

## **WILTSHIRE COUNCIL**

### **STAFFING POLICY COMMITTEE 9 MAY 2012**

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#### **Occupational Health Service Annual Report**

##### **Purpose of Report**

1. This report gives an overview of the work outputs of the Occupational Health Service during 2011.

##### **Background**

2. The Occupational Health Service sits within Business Services and provides professional health advice to managers and employees to support their attendance and performance at work.
3. The team comprises:  
Paul Collyer (Head of Service)  
Anita Churchouse (Team Leader)  
Cheryl Munday, Jackie Parker, Fiona Nicholson (OH Advisers)  
Samantha Matthews, Jackie Beardmore (Administrative Assistants)  
Mark Critchley (OH Physician – contractor)

##### **Main Considerations for the Council**

4. The annual report shows that the Service:
  - handled 997 management referrals
  - handled 1438 pre-employment assessments
  - provided access to counselling services for 123 employees
  - provided access to physiotherapy services for 132 employees
  - introduced health surveillance and health promotion activities
5. The most common health issues presented were:
  - musculo-skeletal (22% of management referrals)
  - non-work related stress (17%)
  - work-related stress (16%)
6. The report also gives details of a plethora of additional functions and policy and procedure improvements which have all contributed to an enhanced service delivery.
7. The team has been recognised in both the Corporate Award and the Healthier Wiltshire Award schemes. The OH Team Leader won the individual 'Employee Support' Corporate Award.

### **Consultation**

8. None required for the production of this report.

### **Environmental Impact of the Proposal**

9. None.

### **Equalities Impact of the Proposal**

10. The OH Service provides advice regarding reasonable adjustments and general application of the Equality Act.

### **Risk Assessment**

11. The work of the OH Service helps to mitigate human and financial risks associated with work-related health issues.

### **Financial Implications**

12. The OH Service makes a significant impact on the cost of staff absences by assisting absence cases to be managed effectively. Through its trading performance it generated income of £8275.

### **Options considered**

13. None

### **Recommendation**

14. To recommend that Staffing Policy Committee notes the Annual Report.

**Paul Collyer**  
**Head of Occupational Health and Safety**  
**Business Services**

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Report Author: Anita Churchouse - OH Service

**The following unpublished documents have been relied on in the preparation of this report:** Various