



## 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, 11 September 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.

31/08/2017

Catherine Knight  
Assistant Director of Legal and Democratic Services

### Agenda

- 1 Minutes**  
To approve the Minutes of the meeting held on 12 June 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 Assistant Director of Human Resources and Organisational Development
- 7 Sickness Report (page 3)**  
To receive the Report of the Head of HR (Report No 114/17 herewith)
- 8 Accidents to Lewes District Council Staff from April 2017 to August 2017 (page 10)**  
To receive the Report of the Health and Safety Officer (Report No 115/17 herewith).
- 9 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 9 and 10 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
- 10 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.
- 11 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.
- 12 Date of Next Meeting**  
To note that the next meeting of the Employment Committee is scheduled to be held on Monday, 18 December 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 Busby, Mr R Haigh, Mr G Purdye and Mr D Stace

**Agenda Item No:** 7 **Report No:** 114/17  
**Report Title:** Sickness Report  
**Report To:** Employment Committee **Date:** 11 September 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/ [Helen.knight@lewes.gov.uk](mailto:Helen.knight@lewes.gov.uk)  
07966 645102  
**E-mail(s):**  
**Tel No(s):**

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**Purpose of Report:**

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

**Officers Recommendation(s):**

- 1 To note the report.
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**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 1 of 2017/18 (1 April to 30 June 2017) are presented as appendices to this report. The average number of days' absence per employee for Q1 was 2.8. This is a reduction from Q4 of 2016/17 which was 3.2, it is also a reduction on the same quarter last year (2016/17) which was 3.0.
- 2.2 An excel spreadsheet showing the Council's sickness figures for Quarter 1 (1 April to 30 June) is Appendix 1.
- 2.3 The overall sickness for Lewes for the year 2016/17 was 10.9 days per FTE which although did not meet the Council's target of 9 days is a reduction on the last couple of years which have been 12.5 days. These figures for Quarter 1 are a promising start for the year 2017/18.
- 2.4 As demonstrated by the reasons for absence by service area breakdown at Appendix 2 the reasons for absence during Q1 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 Unison previously requested a review of the attendance management policy which was introduced in September 2016 and this has commenced, it should be finalised by the end of September 2017. Details of this review will be circulated amongst the members when available.
- 2.6 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 Q2 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**

