

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No. 6

meeting date: WEDNESDAY, 7 NOVEMBER 2018  
title: FLU VACCINATIONS  
submitted by: JANE PEARSON – DIRECTOR OF RESOURCES  
principal author: MICHELLE SMITH – HEAD OF HR

## 1. PURPOSE

1.1 To inform Members of a new trial Flu Vaccination scheme for staff.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – having a healthy workforce ensures that the Council has the capacity to deliver services to the Community.
- Corporate Priorities – The pro-active management of absence is key to the effective deployment of staff across all areas of the Council and contributes to our priority of being a well-managed Council.
- Other Considerations - None.

## 2 BACKGROUND

2.1 In June of this year Committee received our Annual Absence Management report for the year 2017/2018.

2.2 Amongst other things, the report showed that the average days lost to sickness was 9.35 days (an increase from 7.45 in the previous year) and the average cost of sickness absence was £231,376 (an increase of £53,928 from the previous year).

## 3 ISSUES

3.1 The Council continues to adopt to manage absence on a day-to-day basis and look at ways in which we can reduce absence and support the health and well-being of our staff.

3.2 We are currently reviewing our Absence Policy and a revised policy will hopefully be submitted to Committee for approval at the next meeting.

3.3 A new initiative that we are trialling this year is the provision of flu vaccinations for staff. My colleagues at Hyndburn BC are trialling a scheme and so I made contact with them for further information. I then discussed the scheme with Corporate Management Team who agreed to offer a similar trial here.

3.4 We have made the offer of a free flu vaccination available to all staff who meet the criteria – see details at Appendix A. Staff who sign up for the vaccination will receive an e-voucher that they can use at various local pharmacies who are registered with the provider. The cost of the flu vaccination is £7.95 per person, which is lower than the standard charge of around £12 and offered as a 'corporate' rate by the provider.

3.5 We have invited all staff to sign up for a voucher and to date have received over 20 applications.

- 3.6 The vouchers must be used before 31 December 2018.
- 3.7 We will monitor flu related absence over the winter months to assess if there is any correlation between the vaccination and levels of absence although this could be difficult to define specifically.

#### 4. RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
- Resources – The cost of the vouchers is not likely to exceed £500 and expenditure will come from within existing budgets.
  - Technical, Environmental and Legal – No implications identified.
  - Political - No political implications identified.
  - Reputation – The provision of flu vaccination vouchers for staff may support the reputation of the authority as a good employer.
  - Equality and Diversity - No equality and diversity implications identified.

#### 5 CONCLUSION

- 5.1 That the report be noted.

MICHELLE SMITH  
HEAD OF HR

JANE PEARSON  
DIRECTOR OF RESOURCES

#### BACKGROUND PAPERS

None.

For further information please ask for Michelle Smith, extension 4402.

REF: MS/CMS/PERSONNEL/071118

# Memo

**From:** MICHELLE SMITH – HEAD OF HR

**To:** ALL STAFF

**cc:**

**Ref:** MS

**Ext:** 4402

**Date:** 16 OCTOBER 2018

**Re:** **FLU VACCINATION SCHEME**



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

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As part of our overall support for health and wellbeing, we have decided to trial the provision of flu vaccine vouchers this year. We will monitor this to see if it helps reduce sickness levels.

Some of you may be eligible for free vaccinations funded by the NHS. Information on this, and more general information on the vaccine itself, is available here:

<https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/>

If you are not eligible for a free NHS flu vaccine, but wish to have one, please complete the form overleaf. We will purchase a voucher which you will be able to take to one of a number of pharmacies. Locally, these include Lloyds Pharmacy, Tesco, Asda, the Well pharmacy and Superdrug, but you can use one nearer your home address if you prefer click [here](#) for a list of locations or visit <https://www.fluvouchers.co.uk/redeem/>

**Appointments should be made in your own time.**

Appointments will be confidential and the pharmacist will want to check that this is suitable for you first. The Council will not be given any information on who has used their voucher: we will just have a list of who has been issued with one. We may use this at a department level to compare flu-related absences across different departments as part of our evaluation into the success of this initiative.

Vouchers must be used by **31 December 2018**. After this date they will no longer be valid.

This is entirely a matter of choice and no pressure will be put on staff to have a flu vaccine if they do not want one.

If you wish to receive a voucher, please complete the form overleaf and return it to Adele Pritchard, HR Section either via internal mail or email: [adele.pritchard@ribblevalley.gov.uk](mailto:adele.pritchard@ribblevalley.gov.uk)

**Please could all forms be returned by 31 October 2018.**

Michelle Smith  
Head of HR

# REQUEST FOR FLU VOUCHER

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

## Free NHS Vaccinations

If you are in one of the categories qualifying for a free flu vaccination on the NHS, then you should obtain this via your GP or local pharmacy, rather than via a Council-funded voucher.

The groups are:

- anyone aged 65 and over;
- pregnant women;
- people with an underlying health condition (such as asthma, diabetes long-term heart or respiratory disease); and
- people with weakened immune systems.

Do you belong to one of the groups entitled to a free NHS vaccination? YES  NO

Please tick if you would like a voucher to get a free flu vaccination at a participating pharmacy: click [here](#) to check locations.

*Please note that the pharmacist will ask you some questions about your health before administering the vaccine to ensure that this is suitable for you.*

Please sign to confirm your commitment to booking a vaccination appointment and using the voucher prior to its expiry (31 December 2018)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to Adele Pritchard, HR Section by internal mail or at [adele.pritchard@ribblevalley.gov.uk](mailto:adele.pritchard@ribblevalley.gov.uk)

**Please could all forms be returned by 31 October 2018**