'E' equal relevance. Highlight the finding.</i>	Maternity and pregnancy	M	E	L
	Race	M	E	L
	Religion or beliefs	M	E	L
	Sex	M	E	L
	Sexual orientation	M	E	L
Which parts of the Public Sector Equality Duty are most relevant to the proposal/project/work stream/policy?	1. Eliminate discrimination, harassment and victimisation		M	L
	2. Advance equality of opportunity		M	L
	3. Foster good relations		M	L

Please explain your reasons for the above assessments and how you have given consideration to the different needs of people and taken steps to minimise potential disadvantages and maximise equality of opportunity

Research shows that disabled people have more difficulty travelling on public transport than non disabled people. It is recognised that disabled people with mobility issues will be affected by changes to national rail policies, particularly Southern Rail new practices. The councils will also want to discuss travel needs and abilities with disabled employees to ensure that where reasonable adjustments are required that these are accommodated.

The council is mindful how this policy may impact on women who are pregnant at different stages of their pregnancy. Managers will be expected to discuss and agree appropriate travel plans with affected individuals.

All protected characteristics above will be affected by this policy equally as it covers all employees.

Although not a protected characteristic the Council is mindful that this policy may have an adverse impact on employees who work part time or are on a lower income. In this respect the policy will be closely monitored.

Based on your findings is there a need to balance conflicting views or counter resentment/address inaccurate perceptions, if so what will you do?

There is some scope for this policy to create some resentment where managers have agreed different approaches for employees where these are appropriate but possibly not effectively communicated, therefore managers will be provided with advice and guidance from HR to deal with such situations.

Action Planning

If you have identified specific areas that require action to promote equality, what steps are you going to take to ensure this work is carried out and completed?					
Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
Policy may have a differential impact on certain protected characteristics as outlined and other employees such as part time workers and/or those with dependant commitments	<ul style="list-style-type: none"> HR to develop advice and guidance on the policy and ensure that managers pay particular attention to these issues Deliver policy briefing session for managers 	Helen Knight, Head of HR	<ul style="list-style-type: none"> Officer time Room 	To be advised	<ul style="list-style-type: none"> No misunderstandings leading to formal responses such as grievances Fewer HR and payroll queries

Outcome

Considering all the evidence and the potential or actual effect of the proposal/project/work stream/policy on equality, I conclude that:

(*Delete as appropriate)

***1. No changes are required to the proposals** – the proposal is robust and evidence shows no potential for discrimination and all opportunities to advice equality and foster good relations between groups has been taken.

***2. Minor adjustments can be made to better promote equality in the proposals** - some minor steps have been identified to remove barriers or to better advance equality.

***3. Adjustments are required for the proposals to continue** - action has been identified to remove barriers or better advance equality where possible, but the proposal will be adopted despite any adverse effects or missed opportunities because it does not unlawfully discriminate.

***4. Stop and remove the proposal** – there are adverse effects that are not justified and cannot be reduced and may constitute unlawful discrimination.

Approval

Report Author	Sam Hardy, HR Business Partner
Signed	
Dated	12 April 2017

Proposal/Project/Work Stream/Policy Lead	Travel Policy
Signed	
Dated	June 2017

Please now send this report to equalities@lewes.gov.uk

To be completed by the Performance Officer (Equalities):

Date sent to the Equality and Fairness Forum	May 2017
Date discussed at Forum meeting	7 August 2017
Comments/Recommendations	Approved
Report Agreement? (yes/no)	Yes
Signed by Forum Chair	
Dated	

Does this EaFA impact on staff?	Yes
If yes, date considered by the JCC	
Comments/Recommendations	

Date considered by the Equality and Fairness External Stakeholder Group	
Comments/Recommendations	

Quality Assurance

To be completed by the Project Lead:

How will you implement any recommendations made?	Any recommendations will be considered and where appropriate will be implemented when the policy is reviewed
How will the issues covered in the action plan be monitored and reviewed and who will do this?	Helen Knight, Head of HR to confirm to Becky Cooke, Assistant Director for Human Resources and Organisational Development
Who will sign off the action plan once all actions are completed?	Becky Cooke, Assistant Director for Human Resources and Organisational Development
How will you share the results with stakeholders?	Via Insite

Agenda Item No: 8 **Report No:** 175/17
Report Title: Sickness Report
Report To: Employment Committee **Date:** 18 December 2017
Ward(s) Affected: All
Report By: Helen Knight
Contact Officer(s)- Helen Knight
Name(s): Helen Knight
Post Title(s): Head of HR, 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.
-

1 Reasons for Recommendations

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

2 Information

- 2.1 The figures for Quarter 2 of 2017/18 (1 July to 30 September 2017) are presented as appendices to this report. The average number of days' absence per employee for Q2 was 2.85.
- 2.2 An excel spreadsheet showing the Council's sickness figures for Quarter 2 (1 July to 30 September) is Appendix 1.
- 2.3 The overall sickness for Lewes for the year 2016/17 was 10.9 days per FTE which did not meet the Council's target of 9 days although it did reflect a reduction on the last couple of years which have been 12.5 days. The first two quarters of 2017/18 have totalled 5.65 so although we are currently above our target the management of sickness absence continues to be a priority within the organisation with close scrutiny and management by line managers and HR.

