



PERSONNEL COMMITTEE

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To: Councillors Morgan (Chair), Boldrin (Vice-Chair), Barkley, Gray, Poland, Shepherd and Snartt (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Personnel Committee to be held in Committee Room 1, at the Council Offices, Southfields, Loughborough on Tuesday, 29th March 2022 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

21st March 2022

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 3 - 5

To confirm as a correct record the minutes of the meeting held on 21st December 2021.

3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

4. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions were submitted.

5. GENDER PAY GAP INFORMATION

6 - 13

A report of the Strategic Director, Environmental and Corporate Services.

6. HEALTH AND WELLBEING POLICY AND CHARTER

14 - 23

A report of the Strategic Director, Environmental and Corporate Services.

FUTURE MEETING DATES

Please note there are no further meetings of the Committee for 2021-22 scheduled. (*Next date is provisionally 7th June 2022*).

PERSONNEL COMMITTEE 21ST DECEMBER 2021

PRESENT: The Chair (Councillor Morgan)
The Vice Chair (Councillor Boldrin)
Councillors Snartt and Hunt

Strategic Director; Environmental and Corporate
Services
Charnwood HR Manager

APOLOGIES: Councillors Poland and Shepherd. Councillors
Barkley and J. Bradshaw attended the meeting
virtually.

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

14. APOLOGIES

Apologies had been received from Councillors Poland and Shepherd.

Councillors Barkley and J Bradshaw attended the meeting virtually, see notes at end of minutes.

15. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5th October 2021 was confirmed as a correct record and signed.

16. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

17. QUESTIONS UNDER COMMITTEE PROCEDURES 12.8

No questions had been submitted.

18. PAY POLICY STATEMENT 2022/23

A report of the Head of Strategic Support was submitted seeking to gain Personnel Committee approval on the Council's Pay Policy Statement covering the period 1st April 2022 to 31st March 2023 (item 5 on the agenda filed with these minutes).

It was confirmed that the Council's pay multiple of 5.66 was parallel to that of many other Local Authorities.

RESOLVED that the Pay Policy Statement for 2022/23, attached at Appendix A, proceed to Full Council for formal approval and adoption.

Reason

To ensure that the Council meets its obligations under Section 38 of the Localism Act 2011.

Members of the Committee attending virtually confirmed that they would have voted to support the recommendation in the report had they been physically at the meeting and able to do so.

19. APPRENTICESHIP REPORTING UPDATE - 1ST APRIL 2020 TO 31ST MARCH 2021

A report of the Head of Strategic Support to provide Personnel Committee with information relating to the apprenticeship scheme within the Council and the apprenticeship target reporting for the period 1 April 2020 to 31 March 2021 (item 6 on the agenda filed with these minutes).

There was an enquiry regarding the placement of Apprentices within the Council's service areas and opportunities following completion of Apprenticeship programmes. It was confirmed that this information could be shared with the Committee following the meeting.

It was highlighted that targets had previously been met regarding the number of Apprentices employed by the Council. It was unclear whether other Local Authorities had met targets. It was agreed that this information be provided to the Committee following the meeting.

RESOLVED

1. That the findings of the apprenticeship reporting be noted by Personnel Committee.
2. That information on the service areas which the Council's Apprentices worked within and opportunities following completion of Apprenticeship programmes be circulated to the Committee.
3. That information regarding targets of the number of Apprentices of other Local Authorities be provided to the Committee.

Reasons

1. The Public Sector Apprenticeship Targets Regulations 2017 came into force on 31 March 2017. All public bodies with 250 or more staff in England as of 31

March have a target to employ an average of at least 2.3% of their staff as new apprentice starts over the period of 1 April 2017 to 31 March 2021.

2. To provide the Committee with more information on the placement of Apprentices within the Council.
3. To provide the Committee with benchmarking statistics regarding Apprenticeship targets.

Members of the Committee attending virtually confirmed that they would have supported the recommendation within the report had they been physically present at the meeting and able to do so.

