

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee **DATE:** 3rd April 2013

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WARD(S): All

PART 1 **FOR INFORMATION AND DECISION**

Update on Wellbeing Strategy

1 Purpose of Report

To provide an update on progress made on the Wellbeing Strategy, since the last report on 24th January 2013.

2 Recommendation(s)/Proposed Action

The Committee is requested to Resolve that the ongoing Wellbeing Initiatives set out in the report be noted.

3 The Sustainable Community Strategy, the JSNA and the Corporate Plan

Sustainable Community Strategy Priorities

- Health and Wellbeing – the initiatives outlined within this report will encourage staff to improve their health and wellbeing.

Corporate Plan 2012/13

The Wellbeing Strategy updates outlined within this report meet the Corporate Plan's objectives as follows:

- 3.1 Improve customer experience by improving the physical, mental health and wellbeing of staff, which will increase productivity, performance and provide a greater customer experience;
- 3.2 Deliver high quality services to meet local needs by increasing attendance at work, which will in turn increase productivity and improve morale of the workforce. This will result in an improved customer satisfaction level from the community on services provided;
- 3.3 Develop new ways of working by introducing a change in how managers deal with sickness absence which will ensure consistency in approach and issues are promptly resolved with specialist advice and support;

- 3.4 Develop a skilled and capable workforce by ensuring that all managers are trained in the new sickness absence policy and develop their management skills to deal with performance management issues effectively and consistently;
- 3.5 Improvements in performance management will result in an overall reduction of working days lost, an associated reduction in agency costs and achieve value for money.

4 **Other Implications**

(a) Financial

The 2012/2013 budget allocation of £5,000 has been spent on delivery of initiatives in this Invest to Save Project. No further budget has been awarded to support initiatives for the remainder of the financial year.

The Council are currently reporting an annual 10 fte days lost per employee. The actions / proposals included in this report anticipate and aim towards a reduction to 6 fte days by 2014/2015.

(b) Risk Management

Risk	Mitigating action	Opportunities
Legal	We have met the statutory consultation timescales with our Joint Trade Unions and have complied with the Green Book Conditions.	
Property	None	
Human Rights	None	
Health and Safety	None	To encourage all staff to consider their working environment, their responsibilities for their own health and safety and worklife balance.
Employment Issues	<ul style="list-style-type: none"> All staff are affected by the Employee Wellbeing Initiatives and have been invited to participate. The Sickness Absence Policy has been reviewed with our Trade Unions and statutory consultation timelines have been met. However this review does not affect any of their employment rights. 	
Equalities Issues	None	The review of the sickness absence policy has been conducted with representatives from the Disability Forum to ensure that

		our disabled staff are treated fairly and consulted with the group.
Community Support	None	
Communications	A Communications Plan has been established supported by the Wellbeing Project Group and CMT to ensure that all Wellbeing Initiatives are corporately advertised to all staff.	The Communications Plan will be continually updated as initiatives are completed / developed.
Community Safety	None	
Financial	None	Reduction from 10 days lost due to Sickness to 6 days lost which will give the Council a financial saving and increase productivity levels.
Timetable for delivery	April 2013 – launch of new sickness absence balanced scorecard. Ongoing programme of Wellbeing Initiatives.	
Project Capacity	None	
Other	None	Need to work with specialist experts (e.g. Occupational Health, NHS and PCT)

(c) Human Rights Act and Other Legal Implications

We have met the statutory consultation timescales with our Joint Trade Unions and have complied with the Green Book Conditions.

(d) Equalities Impact Assessment

An Equalities Impact Assessment has been undertaken for the Wellbeing Strategy update.

(e) Workforce

All staff are affected by the Wellbeing Strategy and the unions are members of the Wellbeing Project group.

5 Supporting Information

Wellbeing Initiatives

- 5.1 Further to the last Employment and Appeals Committee on 24th January 2013, the Wellbeing Project Group have met twice and have put in place monthly meetings to arrange and co-ordinate activities on behalf of the Council. The project team was

well attended and everyone has a real commitment to wanting to make a genuine difference.

- 5.2 A Healthy Eating Staff Survey has been drafted and will be sent out to all staff by the end of March. This will coincide with some “fun” display stands in the canteen to promote the survey.
- 5.3 Smoking Support Groups have been set up and are in place in Council offices to include SMP, Landmark Place and the Centre.
- 5.4 Review of current intranet page promoting wellbeing project to make it more “fun” and attractive to readers.
- 5.5 Pedometers have been donated by our counselling services team. Scoping of the “Pace along with your Pedometer” competition is in its draft stages and it is hoped to complete this shortly, with teams being set up to include invitations to CMT and Members.
- 5.6 Consultation with CMT on the introduction of sickness absence balanced scorecard has been completed. As a result a comprehensive scorecard has been produced for senior management teams and a new absence tracker sheet for recording will be in place for the end of March.
- 5.7 There have been some really great personal achievements include one person giving up smoking as a result of just being part of the wellbeing group. She had smoked for over 30 years. Another example includes a group of staff setting up their own team and creating activities, eg gym, walking etc.
- 5.8 Training on the new absence policy continues and will be completed in July 2013.
- 5.9 Discussions are underway to look at other healthy eating mobile units for other council offices to provide healthier options.
- 5.10 The Wellbeing Group feel strongly that in order to improve attendance it needs to focus on improving the morale of staff in addition to their general health and wellbeing. The approach includes a broader focus on enjoying being at work and making work a fun place to be. Other initiatives include It’s a Knock Out competition to be organised for May/June with teams to include members and CMT and a Slough Treasure Hunt to be organised for the summer months to promote some friendly competitiveness within the teams. Sourcing of free Happy, Healthy and Here t-shirts to promote the project is being arranged.
- 5.11 Finally, the group would like to promote the importance of all staff taking a 30 minute lunch break and the associated health benefits. This remains an important focus for the group and one that will be worked on over the next few months.
- 5.12 Summary of outcomes and benefits to date:
 - Improved absence recording for both managers and senior management team to enable consistent application of the absence policy.
 - Appropriate and effective management training to develop management skills and competences in dealing with sickness absence issues.

- Future initiatives planned for the wellbeing of staff promotes a positive and supportive environment, improves moral, attendance, productivity and the overall psychological contract of the employee with the employer.

Healthy, Happy and Here

6 Background Papers

None