- 2.4 As demonstrated by the reasons for absence by service area breakdown at Appendix 2 the reasons for absence during Q2 continue to be varied. In the long term absences there are some related to stress and depression, these are known to their manager and HR and being supported appropriately.
- 2.5 Of the eight long term absences shown in the appendixes five have either returned to work or left the Council (voluntarily) since the end of Quarter 2.
- 2.5 Unison previously requested a review of the attendance management policy which was introduced in September 2016 and this has commenced, this should be finalised by the end of December 2017. Details of this review will be circulated amongst the members when available.
- 2.6 There continues to be close monitoring of attendance management within the councils with support available to staff and managers from HR. HR are working with key managers and colleagues in Finance to ensure robust follow up of information from managers regarding return to work dates and interviews. HR continue to analyse the levels of absence monthly and quarterly to assess whether they are trends or concerns in any particular service area or any specific reasons for absence. To date the reasons for absence have been varied and aside from musculoskeletal injuries in Waste no themes by service area have been identified.
- 2.7 With affect from 1 February 2017 the majority of employees have been employed by Eastbourne Borough Council so it will not be possible to continue reporting just on sickness for former Lewes employees. From Q3 of 2017/18 all absence information will be presented for employees across Lewes and Eastbourne, we will still give a breakdown of service areas and reasons for absence so that management and Employment Committee can consider any particular concerns or recurring themes.

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

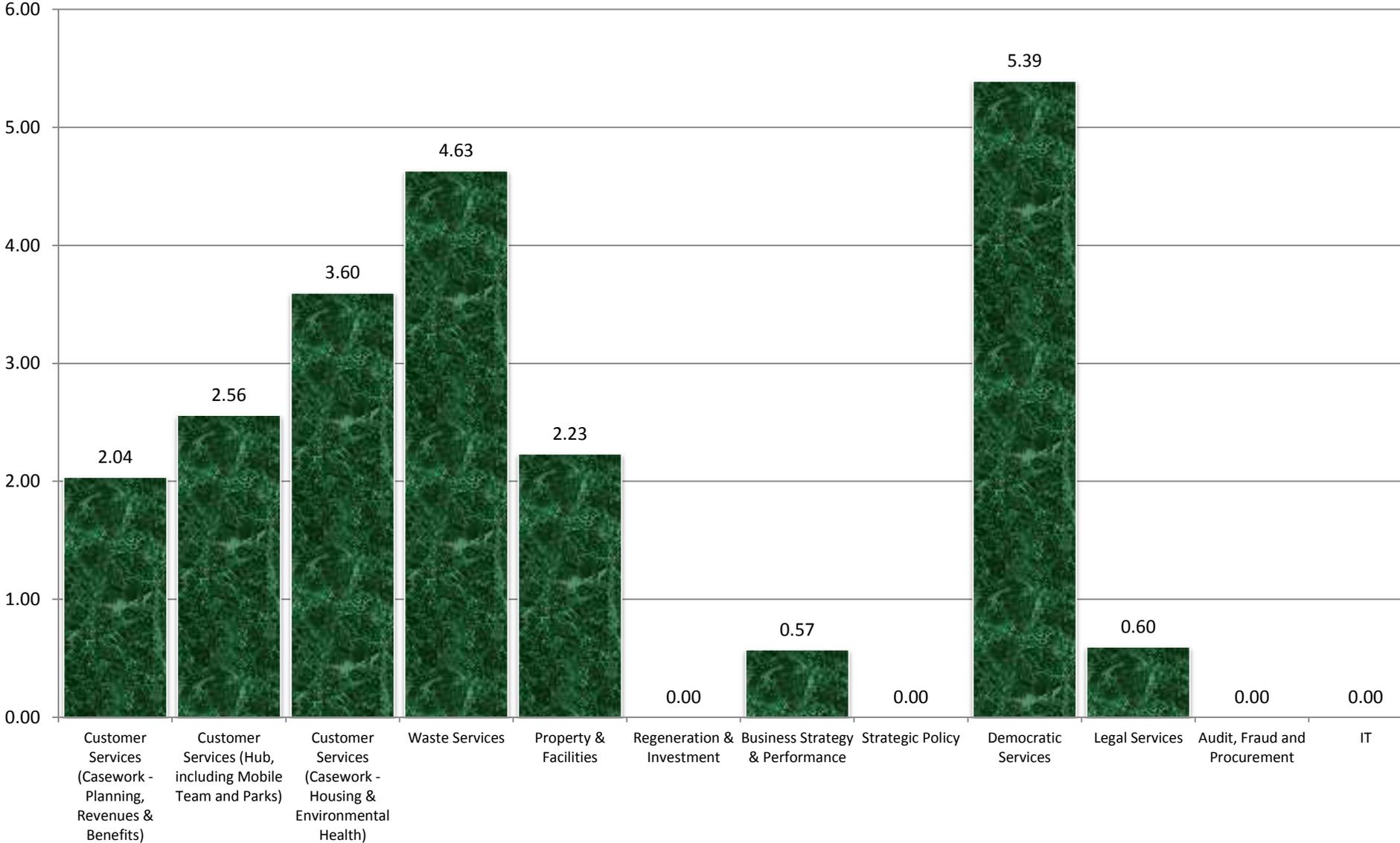
- 8.1 Appendix 1 Excel spreadsheet showing the Council's sickness figures for Quarter 2 (1 July to 30 September)
- 8.2 Appendix 2 Excel Spreadsheet showing reasons for absence (by service area) during Quarter 2.

