



Employee Health & Wellbeing Framework 2017-2020

October 2017

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CONTROL SHEET FOR Employee Health and Wellbeing Framework 2017-2020

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BDC / NEDDC Joint Employee Health & Wellbeing Framework 2017 - 2020

1. Introduction

The Employee Health and Wellbeing Framework 2017-2020 provides a framework and vision to realise the Strategic Alliance People Strategy and Corporate Plans across both Councils through effective people management. It describes how people will be supported to ensure a healthy, motivated and high performing workforce to achieve the Councils aims and priorities within the Growth and Transformation Programmes.

People are our most important asset and this is reflected in the drive to build on our success. The Council has shown its commitment to continue to support, grow and develop our employees to provide a quality service to the public. The aim of the Framework is to develop a culture that fosters employee wellbeing. Both Councils expect excellent service delivery and key to achieving this is ensuring we have a healthy and talented workforce.

There are just under 1,000 employees who form the Strategic Alliance workforce at both Councils, with 491 employees within Bolsover District Council and 496 employees within North East Derbyshire District Council. In total 52.9% of the combined workforce (BDC & NED) is full-time with 47.1% part time. 50.7% of the combined workforce is male and 49.3% are female. Around 1.0% of employees are from an ethnic minority background. Overall 5.8% of the workforce consider themselves to be disabled.

The Health and Wellbeing survey conducted in September 2016 found that around 60% of employees were satisfied with the social and physical environment at work highlighting there is room for improvement. 60% of employees stated they were likely to take part in Health checks, a further 57% of respondents said they wished to learn more about healthy eating/diet and nearly 6 in 10 respondents (58%) said that they would be interested in learning more about mental wellbeing.

2. Principles

The workplace has a significant impact on an individual's health and wellbeing. A healthy workforce is one where individuals feel valued, engaged and enjoy working for their employer. In producing this Framework, the Council has consulted best practice from a variety of sources including the CIPD, HSE, ACAS, NHS, Five Ways to Wellbeing and from partners such as Derbyshire County Council and Occupational Health.

The Council has shown continued commitment to investing in Health and Wellbeing and supporting employees in maintaining or improving their health. Providing resources to create a positive work environment, whilst engaging with employees to increase their morale is key to achieving this aim. Giving employees confidence to try new activities, assistance with caring for their own wellbeing and learning from others creates increased morale and good working relations. Employees who are satisfied and happy will be more productive and engaged leading to greater commitment and attendance at work.

Balancing organisational and employee needs is challenging, particularly in a climate where individuals are increasingly being asked to do more with less. Excellent attendance at work and supporting employees in successfully undertaking their job roles is critical to overall organisational performance. However, it can be achieved through improving the psychological wellbeing and resilience of individuals. Managers and HR play a key role in this process by proactively supporting employee health and wellbeing through mechanisms such as effective sickness absence management.

Key Influences and Challenges

The Health and Wellbeing Framework takes into account the following key factors which will influence and challenge both Councils over the next three years

- Government Strategy and Policy
- National Initiatives
- Best practice advice from sources such as HSE, NHS, CIPD
- Corporate plans, policies and priorities
- Workforce development
- Ageing workforce
- Employee expectations
- Support from partners and other stakeholders

3. Statement

A key action from the Councils' Strategic Alliance People Management Strategy is producing a Health and Wellbeing Framework that supports transforming our organisation together with supporting and engaging with our employees. The Council works hard to fulfil its duty of care to all employees through provision of a safe, healthy and supportive work environment. To effectively harness the talent of our employees, we actively champion a healthy workforce that supports increased morale, good employee/manager relations, regular attendance and enables individuals to reach their potential.

The Framework aims to:

'Create a healthy and safe working environment for all employees by offering a range of physical and mental health support which encourages a healthy lifestyle and enables employees to achieve their potential at work.'

The Health and Wellbeing Framework is intended to provide direction in the area of Health and Wellbeing for all employees and managers. The action plan included in Section Four, demonstrates the steps being taken by the Council to ensure achievement of key outcomes. Employees, managers, Members and key stakeholders all have responsibility in championing and influencing achievement of improved Health and Wellbeing across the Strategic Alliance.

