

## Health & Wellbeing Framework Action Plan

2024-2026 (Updated – Dec 2025)

| Strategic priority   | Employee Engagement and Communication   |   |          |   |
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| Specific action  | Performance Indicator   | Owner   | Time     | Update  |
| <ul style="list-style-type: none"> <li>Gauge the current stance on wellbeing within the workplace.</li> </ul>  | Implement a Staff Survey & actions based on the feedback  | Laura Critchley – Employee Engagement Officer<br>Peter Wilmot – HR Business Partner | Nov 2024 | <p>Following the 2024 Employee Survey, a dedicated working group was formed to drive improvements based on staff feedback. The group met regularly from January to March 2025, with updates shared via Eric and the weekly bulletin.</p> <p>The most recent update was issued in August 2025, and the insights gathered have been instrumental in shaping our new People Strategy and Values &amp; Behaviours framework, both scheduled for launch in early 2026.</p> |
| <ul style="list-style-type: none"> <li>Assess employee interest in establishing a neurodiversity support group.</li> </ul>   | Create and distribute a feedback form to gauge interest via weekly bulletin                             | Laura Critchley – Employee Engagement Officer<br>Peter Wilmot – HR Business Partner | 2025     | <i>Outstanding</i><br>Plan to collaborate with Communications to circulate early 2026 when people return from Christmas break.  |
| <ul style="list-style-type: none"> <li>Explore the potential for surveying out employees to gauge their feelings on the upcoming local authority reorganisation</li> </ul> | Define scope & objectives: Identify what sentiments you want to measure (e.g., understanding, concerns, | Laura Critchley – Employee Engagement Officer                                       | 2026     | This action is to be incorporated into the next Employee Survey due in Autumn 2026.   |

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|  | confidence, perceived impact).<br>Launch & promote survey, Publish via Eric/intranet, weekly bulletin, and manager briefings |  |             |   |
| • Gauge employee interest in online banking training and explore the possibility of organising sessions. | Promote the idea internally and invite staff to express interest and join the organised sessions                             | Laura Critchley – Employee Engagement Officer          | 2025        | ‘Your Financial Wellbeing’ sessions (2025) hosted by Affinity Connect on Teams; 2 sessions held, ~20 staff attended.  |
| <b>Strategic priority</b>  | <b>Physical Health and Fitness</b>   |  |             |   |
| <b>Specific action</b>   | <b>Performance Indicators</b>  | <b>Owner</b>   | <b>Time</b> | <b>Update</b>   |
| • Offer Health Surveillance and vaccinations.  | Free Flu Vaccinations  | Laura Critchley – Employee Engagement Officer          | 2025        | On 7 October 2025, a Flu Vaccination Clinic at the Arc and the Depot delivered 60 vaccines. Staff can still claim reimbursement (up to £18) for vaccinations at a location of their choice throughout the Flu Season. |
| • Offer Health Surveillance and vaccinations.  | Free NHS Health Checks   | Laura Critchley – Employee Engagement Officer          | 2025        | NHS Health Checks took place between July – October 2025, with 86 employees and councillors taking advantage of the free appointments.  |
| • Implement work exercise programmes   | Walking at Work Programme  | Laura Critchley – Employee Engagement Officer / Sports | 2025        | The Team & Individual Walking Challenge was introduced in Summer 2024. In 2025, it returned   |

