

Looking after your staff Becoming a Southampton City Council recognised Wellbeing@Work Employer



Why a Wellbeing@Work Employer Recognition Scheme?

Looking after staff health & wellbeing makes good business sense and is a key part of being a good employer. Southampton City Council wants to celebrate organisations that contribute to the prosperity of the city and its people by helping to make it a happy and healthy place to live and work.

Why commit?

Besides your statutory responsibilities for health, safety and wellbeing, the job market has changed - people are working longer and skilled people have more choice about who they work for.

'Jobs for life' are a thing of the past and the demands on all of us are increasingly pressured and complex; the psychological contract has changed and just as employers are wanting more from their staff, staff are wanting more from their employer.

People want (and expect) to:

- Work in a physical and social environment that is safe, respects and values diversity and promotes inclusion and supports their physical health and mental wellbeing - always and particularly if life get a little tough
- Easily balance and blend family, fitness, home responsibilities and working lives through flexible working
- Feel recognised, valued and supported by their manager and organisation – even if they're working remotely
- Be continually investing in their skills and career to make the most of future job opportunities and employability
- And they hope to be happy and fulfilled as well (we do spend a lot of time at work after all...)

Organisations that can show they offer this experience can attract and keep the best people, and working for an employer who cares is good for business – there is higher engagement and productivity, less sickness absence and slower turnover.

Becoming a Wellbeing@Work Employer means showing current and future staff that you want to work with them to meet their needs as well as expecting a lot from them.

The Wellbeing@Work scheme provides -

- Encouragement and support
- A flexible framework that creates focus and action and is relevant to all sizes and types of organisation
- Formal recognition for your active commitment to supporting staff health & wellbeing and to developing a working environment where people can flourish.

What does the public commitment get you?

- ✓ A dated SCC/ Wellbeing@Work Employer logo to use on your company branding
- ✓ Membership of a local network of Wellbeing Champions which includes:
 - training and support
 - sharing ideas and networking with other local businesses committed to supporting the health & wellbeing of their staff
 - opportunity to co-design wellbeing events
 - access to a closed online group for Wellbeing Champions.

This is in addition to the tools, information and resources available via the [Wellbeing@Work webpages](#), [eNewsletter](#) and business networking events, and the benefits you accrue for your business.

What's the cost?

There is no cost – this is a free service to organisations in Southampton.

What would I be committing to?

In a healthy and thriving workplace the following 3 elements work together:

- **Culture** – at a strategic level creating a safe, inclusive and healthy environment where people flourish by embedding health & wellbeing into the fabric of your organisation. Making consideration of wellbeing ‘a golden thread’ through the whole organisation (p3)
- **Leadership** – translating the policies into practice by training and developing leaders and managers in how to establish and maintain positive and supportive working relationships within and across teams (p4)
- **Wellbeing** – at an individual level, encouraging all staff to look after and invest in their own physical health and/or mental wealth (p4).

Your Commitment is to take 1 sustainable and measurable action to take your staff and organisation forward in each of these 3 areas.

The actions need to be focused on creating progress – this might be about establishing need, starting something new and/or reviewing/improving something you're already doing.

How do I sign up?

Download and have a look at the Registration Form and Action Plan

There are introductory meetings from time to time (the dates will be on the events page of the Wellbeing@Work webpages) or [Get in touch](#) to find out more and talk through.

Writing your Wellbeing@Work Employer Action Plan

Each business is different, will be starting from a different place and will want to focus on different things. What is important is that you give some attention to all 3 elements of creating a thriving organisation (Culture, Leadership and Wellbeing) and that you:

- Recognise where you're starting from
- Set an intention for where you'd like to be
- Create a clear action plan for how you're going to realise your intentions
- Say how you will evaluate the impact of your actions

Pages 4&5 illustrate the scope of each area

The accompanying **Measuring Impact** document offers ideas for how to monitor progress and evaluate impact

Your commitment and actions don't need to be big or grand! Better to start small and do it... The important thing is to be making a start. The recognition scheme is about supporting and recognising you for being proactive and making progress towards healthier happier more productive workforce

Year 1

1. **Your 'big why'** – what impact do you want investing in health & wellbeing to have on your organisation?
2. **Culture** - what are you going to do to embed health & wellbeing into the fabric of your organisation and create a safe, inclusive and healthy environment where people flourish?
3. **Leadership** - what are you going to do to develop awareness and skills that enable leaders to establish and maintain positive working relationships within their teams?
4. **Wellbeing** - what are you going to do to encourage and support all staff to look after and invest in their own mental and emotional wealth and physical health?