NOTES:

1. Councillors Barkley and J Bradshaw attended this meeting virtually. This was to limit the members of Committee members in the meeting room to quorum only given the position with Covid 19. Votes were taken only by Committee members physically present at the meeting.
2. The Strategic Director for Environmental and Corporate Services attended the meeting virtually. The HR Manager physically present at the meeting.
3. No reference may be made to these minutes at the Council meeting on 17th January 2022 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
4. These minutes are subject to confirmation as a correct record at the next meeting of the Personnel Committee.

PERSONNEL COMMITTEE – 29TH MARCH 2022

Report of the Strategic Director Environmental and Corporate Services

Part A

ITEM 5 GENDER PAY GAP INFORMATION

Purpose of the Report

Personnel Committee to note the Council's Gender Pay Gap report based on the snapshot date of 31st March 2021 and agree the recommendations set out below.

Recommendation

That the Personnel Committee note the details of the Gender Pay Gap report.

Reason

The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 requires public sector employers with 250 or more employees on the snapshot date of 31st March each given year, to carry out gender pay analysis and reporting.

Policy Justification and Previous Decisions

The Government requires that gender pay is analysed and reported on each year. The information was issued to SLT on 15th December 2021 and JMTUM on 20th January 2022. This is the fifth Gender Pay Gap report produced by the Council.

Implementation Timetable Including Future Decisions

It is a requirement that the information is published on the website before 31st March each year. The gender pay gap data has been published in accordance with those requirements.

Report Implications

The following implications have been identified for this report

Financial Implications

There are no immediate financial implications arising from this decision.

Risk Management

There are no specific risks associated with this decision.

Background Papers: None

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Part B

Background

1. Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017

- 1.1 The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 requires public sector employers with 250 or more employees on the snapshot date of 31 March each given year, to carry out gender pay analysis and reporting.

The gender pay gap report must set out the Council's results in relation to:

| | |
|------------------------------|---|
| Mean Gender Pay Gap | The difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees |
| Median Gender Pay Gap | The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees |
| Mean Bonus Gap | The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees |
| Median Bonus Gap | The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees |
| Bonus Proportions | The proportions of male and female relevant employees who were paid bonus during the relevant period |
| Quartile Pay Bands | The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands |

- 1.2 The Council is required to publish the results on our website by 31 March each year. In addition, the results must also be published on a specified government website.
- 1.3 The Government considers that the rate of progress in terms of closing the gender pay gap continues to be too slow and has committed to closing the gap within a generation. Gov.uk has outlined some potential actions for employers to consider.
- 1.4 The gender pay gap reporting requirements enable employers to compare the gender pay gap in its own organisation and look at ways to close the gap if an issue arises.
- 1.5 The data analysed relates to all "employees" of the Council and includes those under a contract of service, apprenticeship or a contract to do work personally. The analysis is based on all individual employees and not full-time equivalents. The pay is based on ordinary pay which includes basic pay (hourly rate), occupational pension benefits, contractual enhancements and sick pay. The hourly rate is used as it takes account of the fact that more men than women work full time. It excludes expenses, overtime pay, pay in lieu of

leave, benefits in kind, redundancy pay and other payments transferable to termination.

2. Gender Pay Gap Outcomes as at 31 March 2021

2.1 Gender Pay Gap Analysis

The results of the 6 required calculations are outlined below, based on the data obtained for the snapshot date of 31 March 2021.

The Council employed 504 eligible individuals on the snapshot date. It should be noted that 9 of these were casuals working on the snapshot date of 31 March 2021. All casual employees were in the lower quartile, 4 of which were male and 5 female). When split into gender the figures are as follows:

| Gender | Number of Employees | Percentage Difference |
|---------------|----------------------------|------------------------------|
| Female | 292 | 58% |
| Male | 212 | 42% |

2.2 Mean Gender Pay Gap

The mean gender pay gap is the difference between the mean hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.

| Gender | Hourly Rate | Percentage Difference for Gender Pay Gap |
|---------------|--------------------|---|
| Female | £14.39 | 12.9% |
| Male | £16.52 | |

The average hourly rate of female employees' is 12.9% lower than male employees. The gap has increased from 11.5% as at 31 March 2020. Prior to this, the gap had decreased year on year. However, the current figure reflects more closely with earlier mean gaps with 12.6% as at 31 March 2019 and 12.8% published in the first gender pay gap as at 31 March 2017.