APPENDIX 1

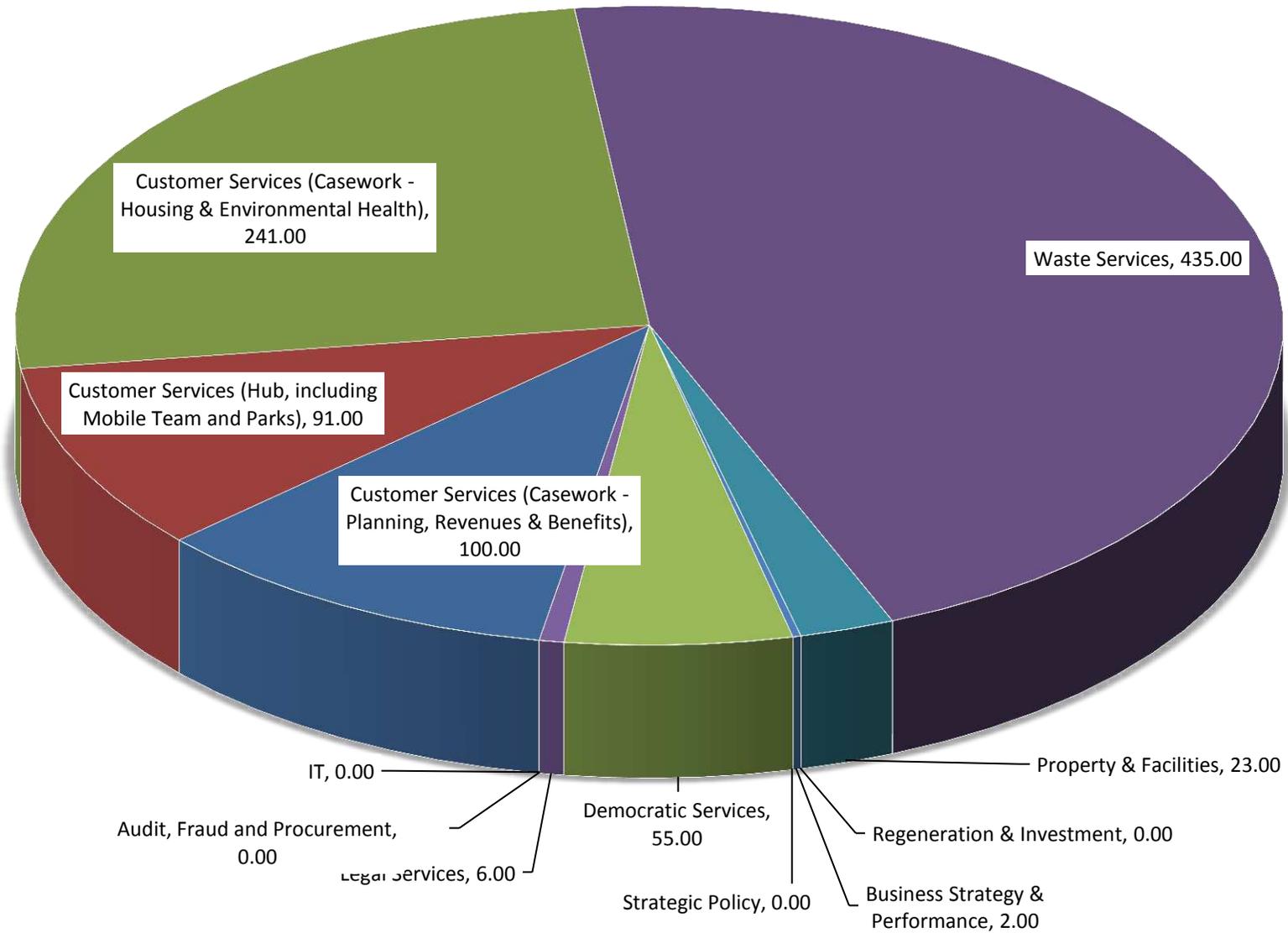
Dept	15/16 Q3 FTE	15/16 Q4 FTE	16/17 Q1 FTE	16/17 Q2 FTE	16/17 Q3 FTE	16/17 Q4 FTE	17/18 Q1 FTE	17/18 Q2 FTE	17/18 Q3 FTE	17/18 Q4 FTE
Customer Services (Casework - Planning, Revenues & Benefits)	47.58	51.59	56.09	57.25	57.98	49.12	55.9	54.29		
Customer Services (Hub, including Mobile Team and Parks)	39.77	43.02	39.51	42.51	45.98	35.53	31.6	30.54		
Customer Services (Casework - Housing & Environmental Health)	66.41	66.56	66.06	68.22	68.86	67.01	61.21	58.98		
Waste Services	85.76	90.76	92.40	88.40	89.40	93.92	96.45	101.08		
Property & Facilities	10.14	8.81	9.29	9.29	9.29	10.30	10.97	10.29		
Regeneration & Investment	7.68	8.22	8.66	7.55	8.85	8.05	8.13	5.54		
Business Strategy & Performance	8.16	8.67	9.06	7.94	6.94	3.49	3.00	5.00		
Strategic Policy	7.50	9.5	6.50	6.50	7.50	6.50	2.00	1.00		
Democratic Services (inc Chief Exec's Office)	15.81	13.81	10.20	10.20	10.20	10.20	9.60	9.60		
Legal Services	8.97	9.05	9.05	10.05	10.05	10.05	10.05	10.05		
Finance	16.58	15.37	15.10	16.10	16.10	15.90	15.91	15.51		
Audit, Fraud and Procurement	5.45	5.05	5.05	5.05	5.13	4.13	4.13	4.13		
IT	16.44	16.44	13.44	13.44	1.00	0.00	0.00	0.00		
Total	336.25	346.85	340.41	342.50	337.28	314.20	308.95	306.01		