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|  |   | Development Team  |             | with 56 employees taking part, each aiming to walk 60 miles within a set timeframe.  |
| • Implement work exercise programmes                               | Deliver staff wellbeing activities, such as lunchtime Rounders,       | Laura Critchley – Employee Engagement Officer / Sports Development Team | 2025        | In Summer 2025, a staff rounders game was held at the Arc, with 20 employees taking part. Following the positive feedback, this initiative will be carried forward into the 2026 wellbeing Framework.  |
| <b>Strategic priority</b>  | <b>Mental Health and Emotional Wellbeing</b>                          |   |             |  |
| <b>Specific action</b>   | <b>Performance Indicators</b>   | <b>Owner</b>  | <b>Time</b> | <b>Update</b>  |
| • Create more awareness surrounding the Mental Health First Aiders | Posters displaying contact information in workspaces, breakrooms etc. | Laura Critchley – Employee Engagement Officer                           | 2025        | Promoted Mental Health First Aiders on World Mental Health Day (10 Oct 2025) via ERIC and staff bulletin, with signposting to Mental Health Foundation support.<br>Posters created with contact information on and displayed in staff rooms (Dec 2025) |
| • Improve health literacy across the workforce                     | Advertise relevant schemes to aid Mental Health & Emotional Wellbeing | Laura Critchley – Employee Engagement Officer                           | 2025        | Health Literacy Awareness sessions were offered to help staff understand and improve health literacy:<br>Monday 22 September, 1–3pm<br>Friday 24 October, 9:30–11:30am<br>Thursday 20 November, 9:30–11:30am   |

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| <ul style="list-style-type: none"> <li>Launch and sustain a dedicated Menopause Support Group to provide resources, peer support, and awareness sessions for employees, supporting the menopause policy.</li> </ul> | Establish at least quarterly support sessions              | Laura Critchley – Employee Engagement Officer |                | <p>The Menopause Support Group, launched in January 2025, now meets bi-monthly with 5–10 attendees, both in person and via Teams. Funding has been secured to provide complimentary sanitary products in women's and disabled facilities, with plans to expand support into 2026 through awareness days &amp; workshops</p> |
| <b>Strategic priority</b>   | <b>Financial Wellbeing</b>                                 |   |                |   |
| <b>Specific action</b>  | <b>Performance Indicators</b>                              | <b>Owner</b>                                  | <b>Time</b>    | <b>Update</b>   |
| <ul style="list-style-type: none"> <li>Pension Awareness Support</li> </ul>   | Offer guidance and information sessions on Pension Schemes | Laura Critchley – Employee Engagement Officer | September 2024 | Derbyshire Pension Fund delivered well-attended education sessions at Arc & Riverside depots, with Q&A opportunities.   |
| <ul style="list-style-type: none"> <li>Pension Awareness Support</li> </ul>   | Offer guidance and information sessions on Pension Schemes | Laura Critchley – Employee Engagement Officer | September 2025 | Pension Awareness Week (Sept 2025): Two online LGPS events (Retirement Planning & Scheme Overview) promoted; staff encouraged to attend with manager support.   |
| <ul style="list-style-type: none"> <li>Financial Planning Support</li> </ul>  | Offer guidance and information sessions on Pension Schemes | Laura Critchley – Employee Engagement Officer | Dec 2025       | 'Your Financial Wellbeing' sessions (2025) hosted by Affinity Connect on Teams; 2 sessions held, ~20 staff attended.  |
| <b>Strategic priority</b>   | <b>Safe and Supportive Work Environment</b>                |   |                |   |

| Specific action  | Performance Indicators                   | Owner                       | Time | Update  |
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| <ul style="list-style-type: none"> <li>Promote inclusivity and equity</li> </ul>               | Introduction of Neurodiversity Policy.   | Peter Wilmot & HR & Payroll | 2024 | Neurodiversity Policy launched in August 2024 with training sessions via teams organised for senior managers.   |
| <ul style="list-style-type: none"> <li>Create a safe and respectful workplace</li> </ul>       | Introduction of Sexual Harassment Policy | Peter Wilmot & HR & Payroll | 2025 | Launched in Summer 2025, with staff training delivered via SkillGate. Managers have been briefed, and mandatory training for managers will follow to ensure full compliance.  |
| <ul style="list-style-type: none"> <li>Create an inclusive and respectful workplace</li> </ul> | Introduction of Gender Identity Policy   | Peter Wilmot & HR & Payroll | 2025 | The Gender Identity Policy was developed during 2024/25 and submitted to the Council's UECC for consultation. Following this it was planned to submit a report through to full Council for approval. However in April 2025, the Supreme court ruled that Transgender people in the UK are legally recognised based on their biological sex assigned at birth. The EHRC has in response issued interim guidance but is working on updates on its code of practice. |

