

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

**1. Physical and Mental Health Objective:** to raise awareness of mental health and promote generally healthier lifestyles for employees, by helping staff and managers to be able to identify and support themselves and others to improve physical and mental health and reduce levels of stress within the workplace. Initiatives to include:

Initiative	Lead	By when	Progress Update
<b>1.1 Time to Change Pledge</b> - the Council has recently agreed an action plan in preparation to sign up to the Time to Change Pledge, providing an umbrella framework for actions and interventions designed to support the mental health and wellbeing of all staff. Signing the pledge signals the Council's commitment to change perceptions of mental health and can provide reassurance to staff facing difficulties that they will be supported. Time to Change will work with the Council to get employees talking about mental health. Dedicated support will also be offered throughout the process and there will be a focus on the recruitment of Champions from across the workforce who have lived with or experienced mental health issues to help drive the campaign forward.	E&D Group	31/03/19	Time to change Action Plan has been approved by Time to Change and the pledge signing is scheduled for 10 <sup>th</sup> October.
<b>1.2 Brighter Minds for a Brighter Future</b> - closely aligned with the Time to Change Pledge a programme of work has been initiated by the Equality and Diversity Group to build an emotionally healthy workforce to ensure colleagues feel safe and valued. Still at an early stage this programme will explore amongst other things developing emotional intelligence and key transition points which can be emotionally demanding and support that can be provided e.g. young people transitioning from school / college into work.	E&D Group	31/03/19	<p>Work is progressing relating to bringing together mental health related initiatives for promotion across the Council.</p> <p>Research underway on key transition points and appropriate interventions with relevant groups.</p> <p>Design of a roadshow underway to promote all initiatives.</p>

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

<p><b>1.3 Active Workplace Pledge</b> - linked to the Time to Change Pledge and recognising that every day, people spend 60 percent of their waking hours sitting down – and as much as 75 percent for people who work in offices it is proposed that the Council signs up to the Active Workplace Pledge through <i>Active Cheshire</i> to support and encourage colleagues to get physically active to improve their overall wellbeing and to live healthier, happier, more enriched, longer lives – that as a consequence are more productive.</p>	OD	31/03/19	<p>Active Workplace Pledge will be signed on 10<sup>th</sup> October.</p> <p>The first initiative will be a Cheshire East Team Challenge Cup which will take place across the Council from 17<sup>th</sup> September to 28<sup>th</sup> September.</p> <p>This initiative supports both the Active Workplace Pledge and the Council's Employee Deal valuing our people and succeeding together.</p>
<p><b>1.4 Mental Health First Aiders</b> - linked to the Time to Change Pledge promotion of the Mental Health First Aiders already and to be trained within the organisation as a first point of contact for those wishing to seek help, support and guidance, as well as promoting mental health wellbeing within the council, helping staff to feel able to seek help when they need it.</p>	E&D Group	31/03/19	<p>40 Mental Health First Aiders trained to date.</p>

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

**2. Family and Finance Objective:** to support staff in balancing the many roles they have outside of work, with their work commitments and looking at ways the Council can assist in supporting the financial health of staff. Initiatives to include:

Initiative	Lead	Timeframe	Progress Update
<b>2.1 Work-life balance policy</b> – further promotion of the Council's work-life balance policy and associated policies to ensure staff are able to deliver high levels of performance by balancing work and home life.	HR OD / Strategy	31/03/19	A number of initiatives are being promoted to encourage employees to take their lunch breaks to support their work-life balance such as Yoga, Relaxation Classes, Book Club and French Conversation Classes. The Team Challenge Cup will also highlight the benefits of taking a break during the work day to increase personal productivity.
<b>2.2 Carers Strategy</b> – the strategy will evolve over the year to include e-learning and a Carers Toolkit, building on the learning and work already underway with residents who have caring responsibilities.	Adult Social Care	31/03/19	The E Learning is live on the Learning Lounge.  A voluntary survey was launched in August to understand the challenges Council staff may face in juggling caring responsibilities with work commitments, to help the Council develop better workplace support for working carers.
<b>2.3 Employee Benefits</b> – further promotion of the existing Employee Assistant Programme available through WorkplaceWellness, the Rewards Centre and Salary Sacrifice Schemes to ensure all staff are aware of the services available including a wider range of discounts and	HR Strategy	31/03/19	An article highlighting an employees positive experience of using the EAP scheme was included in Team Voice during August as part of the Council's awareness campaign.