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	17/18 Q1 Absence	17/18 Q2 Absence	17/18 Q3 Absence	17/18 Q4 Absence	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	17/18 Q1 Days Per FTE	17/18 Q2 Days Per FTE
Customer Services (Casework - Planning, Revenues & Benefits)	78.00	63.82	167.5	103.00	157.50	100.00	82.00	58.00			1.64	1.24	2.99	1.80	2.72	2.04	1.47	1.07
Customer Services (Hub, including Mobile Team and Parks)	252.00	207.37	104	87.00	159.50	91.00	61.00	86.00			6.34	4.82	2.63	2.05	3.47	2.56	1.93	2.82
Customer Services (Casework - Housing & Environmental Health)	252.00	251.17	173	103.00	133.50	241.00	152.00	298.00			3.79	3.77	2.62	1.51	1.94	3.60	2.48	5.05
Waste Services	527.00	546.37	511	327.00	319.00	435.00	465.00	336.00			6.15	6.02	5.53	3.70	3.57	4.63	4.82	3.32
Property & Facilities	35.00	8.67	1	4.00	14.50	23.00	41.00	91.00			3.45	0.98	0.11	0.43	1.56	2.23	3.74	8.84
Regeneration & Investment	0.00	6.03	5.5	2.00	6.00	0.00	0.00	0.00			0.00	0.73	0.64	0.26	0.68	0.00	0.00	0.00
Business Strategy & Performance	8.00	17.14	4	13.00	69.00	2.00	0.00	0.00			0.98	1.98	0.44	1.64	9.94	0.57	0.00	0.00
Strategic Policy	10.00	5.00	3	2.00	9.00	0.00	0.00	0.00			1.33	0.53	0.46	0.31	1.20	0.00	0.00	0.00
Democratic Services	7.00	10.39	5	5.00	4.50	55.00	0.00	2.00			0.44	0.75	0.49	0.49	0.44	5.39	0.00	0.21
Legal Services	5.00	26.89	6	6.50	9.00	6.00	0.00	0.00			0.56	2.97	0.66	0.65	0.90	0.60	0.00	0.00
Audit, Fraud and Procurement	0.00	-	0	6.00	4.00	0.00	0.00	0.00			0.00	0.00	0.00	1.19	0.78	0.00	0.00	0.00
IT	23.00	25.00	5	2.00	2.00	0.00	0.00	0.00			1.40	1.52	0.37	0.15	2.00	0.00	0.00	0.00
Total	1197	1167.85	985	660.5	887.50	953.00	801.00	871.00			3.56	3.37	2.89	1.93	2.63	3.03	2.59	2.85

16/17 Q2 Days Per FTE



16/17 Q2 FTE Absences



APPENDIX 2

Q2 Sickness Reasons By Department	Reason	Absences
Strategy and Democracy		
	COMMON COLD	1
Property and Facilities		
	ABDOMINAL PAIN	1
	CELLULITIS	1
	FRACTURED LIMB	1
	TONSILITIS	1
	SINUS PROBLEM	1
Corporate Services		
	THROAT INFECTION	1
	MIGRAINE/HEADACHE	4
	URINARY TRACT INFECTION	1
	OPERATION	1
	STOMACH /BOWEL	3
	PNEUMONIA	1
Housing and Environmental Health		
	MIGRAINE/HEADACHE	2
	LEG INJURY	1
	COMMON COLD	2
	DIZZY/FAINT	1
	VIRAL INFECTION	3
	VOMITING	1
	STRESS	1
	STOMACH / BOWEL	2
	REACTION TO MEDICATION	1
	BACK PAIN	1
	EYE INFECTION	1
	BLOOD PRESSURE	1
Planning, Revenues and Benefits		
	VIRAL INFECTION	1
	STRESS	1
	STOMACH / BOWEL	1
	TENDONITIS	1
	VOMITING	1
	COMMON COLD	1
Customer Services Hub		
	INFECTION	1
	MYOCARDIAL INFARCTION	1
	MIGRAINE / HEADACHE	1
	VERTIGO	1
	COMMON COLD	2
	FOOT INJURY	1
Waste Services		
	HERNIA	1
	FOOT INJURY	3
	BACK PAIN	4
	MIGRAINE/HEADACHE	2
	SHOULDER PAIN	1
	OPERATION	1
	INVESTIGATIONS	1
	STOMACH / BOWEL	1
	STRESS	2
	ANKLE INJURY	1
	KNEE INJURY	2
	CELLULITIS	1
	INFECTION	1
	VERTIGO	1
	COMMON COLD	2

