

Appendix A

| Ref | Work Stream | Update | Lead Officers | Target Completion Date |
|-----|--|--|------------------------------------|--------------------------|
| 1. | Offer Flu vaccines to all council employees prior to the start of the 'Flu season'. | <ul style="list-style-type: none"> ○ Flu Vaccines were offered to all employees in September 2011. ○ 200 vaccinations were purchased to cover the clinics run over 2 days | Corporate Health & Safety Advisors | November 2011 - Complete |
| 2 | Refresh of the current Absence Policy and Procedure to include a reduction in the current trigger points. | <ul style="list-style-type: none"> ○ Work to refresh the current Absence Policy has been re-scheduled to take place later this year following the implementation of the GO shared service. | HR Operations Manager | June 2012 |
| 3 | HR Advisors to work closely with Directors to ensure that managers have the skills and information to manage absence in their service. | <ul style="list-style-type: none"> ○ 1-2-1 meetings with Directors take place on a monthly basis. ○ Regular monthly absence management information is shared with Line Managers. ○ Coaching and support given to all newly appointed managers on how to deal with absence management.. ○ HR Advisors work closely with L&D and corporate Health and Safety colleagues on issues arising from absence management case work. | Human Resources Advisors | Ongoing |
| 4 | Work with IMASS to establish a 'fit for task' test to be used as part of recruitment and review ongoing support for employees employed to undertake manual work. | <ul style="list-style-type: none"> ○ An initial meeting has taken place with IMASS with a view to establishing a fit for task test. ○ All employees within the waste and recycling teams have received refresher training on their activities which has included manual handling. ○ The change to green waste collection from bags to bins will also help reduce any long term musculo-skeletal impacts on employees. | Corporate Health & Safety Advisors | March 2012 |

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| 5 | Health & Safety Advisors to work closely with Directors to complete a stress audit with their teams. On completion, work with HR & L&OD colleagues to put in place interventions to help reduce identified levels of stress within each division. | <ul style="list-style-type: none"> ○ The Corporate Health & Safety Advisors have completed 6 team surveys and a number of individual assessments. ○ Corporate Health & Safety are continuing to work with services to complete the remaining surveys. | Corporate Health & Safety Advisors | August 2012 |
| 6 | Health & Safety Advisors with the support of HR & L&OD Advisors to design and implement a programme of bite size training programmes and/or information and guidance documents to support a range of health and well being topics | <ul style="list-style-type: none"> ○ The Corporate Health and Safety Advisors met with colleagues from Bath & North East Somerset Council (B&NES) to find out about an initiative they had implemented to improve the health and Wellbeing of their Waste and Recycling employees. A Health at Work survey undertaken by employees at the start of the initiative captured employee expressions of interest about health and wellbeing ideas. A programme of information session was then put together for them. The programme, aimed at long term health and wellbeing, included such things as smoking cessation, healthy eating, lifestyle checks and sporting activity. ○ Discussions have taken place with the TUs at CBC about a similar initiative. TU's have given their commitment to work with us to undertake the Health at Work survey with W&R employees and develop a similar programme based upon the survey results. The survey will be carried out in January-February 2012 with the programme being developed based upon the results of this. ○ The Corporate Health and Safety Advisors link in to National Health and Wellbeing Campaigns regularly publicise relevant information about the initiatives on the intranet (notice boards for those employees who do not have access to the intranet) to increase employees' awareness | Corporate Health & Safety Advisors | Ongoing |

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| 7 | Work with colleagues from leisure@ and IMASS to extend the Cheltenham Borough Council GP referral scheme to employees. | <ul style="list-style-type: none"> ○ A meeting with IMASS has taken place. ○ 6 employees are currently attending sessions or have completed the programme with leisure@ via the GP referral scheme. | Human Resources Advisors | March 2012 |
| 8 | Bench mark current levels of absence against neighbouring Councils. | <ul style="list-style-type: none"> ○ Completed May 2011 - see table below. ○ Aim to revisit May 2012. | HR Operations Manager | May 2012 |

2010 - 2011 ABSENCE LEVELS ACROSS THE COUNTY

| | 2010 - 2011 Absence Level per FTE | 2010 - 2011 Depot Services Absence Level Per FTE |
|---------------------------------|-----------------------------------|--|
| Cheltenham Borough Council | 9.45 | 15.68 |
| Forest of Dean District Council | 5.64 | |
| Cotswold District Council | 5.47 | |
| Cheltenham Borough Homes | 8.85 | |
| Tewkesbury Borough Council | 8.22 | 14.47 |
| Gloucester City Council | 8.4 | |
| Stroud District Council | 11.69 | |
| Gloucestershire County Council | 8.09 (ex schools) | |