



DERBY CITY COUNCIL

**PERSONNEL COMMITTEE**  
**1 APRIL 2009**

# ITEM 7

Report of the Corporate Director of Resources

## Occupational Health Service Options

### RECOMMENDATIONS

- 1.1 To note the outcome of the recruitment exercise held to appoint a Council employed Occupational Health Manager / Professional.
- 1.2 To note the Occupational Health Service Improvement Plan for 2009-2010 and that this will form the basis for carrying the service forward.

### SUPPORTING INFORMATION

- 2.1 A recruitment exercise was held and resulted in four applicants, one of whom was short listed. The interview will be held on 18 March and a verbal update of the result will be given to the Committee at the meeting on 1 April.
- 2.2 An HR team, including Health and Safety, has compiled the Occupational Health Service Improvement Plan for 2009-2010. A copy of the top level plan is attached at Appendix 2. It has been to Strategic HR Group and Assistant Director Group.
- 2.3 Personnel Committee requested that the exploration of the option of partnership arrangements including costs be carried out and the findings be reported back. This resolution is dependent upon the recruitment exercise to appoint a Council employed Occupational Health Manager / Professional. As the result of that exercise will not be known until the latter part of March, this resolution has not yet been undertaken.

**For more information contact:** Barbara Rusk on 01332 258506 e-mail [barbara.rusk@derby.gov.uk](mailto:barbara.rusk@derby.gov.uk)

**Background papers:**

None

**List of appendices:**

Appendix 1 Implications

Appendix 2 Occupational Health Improvement Plan 2009-2010, top level

<b>IMPLICATIONS</b>
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**Financial**

- 1.1 The result of the recruitment exercise will determine whether further options of service provision, and consequential costs, need to be identified and explored.
- 1.2 Additional costs have not been identified to achieve the improvements outlined in the Improvement Plan.

**Legal**

2. HSE requirements will be met through achievement of actions relating to Items 6 and 7 of the Improvement Plan.

**Human Resources**

3. The result of the recruitment exercise will determine whether further options of service provision need to be explored. The existing occupational health service team of three employees will continue to be considered as part of that option exercise.

**Equalities Impact**

4. Implementation of Item 2 of the Improvement Plan will enable equality impact assessments to be carried out.

**Corporate Priorities**

5. The Occupational Health Service, and in particular the Improvement Plan supports
  - Helping us all to be healthy, active and independent
  - Giving you excellent service and value for money

## OCCUPATIONAL HEALTH, OH, SERVICE IMPROVEMENT ACTION PLAN 2009/10

Item	Action	Outcome
<b>1 Stakeholder survey</b>	Carry out survey of stakeholders and review action plan	Ensures OH prioritises and addresses needs of stakeholders
<b>2 Vision</b>	Use Vision to achieve integration and efficiencies.	Achieves efficiency savings
<b>3 Costs</b>	Review cost processes, including allocation of costs to departments	Ensures optimum cost effective and accurate method agreed and used
<b>4 Pre-employment process</b>	To identify and record requirements for each job. Review process and documentation to link with: <ul style="list-style-type: none"> <li>Recruit Active</li> <li>Vision.</li> </ul>	Reduces referrals to OH. Improves timescales for recruitment. Integrates into new recruitment module and processes.
<b>5 Medical referrals</b>	Develop as key element of SLA with departments.	Agrees customer requirements and enables monitoring of results.
<b>6 Statutory health assessments and surveillance</b> Night workers Hepatitis B HGV drivers Noise Respiratory Skin Vibration	Identify and record requirements for each job. Review process to identify training requirements and use of external organisations. Use Vision to record programme and automate monitoring.	Ensures DCC conforms to HSE requirements. Develops programme for employees. Uses existing systems to improve efficiency.
<b>7 Risk assessment</b> DSE Pregnant workers	Clarify roles and responsibilities. Review process to identify training requirements and use of external organisations. Use Vision to record programme and automate monitoring.	Ensures DCC conforms to HSE requirements Develops programme for employees Uses existing systems to improve efficiency
<b>8 Physiotherapy</b>	Review service requirement	Ensures OH meets agreed customer requirements
<b>9 Psychotherapy</b>	Review service requirement	Ensures OH meets agreed customer requirements
<b>10 Health promotion</b>	Issue health promotion protocol link to existing initiatives in Derby Agree needs based programme	Needs based programme will support improved health and attendance of employees