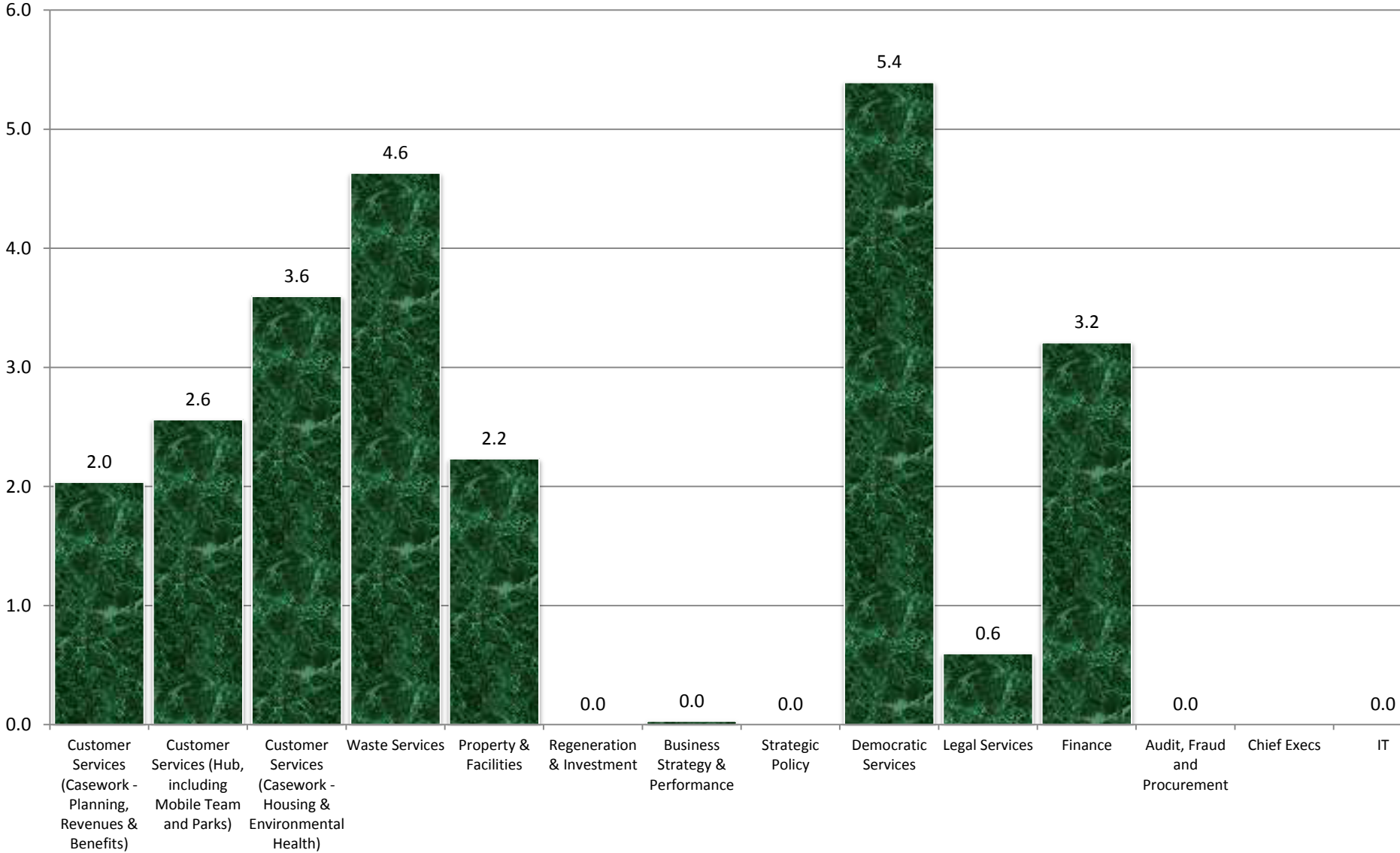
- 8.1 Appendix 1 Excel spreadsheet showing the Council's sickness figures for Quarter 1 (1 April to 30 June)
- 8.2 Appendix 2 Excel Spreadsheet showing reasons for absence (by service area) during Quarter 1.

