

## 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
<p><b>1.1 Time to Change Pledge</b> - the Council signed the Time to Change Pledge in October 2018, 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.</p>	<p>E&amp;D Group</p>	<p>Ongoing</p>	<p>The Time to Change Steering Group continues to meet on a regular basis leading the work to reduce the stigma of mental health and encouraging a more open and honest approach to mental health and support for people with mental health issues.</p> <p>Tea and talk sessions have been held over the winter to raise awareness and Team Voice has featured information about Time to Change.</p> <p>The Time to Change Ambassadors Programme was launched on Time to Talk Day (7<sup>th</sup> February 2019) and 19 staff have signed up to become Ambassadors.</p> <p>In house training for Ambassadors will commence in April 2019, following train the trainer training in March. Work will then begin with the group to outline how they will work together and support each other in helping to reduce the stigma of mental health.</p> <p>The work is closely aligned to Mental Health First Aiders and the Brighter Future programme.</p>

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<p><b>1.2 Active Workplace Pledge</b> – the Council signed the Active Workplace pledge in October 2018 and are working with Active Cheshire 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. Supporting our commitment in the Employee Deal to value our people and care for their health and wellbeing.</p>	OD	Ongoing	<p>As part of the Council’s Wellbeing Week held from 11<sup>th</sup> to 15<sup>th</sup> March 2019, staff were encouraged to complete the ‘Bring Sally Up’ challenge to promote movement however small each day.</p> <p>At events held throughout the week staff could take up a number of activities to encourage increased movement. Boxes were available for smaller offices that included simple exercises to do at your desk and fun activities.</p> <p>In the recent Wellbeing Newsletter staff were also encouraged to share their stories of getting more active, with the example of some members of the HR team undertaking the Cancer Research UK ‘Walk all over Cancer Challenge’.</p> <p>Planning is underway for the second Cheshire East Team Challenge Cup which is due to take place in June 2019.</p>
<p><b>1.3 Mental Health First Aiders</b> - linked to the Time to Change Pledge, promotion of the Mental Health First Aiders within the organisation as a point of contact for those wishing to seek help, support and guidance.</p>	E&D Group	Ongoing	<p>56 Mental Health First Aiders have been trained to date. All those trained are invited to join a forum where they can share experiences and resources, supporting each other where they can. They also provide feedback to the Equality, Diversity and Inclusion Board around improvements that can be made.</p> <p>Research is underway on key transition points that may occur in personal or professional lives and may cause difficulty, and how work-based interventions could</p>

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			support staff in these situations. Information will be shared with the Equality and Diversity Group.
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**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> – Update and promote 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 Strategy	30/06/19	A new policy is currently being developed. It will merge current policies and procedures into one policy document incorporating: “Work life Balance Policy”, “Flexible and Mobile Working Policy”, “The right to apply to work flexibly Policy” and “The right to apply to work flexibly Procedure.” The new policy will be called “Work life Balance and Flexible and Mobile Working Policy”
<b>2.2 Carers Strategy</b> – the strategy will evolve over the year building on the learning and work already underway with residents who have caring responsibilities.	Adult Social Care	30/09/19	The voluntary survey that was launched in the summer to understand some of the challenges staff face juggling caring responsibilities with work commitments received 207 responses. The results of the survey will be shared with staff over the next few weeks and colleagues will be looking to develop a plan for how we can better support our working carers.  Staff can access information about support available via the CEntranet and eLearning is available on the Learning Lounge. There is also a Carers Hub on Live Well which has information for both adult and young carers.

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<p><b>2.3 Employee Benefits</b> – further promotion of the existing Employee Assistance 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 financial and legal advice.</p>	<p>HR Strategy</p>	<p>Ongoing</p>	<p>Promotion continues of the Employee Assistance Programme in Team Voice, Wellbeing in Work Newsletters, Corporate Induction and during wellbeing promotions to highlight the support available both online and over the phone.</p> <p>A review is currently being undertaken of alternative Reward Centre suppliers and staff will be updated in due course.</p>
<p><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.</p>	<p>HR Strategy</p>	<p>30/06/19</p>	<p>As part of the Web Teams work on the new CEntranet site the social message boards will be moved over and re-launched over the coming months.</p>
<p><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.</p>	<p>OD</p>	<p>Ongoing</p>	<p>Promotion of the Cheshire Neighbours Credit Union was shared during Wellbeing Week at the beginning of March.</p> <p>Promotion will continue periodically and will also be included in Corporate Induction.</p>

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**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 Stop Bullying Behaviour (SBB) helpline</b> – a dedicated confidential helpline for staff to raise concerns regarding inappropriate behaviour.	OD	Ongoing	The SBB continues to be promoted. Results from the pulse survey carried out in October 2018 suggest awareness of the helpline is high with 82% of employees that completed the survey confirming that they are aware of the helpline.  Information on the number of calls received can be found in the dashboard.
<b>3.2 Coaching for Wellbeing</b> – further promotion of the coaching for wellbeing and resilience offering. In addition continued promotion of the use of a coaching management style.	OD	30/04/2019	Coaching Toolkits are currently under development.  The My Conversation Toolkits are currently being piloted and have been written in a coaching style.  Coaching for wellbeing and resilience support continues to be offered.
<b>3.3 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	The Absence Management policy has been updated and HR continues to support managers.
<b>3.4 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	30/06/19	The introduction of Business World will include a Dynamic form for exit interviews which will improve the process.

