

# NHS Rotherham Clinical Commissioning Group

**Confidential**

Operational Executive – 31<sup>st</sup> January 2020

**AQuA -**

**Clinical Commissioning Group Governing Body - 04 March 2020**

## Health and Wellbeing Policy

Lead Executive:	Chris Edwards
Lead Officer:	Peter Smith
Lead GP:	Jason page

### **Purpose:**

To introduce and approve the first draft of the new Health and Wellbeing policy.

### **Background:**

Following a discussion at OE on the 29th Nov 19 around a proposed new Cancer and Menopause policy OE requested an overarching Health and Wellbeing policy is developed under which relevant policies, guidelines and factsheets can sit.

### **Analysis of key issues and of risks**

This overarching policy has been developed to provide a focal point for staff for all the health and wellbeing policies, guidelines and factsheets. Discussions are ongoing as to how this would work on the staff intranet. The relevant existing policies are expected to be hyperlinked into this Policy as opposed to being appended (due to size and issues with individual policy renewal dates etc.). All relevant policies, guidelines and factsheets will link to this overarching document.

### **Patient, Public and Stakeholder Involvement:**

N/A

### **Equality Impact:**

None

### **Financial Implications:**

None additional

### **Human Resource Implications:**

Intrinsic to reports.

### **Procurement Advice:**

N/A

### **Data Protection Impact Assessment**

None
<b>Approval history:</b>
N/A
<b>Recommendations:</b>
Discuss and approve any amendments to the policy.
Paper is for Discussion and Approval where changes are made.

Title:	<b>Health and Wellbeing at Work Policy</b>
Reference No:	
Owner:	Operational Executive
Author:	Assistant Chief Officer Head of HR
First Issued On:	April 2020
Latest Issue Date:	April 2020
Operational Date:	April 2020
Review Date:	April 2025
Consultation Process:	OE, Trade Unions, Counter Fraud, Staff
Ratified and Approved by:	AQuA, Governing Body
Distribution:	All staff and GP members of the CCG
Compliance:	Mandatory for all permanent & temporary employees of Rotherham CCG.
Equality & Diversity Statement:	In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

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## **1. Introduction**

Without staff that are well and at work the NHS could not deliver and support the delivery of quality and effective care to patients. We need to ensure that staff are provided with an environment and opportunities that encourage and enable them to lead healthy lives and make choices that support their wellbeing. It is more important than ever that NHS workplaces become environments that support staff to do this.

Managers and leaders are key to facilitating open communication with their staff and this can play a huge role in keeping staff well, motivated, feeling valued and empowering employees to perform to their full potential to provide and support the delivery of high quality patient care.

Effective partnership working between human resources, occupational health, health and safety and other services that support staff health is essential.

The CCG currently has a number of separate policies supporting staff health and wellbeing which are being brought together under this umbrella Policy. This is supplemented by Procedures relating to particular health conditions and further factsheets related to maintaining safety, health and wellbeing. Further details are included at Appendix 1 and on the CCG Intranet.

## **2. Purpose**

This Health and Wellbeing at Work Policy has been developed to promote and encourage staff health and wellbeing at work. In accordance with the CCG's values, it is acknowledged that staff wellbeing is of paramount importance and a significant factor in the job satisfaction and is therefore a management issue for the CCG.

This policy is designed to bring existing staff wellbeing issues to the fore, whilst seeking to create a culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff. The issue of staff health and wellbeing at work is recognised as part of a broader approach to health promotion that involves all stakeholders associated with the CCG.

## **3. Duties/Responsibilities**

### **a) Chief Officer**

The Chief Officer of the CCG has overall responsibility for the health and wellbeing of staff.

### **b) Members of the Operational Executive**

Members of the Operational Executive (OE) are supportive of staff who are trying to improve their health, and will, as appropriate:

- Promote an emphasis towards good physical and mental health and wellbeing
- Develop an organisational culture that supports staff health and wellbeing
- Provide support, resources and advisory services

- Provide training and health and wellbeing activities for staff, e.g. health check, annual flu jab.
- Monitor the effectiveness of this policy.

### **c) Managers**

All line managers are responsible for:

- Ensuring the promotion of this policy throughout the organisation, actively promoting the principles and behaviours contributing to positive staff wellbeing.
- Vigilance to employees' personal circumstances and offering additional support where appropriate to members of staff experiencing risks to their wellbeing derived from outside work, e.g. bereavement, illness, separation etc.
- Ensuring that bullying, harassment and discrimination are not tolerated.
- Referring employees (with their consent) to the Occupational Health Service.
- Allocating resources necessary to staff as appropriate.
- Facilitating risk assessments relating to staff wellbeing, and implement agreed findings
- Ensuring staff are fully trained to discharge their duties
- Ensuring staff are provided with meaningful developmental opportunities
- Monitoring workloads to ensure staff are not overloaded
- Monitoring working hours to ensure staff are not overworking, and monitor holidays to ensure staff are taking their full entitlement
- Attending relevant training as required, including management training and health and safety training
- Dealing with any potential staff wellbeing issues as soon as possible or escalating to an OE member in order to secure appropriate advice and support
- Ensure the recording of sickness absences for stress-related absence
- Ensure absence patterns are monitored, and anomalies are discussed with HR.