**APPENDIX 1**

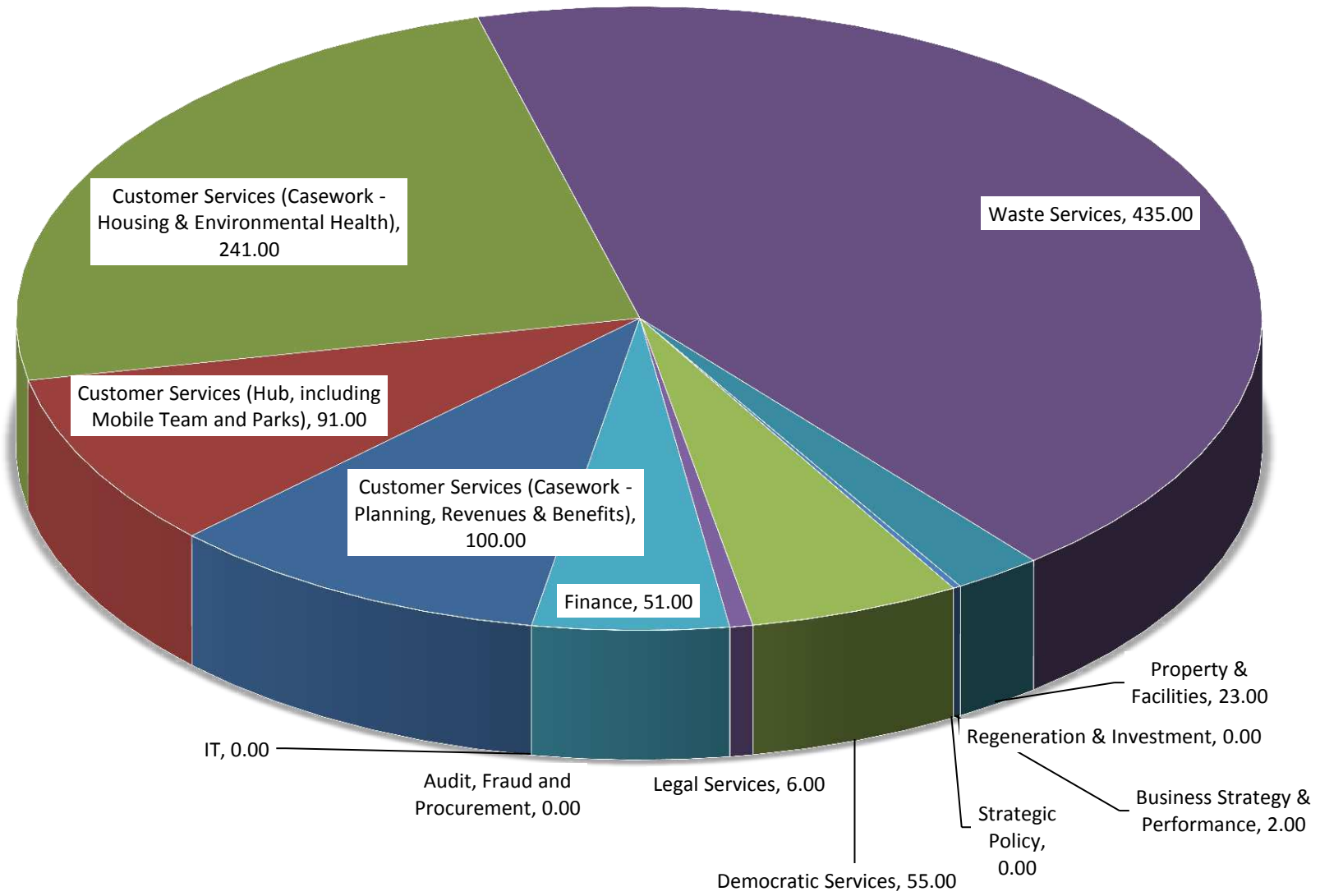
Dept	15/16 Q3 FTE	15/16 Q4 FTE	16/17 Q1 FTE	16/17 Q2 FTE	16/17 Q3 FTE	16/17 Q4 FTE	16/17 Q1 FTE	16/17 Q2 FTE	16/17 Q3 FTE	16/17 Q4 FTE
Customer Services (Casework - Planning, Revenues & Benefits)	47.58	51.59	56.09	57.25	57.98	49.12	55.9			
Customer Services (Hub, including Mobile Team and Parks)	39.77	43.02	39.51	42.51	45.98	35.53	31.6			
Customer Services (Casework - Housing & Environmental Health)	66.41	66.56	66.06	68.22	68.86	67.01	61.21			
Waste Services	85.76	90.76	92.40	88.40	89.40	93.92	96.45			
Property & Facilities	10.14	8.81	9.29	9.29	9.29	10.30	10.97			
Regeneration & Investment	7.68	8.22	8.66	7.55	8.85	8.05	8.13			
Business Strategy & Performance	8.16	8.67	9.06	7.94	6.94	3.49	3.00			
Strategic Policy	7.50	9.5	6.50	6.50	7.50	6.50	2.00			
Democratic Services (inc Chief Exec's Office Chief Execs)	15.81	13.81	10.20	10.20	10.20	10.20	9.60			5.00
Legal Services	8.97	9.05	9.05	10.05	10.05	10.05	10.05			
Finance	16.58	15.37	15.10	16.10	16.10	15.90	15.91			
Audit, Fraud and Procurement	5.45	5.05	5.05	5.05	5.13	4.13	4.13			
IT	16.44	16.44	13.44	13.44	1.00	0.00	0.00			
<b>Total</b>	<b>336.25</b>	<b>346.85</b>	<b>340.41</b>	<b>342.50</b>	<b>337.28</b>	<b>314.20</b>	<b>313.95</b>			

