

EMPLOYEE WELLBEING STRATEGY 2021-24 ACTION PLAN

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PRIORITY ACTIONS	METHOD OF DELIVERY / PROJECT	LEAD OFFICER	PROJECT GOVERNANCE	TIMESCALE	Progress to Date	
1.1	Update our HR policies and procedures.	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group Health & Safety Committee 	2022	<p>Policies reviewed & agreed.</p> <p>With effect from January 2023: Agile Working Policy Mileage Policy Annual Leave Policy Flexible Working Policy</p> <p>With effect from June 2023: Employee Protection Procedure Violence at Work Policy</p> <p>Policies currently under review: Leave of Absence (will include review of all relevant policies that support leave of absence) Parental Leave Scheme Maternity Policy Disciplinary Procedure Grievance Procedure Code of Conduct for Employees Whistleblowing Procedure Redeployment Scheme Probationary Procedure Pay Protection Scheme Lone Working Policy Manual Handling & Musculoskeletal Policy Risk Assessment Policy Wellbeing Policy Legionella Policy Control of Noise at Work Policy</p>

Appendix 1

1.2	Engage and support employees to volunteer as Mental Health Champions and explore opportunities to train employees as Mental Health First Aiders.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group Health & Safety Committee 	2022	Training to be facilitated by provider of Employee Assistance Programme. Contract with new provider effective from September 2023 and training is now being explored.
1.3	Undertake a review of the Wellbeing Group and repurpose the terms of reference to align to the principles of the Wellbeing Strategy.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group Health & Safety Committee 	Quarter 4 2021 - 2022	Not yet undertaken. Need to review group membership
1.4	Develop our wellbeing digital platforms and communications.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group 	2022	New digital workspace launched in October 2023 with Wellbeing pages. Wellbeing bulletin produced monthly. Regular promotion of Employee Assistance Programme.
1.5	Review our Corporate Membership Scheme	Corporate Review: Workforce Development (Workstream – Wellbeing)	Leisure Services Manager	<ul style="list-style-type: none"> Corporate Management Team 	Quarter 3 2021 – 2022	Still being considered.
1.6	Promote healthy work habits and explore new opportunities to engage our employees in exercise.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Leisure Services Manager	<ul style="list-style-type: none"> HR Strategy Group 	2022	Programme of activities being developed.
2.1	Repurpose and modernise Ty Penallta and other offices to facilitate agile working.	Corporate Review: Flexible Working	Head of Property Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	Quarter 4 2021 - 2022	Agile working space completed on floor one of Ty Penallta and all other floors now utilised with more teams. Other offices being reviewed in accordance with the asset rationalisation plan.
2.2	Implement a sustainable model of flexible/agile working for the Council.	Corporate Review: Flexible Working	Head of Infrastructure	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	2022	Policies agreed (see 1.1) and buildings being repurposed (see 2.1) to support flexible / agile working.
2.3	Expand the scope and provision of training to further upskill our managers to support employee health and wellbeing.	Corporate Review: Workforce Development (Workstream – Management Training)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board HR Strategy Group 	Quarter 4 2022 - 2023	Programme being developed.

Appendix 1

2.4	Update our H&S policies and procedures.	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> • HR Strategy Group • Health & Safety Committee 	2022	<p>Policies reviewed & agreed with effect from June 2023: Employee Protection Procedure Violence at Work Policy</p> <p>Policies currently under review: Lone Working Policy Manual Handling & Musculoskeletal Policy Risk Assessment Policy Wellbeing Policy Legionella Policy Control of Noise at Work Policy</p>
3.1	Deliver the key workforce objectives of the Strategic Equality Plan 2020-2024.	Strategic Equality Plan (2020-2024)	Head of Transformation	<ul style="list-style-type: none"> • Corporate Management Team 	All actions delivered by 2024	Equality Objective 6 in the Strategic Equality Plan ' <i>Inclusive, Diverse and Equal Workforce – Create a workforce which reflects and respects the diversity of the communities within the county borough</i> ' and is reported on regularly.
3.2	Working with the Trade Unions, continue to raise awareness of all forms of discrimination and the requirement to effectively challenge prejudice at source.	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> • Corporate JCC 	Quarter 4 2021 - 2022	Council signed up to the Unity Over Diversity Charter in October 2020. Awaiting dates from Trade Unions to roll out briefing sessions across the Authority.
3.3	Upgrade our membership of the Disability Confident Scheme.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> • Corporate Management Team • HR Strategy Group 	2022	Level 2 membership extended in September 2023. Action Plan to be produced to achieve Level 3.
3.4	Re-establish our membership of Stonewall Cymru.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> • Corporate Management Team • HR Strategy Group 	2022	This is no longer an action in the Strategic Equality Plan 2024-28.
3.5	Publish the Neurodiversity Factsheet and work with the Trade Unions to	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> • HR Strategy Group 	Quarter 3 2021 - 2022	Factsheet published. Training and funding agreed with Trade Unions.

