

## Appendix D: Corporate Health & Wellbeing Action Plan 2015-2018

Not yet  
started

Significant  
chance of  
missing target

Chance of  
missing target

On target or  
Completed

: Claire Gollin Group Manager HR

| No.   | Action   | Lead  | Timescale       | Progress Update   |
|---|--|---|-----------------|---|
| <b>1. Support NCC managers and individual employees to maintain good mental health through change</b> |  |   |                 |   |
| <b>1.1</b>  | Roll-out “Sharing Responsibility for Future Success” learning to the wider workforce including eLearning resources, Apps, booklet etc. Will enable NCC employees to take responsibility for their own psychological wellbeing and develop robust attitudes and resilience towards challenging events | Helen Richardson<br>– Senior Business Partner WPOD<br><br>WPOD team | During 2015     | Analysis of workshop evaluation to be undertaken to inform roll-out programme |
| <b>1.2</b>  | Extend existing Employee Counselling provision to include a 7 module on-line Cognitive Behavioural Therapy ( CBT)  | Bev Cordon<br>Senior Business Partner HR                            | From April 2015 |   |

**Overall Responsibility : Claire Gollin Group Manager HR**

| <b>No.</b>  | <b>Action</b>  | <b>Lead</b>  | <b>Timescale</b>  | <b>Progress Update</b>  |
|---|--|--|-------------------|---|
| <b>2. Promote effective workload management and prioritization to reduce stress and tackle presenteeism</b> |  |  |                   |   |
| <b>2.1</b>  | Promote the relaunch of the Well-worker stress audit tool and associated action planning process to identify and address any stress issues   | Bev Cordon<br>Senior Business Partner HR<br><br>Occupational Health and Well-being team                    | By September 2015 | In conjunction with development of mental well-being resources. |
| <b>2.2</b>  | Contribute to the completion of the Social Care Health Check initiatives in CFCS and ASCHPP, and take any appropriate actions regarding reported outcomes  | Bev Cordon<br>Senior Business Partner HR<br><br>Departmental Social Care lead managers<br><br>Trade Unions | From April 2015   | Final report to Children's Committee in April 2015              |
| <b>2.3</b>  | Use feedback from 2013 Employee Survey about work-life balance and wellbeing to identify and develop proposals for extended work life balance provisions as part of the Council's revised Workforce Strategy | Bev Cordon<br>Senior Business Partner HR   | April 2015 onward |   |



| <b>No.</b> | <b>Action</b>  | <b>Lead</b>  | <b>Timescale</b> | <b>Progress Update</b> |
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| <b>2.4</b> | Improve the mobilisation of the NCC workforce through the roll out mobile devices to frontline staff to improve flexible working and work/life balance     | HR<br><br>Ways of Working project team<br><br>ICT  | Ongoing          | Wider roll out planned |
| <b>2.5</b> | Update EPDR and supervision process to include specific reference to having individual conversation about workloads and any impact on health and wellbeing | Helen Richardson – Senior Business Partner WPOD<br><br>WPOD team                                 | Early 2015       | In progress            |
| <b>2.6</b> | Make a team discussion about current workload pressures and priorities a standing item in Team Talk  | Helen Richardson – Senior Business Partner WPOD<br><br>WPOD team<br><br>Corporate Communications | Early 2015       | In progress            |

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|--|--|--|-------------------|--|
| <b>3. Raise awareness of mental ill health and related issues in the workplace</b> |  |  |                   |  |
| <b>3.1</b>   | Provide guidance and learning materials for managers on how to appropriately manage and support individuals with existing diagnosed mental health conditions and those experiencing poor mental health | Bev Cordon<br>Senior Business Partner HR<br><br>Helen Richardson<br>– Senior Business Partner WPOD<br><br>WPOD team<br><br>Trade Unions through JWAMSG | By September 2015 | Under development in conjunction with the Joint Wellbeing and Attendance Management Steering Group (JWAMSG). |
| <b>3.2</b>   | Provide guidance and learning materials for all employees to raise awareness of how to support colleagues experiencing mental ill health at work   | Bev Cordon<br>Senior Business Partner HR<br><br>Helen Richardson<br>– Senior Business Partner WPOD<br><br>WPOD team<br><br>Trade Unions through JWAMSG | By September 2015 | As above   |