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| <ul style="list-style-type: none"> <li>Support employees experiencing menopause</li> </ul>  | Introduction of Menopause Policy  | Peter Wilmot & HR & Payroll | 2024 | Launched Menopause Policy (Apr 2024) with manager training and employee drop-in sessions with specialist support.  |
| <ul style="list-style-type: none"> <li>Provide a safe and supportive environment</li> </ul>   | Introduction of the Domestic Abuse Policy   | Peter Wilmot & HR & Payroll | 2025 | A draft Domestic Abuse Policy was developed during 2025 and submitted in October 2025 to the Council's UECC for consultation. Officers are working with members currently on ensuring the policy is in line with best practice and how certain cases of domestic abuse should be handled before submitting a final policy to Council for approval. |
| <b>Strategic priority</b>   |   |                             |      |  |
| Specific action   | Performance Indicators  | Owner                       | Time | Update   |
| <ul style="list-style-type: none"> <li>To provide employees with accessible, flexible, and cost-effective learning opportunities</li> </ul> | Introduce a centralised eLearning platform that supports professional development and compliance training | HR & Payroll                | 2025 | Skilgate was launched in August 2025. To date, 3 of the 5 corporate training topics have gone live, with the remaining 2 scheduled for launch in the new year. Once corporate training completion targets are met, the focus will shift to supporting departments in rolling out tailored, department-specific training.                           |

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| <ul style="list-style-type: none"> <li>To strengthen leadership capability and management effectiveness across the organisation</li> </ul> | <p>Introduce structured cohorts that provide targeted development, peer learning, and practical skills for current and aspiring leaders</p>   | <p>HR &amp; Payroll</p>                              | <p>2025</p>                  | <p>Our Level 3 Team Leader and Level 5 Operations Manager apprenticeships began in November and December 2025, with 12 employees enrolled on the Level 5 programme and 5 on the Level 3.</p>          |
| <ul style="list-style-type: none"> <li>Continue to invest in our employees via the apprenticeship levy</li> </ul>                          | <p>Increase the number of employees undertaking apprenticeships through the apprenticeship levy.</p> <p>This is in addition to those already participating in our Leadership &amp; Management cohorts</p> | <p>HR &amp; Payroll</p>                              | <p>2025</p>                  | <p>Continued investment in apprenticeships, with 7 additional programmes supported over the past 12 months and more planned in the coming months.</p>   |
| <b>Strategic priority</b>  |   |  |                              |   |
| <b>Specific action</b>   | <b>Resources &amp; Funding</b>  |  |                              |   |
| <ul style="list-style-type: none"> <li>Allocate budget and resources specifically for employee wellbeing initiatives.</li> </ul>           | <p>Performance Indicators</p> <p>Budget Allocated to HR &amp; Payroll</p>   | <p>Owner</p> <p>HR &amp; Payroll</p>                 | <p>Time</p> <p>June 2024</p> | <p>Update</p> <p>Employee Engagement Budget authorised in June 2024</p>   |
| <ul style="list-style-type: none"> <li>Seek partnerships with local health providers to enhance employee health and wellbeing.</li> </ul>  | <p>Establish and maintain partnerships with local health providers to deliver workplace health initiatives</p>  | <p>Laura Critchley – Employee Engagement Officer</p> | <p>June 2024 (ongoing)</p>   | <p>Relationship built and maintained with Derbyshire County Council's Public Health Department (Healthy Workplaces Derbyshire) who have provided us with free NHS Health Checks &amp; Body MOT's.</p> |