Q2 Sickness Reasons	Absences
Vertigo	1
Cold	9
Abdominal Pain	1
Cellulitis	2
Fractured Limb	1
Tonsilitis	1
Investigations	1
Sinus	1
Virus	4
Throat Infection	1
Migraine	9
UTI	1
Operation	2
Stomach / Bowel	8
Pneumonia	1
Pulmonary Embolism	1
Leg / Knee / Foot	7
Dizziness	1
Vomiting	2
Reaction to medicine	1
Back Pain	5
Eye Infection	1
Blood Pressure	1
Tendonitis	1
Infection	1
Stress	3
Hernia	1
Heart Problem	1
Shoulder Pain	1

Q2 Sickness Reasons by Dept		
Property & Facilities		
Investigations		1
Housing and Env Health		
Cancer		1
Psychosis		1
Pulmonary Embolism		1
Stress		1
Planning Revenues and Benefits		
Jaundice		1
Customer Services Hub		
Back Pain		1
Waste Services		
Depression		1

Agenda Item No: 9 **Report No:** 176/17

Report Title: Accidents to Lewes District Council staff from April 2017 to August 2017

Report To: Employment Committee **Date:** 18 December 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): 01273 805469

Purpose of Report:

To report the statistics on accidents sustained by staff working for Lewes District Council, reported between 1 April 2017 and 30 November 2017.

Officer's Recommendation:

- 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.

2 Information

2.1 The statistics are presented as previously requested – with numbers and percentages, and comparisons with the previous year (same period). Insurance information has been included as requested, although this will change over time as claims on Employers Liability insurance will go to Eastbourne Borough Council (EBC). Our insurance officer will still be informed and asked to look into the issue.

2.2 Whenever an accident or incident is recorded, the individual will have reported it to a supervisor or manager, who will then have discussed the

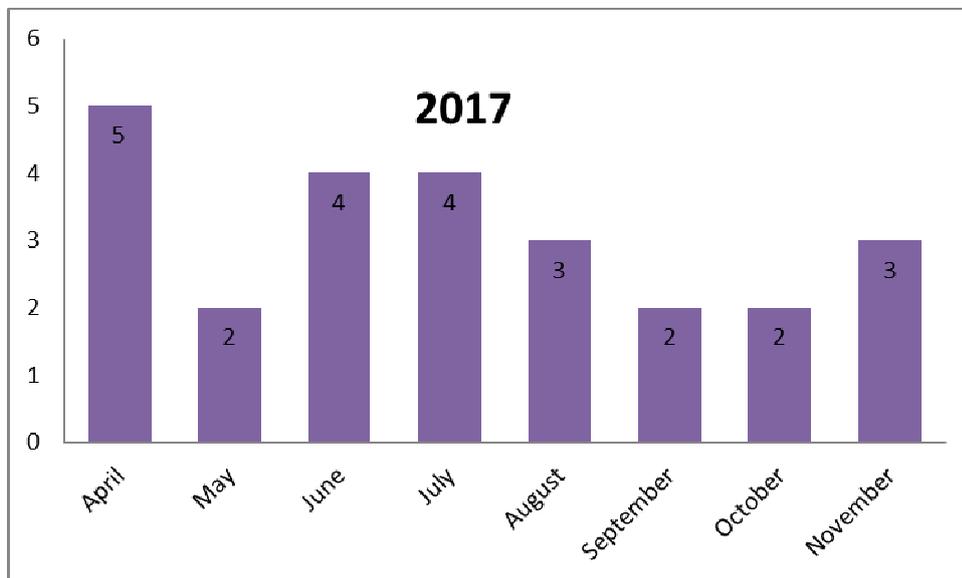
accident or incident with them and completed Part 3 of the form which looks at the underlying causes, and reports on actions taken. This then comes to the Health and Safety Officer who will follow up any action and ask for updated documents where relevant.

- 2.3** Starting in the current financial year (2017-18), the new accident and incident reporting system has been introduced, whereby one form covers accidents, near misses, aggression and violence at work reports. Because most employees are now employed by EBC, once we have a common intranet from February onwards, the accident reporting system will gradually change again in line with EBC's system whereby they are reported online.
- 2.4** Although most employees are now employed by EBC, accidents and near misses to those in Southover House, Saxon House, and in Waste and Recycling are still clearly reported to the Lewes District Council (LDC) Health and Safety Officer; thus the information given below is still comparable with last year.

