

# STAFF HEALTH & WELLBEING STRATEGY 2017/18



‘creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation’

CIPD



**Lewes District Council**



Working in partnership with **Eastbourne Homes**

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# INTRODUCTION

Lewes District & Eastbourne Borough Councils employ around 800 staff. We recognise that our responsibility for the health and wellbeing of our staff extends far beyond a core responsibility to provide a safe working environment. We aim to be an excellent employer and an employer of choice within the local community. In order to achieve this we recognise the need to invest in the health and wellbeing of our staff.

Improving health and wellbeing of staff is a shared responsibility between Members, managers and individuals and will have a positive impact on service delivery and organisational performance.

Workplace wellbeing will be achieved where staff having meaningful and challenging work and have the opportunity to apply their skills and knowledge in effective working relationships with colleagues and managers in a safe and healthy environment. Achievement of personal aspirations whilst maintaining work-life balance is also essential.



A values-based working environment and management style are key to delivering on our commitment to ensuring the health and wellbeing of our staff.

# **OUR HEALTH & WELLBEING VISION**



- **To promote mental and physical wellbeing within the workplace**
- **To provide safe and effective working conditions**
- **To ensure that equality & fairness are embedded into the organisation at all levels**
- **To empower employees to take responsibility for their own health and wellbeing as well as that of their colleagues**
- **To maximise organisational effectiveness and customer satisfaction by aligning wellbeing with the business strategy**

# CURRENT INITIATIVES

**Staff Health & Wellbeing is not a new concept for LDC & EBC and there is currently a range of initiatives available to staff which include:**

- **Employee Assistance Programme:**

An external confidential support service for employees and their immediate family members

- **Annual Staff Survey:**

Enables staff to provide feedback to management on an anonymous and confidential basis on all aspects of their employment

- **Family friendly policies and flexible working arrangements (where possible):**

Addressing work/life balance priorities

- **Occupational Health Service**

An independent service available to staff and managers to help manage sickness or health conditions

- **Cycle to Work Scheme (LDC) / Bicycle Loan Scheme (EBC)**

Supports staff to undertake exercise through healthy ways of travel to work

- **Free DSE user eye tests**

For staff that have to use computers as an intrinsic part of their work

- **EBC Joint Safety, LDC H&S Forum, Waste**

Keeping staff safe in the workplace and identifying potential issues to minimise hazardous working

- **Kaarp Benefits**

Provides discounts on a range of activities including those that promote a healthy lifestyle

- **H&S and Stress Risk Assessments**

Keeping our staff safe, happy and healthy

- **Training & Development**

Online learning portal with a large portfolio of courses including Wellbeing (OLLE). Opportunities for other training as identified with your manager

These are just a selection of current initiatives available across both Councils. We are working to align and enhance the entire wellbeing offer across both organisations

# OUR WELLBEING PLEDGES

## MENTAL HEALTH & WELLBEING AT WORK CORE PLEDGE

**We will actively embrace and develop upon the Health & Safety Management Standards. These standards represent a set of conditions that promote high levels of health, wellbeing and organisational performance. The cover key areas which if not managed well put employees at risk of stress-related ill health.**

- Ensure staff are able to cope with the demands of their role whilst actively encouraging personal development
- Ensure staff feel empowered within their role and are able to have a say in the way they do their work
- Ensure staff receive information and support from their manager through regular 121s, team meetings and staff briefing sessions within an environment that fosters open communication across the organisation
- Ensure staff are not subjected to unacceptable behaviours from either customers or colleagues and challenge this behaviour should it occur
- Deal with conflict encountered in the workplace in a positive manner through mediation and team building.
- Ensure that the Councils engage staff frequently and positively through consultation and other communication channels when going through organisational change



# OUR WELLBEING PLEDGES

## *PHYSICAL WELLBEING AT WORK CORE PLEDGE*

**We will encourage all employees to be physically active whilst implementing the relevant recommendations of the NICE (The National Institute for Health and Care Excellence) public health guidance for the workplace.**