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	16/17 Q1 Absence	16/17 Q2 Absence	16/17 Q3 Absence	16/17 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				1.64	1.24	3.0	1.8	2.7	2.0	1.47		
Customer Services (Hub, including Mobile Team and Parks)	252.00	207.37	104	87.00	159.50	91.00	61.00				6.34	4.82	2.6	2.0	3.5	2.6	1.93		
Customer Services (Casework - Housing & Environmental Health)	252.00	251.17	173	103.00	133.50	241.00	152.00				3.79	3.77	2.6	1.5	1.9	3.6	2.5		
Waste Services	527.00	546.37	511	327.00	319.00	435.00	465.00				6.15	6.02	5.5	3.7	3.6	4.6	4.82		
Property & Facilities	35.00	8.67	1	4.00	14.50	23.00	41.00				3.45	0.98	0.1	0.4	1.6	2.2	3.74		
Regeneration & Investment	0.00	6.03	5.5	2.00	6.00	0.00	0.00				0.00	0.73	0.6	0.3	0.7	0.0	0.00		
Business Strategy & Performance	8.00	17.14	4	13.00	69.00	2.00	0.00				0.98	1.98	0.4	1.6	9.9	0.0	0.00		
Strategic Policy	10.00	5.00	3	2.00	9.00	0.00	0.00				1.33	0.53	0.5	0.3	1.2	0.0	0.00		
Democratic Services	7.00	10.39	5	5.00	4.50	55.00	0.00				0.44	0.75	0.5	0.5	0.4	5.4	0.00		
Legal Services	5.00	26.89	6	6.50	9.00	6.00	0.00				0.56	2.97	0.7	0.6	0.9	0.6	0.00		
Finance	5.00	32.31	21	28.50	11.00	51.00	8.00				0.30	2.10	1.4	1.8	0.7	3.2	0.80		
Audit, Fraud and Procurement	0.00	-	0	6.00	4.00	0.00	0.00				0.00	0.00	0.0	1.2	0.8	0.0	0.00		
Chief Execs							65.00											15.74	
IT	23.00	25.00	5	2.00	2.00	0.00	0.00				1.40	1.52	0.4	0.1	2.0	0.0	0.00		
<b>Total</b>	<b>1202</b>	<b>1200.16</b>	<b>1006</b>	<b>689</b>	<b>898.50</b>	<b>1004.00</b>	<b>874.00</b>				<b>3.57</b>	<b>3.46</b>	<b>3.0</b>	<b>2.0</b>	<b>2.7</b>	<b>3.2</b>	<b>2.8</b>		

### 17/18 Q1 Days Per FTE



# 17/18 Q1 FTE Absences



## APPENDIX 2

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
<b>Total</b>	<b>105</b>

Other Disorder Breakdown	
Reason	Number
Allergic reaction	1
Possible blood clot	1
Back Pain	1
Celulitis	1
RTA	1
Industrial Injury	2
<b>Total</b>	<b>7</b>

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



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
	Musculoskeletal 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
Total	9	

**Agenda Item No: 8**

**Report No: 115/17**

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

**Report To: Employment Committee      Date: 11 September 2017**

**Cabinet Member:**

**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](mailto:jill.yeates@lewes.gov.uk)**  
**Tel No(s): 01273 085469**

**Purpose of Report:**

To report the statistics on accidents sustained by Lewes District Council staff reported between 1 April 2017 and 31 August 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**