2.4 Accident Statistics - Staff

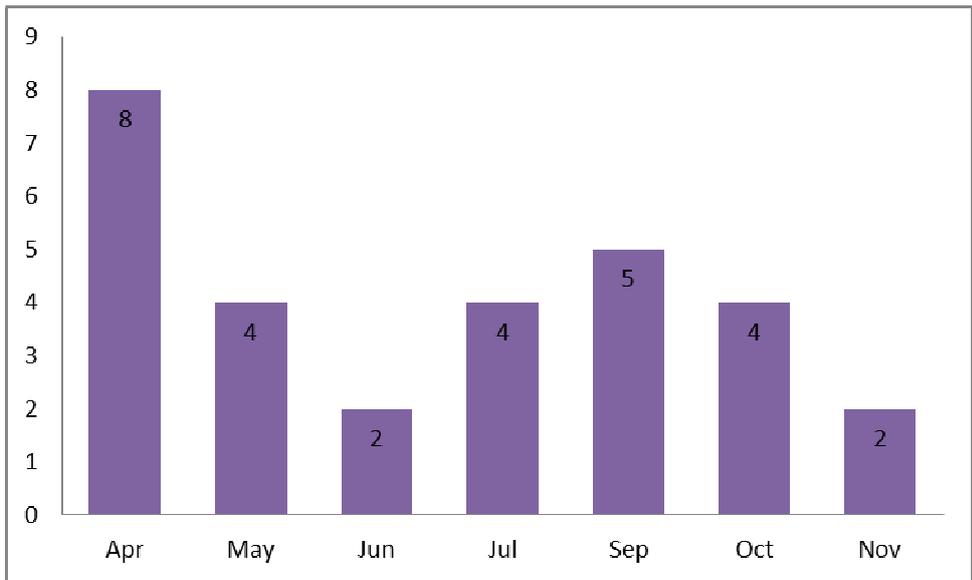
Monthly accidents

Between April 2017 and November 2017, there were 25 accidents to staff and agency staff reported.



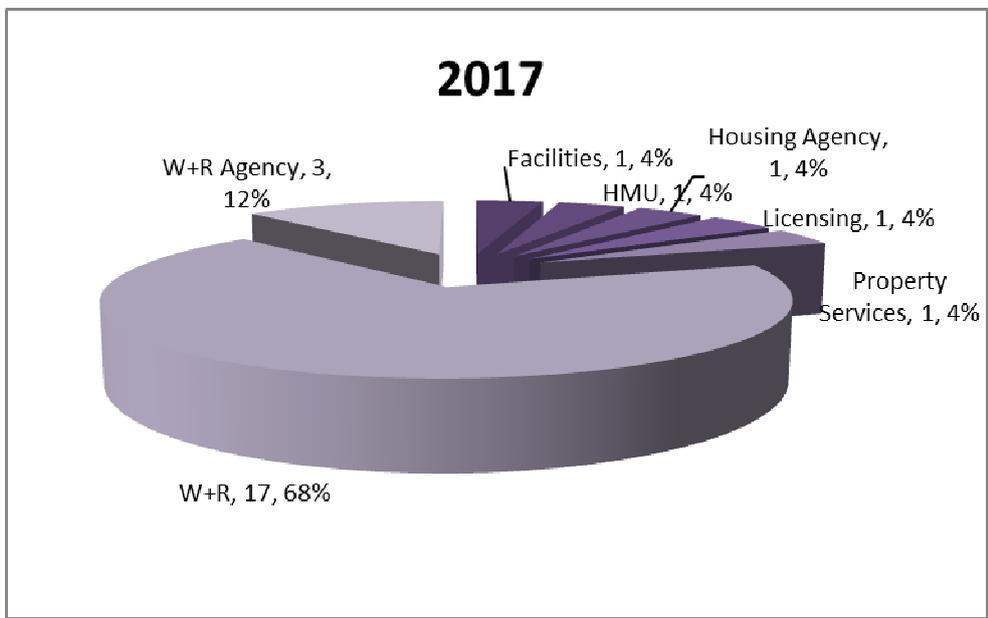
Last year between April 2016 to November 2016, there were 29 accidents reported to employees and agency staff. There doesn't appear to be much of a pattern other than April having the most accidents in a month in both years (although this wasn't the case in the previous three years. There are no obvious patterns.

2016



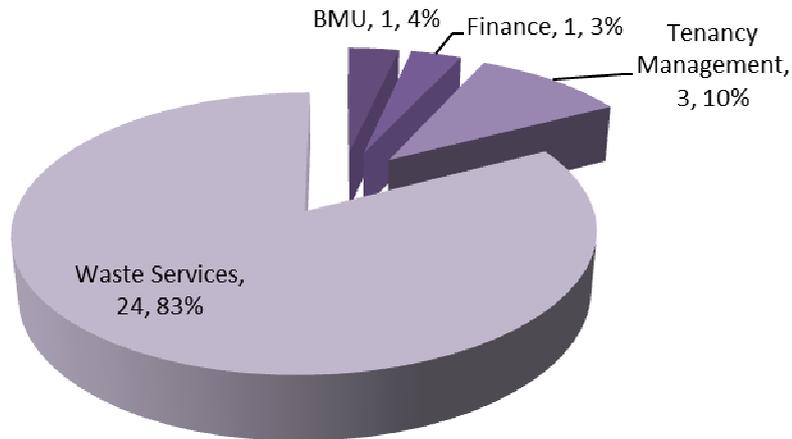
Which teams

So far this year, 20 employees and agency staff in waste services reported having accidents (80% of the total accidents), and one each in building maintenance, property services, licensing, facilities and sheltered housing (agency).



Last year, 24 employees and agency staff in waste and recycling reported having accidents (83% of the total accidents), 3 in tenancy management, 1 in finance and 1 in the building maintenance unit.