The mean is calculated by adding up all the relevant earnings of employees and dividing that figure by the number of employees. A mean average gives a good overall indication of the gender pay gap, but very large or small pay rates can "dominate" and distort the answer.

2.3 Median Gender Pay Gap

The difference between the median hourly rate of pay of male full pay relevant employees and that of female full pay relevant employees.

| Gender | Hourly Rate | Percentage Difference for Gender Pay Gap |
|---------------|--------------------|---|
| Female | £13.04 | 13.1% |
| Male | £15.01 | |

The median hourly rate of female employees' is 13.1% lower than male employees' (13.5% as at 31 March 2020, 15.6% as at 31 March 2019 and 17.6% as at 31 March

2018). In accordance with the Annual Survey of Hours and Earnings – Gender Pay Gap in the UK - Office for National Statistics (ONS) 2021 the gender pay gap for all employees (full and part time) is 15.4%. Therefore, the Council's median gender pay gap remains less than this national statistic.

Overall, this data shows that women earn 87p for every £1 that men earn when comparing median hourly wages.

2.4 Mean Bonus Gap

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees.

The Council does not consider that it pays bonus in accordance with the criteria set out and therefore reporting on this element is not applicable.

2.5 Median Bonus Gap

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.

The Council does not consider that it pays bonus in accordance with the criteria set out and therefore reporting on this element is not applicable.

2.6 Bonus Proportions

The proportions of male and female relevant employees who were paid bonus during the relevant period.

The Council does not consider that it pays bonus in accordance with the criteria set out and therefore reporting on this element is not applicable.

2.7 Quartile Pay Bands

The proportions of male and female full pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

| Quartile | Gender | Number of Employees | Percentage of Total | Percentage in Each Quartile |
|-----------------------|--------|---------------------|---------------------|-----------------------------|
| Upper Quartile | Male | 69 | 14% | 56% |
| | Female | 57 | 11% | 44% |
| Upper Middle Quartile | Male | 58 | 11.5% | 46% |
| | Female | 68 | 13.5% | 54% |
| Lower Middle Quartile | Male | 46 | 9% | 36% |
| | Female | 80 | 16% | 64% |
| Lower Quartile | Male | 39 | 8% | 32% |
| | Female | 87 | 17% | 68% |

There is a relatively even split of males and females in the Upper Middle Quartile and in the Upper Quartile. The data highlights a slight percentage increase in males in the upper quartile, upper middle quartile and lower middle quartile. The lower quartile has remained the same.

The Lower Middle Quartile and Lower Quartile outline larger differences in the split between male and female employees. This is again consistent with the previous reporting years.

There has been a change in the proportion of males and females in the upper quartile, with females decreasing from 12% to 11% and males increasing from 13% to 14% of the total workforce in this reporting period. Similarly, in the upper middle quartile females have decreased from 14% to 13.5% and males have increased from 11% to 11.5% of the total workforce. The percentage change in the lower middle quartile also reflects that females have decreased from 17% to 16% and males have increased from 8% to 9%. The percentage rates in the lower quartile remain the same at 17% for females and 8% for males. Whilst the percentage changes are marginal, this is likely to have had an impact on the overall gender pay gap as the majority of the percentage rate of females has decreased in the upper quartile, upper middle quartile and lower middle quartile and remained the same in the lower quartile. Conversely, the percentage increase of males has increased in the upper quartiles, albeit marginally.

Overall, females occupy 44% of the highest paid jobs and 68% of the lowest paid jobs.

2.8 Analysis of Full and Part Time Employees in each Quartile

| Gender. | | | | | | | | | | | |
|-----------------------|------------|-------|------------|-----|------------|------------|-------|-----------|-----|------------|-------------|
| | Full Time | | | | Full Total | Part Time | | | | Part Total | Grand Total |
| | Female | % | Male | % | | Female | % | Male | % | | |
| UPPER QUARTILE | 38 | 30% | 64 | 51% | 102 | 19 | 15% | 5 | 4% | 24 | 126 |
| UPPER MIDDLE QUARTILE | 46 | 36.5% | 54 | 43% | 100 | 22 | 17.5% | 4 | 3% | 26 | 126 |
| LOWER MIDDLE QUARTILE | 40 | 32% | 36 | 28% | 76 | 40 | 32% | 10 | 8% | 50 | 126 |
| LOWER QUARTILE | 23 | 18% | 20 | 15% | 43 | 64 | 50% | 19 | 15% | 83 | 126 |
| Grand Total | 147 | | 174 | | 321 | 145 | | 38 | | 183 | 504 |

In order to analyse the quartiles further, an additional piece of reporting was conducted into the breakdown of full and part time staff, by gender, in each quartile as evidenced in the table above.