- Encourage staff to be aware of their physical wellbeing and introduce initiatives to encourage a more active lifestyle
- Continue to use the Occupational Health Service to provide support and guidance when employees are absent from work due to sickness and facilitate a safe and productive return to work
- Train managers in effective and supportive absence management of staff
- Undertake risk assessments to ensure that staff are not subject to any unnecessary risk
- Continue to implement measures to reduce musculoskeletal problems in the workplace
- Ensure full PPE (Personal Protective Equipment) is provided and used for relevant staff
- Utilise Access to Work and other services for staff who require support under the Equality Act 2010
- Provide initiatives that encourage healthy travel to work





# OUR WELLBEING PLEDGES

## *HEALTHY LIFESTYLE CORE PLEDGE*

**We will actively support our workforce to lead healthier lives by following the core commitments contained within the Government Public Health Responsibility deal.**

- Develop ongoing health and wellbeing initiatives for staff which encourage and assist staff in leading a healthier lifestyle
- Promote healthy eating and make healthy alternatives available in vending machines
- Encourage staff to stop smoking by encouraging them to attend local smoking cessation services
- Encourage staff to limit their alcohol intake, providing information and promoting healthier lifestyles
- We will assist staff in the management of chronic conditions ensuring that all reasonable workplace adjustments are put in place