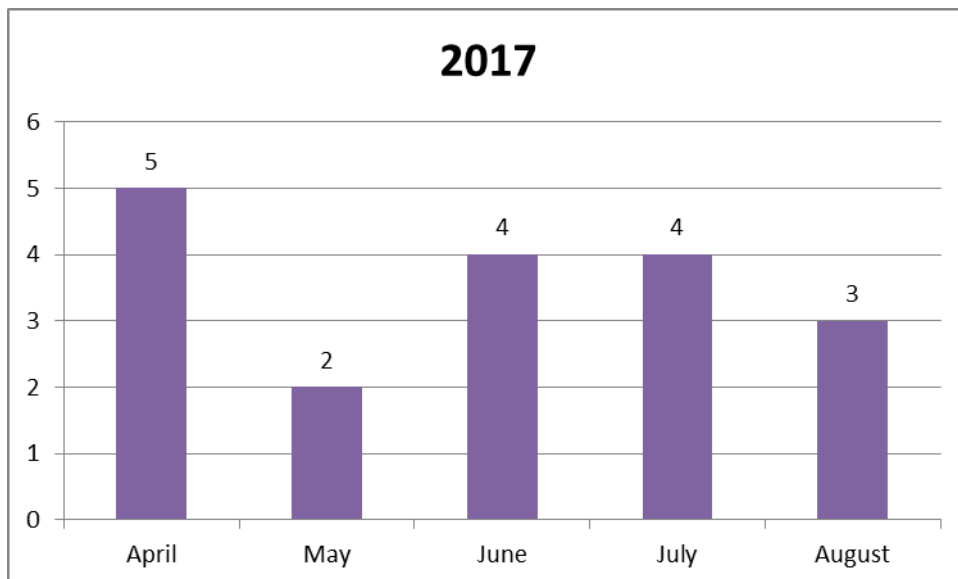
- 2.1 The statistics are presented as previously requested – with numbers and percentages, comparisons with the previous year (same period). Insurance information has been included as requested, although this will change over time as claims on Employers Liability insurance will go to Eastbourne Borough Council (EBC). Our insurance officer would 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 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 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, the accident reporting system will 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, 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.

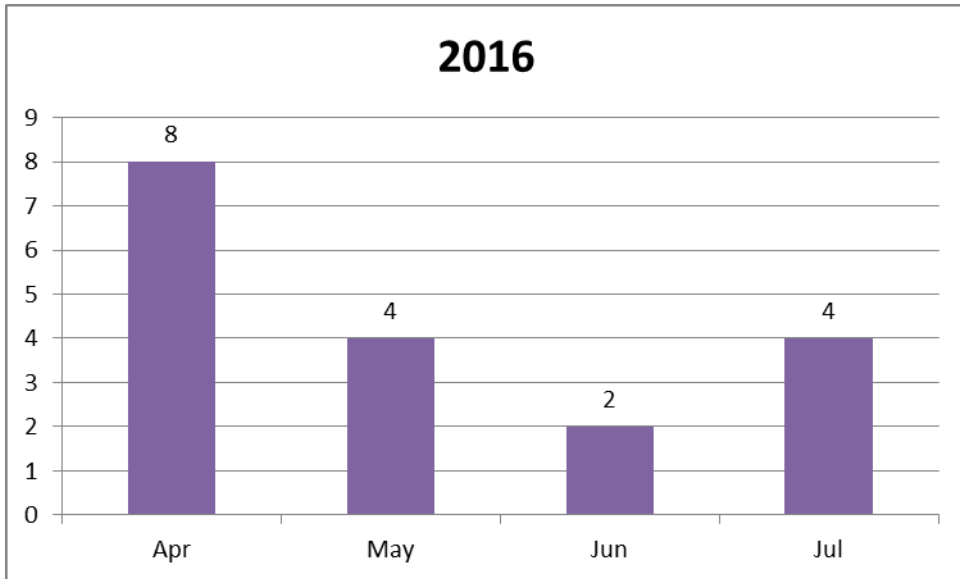
## 2.4 Accident Statistics - Staff

### Monthly accidents

Between April 2017 and August 2017, there were 18 accidents reported to staff and agency staff.