All quartiles show that females significantly occupy more part time posts than male employees. This is reflected particularly in the Lower Middle Quartile (40 female and 10 male) and the Lower Quartile (64 female and 19 male).

The table further demonstrates that there is a greater proportion of full-time males in the upper and upper middle quartiles (118 males and 84 females).

Overall there are fewer male employees (212) than female employees (292). The calculations for the gender pay gap do not require an employer to distinguish between full time and part time employees. However, an analysis of this data is

helpful in understanding the pattern of employment within the figures and how this may impact upon the gender pay gap as outlined above.

3. Findings

- 3.1 The findings of the data analysed as at 31 March 2021 are similar to the findings for the last four periods of analysis, dating back to 31 March 2017.
- 3.2 The upper quartiles highlight that there are groups who would typically fall within the lower middle quartiles (plumber, electrician, gas fitter, joiner) who receive enhancements, such as standby allowance. This increases the overall hourly rate of those in receipt of the enhancements. The key areas highlighted are traditionally male dominated. Despite openly advertising positions, the Council has struggled to recruit female employees in these areas. This is an action that has formed part of the Equalities Group Action Plan which remains under review as part of the Equalities Group.
- 3.3 Analysing the data in more detail, there has been a change in the proportion of males and females in the upper quartile, with females decreasing from 12% to 11% and males increasing from 13% to 14% of the total workforce in this reporting period. Similarly, in the upper middle quartile females have decreased from 14% to 13.5% and males have increased from 11% to 11.5% of the total workforce. The percentage change in the lower middle quartile also reflects that females have decreased from 17% to 16% and males have increased from 8% to 9%. The percentage rates in the lower quartile remain the same at 17% for females and 8% for males.
- 3.4 Whilst the percentage changes are marginal, this is likely to have had an impact on the overall gender pay gap as the majority of the percentage rate of females has decreased in the upper quartile, upper middle quartile and lower middle quartile and remained the same in the lower quartile. Conversely, the percentage increase of males has increased in the upper quartiles, albeit marginally.
- 3.5 The data also shows us that females occupy 44% of the highest paid jobs and 68% of the lowest paid jobs.
- 3.6 There are also significantly more female employees in the lower quartile (23 full time and 64 part time) than males (20 full time and 19 part time). The lower middle quartile is made up of more female employees (40 full time and 40 part time) than males (36 full time and 10 part time). The upper quartiles reflect more males in full time positions in both quartiles. The upper middle quartile has 54 full time males and 4 part time males and the upper quartile has 64 full time males and 5 part time males. There are a total of 41 part time females in these quartiles compared to 9 males. This could show that part time working has an impact on the figures.
- 3.7 In terms of the quartiles, it should be noted that the pay grades do not fit neatly into each quartile. In order to establish each quartile, the total number of full pay relevant employees (not the pay bands) was split into four equal parts. Therefore, this means that grades may appear in more than one quartile. Additionally, factors such as enhancements can increase an

individual's position within the quartiles from a lower quartile to a higher quartile.