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

financial and legal advice.			The reward centre offers are promoted in Team Voice on a monthly basis.
<b>2.4 Increased use of social message boards</b> – encourage the use of social message boards for staff to swap, sell on and re-use personal furniture, electrical items etc. rather than staff having to buy new and potentially struggling financially creating a sense of a wider Cheshire East Family.	HR Strategy	30/09/18	Work underway with the web team to launch social message boards as part of the new Centranet site.
<b>2.5 Cheshire Neighbours Credit Union</b> - further promotion of the Cheshire Neighbours Credit Union and financial services available and similar offers available to staff.	HR Strategy	30/09/18	Background work in progress.

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

**3. Culture and Climate Objective:** to further establish a wellbeing mind-set and culture across the Council, aligned to and supportive of the Council's vision for our workplace culture. Initiatives to include:

Initiative	Lead	Timeframe	Progress Update
<b>3.1 Availability of a confidential helpline</b> – provide a mechanism through which staff feel confident in raising concerns regarding inappropriate behaviour and that they are supported to address the issue in the best way.	OD	By 01/09	<p>A dedicated confidential helpline was launched on 6<sup>th</sup> August 2018. This is provided by an independent supplier, Workplace Wellness. As part of the launch campaign the staff were asked to vote on the name of the helpline. Stop Bullying Behaviour, (SBB) received 2/3 of the votes.</p> <p>The SBB helpline continues to be promoted through the Starting the Conversation Sessions, Team Voice, all staff emails and team meetings.</p> <p>There have been 0 calls to the SBB helpline to date.</p>
<b>3.2 Coaching for Wellbeing</b> – further development of coaching to focus on coaching for wellbeing and resilience, as well as offering coaching support sessions to staff who need or request support. Potentially to align with the HSE Management Standards and Signs of Safety model used within both Adults and Children's services.	OD	By 01/09	<p>Following the results of the Management Skills Audit work is underway to review and align the coaching programme to meet requirements and support the Council's vision for workplace culture and embed the Council's Employee Deal.</p> <p>Coaching for wellbeing and resilience support continues to be offered with 9 active coaching relationships in place.</p>
<b>3.3 Development of an Online Wellbeing Toolkit -</b>	OD	By 01/09	The toolkit is under development and the

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

utilising the new CEntranet site to pull together wellbeing tools and resources and signpost staff to different activities, to help staff to take personal responsibility and improve their own wellbeing and support colleagues.			first phase is scheduled go live on the new Centranet site during September.
<b>3.4 Consistent use of return to work interviews</b> – meaningful return to work interviews to be consistently conducted with staff after <u>every</u> absence to help identify and address issues in a timely way and help to prevent additional absence.	HR Delivery	Ongoing	Amendments to Absence Management policy create more flexibility in conducting return to work interviews. Policy discussions ongoing.
<b>3.5 Review of exit interviews</b> – review and improve the current process and procedure for exit interviews inline with the introduction of Business World.	OD / HR Delivery	31/12/18	Work is underway to review and align to the Vision for Workplace Culture, refreshed behaviours and the Council's Employee Deal and implement with the introduction of Business World.

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

**4. Work and Environment Objective:** to identify further improvements that can be made to and within the working environment to improve personal and team wellbeing. Initiatives to include:

Initiative	Lead	By when	Progress Update
<b>4.1 Wellbeing in Work Staff Forum</b> - continued development of the staff forum, progressing local initiatives such as book clubs and relaxation sessions within their own geographical areas i.e. Crewe, Macclesfield and Sandbach, sharing knowledge and expertise across the groups and helping the groups to become self sufficient as we move forward and embed a wellbeing culture.	OD	Ongoing	The staff forums continue to meet on a bi-monthly basis. Initiatives are progressing with the creation of a wellbeing room in Westfields as a direct result of the forum and promotion of existing first aid rooms as spaces for prayer in all buildings.
<b>4.2 Wellbeing in Work Contributors Group</b> - continuation of the Wellbeing in Work Contributors Group, helping subject matter experts to create a culture of collaboration with each other, the forum groups and the wider staff community to promote and progress initiatives. For example the use of green space in Westfields has recently been collaboratively agreed and actioned.	OD	Ongoing	The contributors group meet quarterly and are working with the forums to progress initiatives, such as Time to Change and Active Workplace. They continue to share ideas and deliver actions within their service and at a local level.
<b>4.3 Wellbeing in Work Newsletter</b> - continue to use the newsletter to promote the work of the contributors group and staff forum, as well as hints, tips and reminders to staff to look after their own wellbeing. In addition, build on current staff participation in submitting content for the newsletter and sharing their wellbeing tips.	OD	Ongoing	To build on the success of the publication of the Wellbeing in Work Newsletter all wellbeing articles will be published on the new Centranet site which will be aligned to the Wellbeing in Work Framework. This will enable the use of google analytics to identify the key messages that need further promotion and also provided the opportunity for staff to communicate and feedback via the comments section.

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

<b>4.4 Cheshire East Team Challenge Cup 2018</b> - linked to the Wellbeing in Work Day and the Council Active Workplace Pledge to encourage colleagues to volunteer to represent their building, team, or service playing in a range of competitive sports and other activities over one month period to build a sense of community and increase connectedness.	Staff Forum	September 2018	<p>The first initiative will be a Cheshire East Team Challenge Cup which will take place across the Council from 17<sup>th</sup> September to 28<sup>th</sup> September.</p> <p>All employees will be encouraged to take part in activities for example lunch-time walks, daily step challenge, quick brain training games to improve both physical and mental well-being.</p> <p>Points can be earned by employees for their directorate with a Winners Cup to be presented at the end of the challenge period.</p> <p>This initiative supports both the Active Workplace Pledge and the Council's Employee Deal valuing our people and succeeding together.</p>
---	-------------	----------------	---

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

**5. Personal Growth:** to encourage and support colleagues in their personal development and lifelong learning by identifying, promoting and supporting opportunities for growth and to give something to others. Initiatives to include:

Initiative	Lead	By when	Progress Update
<b>5.1 Employee Volunteering</b> – development of an employee volunteering policy clarifying the Council's position on volunteering. Consideration of allocating each member of staff a set number of day's that can be used to volunteer within the borough and potentially team development days that include volunteering to build a sense of team while also learning new skills.	HR Strategy	Ongoing	Volunteering policy is currently being developed and will then go through the approval process.
<b>5.2 Internal Flexible Resource</b> - to encourage and support colleagues to volunteer internally for initiatives that will provide opportunities to develop new skills, broaden insights, help others and extend networks for example join the coaching pool, become a mentor, Equality and Diversity Champion, B4B Advocate, Brighter Future Champion, train as a job evaluator etc.	WLT	Ongoing	<p>The are currently 104 Brighter Future Champions that have been trained to support the Council in communicating the Vision for Workplace Culture, Behaviours and Employee Deal through the What's the Conversation Sessions.</p> <p>There are 70 Equality Champions involved in Equality, Diversity and Inclusion initiatives across the Council.</p>
<b>5.3 Increase secondment opportunities</b> – promote the use of secondments opportunities to increase staff development opportunities across the council.	HR	Ongoing	HR continue to work with managers to encourage them to use secondment opportunities as an option to fill vacancies supporting the Councils commitment to providing opportunities to learn and develop as outlined in the Employee Deal.

## Appendix 1 – Progress Update Wellbeing in Work Initiatives

<b>5.4 Strengths Based Development</b> - to extend the use of strengths based tools with to increase individual and team awareness and understanding, build on and utilise strengths and enable individuals and teams to flourish and grow.	OD	Ongoing	<p>The strengths based approach to recruitment has been successfully piloted with the Brighter Future Champions.</p> <p>Strength based development tools continue to be used within teams across the Council</p>
<b>5.5 Wellbeing in Work Day</b> - to hold an annual event in say February 2019 across the Council through which Wellbeing in Work ideas can be shared, show cased, successes celebrated, guest speakers to inspire etc.	Staff Forum /Contributors Group	31/03/19	<p>Plans are underway to develop a Wellbeing event in conjunction Brighter Minds to take place in February 2019. This will be a mobile event to maximise accessibility.</p>