A Work Well Team has been formed comprising employees from both Councils. The group meet bimonthly to discuss health and wellbeing matters and develop a programme of initiatives to support employees and managers. The group regularly

review offers and tailor future initiatives based on participation, interest and feedback. Many have undertaken Health Champion training to support them in this role.

Health and Wellbeing initiatives currently in place:

- Occupational Health Service including the option for self referral
- AXA 'Be supported' telephone Counselling service available to employees and their families
- Advice from HR and Health and Safety professionals
- Special leave arrangements to support employees during periods of change including bereavement, maternity, paternity, study, career break, carer etc
- Absence management, drug and alcohol misuse, work-life balance and other policies
- Regular walking groups located at several work bases
- Health checks including weight and blood pressure
- Bi-monthly initiatives by the 'Work Well' team including Mental Health, Walking for Health, Yoga and Stretch.
- Access to Council Leisure Facilities

Consultation with employees via the 'Work Well' group and Employee Survey ensure the Council continues to monitor and review Health and Wellbeing activities to ensure they are appropriate and meet employee needs. The Council recognises that all employees are different and possess individual needs. The aim is to provide a varied programme which supports the needs of as many employees as possible. Employees, Managers and external partners such as Derbyshire Healthy Workplaces and Occupational Health play a key role in ensuring employee health and wellbeing.

Progress with this Framework will be subject to regular review through quarterly performance reviews, service performance and individual performance reviews. Priorities may be revised over the lifespan of this Framework in response to changing demands.

4. Action Plan


The action plan aims to encapsulate the Health and Wellbeing ambitions of both Councils to ensure successful achievement of this strategic aims.

The Health and Wellbeing Framework supports the People Strategy Framework to ensure a holistic approach to people management is undertaken that supports our core values, priorities and vision.

Figure 1: People Strategy Framework

Corporate Aim and Priority for People Strategy	People Strategy Action Plan Aims	Employee Life Cycle
<p>Transforming Our Organisation</p> <p>Supporting and Engaging with Our Employees</p>	1.Improve employee engagement	
	2.Provide a healthy and safe work environment	
	3.Build workforce capability	
	4.Promote a high performance culture	
	5.Support organisational transformation	
	6.Transform HR and Payroll Service delivery	

Figure 2: Health and Wellbeing Framework

Corporate Aim and Priority for People Strategy	People Strategy Action Plan Aims	Employee Life Cycle with Health & Wellbeing
<p>Transforming Our Organisation</p> <p>Supporting and Engaging with Our Employees</p>	1.Improve employee engagement	
	2.Provide a healthy and safe work environment	
	3.Build workforce capability	
	4.Promote a high performance culture	
	5.Support organisational transformation	
	6.Transform HR and Payroll Service delivery	
<p style="text-align: center;">Health & Wellbeing Framework Action Plan Aims</p> <ol style="list-style-type: none"> 1. Create a Healthy Work Environment 2. Develop a supportive Workplace Culture 3. Encourage employee engagement in healthy lifestyles 		

Action Plan Aim	Action	Lead Officer(s)	Target Date	Expected Outcome	Resources	Progress Update	Actual Outturn
1. Create a Healthy Work Environment	Support and maintain organisational practices that safeguard employees health and wellbeing	SAMT & Senior Managers Employee Reps	December 2019	Processes and practices support employee health and wellbeing	Staff time		
	Review revised Health & Safety Policies and arrangements	Health & Safety Manager	April 2019	Ongoing achievement of legislative requirements			
2. Develop a supportive Workplace Culture	Embed a supportive people management approach	HR & OD Manager & SAMT & HR Link Officers	June 2019	Increased performance and attendance	Staff time		
	Review work-life balance initiatives	HR & OD Manager	July 2018	Improved employee satisfaction and retention			
3. Encourage employee engagement in healthy lifestyles	Provide timely and accessible health and wellbeing information and support	HR & OD Manager & Communications, Marketing & Design Manager	December 2018	Increased awareness and attendance	Staff time		
	Promote Work Well Group initiatives	HR Business Partners/Link Officers Employee Reps	March 2019	Improved employee engagement and morale			