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**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
<p><b>4.1 Wellbeing in Work Staff Forums</b> - continued development of the staff forums, 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.</p>	OD	Ongoing	<p>The staff forums continue to meet with the Sandbach forum proving the most proactive. Initiatives are progressing with access to yoga sessions, the wellbeing room in Westfields continues to be promoted and maintained by the forum, access to refreshments for colleagues while hot desking continues to be explored and approval gained for an optional wellbeing out of office message.</p> <p>There is limited participation in Crewe and Macclesfield. Building on the success of the Sandbach forum to help colleagues improve their own environment and wellbeing will be a focus in 2019/20.</p>
<p><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.</p>	OD	Ongoing	<p>Initiatives continue to be shared with the group and actions delivered within their service and at a local level.</p> <p>Most recently a number of the group have been working together on the Time to Change Pledge actions.</p>

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<p><b>4.3 Wellbeing in Work Newsletter</b> - continue to use the newsletter to promote activities as well as hints, tips and reminders to staff to look after their own wellbeing.</p>	<p>OD</p>	<p>Ongoing</p>	<p>The Wellbeing in Work Newsletter has now been refreshed to highlight the five strands of the strategy.</p> <p>Content continues to highlight the work undertaken across the Council in helping staff to improve their wellbeing, most recently covering Time to Change, Mental Health First Aiders, Brighter Future Together and opportunities to have a conversation with senior managers.</p> <p>Positive feedback has been received following the changes around the style and variety of information included.</p>
<p><b>4.4 Cheshire East Team Challenge Cup 2019</b> - linked to the Active Workplace Pledge and to encourage staff to increase their activity even slightly. Colleagues are encouraged to undertake a number of activities over the month to build a sense of community. Supporting the Employee Deal in valuing our people and succeeding together.</p>	<p>OD</p>	<p>30/06/19</p>	<p>Following the success of the first Cheshire East Team Challenge Cup last year it will return in June 2019.</p> <p>This year it will take place earlier in the year following feedback, which will allow us to take advantage of the weather to increase outdoor activities as well as the usual lunch-time walks, daily step challenge and quick brain training games to improve both physical and mental well-being.</p> <p>Again points will be earned by employees for their directorate with a Winners Cup to be presented at the end of the challenge period.</p>



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**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> – An amendment to the leave and time off policy has been agreed and will allow staff to volunteer (within the borough) for up to two days per year. There will be the potential to have team development days that includes volunteering to build a sense of team while also learning new skills.	HR Strategy	31/03/2019	<p>The policy has been agreed with CLT, Legal, Trade Unions and Portfolio Holder.</p> <p>A volunteering communications strategy is being developed to ensure that employees are aware of the volunteering opportunities in the borough of Cheshire East.</p>
<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, Brighter Future Champion, Time to Change Ambassadors.	WLT	Ongoing	<p>There are currently 115 Brighter Future Champions that continue to support the Council in living the Vision for Workplace Culture, Behaviours and Employee Deal.</p> <p>There are 70 Equality Champions involved in Equality, Diversity and Inclusion initiatives across the Council.</p> <p>The Coaching Pool consists of 20 trained coaches offering support to the whole workforce.</p> <p>19 Time to Change Ambassadors have signed up so far.</p>
<b>5.3 Increase secondment opportunities</b> – promote the use of secondments opportunities to increase staff development opportunities across the council.	HR	Ongoing	<p>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.</p>

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<p><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.</p>	<p>OD</p>	<p>Ongoing</p>	<p>The strengths based approach used to recruit the Brighter Future Champions will be available as an option within the Recruitment Toolkit due to be released shortly.</p> <p>Strength based development tools continue to be used within teams across the Council</p>
<p><b>5.5 Wellbeing in Work Week</b> – events held from 11<sup>th</sup> to 15<sup>th</sup> March. Activities held in the main buildings covering all areas of the Wellbeing in Work Strategy and activity boxes available for the small offices.</p>	<p>OD/ Workforce Development</p>	<p>15/03/19</p>	<p>To coincide with Nutrition, Hydration and Brain Awareness week, events were held across the 4 main buildings with activities covering all strands of the Wellbeing Strategy.</p> <p>With support from Active Cheshire, Everybody Sport and Leisure, Libraries and Trading Standards. Staff were also invited to undertake a health check, measuring blood pressure, hydration, visceral fat levels etc. Information and advice on a range of health and wellbeing topics were offered, as well as encouraging staff to take a break for their own wellbeing, part of their commitment in the employee deal.</p> <p>The sessions were extremely well attended with over 600 staff taking part and conversations continuing back in the office. Following the success further events will be scheduled for September so staff are able to track their ratings.</p>