# WHAT WE HOPE TO ACHIEVE

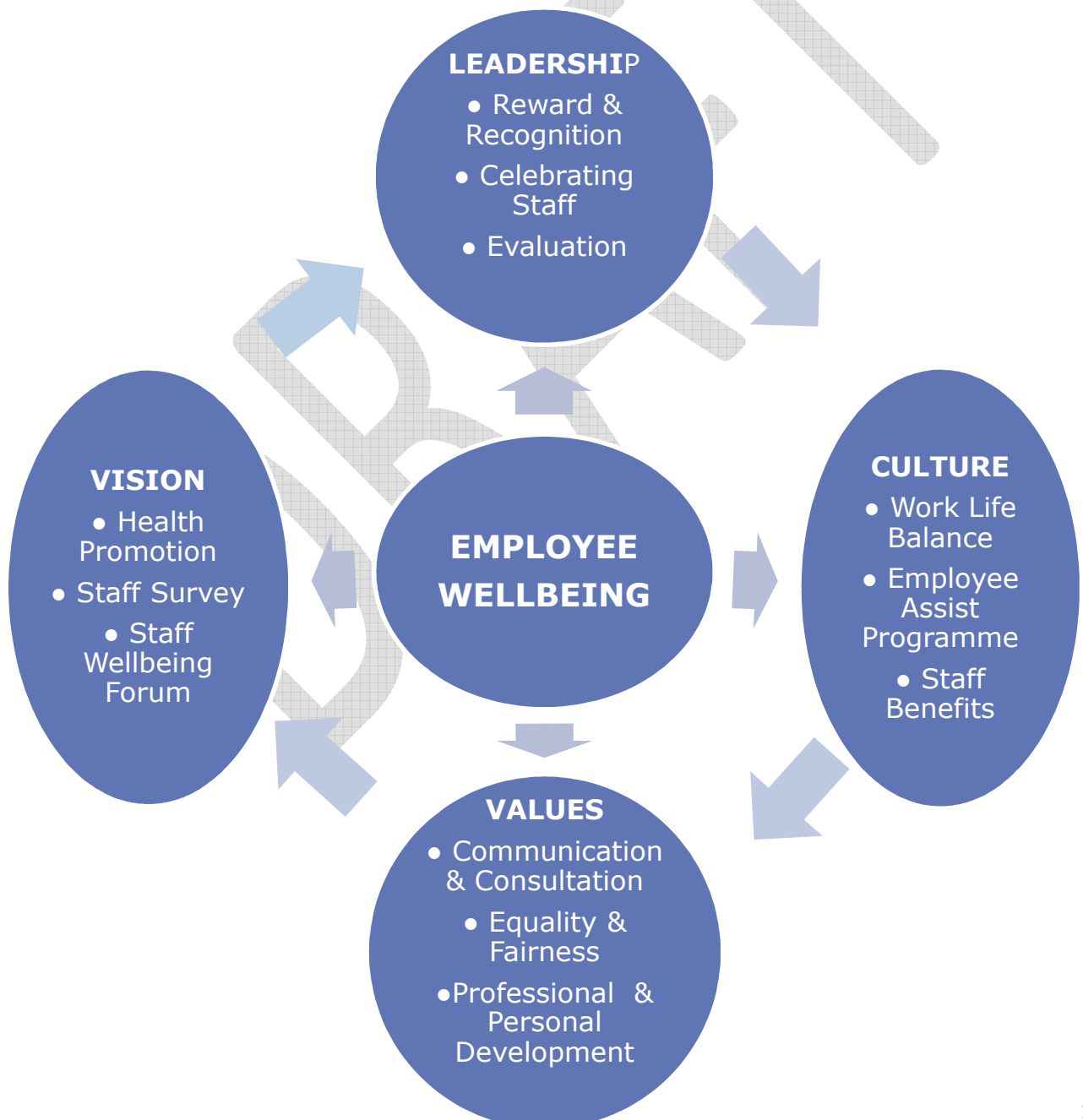


**This workplace strategy focuses on improvements in the three areas of mental wellbeing, physical wellbeing and healthier lifestyles and we will monitor progress and evaluate effectiveness and aim to achieve the following:**

- Increased number of staff accessing health and wellbeing activities
- An engaged, motivated and healthy workforce who report increased levels of job satisfaction via the staff survey
- Increased emphasis on the health & wellbeing of our staff by the development of a culture that prioritises health and wellbeing and recognises the benefits to the business and to our customers
- A sustained reduction of sickness absence rates and effective sickness absence management
- A reduction in the number of workplace accidents and incidents
- An increased number of staff having regular team meetings and 121s

# SUPPORTING THE DELIVERY & DEVELOPMENT OF THE STRATEGY

CMT is committed to prioritising the health & wellbeing of all staff. In order to deliver and develop this strategy a Staff Health & Wellbeing Forum will be established across both Councils and will have a CMT lead. The group will develop initiatives, promote healthy lifestyles, identify issues and encourage staff to engage with wellbeing activities. We will deliver on our objectives through our leadership, culture, visions and values.



# OUR FUTURE OBJECTIVES

**This strategy focuses on improvements in staff mental and physical wellbeing and the promotion of healthier lifestyles. In order to achieve this we have identified the following objectives to ensure we deliver on our Wellbeing Pledges:**

- Development of an action plan to improve the health and wellbeing of our staff
- Establishment of a Staff Health & Wellbeing Forum with members acting as 'Wellbeing Champions' across the Councils
- De-stigmatise issues surrounding mental health by providing training to managers to help them identify issues and signpost staff to appropriate services. We will also train a number of staff as Mental Health First Aiders who will be able to identify, understand and help a person who may be developing a mental health issue
- Use all of our data sources including reasons for sickness and our staff survey to design interventions to improve the health and wellbeing of our staff
- Promote and publicise the wellbeing strategy ensuring that staff are aware of all the opportunities to maintain and improve their health and wellbeing and are encouraged to act as role models to colleagues and to the wider community
- Active smoking cessation support for staff
- Development of a Change Management Policy including support mechanisms for staff during periods of organisational change



# SUMMARY

Staff Wellbeing is a critical enabler in supporting high levels of employee engagement. It is vital that Lewes District & Eastbourne Borough Councils take the health and wellbeing of its staff seriously to optimise effectiveness in the workplace and improve the services it provides to its customers. It will ensure that we are seen as ambassadors for health and wellbeing and an employer of choice in the wider community.

Delivery of this wellbeing strategy will be monitored via the Staff Health & Wellbeing Forum and reported to CMT. The success of the strategy will be monitored through the analysis of a variety of external and internal measures, benchmarking and analysis on an annual basis.

Full consideration will be given to the accessibility of wellness programmes for all staff. The socioeconomic, gender, ethnicity, religion or belief, age, disability and caring responsibilities will be considered when designing and implementing any health and wellbeing initiatives or activities to ensure inclusiveness and where necessary the requirement for an alternative option.

*Health & Wellbeing is about being emotionally healthy as well as physically healthy. It's feeling able to cope with normal stresses and living a fulfilled life. It can be affected by things like worries about money, work, your home, the people around you and the environment you live in. Your wellbeing is also affected by whether or not you feel in control of your life, feeling involved with people and communities and feelings of anxiety and isolation'*

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