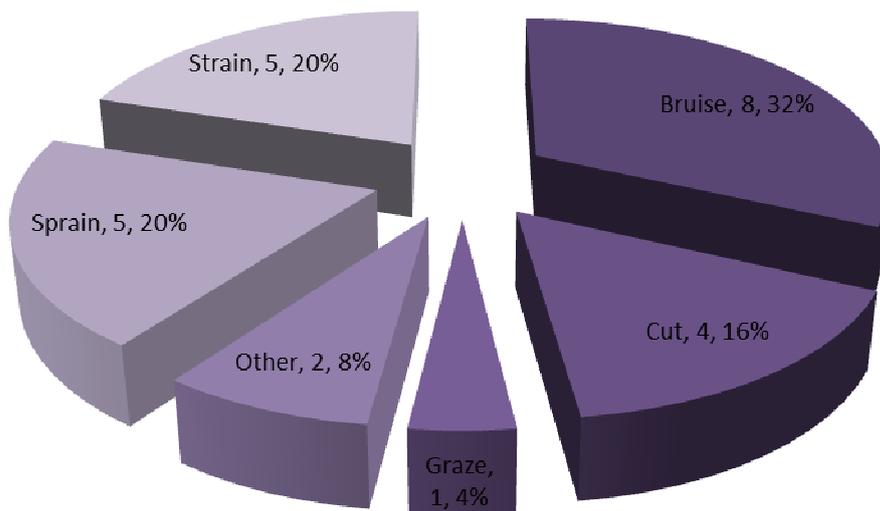
2016



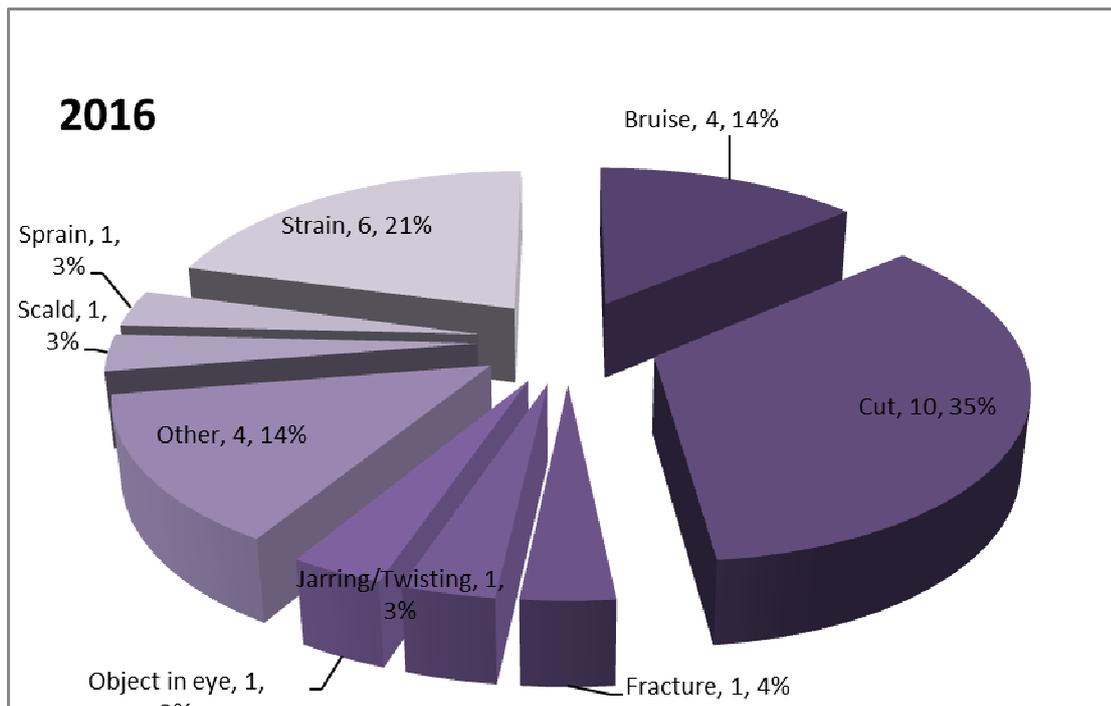
Injuries

This year, strains, sprains, bruises and cuts account for most (22, 88%) of the injuries; this is higher than last year, but there are no fractures this year. There was one graze, one wasp sting and one stomach upset.