- 3.8 There continue to be more female and part time employees on the lower pay scales and, in general, the posts that they occupy do not require them to undertake the duties that some other posts receive enhancements for.
- 3.9 Essential car user allowance is aligned to a number of posts within the Council, with those employees receiving a monthly lump sum. The essential car user lump sum is increasing some employees' salaries which is placing them in a higher quartile. As outlined earlier, the increase is more significant for part time employees as the lump sum amount is not pro-rated.
- 3.10 Charnwood Borough Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. Employees are paid equally for the same or equivalent work and alongside its policies and working practices, the Council:
- carries out Equal Pay Audits at regular intervals
 - evaluates posts through an agreed job evaluation process
 - analyses gender pay gap information and considers approaches to closing the gap.
- 3.11 Overall it is considered that the Council has a good representation of male and female employees at senior level. The majority of Council employees are female with 147 full time and 145 part time. There are a greater number of full-time males at 174 but significantly less part time males at 38.
- 3.12 As in the previous year's the information analysed indicates that the gender pay gap does not stem from paying men and women differently for the same or equivalent work. The gender pay gap appears to relate to factors such as the occupation that men and women choose to undertake within the organisation, salaries that these roles attract and the proportion of men and women working part time or full time.
- 3.13 However, a range of enhancements have had an impact upon the results within the quartiles and these could be considered to have had an impact upon the results between male and female employees.
- 3.14 The Council implemented an Agile Working Policy effective from 1 April 2021. This was developed to reflect the change in the way of working; with the need for greater flexibility and a further need to attract and retain employees.
- 3.15 A review of the Council's recruitment and selection process is also planned. Part of the considerations of that review are to identify ways in which we can attract a greater range of candidates to our posts. Moving forward it is hoped that this can assist in helping with our gender pay gap.
- 3.16 It should be noted that the Council continues to have a gender pay gap percentage that is lower than the national statistic as set out in section 2.3 of this report.

PERSONNEL COMMITTEE – 29TH MARCH 2022

Report of the Strategic Director Environment and Corporate Services

Part A

ITEM 6 HEALTH AND WELLBEING POLICY AND CHARTER

Purpose of Report

Personnel Committee to consider the proposed Health and Wellbeing Policy and Health and Wellbeing Charter.

Recommendation

That Personnel Committee approve the Health and Wellbeing Policy and Health and Wellbeing Charter as suitable for implementation.

Reason

The Council has a Health and Wellbeing at Work Group who meet quarterly to discuss and develop a range of health and wellbeing initiatives across the Council. The group identified a need to develop a Health and Wellbeing Policy and a Health and Wellbeing Charter to support its employees.

Policy Justification and Previous Decisions

The proposed Health and Wellbeing Policy and Health and Wellbeing Charter makes clear the health and wellbeing objectives for the council relating to its employees. It is a further measure to support the initiatives and policies that the Council currently has in place to support health and wellbeing.

The Health and Wellbeing Policy and Charter were discussed at SLT on 13th October 2021 and JMTUM on 20th January 2022.

Implementation Timetable including Future Decisions

It is recommended that the Health and Wellbeing Policy and Health and Wellbeing Charter be published on the intranet, subject to agreement at Personnel Committee.

Financial Implications

There are no immediate financial implications arising from this decision.

Risk Management

There are no specific risks associated with this decision.

Background Papers: none

Appendices: Appendix A – Health and Wellbeing Policy
 Appendix B – Health and Wellbeing Charter

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Part B

1. The Council has a Health and Wellbeing at Work Group who meet to discuss and develop a range of health and wellbeing initiatives across the Council.
2. To support the work of that group, one of the actions arising from the action plan was to develop a Health and Wellbeing Policy and a Health and Wellbeing Charter.
3. The Council seeks to foster a positive health and wellbeing culture across the organisation and has implemented a Health and Wellbeing at Work Action Plan to support this aim.
4. The Health and Wellbeing Policy has been developed to support the health and wellbeing of all employees. It covers the Council's commitment to employee health, the responsibilities of managers and others for maintaining psychological health, health promotion, communicating on health issues and the range of support available to help employees maintain health and wellbeing.
5. This support includes having measures in place to prevent and manage risks to employee wellbeing such as having policies and procedures in place to support health and wellbeing and running regular initiatives to raise awareness of health issues.
6. The objectives of the Health and Wellbeing Policy, Workplace Health Action Plan and Charter are summarised as follows:
 - Build and maintain a workplace environment and culture that positively supports health and wellbeing.
 - To increase employee knowledge and awareness of health and wellbeing issues and healthy lifestyle behaviours.
 - To facilitate employee's active participation in a range of initiatives that support all aspects of health and wellbeing.
7. At the Joint Trade Union Management Meeting (JMTUM) on 20th January 2022 the trade unions asked for additional time to comment on the Health and Wellbeing Policy and Charter. As a result some minor amendments were made to both documents, prior to being submitted to Personnel Committee.