Year 2 and beyond

1. **Review of the previous year** – what worked, what didn't, how individuals benefited, how the organisation benefited, what you learned
2. **Your new 'big why'** – what impact do you want investing in health & wellbeing to have on your organisation?
3. **Culture** - what's your next action to embed health & wellbeing into the fabric of your organisation and create a safe, inclusive and healthy environment where people flourish?
4. **Leadership** – what's your next action to develop awareness and skills that enable leaders to establish and maintain positive working relationships within their teams?
5. **Wellbeing** - what's your next action to encourage and support all staff to look after and invest in their own mental and emotional wealth and physical health?



CULTURE

At a strategic level creating a safe, inclusive and healthy environment where people flourish by embedding health & wellbeing into the fabric of your organisation

For example:

- Visible senior commitment to employee development, health and wellbeing
- Organisational Values that express your commitment to wellbeing, fairness, inclusivity – and staff experience them as such
- Policies (and supportive practices) might include some/all of -
 - Health, Safety & Wellbeing
 - Diversity and Inclusion
 - Staff development
 - How you support apprentices and trainees
 - Performance Management/Appraisals
 - Sickness/Return to Work
 - Career Breaks, Sabbaticals and Returners to work
 - Carers
 - Consultation / Communication / Engagement
 - Family Friendly Policies
 - Corporate Social Responsibility
 - Environment
 - Health & Wellbeing
 - Flexible Working / WorkLife Balance
 - Bullying
 - Domestic Abuse
 - Smoking/Alcohol
 - Active Travel

This is important because:

Your culture will grow from your values and priorities. This will reflect both what you do do and what you don't. Whilst behaviours are what create experience, the policies and services set the expectation and tone for the experience of working for you.

- Fair pay and conditions
- Healthy and safe physical environment
- Encouraging healthy food and eating environment
- Encouraging physical movement and activity
- Access to specialist support in case of ill-health, eg Employee Assistance or Occupational Health
- Measuring what is important
- Communicating with and involving employees – discussions, suggestion schemes, consultation groups, working groups
- Wellbeing Champions – clear roles, supported, integrated (not just willing but unsupported volunteers)
- Evaluating the benefits of investing in staff health & wellbeing
- Integrating health & wellbeing information into other training and development, eg induction
- Committing to [Active Travel Planning](#) to increase fitness and cut emissions
- Using Pledges to lead focus, usually on specific issues that increase equalities and reduce prejudice. For example [Action for Happiness](#), [Time to Change](#) (reducing the stigma of mental health), [Disability Confident](#) and [#WorkWithMe Pledge](#) (employing people with disabilities or health conditions), [Dementia Friendly](#), [Carer Confident](#), being [Family Friendly](#), [Race at Work Charter](#)

Working towards achieving other external awards, for example A Great Place to Work or Investors in People Health & Wellbeing,



LEADERSHIP

Translating the policies into practice by training and developing leaders and managers in how to establish and maintain positive and supportive working relationships

For example:

- Role modelling by senior leaders
- Training managers
 - in people skills
 - to engage in conversations about mental and physical health
 - coaching and feedback
- Positive working relationships within teams and across the whole business
- Monitoring through staff/engagement surveys
- Integrating healthy conversations and health & wellbeing information into other leadership training and development
- Integrating wellbeing discussion and activities into team meetings; initiating healthy team challenges
- Supporting wellbeing champions with time and resources

This is important because:

People leave managers or difficult relationships more than they leave jobs, so staff stay with you for longer and you reduce recruitment costs.
People are more engaged when they feel valued, recognised, developed and supported.



WELLBEING

At an individual level, encouraging all staff to look after and invest in their own physical health and/or mental wealth

For example:

- Might be focused at prevention and self-management and/or on targeted support for those already experiencing symptoms of ill health
- This could be linked to your data about what causes of staff ill health / absence – or ask staff what would be most useful to focus on first
- Sharing information on the intranet and/or Health & Wellbeing Noticeboards about how to stay healthy and well
- Making it easy for staff to attend medical appointments
- Organising activities that promote physical health, for example: healthy food, workplace activities, musculoskeletal, office chair based stretches, no smoking culture, encouraging breaks, offering health checks / other health benefits, [encouraging walking/cycling to work](#)
- Organising activities that promote mental wealth, for example: awareness activities, workplace activities such as yoga or mindfulness, making it ok to talk about mental ill health, information, including addiction issues, domestic abuse, finances, pensions and debt
- Utilise NHS/Public Health resources eg [Every Mind Matters](#), [One You](#), [NHS Choices](#)
- Training for managers/staff to listen and support (eg Healthy Conversations, Mental Health First Aiders)
- Organising activities that promote social health, for example: time and space to eat together, social events within and between teams, team sports, book group, quiz nights, charity challenges
- Setting up individual pledges – see [Small Steps Big Change](#) for an example

This is important because:

Staff with more energy and positivity
Less sickness absence so less pressure on other team members leading to less knock-on absence or leaving.
Better customer service