

Wellbeing Policy

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Author:	Nicholas Wright – Health & Safety Advisor Health and Safety, Human Resources and Organisational Change Service ✉ nick.wright@iow.gov.uk ☎ (01983) 821000 ext 8910
Sponsor:	Judy Mason, Strategic Manager of Human Resources ✉ judy.mason@iow.gov.uk ☎ (01983) 821000 ext 6338
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Wellbeing Policy

1. INTRODUCTION

We recognise that we have a duty of care towards our staff to look after their health and safety which includes their wellbeing. The World Health Authority defines wellbeing as follows:

“Wellbeing is present when a person realises their potential, is resilient in dealing with the normal stresses of their life, takes care of their physical wellbeing and has a sense of purpose, connection and belonging to a wider community. It is a fluid way of being and needs nurturing throughout life.”

Wellbeing is experienced on a personal level and is different for each member of staff, and we are committed to promoting positive wellbeing as well as support on a mental, physical, financial and emotional level.

SCOPE

This policy applies to all Isle of Wight Council employees except those who work at schools whose wellbeing will be covered by each school's individual wellbeing policy as adopted by their governing body.

AIMS

This policy aims to promote and support employee wellbeing to ensure a positive work environment that enables you to flourish and reach your full potential, it also sets out the procedures and processes available to support your wellbeing and ensures the Council meets its legal duties under the Health and Safety at Work etc. Act 1974.

2. STRUCTURE FOR WELLBEING

We recognise that every employee is individual, and that each person will have different health and wellbeing needs. The Council therefore advocates an approach which considers the specific needs of each employee and puts the individual at the heart of any discussions.

The fundamental principles of the policy are that:

- Our employees will look after their own health and wellbeing to ensure they are fit and well for work
- Our managers will work with their employees to manage and support individual health and wellbeing needs, enabling them as individuals to fulfil their contracts of employment
- Our Human Resources and Health and Safety teams will provide wellbeing support to managers
- Our senior leaders will embed a culture of wellbeing throughout the organisation.

We have provided a more detailed breakdown of these principles below:

All staff are positively encouraged to:

- Exercise responsibility in looking after their own physical and mental health and wellbeing and take action to support their own wellbeing where applicable
- Be aware of their own wellbeing and where appropriate seek support
- Seek and follow medical advice where they become unwell
- Develop their own techniques supported by training to build resilience and wellbeing

Managers are expected to:

- Ensure that all supervision, 121 or other people performance management meetings contain an element of discussion of wellbeing
- Where the wellbeing of a member of staff is of concern either suggest support or signposting as appropriate
- Where required seek advice from other council areas such as HR and Health and Safety to support or signpost their staff with wellbeing issues
- Ensure that all new starters are made aware of sources of help and support available in regard to wellbeing.
- Respect the autonomy of staff members in terms of whether they seek out support for their wellbeing or not, where wellbeing issues are out of the control of council.
- Manage staff experiencing wellbeing issues compassionately and on outcomes not whether they choose to engage with sources of wellbeing support or not.
- Periodically carry out wellbeing surveys amongst their staff to inform management actions to improve wellbeing

Mental Health First Aiders should:

- Appropriately signpost member of staff who approach them for support and assistance
- Where appropriate, support and promote wellbeing initiatives that occur within the council

The Health Safety and Welfare section will:

- Provide advice and support to managers in supporting wellbeing of their staff
- Assist managers in carrying out wellbeing surveys.

Human Resources will:

- Support and advise managers in managing staff with wellbeing issues
- Ensure that wellbeing issues are considered when implementing other relevant policies

Occupational Health will:

- Promote and maintain employees' health and wellbeing with the aim to maintain and nurture a positive relationship between employees work and health
- Contribute to wellbeing initiatives and signpost to available support resources
- Support wellbeing management discussions where required
- Provide specialist clinical advice

The Mental Health Working Group will:

- Maintain and implement the action plan agreed as part of the mental health pledge
- Run events marking specific wellbeing events during the year
- Promote wellbeing initiatives

3. WELLBEING SUPPORT

The council has created a page on the intranet which acts as a central location for all our wellbeing resources and signposting.

https://wightnet.iow.gov.uk/WightnetContent/Health_Wellbeing/

A link to this website also appears on the desktop of all corporate laptops

The council's principal sources of support for wellbeing set out in our three pillars document found on the intranet and displayed in buildings where staff do not have easy access to the intranet:

<https://wightnet.iow.gov.uk/DocumentLibrary/view/three-pillars-of-support-wellbeing-resources>;

Pillar 1: Mental Health First Aiders

Mental Health First Aiders (MHFA) are trained to a nationally recognised standard and are available to assist with mental ill-health in a conceptually similar way to the way first aiders help deal with physical ill-health.

We recognise that staff may wish to talk to someone they know, someone they don't know or someone who works in a completely different part of the council, hence MHFA are available to be contacted by anyone who works for the council regardless of which part of the council they work for.

Some staff also receive MHFA training as is appropriate to their job role and may not appear on the list of people who can be contacted but are still able to use their skills in the event of them encountering a person in distress.

A list of Mental Health First Aiders and their contact details can be found on the intranet in the wellbeing section.

Pillar 2: Access to Work

This is a scheme funded by the Department for Work and Pensions to help people who have a physical or mental health condition that makes it hard for them to do their job. This scheme helps staff to access extra support including special equipment, adaptations, support worker services and other adaptations.

If staff meet the criteria support can be accessed in one of two ways depending on whether help is needed with a physical or mental health condition.

Physical conditions: This source of help can be applied for either online via the government website www.gov.uk/access-to-work/apply or through the helpline 0800 121 7479

Mental health conditions: This source of help is accessed via Maximus through their website <https://atw.maximusuk.co.uk/>

or on 0300 456 8114

Pillar 3: Employee Assistance Programme

The Employee Assistance Programme is a confidential scheme designed to help staff deal with any personal and professional problems that could be affecting their home or work life, health and general wellbeing.

Our EAP provider is an external company who are completely independent to the council therefore provide a totally impartial and confidential service.

EAP can be accessed in the following ways:

- Telephone 0800 030 5182
- EAP my healthy advantage app - Available to download from the Apple or Android app stores using the code: MHA102177
- EAP website - <https://www.healthassured.org/your-eap/>

Additional services such as counselling are also available through the EAP, however this will require agreement from your manager.

4. TRAINING AND FURTHER INFORMATION

Training is available through the Learning Hub for a number of relevant topics including stress awareness and resilience.

There are a number of other policies which address specific areas relating to your wellbeing which you should consult where relevant:

Stress Risk Assessment Policy
Bullying and Harassment Policy (Protection from)
Flexible Retirement Policy
Alcohol/Substance Misuse Policy
Domestic Abuse Policy
Grievance Resolution Policy
Parental Leave Policy
Annual Leave Policy
Equality Policy
Employee Code of Conduct
Trans Policy
Special Leave Policy
Agile Working Policy
Attendance Management Policy (For Occupational Health)