| No.   | Action  | Lead  | Timescale               | Progress Update   |
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| <b>4. Accreditation of achievement through attainment of the Wellbeing at Work Platinum level award</b> |   |   |                         |   |
| <b>4.1</b>  | Develop action plan to enable achievement of Well-being at Work Platinum award  | Bev Cordon<br>Senior Business<br>Partner HR | By April<br>2016        | <ul style="list-style-type: none"> <li>• Ongoing publicity of national health awareness dates</li> <li>• Attendance at Public Health steering group</li> </ul> <p><b>NB Attainment reliant on additional resource to co-ordinate activity</b></p>   |
| <b>4.2</b>  | Appoint and train additional workplace champions. Accredited to Royal Society for Public Health Level 2 qualification | Bev Cordon<br>Senior Business<br>Partner HR | By end of<br>April 2015 | Ongoing publicity on intranet inviting expressions of interest in becoming a WPC.<br>Resource required to co-ordinate   |
| <b>5. Continuation and further development of health promotion activities in the workplace</b>          |   |   |                         |   |
| <b>5.1</b>  | Work with Public Health on NCC Tobacco Declaration Plan in respect of Tobacco Control workplace implications          | Bev Cordon<br>Senior Business<br>Partner HR | Ongoing                 | <p>1.10.14 Nottinghamshire Health and Wellbeing Board endorsed the Nottinghamshire Declaration on Tobacco Control. NCC sign up and commit to develop action plan</p> <p>7.11.14 preliminary discussions held with Public Health about NCC workforce implications</p> <p>HR representation on Public Health Tobacco Control Workshop 15.1.15</p> |



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|            |   |  |                  | Declaration signed by all the relevant parties<br>March 2015  |
| <b>5.2</b> | Promotion and re-launch of Westfield Healthcare Scheme  | Bev Cordon<br>Senior Business<br>Partner HR                      | May 2015         | New scheme successfully promoted to existing<br>scheme members during October 2014<br><br>Relaunch to all employees during May 2015 |
| <b>53</b>  | Pilot "Run Nottingham" at West Bridgford campus. (Scheme run by England Athletics, encouraging beginner runners)  | Bev Cordon<br>Senior Business<br>Partner HR                      | To be confirmed  | Preliminary discussion with Run Nottingham undertaken<br>Awaiting funding decision  |
| <b>5.4</b> | Re-launch NHS workplace health checks for the over 40s  | Bev Cordon<br>Senior Business<br>Partner HR                      | tbc              | Subject to resources  |
| <b>5.5</b> | Update and maintain the employee well-being intranet site and highlight specific national health campaigns and related information  | Bev Cordon<br>Senior Business<br>Partner HR<br><br>Public Health | Ongoing          |   |
| <b>5.6</b> | Research and deliver additional well-being initiatives through a mixed economy of internal practitioners and external providers and seek funding streams where applicable | Bev Cordon<br>Senior Business<br>Partner HR                      | tbc              | Subject to resources  |

**Key Achievements During 2014/15:**

|  |   |   |               |   |
|--|---|---|---------------|---|
|  | Achieved Gold Level accreditation against the standards set out in the Well-Being at Work Award                                   | Bev Cordon<br>Senior Business<br>Partner HR   | April 2014    | A measure of the Council's progress to date   |
|  | Promoted the national Workplace Challenge programme to encourage and challenge NCC employees to take more exercise and get active | Bev Cordon<br>Senior Business<br>Partner HR<br><br>Public Health                                  | December 2014 | Information on NCC intranet 18.12.14  |
|  | Implemented Seasonal Flu campaign – provision of flu vouchers to targeted front line workers                                      | Bev Cordon<br>Senior Business<br>Partner HR<br><br>Occupational<br>Health and Well-<br>being team | November 2014 | Achieved<br><br>Significant increase in take-up from previous years. Approx. 570 vouchers issued.                                   |
|  | Introduced trial ban on use of e-cigarettes in the workplace  | Bev Cordon<br>Senior Business<br>Partner HR   | November 2014 | Trade union consultation at CJCNP<br><br>Trial restriction in place Nov 14 – to April 15 with view to permanent ban from April 2015 |



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|  | Designed and delivered a new learning initiatives to enable NCC leaders and managers to take responsibility for their own psychological wellbeing and to develop robust attitudes and resilience towards challenging events | Helen Richardson<br>– Senior Business Partner<br>Workforce Planning and Organisational Development (WPOD)<br><br>WPOD team | November 2014 | 10 workshops; “Sharing responsibility for future success” targeted at Team Managers and above. Led by Professor Derek Mowbray, national wellbeing expert, specialising in the primary prevention of stress at work |
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Document Owner: Claire Gollin Group Manager HR March 2015