

# Your Wellbeing: Implementation Plan 2019 – 2021

## Theme 1: Culture and Working Environment

Action	Action Steps	Outcomes	By Whom	By When	Updates
Creation of a central information platform to communicate positive messages, programme information and self-help materials	Relevant health information to be gathered, included and regularly updated Development of the platform using Your wellbeing brandings	Employees will know where to access a wealth of information to enable them to manage their health and wellbeing	Ellie Caddick	Dec '19	Webpages launched October 19
	Communication of the platform to all staff at all locations	Usage rates will increase as employees are made aware of where to access all information			
Improving facilities and spaces to participate in wellbeing activities	Create safe spaces for talking, both unaccompanied and with peers.	Quiet space at all sites for employees to use.	Adam Clegg/ Fiona Brigg	Jan 20	Meeting with AC and TS in Oct 19. Adam is supportive and has agreed to enable the use of a room on Floor 1 for a quiet space as well as drive opportunities for health activities in other areas in N1R e.g. conference
	Create a quiet environment where private, wellbeing related conversations can be held	Enhance a space on floor 1, N1R, which employees can use.	Thomas Smeeton		
		Make employees aware of this space and its criteria for use.	Thomas Smeeton		
	Establish onsite facilities for wellbeing activities to reduce barriers to participation	Greater participation in wellbeing activities during the working day	Adam Clegg/ Fiona Brigg		
Empowering the workforce to engage in activities that will benefit them individually and as a workforce	Sign up and adhere to the GM Good work charter <ul style="list-style-type: none"> <li>•Secure work;</li> <li>•Flexible work;</li> <li>•A real living wage;</li> <li>•Workplace engagement &amp; voice;</li> <li>•Excellent recruitment practices &amp; progression;</li> <li>•Excellent people management;</li> <li>•A productive &amp; healthy workplace.</li> </ul>	Providing a place of work that meets the objectives of the Charter, in particular, a productive & healthy workplace, that encourages employees to feel motivated, loyal and committed to RBC and HMR CCG	Rosemary Barker		A consultation is taking place for pilot organisations in Nov 19. Implementation will be ongoing.

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	Transform the organisations culture; supporting opportunities for volunteering, self-care and other responsibilities through flexible working	A workforce that are inspired to support colleagues for the benefit of all.	Rosemary Barker		
	Involve the workforce in the development of the 'Your Wellbeing' programme. Develop the Wellbeing Champions and channels of communication	A workforce that are engaged in 'Your Wellbeing', and want to benefit from its outcomes	Fiona Brigg Ellie Caddick	Ongoing	

### Theme 2: Positive People and Relationships

Action	Action Steps	Outcomes	By Whom	By When	Updates
Opportunities to come together  Develop and utilise our internal talent pool, engaging and connecting staff	Create opportunities' for colleagues with similar experiences to come together: Wellbeing Champions, Carers Champions, Disability Champions, DV Champions, LGBT champions	Embedded groups of RBC staff from across the workforce who regularly meet to provide peer support and guidance.	Fiona Brigg/Samina Arfan/Wendy Stringer	Ongoing	Wellbeing Champions group commenced in June 19 Carers group commenced in March 19 Menopause Café took place in Oct 2019 Potential LGBT group following Rochdale in Rainbows.
	Assemble and update information on workforce skills and share on central information point.	Improved relationships between services and teams, and an opportunity to enhance employees knowledge	Wellbeing champions	Ongoing	
	Facilitate delivery of wellbeing activities, to enhance the working day and employees' personal development.	A more active, healthy, engaged workforce, with less health risk and lower sickness absence.	Adele Hoolahan	Ongoing	Following NFD evaluation, a yoga and spinning class are being organized for staff.
Supporting employees to develop personally and professionally	Reward and recognise employees through PDR's and awards.	Consistent PDR's The incidence and quality of PDR's will be measured via the employee survey and pulse	Martin Plant/Lucy Taylor	Jan 2020	The revised PDR process will be presented to Directors in Sept/ Oct. If approval is forthcoming a

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		surveys			programme of implementation will be rolled out in the new year
	Workforce training and development, including awareness on supporting carers, Connect 5 and domestic abuse	A workforce with greater awareness of the impact of wellbeing on the workforce.	Lucy Taylor	Jan 2020	Mental Health training for both staff and managers scheduled for the New Year; draft training has been developed – awaiting consultation to assess efficacy before implementation
	Further wellbeing related training workshops to be developed and delivered as required	Opportunities for self-development and greater empathy with colleagues resulting in improved relationships and mental wellbeing.			
Supporting a culture where it's acceptable to talk about health and wellbeing.	Create safe spaces for talking, both unaccompanied and with peers.	Quiet space at all sites for employees to use.	Thomas Smeeton		
	Create a quiet environment where private, wellbeing related conversations can be held	An enhanced space on floor 1, N1R that employees can use. Make employees aware of this space and its criteria for use.	Thomas Smeeton		TS is leading on this as part of his apprentice project.

### Theme 3: Inspiring Healthy Habits

Action	Action Steps	Outcomes	By Whom	By When	Updates
Wellbeing training opportunities	Mental wellbeing training-Connect 5 Train Wellbeing Champions	Champions from across the business will be better placed to support and have conversations with colleagues about mental wellbeing	Living Well/Fiona Brigg	December 2019 and February 2020	
	Domestic Abuse training and champions	Employees will be more aware of the impact of domestic abuse on wellbeing and able to	Wendy Stringer	November 19	Wendy is attending the Wellbeing Champions meeting on 18/11

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		support colleagues.			
	Carers training and e-learning	Greater awareness of the impact of caring responsibilities on employees, and how they can be supported to remain in good work.	Zoe Benett Jennie Crowther (e-learning)	October 2019	Carers UK have elearning modules that may be adapted for use.
Access to facilities to support healthy eating and hydration	User friendly kitchen spaces-fridges, microwaves for pre prepared lunches	More employees who prepare their own meals knowing they can store and heat them at work.	Adam Clegg/Fiona Brigg	Jan 20	N1R kitchen facilities are being upgraded.
	Encourage a culture where team indulgences include a healthy option	Promote healthier cakes/biscuits, alongside the provision of fruit	Emma Kershaw		
	Drinking water provided at all sites	Employees who drink more water, and less sugary drinks	Ruth Bardsley/Adam Clegg		
Support from health professionals	Promoting the EAP programme, to ensure staff are aware of the EAP and how to access it.	Greater EAP usage as reported to HR.	Nancy Wilson Ellie Caddick Fiona Brigg	Ongoing	Following EAP data analysis a plan is in place to promote the EAP and mental wellbeing.
	Promoting workforce Health MOT's and delivering them monthly at N1R and bi annually at other sites.	Increased numbers of staff know their numbers and take appropriate action.	Link4Life	Ongoing	