Health and Wellbeing Policy

| | |
|---|----------|
| Purpose..... | 1 |
| Scope | 1 |
| Objectives..... | 1 |
| Roles and Responsibilities | 2 |
| Health Promotion Initiatives..... | 4 |
| Training, Appraisal and Communications | 4 |
| Policies Related to Health and Wellbeing | 5 |

Purpose

The Health and Wellbeing Policy has been developed to support the health and wellbeing of all employees. It covers our commitment to employee health, the responsibilities of managers and others for maintaining psychological health, health promotion, communicating on health issues and the range of support available to help employees maintain health and wellbeing. This includes having measures in place to prevent and manage risks to employee wellbeing such as having policies and procedures in place to support health and wellbeing and running regular initiatives to raise awareness of health issues.

The Council has legal obligations under health and safety legislation to manage risks to the health and safety of employees. In addition to reducing safety risks, as outlined above, we will seek to foster a positive health and wellbeing culture across the organisation.

Scope

The policy applies to all employees of Charnwood Borough Council.

Objectives

The objectives of the Health and Wellbeing Policy, Workplace Health Action Plan and Charter are summarised as follows:

- Build and maintain a workplace environment and culture that positively supports health and wellbeing.
- To increase employee knowledge and awareness of health and wellbeing issues and healthy lifestyle behaviours.
- To facilitate employee's active participation in a range of initiatives that support all aspects of health and wellbeing.

Roles and Responsibilities

To achieve the health and wellbeing objectives outlined within the Health and Wellbeing Policy, Workplace Health Action Plan and Health and Wellbeing Charter, the following roles and responsibilities have been identified:

Organisation

The organisation has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. The organisation will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

The organisation will also develop and encourage a positive environment and culture to support health and wellbeing.

Line managers

Line managers will put in place measures to manage their staff in a manner which is not detrimental to mental health and which, at its best, can positively promote mental health and wellbeing. Managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and team members to do their job. Managers must also familiarise themselves with the organisation's policies relating to health and wellbeing.

In particular, line managers must ensure that they take steps to support employee's health and wellbeing by:

- Ensuring that employees are aware of initiatives that might support their health and wellbeing.
- Ensuring that they, as managers, continue to support and keep up to date with health and wellbeing initiatives.
- Actively supporting the implementation of this policy and charter, including its purpose and objectives.

Employees

Employees have a responsibility for managing their own health and wellbeing in the workplace and should inform the organisation if they believe work or the work environment poses a risk to their health. Employees are strongly encouraged to raise personal physical and mental health difficulties that they are facing with their line manager as early as possible.

Health and Wellbeing Group

The Health and Wellbeing Group will conduct regular Workplace Health Needs Assessment Surveys and analyse the results to implement, review, develop and promote the Workplace Health Action Plan with a focus on:

- Physical activity
- Mental Health and Wellbeing
- Workplace Health and Culture
- Healthy Eating and Weight Management
- Sleep
- Smoking/Alcohol

Occupational Health

Occupational health professionals will provide a comprehensive service designed to help employees stay in work, or to return to work, after experiencing mental health problems or problems with physical health. This will include preparing medical assessments of individuals' fitness for work following referrals from line managers and Human Resources, liaising with GPs and working with individuals to help them to retain employment.

If employees believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager or the HR department. The discussion should cover workload and other aspects of job demands and raise issues such as identified training needs. A referral to the occupational health team will be made by Human Resources if this is considered appropriate after an employee's initial discussion with their manager.

Mental Health First Aiders

The role of a Mental Health First Aider in the workplace is to be a point of contact for an employee who is experiencing a mental health issue or emotional distress. This interaction could range from having an initial conversation through to supporting the person to get appropriate help. As well as offering support in a crisis, Mental Health First Aiders are valuable in providing early intervention help for someone who may be developing a mental health issue.

AMICA – Employee Counselling and Psychological Support Service

The provider of an external confidential employee assistance service, AMICA, is available to employees through its 24-hour helpline. Referrals may be made for face-to-face counselling for employees.

- www.amica-counselling.uk
- 0116 2544388

Trade Unions

- Employees who are members of a recognised Trade Union (UNISON, GMB and Unite) can raise health and safety issues through their union. The unions will provide independent advice and support to their members regarding workplace health, wellbeing and safety matters.

