

## Health and Wellbeing Framework – Action Plan 21/22 – 22/23

Category/ Value	Aim	Plan of Action	Delivered By	By when	Performance Measures/ Outputs
Wellbeing - <b>Compassionate</b>	To create a structure for day-to-day support available for line managers and staff to help improve their own and others health and wellbeing.	Develop a Health and Wellbeing Framework and associated processes that provides guidance and support to managers and employees on supporting health and wellbeing.	HR - Wellbeing Team/ L&D	Q4	Assess the engagement with the framework, discussions and workshops with employees. HR drop-in sessions to discuss employee wellbeing. Better engagement and communication amongst employees and managers.
	To support managers on how to tackle and support employee wellbeing.	Include staff wellbeing in training plans for managers, where appropriate including how to promote the wellbeing of staff, tackle the causes of work-related mental health and support staff who are experiencing a mental health problem.	HR & L&D	Q4	HWB related manager training and workshop sessions e.g., absence management training. A reduction of long-term sickness and an increase in rehabilitation into the workplace.

		Develop Managers Action Set Groups			Encouraging managers to speak to each other in confidence.
	To ensure that the existing Mental Health Advisors are provided with a refresher training and have a process for capturing information.	<p>Arrange for MHFA refresher courses for those qualified – in particular focus should be placed on homeworking and escalating issues and signposting as relevant.</p> <p>Set up quarterly meetings with MHAs to discuss themes.</p>	L&D and external training provider	<p>Year 22/23 Q3</p> <p>Q2</p>	<p>Current and relevant knowledge on how to provide support for employees to maintain good mental health conditions in the workplace.</p> <p>That employees are aware of who the MHA are and how to contact them.</p> <p>An evaluation of effectiveness, review data to identify patterns/themes and make improvements and adjustments to service as necessary.</p>
	To increase the emphasise on wellness.	Encourage managers to regular wellness discussions with employees.	L&D/ Management	Ongoing	An engaged and healthy workplace.
	To provide a physical and cultural environment that enables and actively	Ensure opportunities and appropriate initiatives are available for staff	HR - Wellbeing Team	Ongoing	An engaged and healthy workplace. An evaluation of relevant data, including EAP engagement, reward and recognition data,

	promotes health and wellbeing.	to be physically active both in and out of work. Managers to encourage employees to attend wellbeing initiatives.			occupational health referrals.
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Social - <b>Inclusive</b>	To increase the level of interaction amongst employees by introducing group activities to bring people together even if it is just virtually and in person in the near future.	Virtual fun events e.g book/movie clubs or art clubs/ exercise sessions	EDI and Engagement Officer	Ongoing	A collaborative and engaging workforce.
	To create an exciting and topical all employee meeting	Arrange for social meetings with motivational speakers	HR/ Comms/ ELT	Q4	An engaged workforce understanding their importance and relevance to the HCPC.

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Communication - <b>Fair</b>	To create/develop an Employee Engagement Plan which outlines the most effective ways of communicating messages about health and wellbeing with employees, with the aim of changing behaviour and increasing uptake.	Create a communications and engagement plan which will ensure key messages are delivered across the workforce, particularly linking all HWB channels to each other.	HR	Q4	An increase in the use and participation of the HWB initiatives.
	To develop more targeted interventions to engage with employees working remotely.	To arrange fortnightly teams calls with randomly selected groups of 10 people across the organisation. These calls would allow employees to cross paths with colleagues they wouldn't normally talk with. Conversations could be topical.	HR	22/23	Working remotely, employees miss that day-to-day communication they would get in the office, so this would be an opportunity to replicate that as much as possible whilst working from home bringing the social aspects of communication back into the working day.

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Benefits - <b>Enterprising</b>	To provide employees with the required support in relation to Hybrid working.	To introduce new policies and update existing policies which will provide employees guidance on what hybrid working means for them and their teams. Provide Managers with sufficient support and ensure employees have access to a range of health and wellbeing resources whilst working from home.	HR/ OS/ IT	2022/23 Q2	Hybrid working will assist employees with their work life balance. Increase in motivation, engagement, retention and productivity. Reduction in sickness absence.
	To introduce new recognition initiatives	Create alternative monetary and non-monetary recognition benefits which apply to all employees	HR	Q1	A recognised, engaged and enthusiastic workforce delivering outputs aligned with HCPC values.