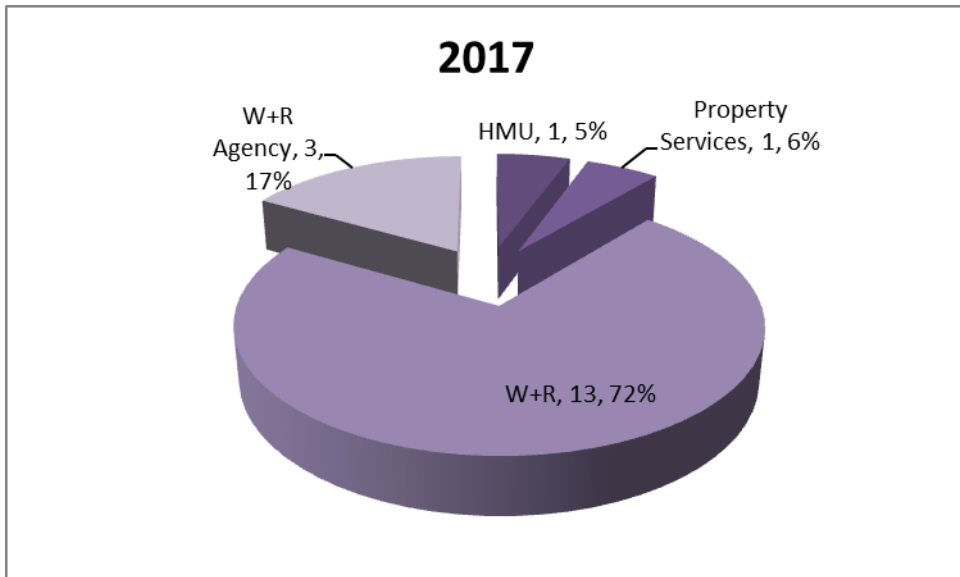


Last year between April 2016 to August 2016, there were also 18 accidents reported (though none in August) to staff and agency staff.

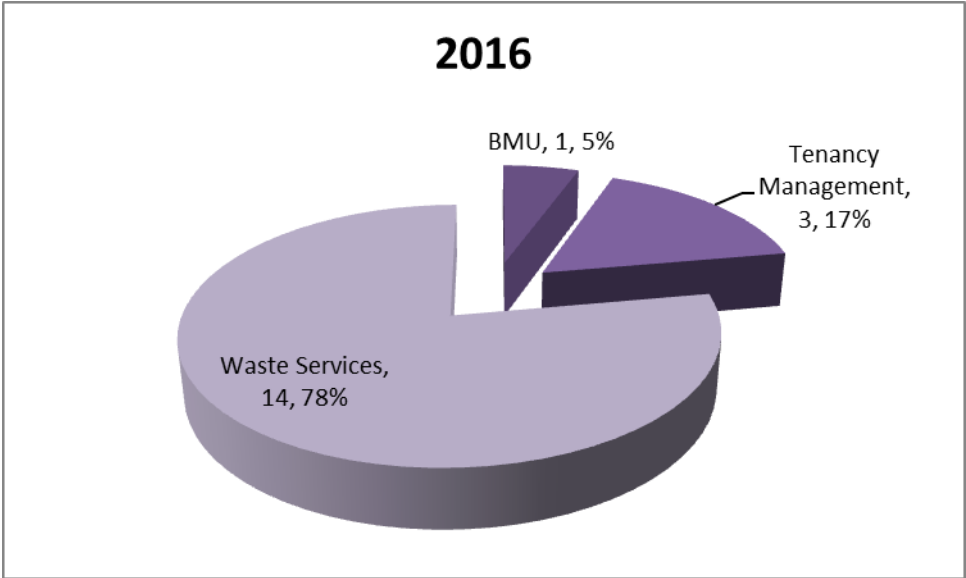


### Which teams

This year, 16 employees and agency staff in waste services reported having accidents (89% of the total accidents), 1 in building maintenance and 1 in property services.