### **d) All Members and Staff**

All staff are expected to:

- Treat each member of staff with dignity and respect as an individual
- Take advantage of training and information sources
- Uphold confidentiality (wherever safety is not at risk)

- Recognise the limits to what they can do and seek advice at the earliest opportunity
- Share ideas for promoting health and wellbeing in the workplace
- Raise issues of concern with their line manager, their Health & Safety Representative or member of the Senior Management Team
- Accept referral to occupational health when appropriate and accessing counselling when needed.

#### **4. Confidentiality**

It must be emphasised that confidentiality is of paramount importance with regard to those personal health including mental health difficulties. However, it must also be emphasised that confidentiality may be necessarily breached in certain circumstances where the individual is deemed to be a risk either to him/herself or to other people. If there is a conflict between these two statements then it should be stressed that the safety of the individual and/or the safety of others should take precedence over confidentiality

#### **5. Consultation, Approval and Ratification Process**

This policy will be reviewed by the Assistant Chief Officer in conjunction with the OE, Head of HR and staff representatives.

The HR department will monitor sickness absence, turnover and exit interviews as well as records of Grievances due to Bullying and Harassment.

Monitoring of attendance to the Occupational Health Department in all circumstances will be carried out by the HR Service, including anonymised information relating to members of staff referring and referred to external counsellors. An anonymised report relating to the use of OH services will be included in the quarterly workforce report OE.

Records of all PDP dates will be maintained by the Office Manager

##### **a) Policy Approval Process**

The Policy will be approved by the Audit and Quality Assurance Committee (AQuA) and Ratified by the Governing Body (GB).

#### **6. Implementation and dissemination of Procedural Documents**

This policy will be disseminated to staff via the intranet/CCG website

#### **7. Review**

This Policy will be reviewed every 5 years.

The appendices may be reviewed sooner if required.

The review process for this policy will be overseen on a 6 monthly basis by the Assistant Chief Officer via reports to OE

## Appendix 1

### 1. Existing policies, guidelines and procedures directly supporting the Health and Wellbeing of Staff

- [Alcohol, Drug and Substance Misuse Policy](#)
- [Domestic Abuse Policy](#)
- [Procedure for Managing Stress in the Workplace](#)
- Employees diagnosed with cancer
- Menopause guidelines
- Talking to your manager about your well being, How to Guide.

### 2. Related policies and procedures

- Acceptable Standards of Behaviour Policy
- Annual Leave and Special Leave Policy
- Flexible Working Policy
- Gender Reassignment Support in the Workplace
- Managing Sickness Absence Policy
- Maternity, Adoption, Maternity Support (Paternity) and Parental Leave Policy
- Health and Safety Policy

All Rotherham CCG policies can be accessed on the website on the following link:

[Rotherham CCG Policies](#)

### 3. Factsheets

There are several factsheets relating to health, safety and wellbeing provided by NHS Employers and our occupational health provider available on the Staff Intranet.

### 4. Healthy Workforce Programme

Rotherham CCG aim to support staff to improve and manage their own ongoing health and wellbeing by providing the tools, opportunities and access to initiatives that allow them to find the best solution for them to maintain a healthy lifestyle.

The healthy workforce programme particularly focuses on general fitness, MSK, Mental Health and Weight management activities.

Further information on the healthy workforce programme can be obtained by contacting the Project Officer for the Healthy Workforce or the Assistant Chief Officer, Lead for Healthy Workforce. Details are included on the Healthy Workforce page on the intranet.

## Equality Impact Assessment

<b>Title of policy</b>	Health and Wellbeing Policy
<b>Roles of people completing the assessment</b>	Head of HR, Assistant Chief Officer
<b>Date assessment started/completed</b>	April 2020

<b>1. Outline</b>	
<b>Give a brief summary of the policy</b>	This Health and Wellbeing at Work Policy has been developed to promote and encourage staff health and wellbeing at work. In accordance with the CCG's values, it is acknowledged that staff wellbeing is of paramount importance. Wellbeing is anand a significant important factor in the job satisfaction and is therefore a management issue for the CCG.
<b>What outcomes do you want to achieve</b>	This policy is designed to bring existing staff wellbeing issues to the fore, whilst seeking to create a culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff. The issue of staff health and wellbeing at work is recognised as part of a broader approach to health promotion that involves all stakeholders associated with the CCG.

<b>2. Analysis of impact</b>			
This is the core of the assessment, using the information above detail the actual or likely impact on protected groups, with consideration of the general duty to; eliminate unlawful discrimination; advance equality of opportunity; foster good relations			
	<b>Are there any likely impacts? Are any groups going to be affected</b>	<b>Are these negative or positive?</b>	<b>What action will be taken to address any negative impacts or enhance positive</b>

	<b>differently? Please describe.</b>		<b>ones?</b>
<b>Age</b>	No		
<b>Carers</b>	No		
<b>Disability</b>	No		
<b>Sex</b>	No		
<b>Race</b>	No		
<b>Religion or belief</b>	No		
<b>Sexual orientation</b>	No		
<b>Gender reassignment</b>	No		
<b>Pregnancy and maternity</b>	No		
<b>Marriage and civil partnership</b>	No		
<b>Other relevant group</b>	No		

<b>4. Monitoring, Review and Publication</b>			
<b>How will you review/monitor the impact and effectiveness of your actions</b>	Periodic reports will be submitted to the Operational Executive reviewing the impact of the Health and Wellbeing Policy in the relevant period.		
<b>Lead Officer</b>	Head of HR	<b>Review date:</b>	April 2020

<b>5. Sign off</b>			
<b>Lead Officer</b>			
<b>Director</b>	Chief Officer	<b>Date approved:</b>	April 2020

Once complete please forward to your Equality lead