Appendix 1

	organise neurodiversity training.					Training facilitated for HR. To be rolled out across other services.
3.6	Develop the Staff Recognition Awards initiative.	Corporate Communications & Engagement Strategy 20019-2023.	Head of Transformation	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	Quarter 4 2021 - 2022	<p>Ad hoc arrangements in place across Directorates.</p> <p>The staff recognition initiative is featured on the operational level Mobilising Team Caerphilly (MTC) single view of change.</p>
3.7	Develop and implement diversity and inclusivity training for our Members.	Strategic Equality Plan (2020-2024)	Head of Legal Services & Monitoring Officer	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	2022	Completed
3.8	Conduct regular pulse surveys to support our more comprehensive staff surveys.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board 	2024	Themes currently being considered for early 2024 following the introduction of the new digital workspace with effect from October 2023.
4.1	Implement the Workforce Development Strategy 2021-2024.	Corporate Review: Workforce Development (Workstream - Workforce Development Strategy)	Head of People Services	<ul style="list-style-type: none"> Team Caerphilly Programme Board Policy & Resources Scrutiny Committee Cabinet 	Quarter 3 2021 - 2022	Strategy agreed by Cabinet 29.09.21.
4.2	Deliver the Priority Actions outlined in the Workforce Development Strategy 2021-2024.	Corporate Review: Workforce Development (Workstream - Workforce Development Strategy)	Head of People Services	<ul style="list-style-type: none"> HR Strategy Group Corporate Management Team Policy & Resources Scrutiny Committee Cabinet 	All actions delivered by 2024	See Workforce Development Action Plan

Appendix 1

4.3	Implement Workforce Planning	Corporate Review: Workforce Development (Workstream - Workforce Planning Framework and Manager Toolkit)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • HR Strategy Group 	2022	<p>Draft framework and toolkit in place and piloted with some Heads of Service.</p> <p>Training with LGA for Heads of Service in October 2023 but rearranged for January 2024. The toolkit will be rolled out to support service changes as a result of the Mobilising Team Caerphilly work.</p>
4.4	Embed the My Time/My Time Extra programme and train our managers to deliver effective conversations.	Corporate Review: Workforce Development (Workstream – Management Training)	Head of People Services	<ul style="list-style-type: none"> • Team Caerphilly Programme Board • HR Strategy Group 	Quarter 3 2021 - 2022	<p>MyTime/ MyTime Extra rolled out across organisation. Supporting video produced from Corporate Director Education & Corporate Services</p> <p>Options for training being sourced to support managers to manage in an agile way.</p> <p>To be included as a topic for the pulse surveys.</p>
5.1	Undertake a Non-Guaranteed Hours Arrangement (NGHA) review.	Contract Review Project	Head of People Services	<ul style="list-style-type: none"> • HR Strategy • Corporate Management Team 	Quarter 4 2021 - 2022	<p>Review undertaken and some contract changes made. Further work will progress with Heads of Service as part of the Mobilising Team Caerphilly work</p>
5.2	Periodically promote the financial advice provided by Care First.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> • HR Strategy Group 	Quarter 3 2021 - 2022	<p>New provider (Vivup) in place with effect from September 2023 and updates will continue to be sent out.</p>
5.3	Review our processes for recording and analysing retirement feedback and data.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> • HR Strategy • Corporate Management Team 	2022	<p>New exit surveys in place.</p>
5.4	Review our employee benefits packages	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> • HR Strategy Group • Health & Safety Committee 	2022	<p>Staff benefit scheme and recognition of 40 years Local Government Service Agreed by Cabinet on 15.09.21.</p> <p>Staff benefits and reward platform facilitated by Edenred agreed by Cabinet on 15.09.21.</p>