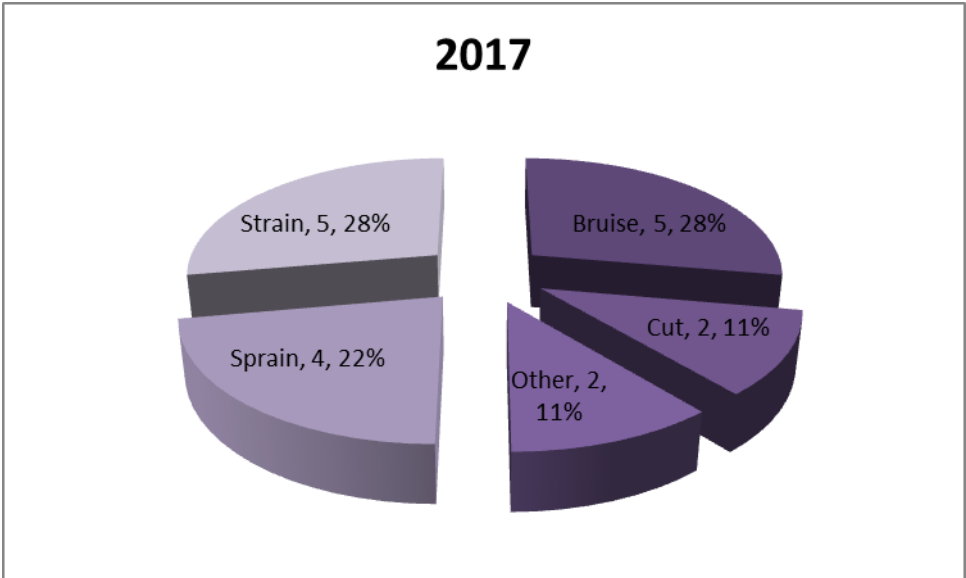


Last year, 14 employees and agency staff in waste and recycling reported having accidents (78% of the total accidents), 3 in tenancy management and 1 in the building maintenance unit.

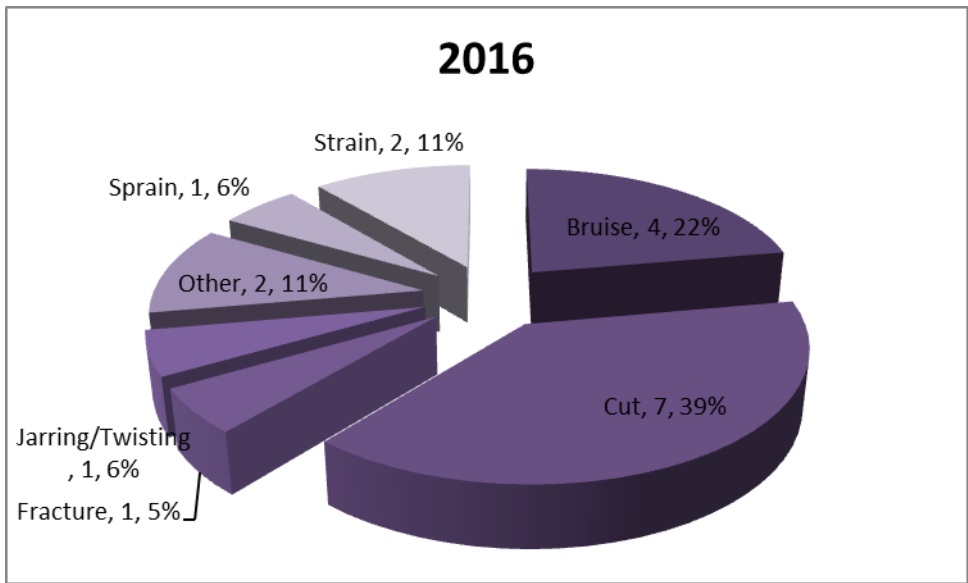


**Injuries**

This year, strains, sprains and bruises account for most (14, 78%) of the injuries. There were two cuts, one wasp sting and one stomach upset.