Health Promotion Initiatives

The organisation will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing.

The initiatives will include:

- Management development/awareness training
- Employee development/awareness training
- Surveys/assessments/reviews
- EIA's to consider impacts on health and wellbeing when reviewing/implementing policies and procedures
- Workplace health challenges and national campaigns
- Employees will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking or fitness sessions.

The initiatives will cover:

- Mental health and wellbeing
- Stress management and resilience
- Health and lifestyle behaviours, with voluntary screening
- Physical activity and fitness
- Specific topics, such as menopause support and awareness.

These will be evaluated to determine their effectiveness.

Training, Appraisal and Communications

Line managers and employees will regularly discuss individual training needs to ensure that employees have the necessary skills to adapt to ever-changing job demands.

Managers and employees are encouraged to participate in communication/feedback exercises, including stress audits and staff surveys. All employees are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and organisation-wide methods. The organisation will ensure that structures exist to give employees regular feedback on their performance, and for them to raise concerns.

Employees will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking or fitness sessions.

Appraisal

In accordance with the Council's Appraisal process, clear objectives/ targets/ deadlines and performance standards should be agreed with all employees including those who are agile workers. It is important that the health and wellbeing of an employee is considered as part of the appraisal process.

Policies Related to Health and Wellbeing

This Council has a range of policies and procedures that link to Health and Wellbeing. The Health and Wellbeing Policy and Charter should be read in conjunction with other related policies and procedures, including those outlined below:

- Agile Working Policy and Guidance – contributes to the Council's performance as well as supporting employees to achieve a positive work-life balance
- Attendance Management Policy and Guidance – covers all aspects of attendance management including links to the Managers Guidance on Mental Health and a toolkit of associated documents. In addition, it covers other areas of support such as AMICA, occupational health, risk assessments and reasonable adjustments.
- Dignity and Behaviour in the Workplace - promotes an environment where employees can work without fear of being intimidated, harassed or bullied. It provides a procedure for employees to raise concerns in this regard.
- Domestic Abuse Policy - recognises that domestic abuse can have an enormous effect on an employee's health and wellbeing which in turn can affect performance, attendance and overall mental health. It is designed to offer a means of support and guidance for anyone in this position.
- Equalities Policies Statement – Outlines the Council's commitment to equality in all of its activities.
- Learning and Development Guidance and Policies – are designed to support the induction process and all aspects of learning and development.
- Menopause Guidance - supports the Council in achieving an environment where staff can openly and comfortably engage in discussions about menopause, and the impact this can have on an individual.
- Managers Guidance and Toolkit or Mental Health and Supporting Employees - demonstrates the Councils commitment to developing a culture and work environment when employees feel able to be open about their experiences of mental health. It also links to documents such as a HSE Stress Risk Assessment and a Wellness support plan which

helps managers and employees communicate about positive and negative aspects of work and support.

- Trans Equality Policy – sets out the Council's commitment to fully supporting trans employees and to create a positive culture and environment.

Health and Wellbeing Charter

As part of our commitment to employee health and wellbeing, the Health and Wellbeing Charter will sit alongside the Health and Wellbeing Policy. The Charter will outline commitments from the Workplace Health Action Plan, giving equal focus to physical and mental health. Our health and wellbeing commitments are:

- To produce, implement and communicate a Workplace Health Action Plan outlining our aims to support health and wellbeing within the Council.
- To encourage physical activity and health awareness through a range of initiatives to increase awareness of the options available to support employees.
- To support employees' mental health and wellbeing and raise awareness by providing effective resources including support services, training and targeted sessions and promote relevant initiatives and key national campaigns.
- To organise events and provide relevant support relating to health and wellbeing as identified in the Workplace Health Action Plan.
- To provide employees with good working conditions and environment, including making reasonable adjustments to improve working conditions of staff that require additional support.
- To encourage open dialogue about health and wellbeing among employees and managers.
- To enable the recognised trade unions to provide advice and support to their members as requested.
- To routinely monitor employee health and wellbeing, the Health and Wellbeing Group will meet to review actions and initiatives relating to health and wellbeing.
- To ensure that health and wellbeing features on SLT, CLT and team meeting agendas.