

**EMPLOYEE WELLBEING STRATEGY 2021 – 24 ACTION PLAN**

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"> <li>HR Strategy Group</li> <li>Health &amp; Safety Committee</li> </ul>	2022	Priority policies identified relating to agile working. To be consulted upon Autumn 2022.
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"> <li>HR Strategy Group</li> <li>Health &amp; Safety Committee</li> </ul>	2022	Options being drafted to offer employees training opportunities to become Mental Health Champions.
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"> <li>HR Strategy Group</li> <li>Health &amp; Safety Committee</li> </ul>	Quarter 4 2021 - 2022	This has not yet taken place but will prior to the end of 2022.
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"> <li>HR Strategy Group</li> </ul>	2022	Procurement process complete and contract awarded. Implementation scheduled for Q3 / Q4 2022/23.
1.5	Review our Corporate Membership Scheme	Corporate Review: Workforce Development (Workstream – Wellbeing)	Leisure Services Manager	<ul style="list-style-type: none"> <li>Corporate Management Team</li> </ul>	Quarter 3 2021 - 2022	Options being drafted by Leisure Services
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"> <li>HR Strategy Group</li> </ul>	2022	Leisure Services exploring options.
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"> <li>Team Caerphilly Programme Board</li> </ul>	Quarter 4 2021 - 2022	Corporate review timescale changed to end of 2022. Options being considered.
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"> <li>Team Caerphilly Programme Board</li> </ul>	2022	Being progressed. Corporate review timescale changed to end of 2022. Exercise completed by Heads of Service in relation to the

						operating model for each service. Discussions held with staff. Policies being reviewed / drafted in readiness for consultation in Autumn 2022.
<b>2.3</b>	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"> <li>• Team Caerphilly Programme Board</li> <li>• HR Strategy Group</li> </ul>	Quarter 4 2022 - 2023	Options being explored to inform a briefing paper.
<b>2.4</b>	Update our H&S policies and procedures.	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> <li>• HR Strategy Group</li> <li>• Health &amp; Safety Committee</li> </ul>	2022	<p>Updated:</p> <ul style="list-style-type: none"> <li>• Corporate Health and Safety Policy</li> <li>• Accident/Incident Reporting and Investigation Policy</li> <li>• Legionella Control Policy</li> <li>• Lone Working</li> <li>• First Aid at Work Policy</li> <li>• Risk Assessment Policy</li> <li>• Violence at Work Policy</li> </ul> <p>Many others are in progress.</p>
<b>3.1</b>	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"> <li>• Corporate Management Team</li> </ul>	All actions delivered by 2024	<p>Equalities monitoring data is captured at the beginning of the employment process which will be cleansed and updated on a regular basis.</p> <p>Equalities and Welsh language training continues to be offered to staff to equip them with the skills and understanding required to engage with citizens sensitively.</p>
<b>3.2</b>	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"> <li>• Corporate JCC</li> </ul>	Quarter 4 2021 - 2022	<p>Council signed up to the Unity Over Diversity Charter on 6<sup>th</sup> October 2020.</p> <p>Members training session held. Another to be arrange for new Members.</p> <p>Dates being arranged to roll out training across the organisation.</p>
<b>3.3</b>	Upgrade our membership of the Disability Confident Scheme.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> <li>• Corporate Management Team</li> </ul>	2022	Currently being reviewed.

				<ul style="list-style-type: none"> <li>• HR Strategy Group</li> </ul>		
<b>3.4</b>	Re-establish our membership of Stonewall Cymru.	Corporate Review: Workforce Development (Workstream – Wellbeing)	Head of People Services	<ul style="list-style-type: none"> <li>• Corporate Management Team</li> <li>• HR Strategy Group</li> </ul>	2022	Currently being reviewed.
<b>3.5</b>	Publish the Neurodiversity Factsheet and work with the Trade Unions to organise neurodiversity training.	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> <li>• HR Strategy Group</li> </ul>	Quarter 3 2021 - 2022	Factsheet published. ACAS webinar to be circulated and placed on digital workspace. Training being developed and agreed with Trade Unions
<b>3.6</b>	Develop the Staff Recognition Awards initiative.	Corporate Communications & Engagement Strategy 20019-2023.	Head of Transformation	<ul style="list-style-type: none"> <li>• Team Caerphilly Programme Board</li> </ul>	Quarter 4 2021 - 2022	'Team Caerphilly Award' (certificate and recognition at Council) for staff who have gone the extra mile to be introduced Autumn 2022. This will be a certificate and recognition at Council.
<b>3.7</b>	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"> <li>• Team Caerphilly Programme Board</li> </ul>	2022	Induction and training programme in place following the May 2022 elections.
<b>3.8</b>	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"> <li>• Team Caerphilly Programme Board</li> </ul>	2024	Topics to be determined but will be aligned to the wellbeing strategy. Will be introduced with the move to the new digital workspace.
<b>4.1</b>	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"> <li>• Team Caerphilly Programme Board</li> <li>• Policy &amp; Resources Scrutiny Committee</li> <li>• Cabinet</li> </ul>	Quarter 3 2021 - 2022	Strategy agreed by Cabinet 29 <sup>th</sup> September 2021.
<b>4.2</b>	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"> <li>• HR Strategy Group</li> <li>• Corporate Management Team</li> <li>• Policy &amp; Resources Scrutiny Committee</li> <li>• Cabinet</li> </ul>	All actions delivered by 2024	See Workforce Development Action Plan update report.

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"> <li>Team Caerphilly Programme Board</li> <li>HR Strategy Group</li> </ul>	2022	Workforce Planning Framework to be introduced in Autumn 2022.
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"> <li>Team Caerphilly Programme Board</li> <li>HR Strategy Group</li> </ul>	Quarter 3 2021 - 2022	MyTime/ MyTime Extra rolled out across organisation. Supporting video produced from Corporate Director Education & Corporate Services Topic covered by Chief Executive in a Cwtch. Options for training being sourced to support managers to manage in an agile way. To be included as a topic for the pulse surveys.
5.1	Undertake a Non-Guaranteed Hours Arrangement (NGHA) review.	Contract Review Project	Head of People Services /	<ul style="list-style-type: none"> <li>HR Strategy</li> <li>Corporate Management Team</li> </ul>	Quarter 4 2021 - 2022	Meetings held with both Heads of Service and Trade Unions. Review to be completed by end of Quarter 4 2022 / 23.
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"> <li>HR Strategy Group</li> </ul>	Quarter 3 2021 - 2022	Circulated to all employees on 08.11.21 and regularly since that date.
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"> <li>HR Strategy</li> <li>Corporate Management Team</li> </ul>	2022	New exit survey process in place with effect from 01.08.22.
5.4	Review our employee benefits packages	HR and H&S Policy Review Project	Head of People Services	<ul style="list-style-type: none"> <li>HR Strategy Group</li> <li>Health &amp; Safety Committee</li> </ul>	2022	Staff benefit scheme and recognition of 40 years Local Government Service Agreed by Cabinet 15.09.21.