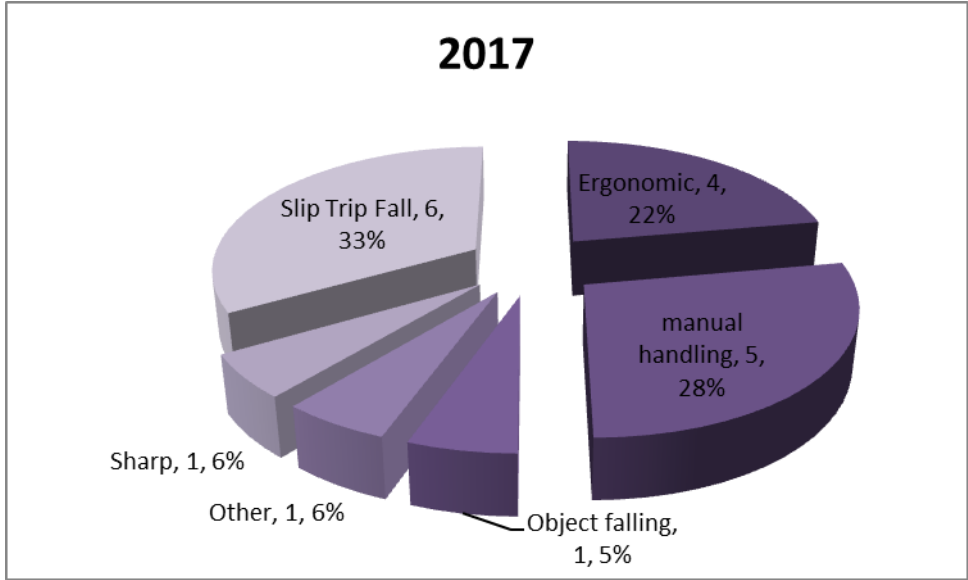


Last year, 7 of the accidents involved cuts, and 7 more involved bruises, sprains and strains. The 'others' were a back problem and the receipt of abuse.

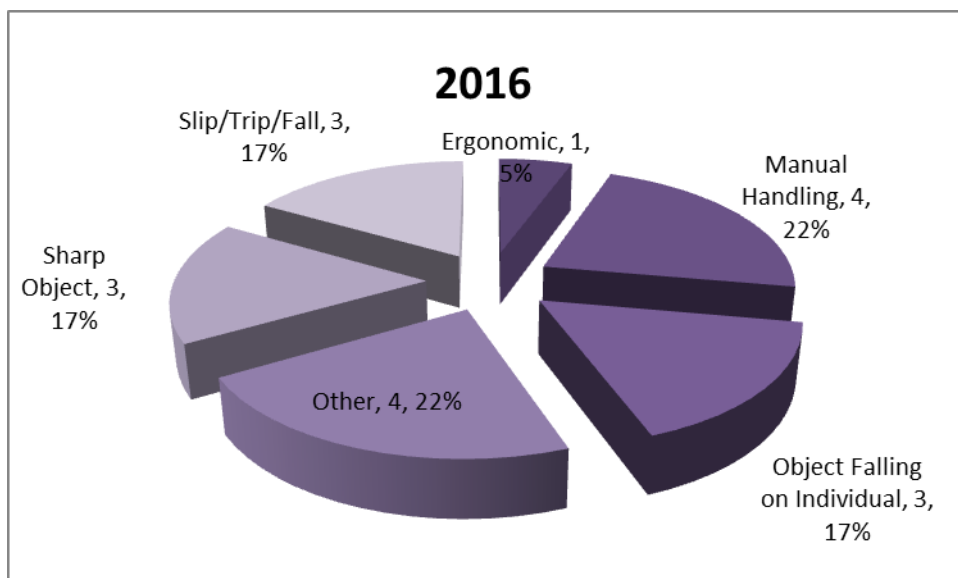


**Causes of injury**

This year, slips, trips and falls (6, 33%) have been the largest single cause of injury, although manual handling and ergonomic causes were jointly responsible for 50% (9) of the accidents. An object falling, a sharp object and disturbing a wasp’s nest were the other causes.



Last year, it was manual handling (22%), slips, trips and falls (17%) and objects falling on individuals (17%) which were the main causes. There were four ‘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’ and the aggression from a commercial customer.



### Near misses

We have had no near misses reported this year so far. We may need to resurrect the 'Near Miss Campaign'.

Last year we had 9 near misses – three of which were reported aggression on the same day. There were also a driving near miss in the depot, an ergonomic near miss, a 'fire' near miss, a slip, trip and fall, 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 5 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.

### 3 Financial Appraisal

At least 28 (46 last year) employee working days have been lost, all of them in Waste Services (4 accidents). This means that around 28 (46 last year) 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 new claims currently.

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 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.

Lawyer consulted 30.5.17. Legal ref: 006374-LDC-OD.

#### **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.