



CORPORATE HEALTH AND SAFETY COMMITTEE – 22ND NOVEMBER 2010

**SUBJECT: DRAFT EMPLOYEE WELL-BEING POLICY AND CORPORATE
MANAGEMENT ARRANGEMENTS**

REPORT BY: DEPUTY CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Members, Management and Trade Union Safety Representatives of the new Employee Well-being Policy and associated Corporate Management Arrangements.

2. SUMMARY

- 2.1 The Authority currently has no formal policy to deal with well-being issues that arise due to work activities. The attached documents form part of the existing employee well-being strategy and detail the approach of the authority to minimise the risk and what actions will be taken when employees suffer from work related well-being issues.
- 2.2 The reactive well-being protocol has been trialled in areas and has been developed to ensure that the system is robust. The reactive arrangements have already been successful in facilitating employees' return to work.
- 2.3 In addition to the Employee Well-being Policy and Reactive Corporate Management Arrangement, a proactive approach is being developed. The proactive approach is being developed via the Employee Well-being Focus Group and will include management training.
- 2.4 This policy and management arrangements have been subject to consultation with the following groups:

- Senior Health and Safety Group
- Corporate Health and Safety Group
- Management consultation via Directorate Health and Safety Officers
- Direct Union Consultation
- HR Managers' Group and HR Strategy Group

All comments received during the consultation process have been included in the attached drafts.

- 2.5 It should be noted that copies of the employee well-being questionnaire are not included within the documents. This is because when the questionnaire is completed it needs to be a reflection of the employee's perception of issues at the time. It is felt that if employees have prior knowledge of the form then they could 'plan' their answers in advance.
- 2.6 The documents are attached as appendix 1 & 2 to the report.

- 2.7 Progress of this policy to Cabinet for final approval is subject to approval from this group.
- 2.8 Following the policy being agreed, the Health and Safety Division will provide health and safety policy briefings for managers on Employee Well-being.

3. RECOMMENDATION

- 3.1 That the contents of the report be noted and the policy and corporate management arrangements be agreed or agreed subject to amendments so that the documents can proceed for approval.

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Appendices:
Appendix 1 Employee Well-being Policy
Appendix 2 Corporate Management Arrangements