

Bradford
Metropolitan
District
Council



Staff Health and
Wellbeing Strategy

Aims

Bradford Council's staff are our most valuable resource and we recognise that a healthy workforce is integral to the success of the Authority.

The organisation aims to provide a working environment and management practices that promote good health and wellbeing of all its employees.

- We have a mutual obligation in relation to Health & Wellbeing that:
 - Every employee will be supported to maintain and improve their health and wellbeing
 - Every employee will be expected to take reasonable steps to improve their own health and wellbeing
- This links to our council priorities particularly:
 - Better health, better lives
 - A well-run council, using all our resources to deliver our priorities

Our Objectives

- Be recognised as a health and wellbeing promoting council that makes an active contribution to promoting and improving the health of our staff and of those with whom we come into contact.
- Support employees to improve their health and wellbeing and encourage them to act as role models to their colleagues and the broader community.
- Create a safe and healthy working environment. Improve physical and emotional wellbeing and resilience.
- Encourage and support employees to develop and maintain a health lifestyle.
- Support staff with manageable health problems or disabilities to maintain access to work
- Improve staff satisfaction, recruitment and selection.
- Provide advice and guidance to managers in dealing with the health and wellbeing concerns of staff
- Eliminate "Presenteeism" where staff come to work when they are not fit to do so.
- Recognise when someone is too ill to work and to manage those people out of the organisation in as dignified way as possible.
- Create a healthy working environment where:
 - Healthy lifestyles are supported and promoted
 - Risks are recognised and managed if they cannot be removed
 - Employees and employers recognise their responsibility for their own health and wellbeing and the health of their colleagues
 - Employees are motivated with increased morale
 - Employee retention is high and turnover low
 - Sickness absence reduced
 - Employee/management relations are good
 - Employees are able to take time off when they are not fit to work.
 - Proactivity, early intervention and prevention is the approach as opposed to reactive treatment/solutions.

Scope

Our responsibility for the health and wellbeing of our workforce extends far beyond the key responsibility of providing a safe working environment. We recognise that health promotion and support is key to a healthy workforce.

Improved staff health and wellbeing links to the organisations performance and the service we provide to the people of Bradford. This Strategy aims to link and work in partnership with other parts of the Council such as Public Health and to organisations (e.g. Bradford District Care Trust) that relevant to the delivery of the Strategy.

Implementation

Ensuring senior leadership ownership of health and wellbeing

The Chief Executive commits to the implementation of this Strategy. The Human Resources Director is responsible for ensuring it is communicated and that a commitment is obtained from Senior Management within the authority to its Objectives.

The Trade Unions are supportive of this strategy and will work jointly with management on its objectives. It is important that there is a joint and collaborative partnership between both sides.

Investigate, understand and target local needs and wider determinants of health and wellbeing.

Sickness Absence - We will investigate the sickness statistics within the Council with the aim of identifying areas of focus (e.g. target groups of staff/professions) and developing plans to address some of the main issues.

Health & Wellbeing staff survey – We will incorporate a section into the Council Staff Survey which asks staff specifically about areas relating to their health and wellbeing. From this information we will look to develop appropriate targets, initiatives and interventions where it is evident that help and support is needed.

Collate a Matrix of our Staff Health & Wellbeing activity

Integral to our strategy of enabling and equipping our staff with the skills, tools and techniques to maintain/improve their health and wellbeing is a collation of any opportunities, schemes, training and activities that may be of benefit including how these can be accessed.

This will not only include what is available internally but also through external partners/organisations.

This information will be shared with staff through as many media as possible including our Health and Wellbeing intranet page, the Evolve system, briefings and email communication. This matrix will be organic and can be added to at any time.

Staff Involvement

Staff involvement and engagement is an important factor in terms of ownership and the acceptance that Health and Wellbeing is a mutual responsibility.

We want to inspire our staff to take a greater interest in their own health and wellbeing. It will include a focus on mental as well as physical health and wellbeing which links into the Councils commitment in the Time to Change Pledge. The pledge aims to remove the stigma associated with mental health conditions and to focus on ensuring appropriate signposting of managers and staff to appropriate resources.

Every employee will be supported to improve their health and wellbeing and to act as role models to their colleagues and the broader community.

Appropriate learning will be provided to all staff and managers.

There are a number of ways we can involve staff:

- Staff survey data
- Involvement of Trade Unions
- The staff risk assessment process
- Use bradnet and internal communications to create a two-way dialogue on health and wellbeing issues – involve staff both in the on-going co-design and the monitoring data as to its effectiveness?



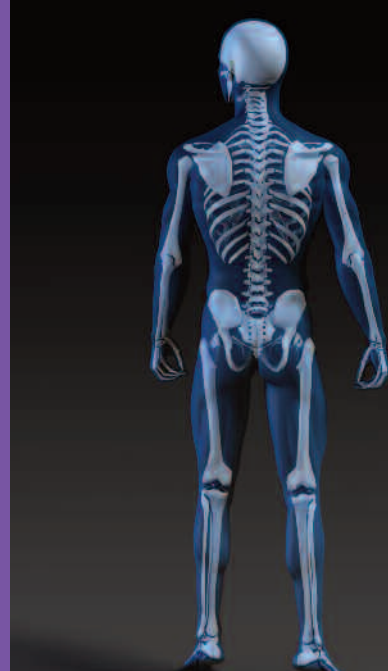
Measuring success

This is a long term strategy and commitment for the Council and while some aspects can be measured in the short term the overriding importance is of consistent and constant improvement.

An action plan will be created to support this strategy. Progress on these actions will be reviewed on a regular basis by the Well Run Council Outcome Board.

The Staff Survey will be used as a way of proactive engagement, in measuring success, staff's perception of the success of any interventions and for feedback from staff about the strategy and activities

A review of the objectives and this Strategy will occur on an annual basis and be fed into the Well Run Council Outcome Board.



Key linked Policies

To help Council managers meet the objectives, Human Resources have, along with this Strategy developed and implemented the following:

- The **Managing Attendance Framework Procedure** which provides a framework with clear milestones enabling managers to effectively manage employee attendance.
- The **Health & Safety at Work Policy**. A corporate document which outlines the roles and responsibilities for managers and employees. this includes the arrangement for health and safety in the Council
- **Mental Health at Work Framework**. An Employee Health and Wellbeing corporate document, which focuses on the Council's obligations.



Equality Impact Assessment

An equality impact assessment has been undertaken.

Privacy Impact Assessment

A privacy impact assessment has been undertaken.