2017

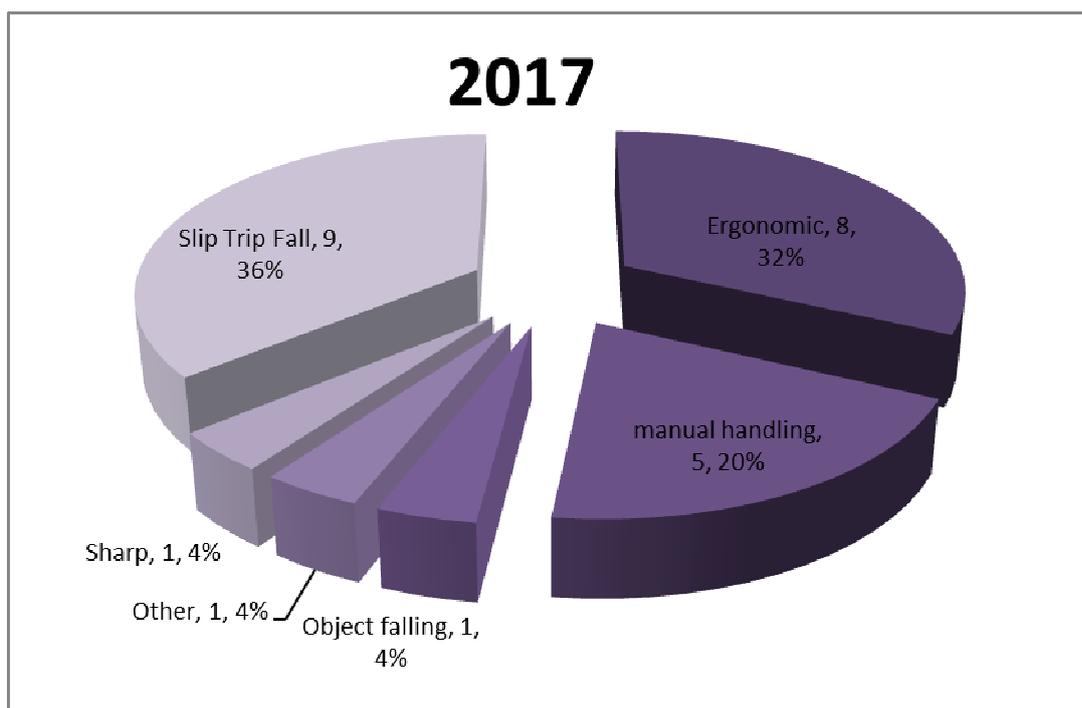


Last year, 11 (38%) of the accidents had resulted in bruises, sprains and strains, and 10 (35%) more accidents involved cuts. A fracture, a scald, an object in the eye, and jarring were each the result of one accident. The 'others' were a back problem, a sting, results of a road traffic accident and the receipt of abuse.

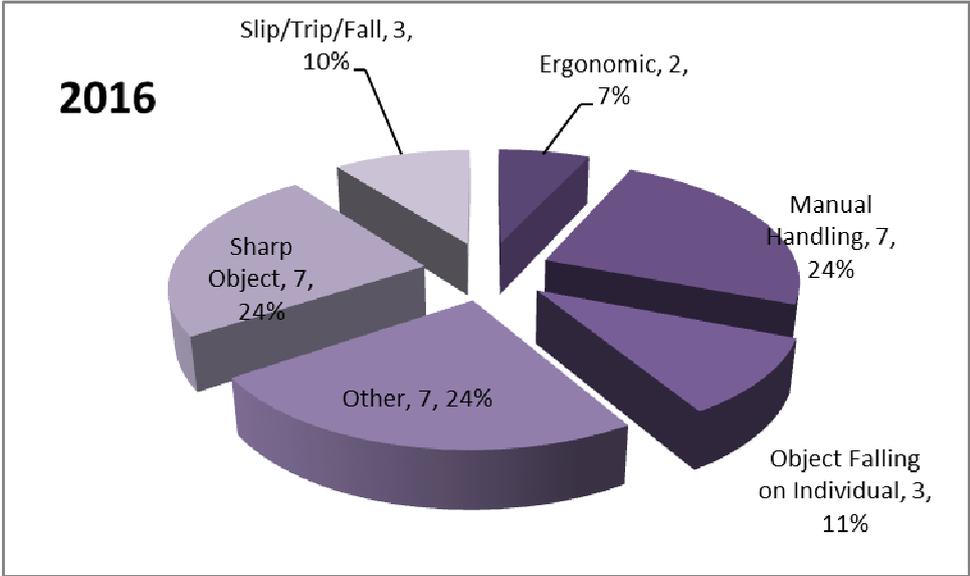


Causes of injury

This year, slips, trips and falls (9, 36%) have been the largest single cause of injury, although manual handling and ergonomic causes were jointly responsible for 52% (13) of the accidents. An object falling, a sharp object and disturbing a wasp's nest were the other causes. The percentage of slips, trips and falls is over three times higher this year than last year, but cuts caused by sharps are lower this year – despite the increased numbers of 'needlesticks' being found.



Last year, it was manual handling (24%), sharp objects (24%), slips, trips and falls (10%) and objects falling on individuals (11%) which were the main causes. There were seven 'other' causes: someone dropping a brick on their foot whilst not wearing PPE, someone 'touched' by a reversing EV whilst fulfilling banksman duties, the person whose back 'popped', the aggression from a commercial customer, a scald, grit in the eye and the results of a road traffic accident.



Near misses

We have had 1 near miss reported this year so far, it other involved a blind falling down when touched (it was put back up and the rest checked). It was agreed at the last Employment Committee meeting that we will resurrect the 'Near Miss Campaign' in the new financial year when staff across both councils are settled into their new roles.

Last year we had 12 reported near misses by the end of November – three of which were reported aggression on the same day. There were also a driving near miss in the depot, 3 ergonomic near misses, a 'fire' near miss, 2 slips, trips and falls, a sharp and another aggression.

RIDDOR Reports

There were 3 accidents reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (compared to 6 last year); all these were for Waste and Recycling people being incapacitated for more than 7 days, and involved pulling bins, pushing bags and stepping into a pothole resulting in leg, ankle and groin strains.

3 Financial Appraisal

At least 28 (96 last year) employee working days have been lost, all of them in Waste Services (4 accidents). This means that more than 28 (96 last year – 8 accidents) days' Agency staff would have to be paid for as a result of the accidents

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. The insurance (EL) claim from the member of staff who was knocked over last year by the bins, where our insurers have accepted liability, is still ongoing (reported in the previous report). There are no other claims currently.

We also have a Personal Accident (PA) policy. This is a benefit rather than an indemnity policy and no liability need be demonstrated. So if, for example, a worker had a life-changing accident, 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. There are no claims currently.

4 Legal Implications

The Committee should consider, in light of the statistics and trends presented in this report, whether to recommend to the relevant person(s) specific measures intended to fulfil the Council's legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees.

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.