

As at end March 2018

## Health and Wellbeing Work Plan (2017 – 2018)

No	Priority Action	Timeframe	Ownership	Preventative /Reactive	Resource Implications	Strategy Group Lead	EMT decisions/ comments	Progress Update
<b>1. Existing Health and Wellbeing Workplan Activities/Known Requirements</b>								
1	<u>Employee Support Service</u> a) Complete the fifth annual review of the service	Q4 16/17	Cheryl Ing	Both	Will contain recommendations	Cheryl Ing		Completed; embedded
2	<u>Staff Choir</u> a) Undertake at least 2 annual performances	Q4 16/17	Cheryl Ing	Preventative	No	Cheryl Ing		Completed
3	<u>Flu Campaign (CQUIN)</u> a) Review 2016/17 campaign	Q4 16/17	Flu Strategy Group	Reactive	No	Sheila Jones		Completed
	b) Prepare for the 2017/18 flu campaign	Q1 17/18	Flu Strategy Group	Reactive	Yes (incentives, backfill etc to be agreed as part of the Flu Plan)	Sheila Jones		Completed
	c) Recruit/train and prepare Chief Flu Fighters	Q2 17/18	Flu Strategy Group	Reactive	Yes	Sheila Jones		Completed
	d) Undertake the 17/18 flu campaign	Q3 17/18	Flu Strategy Group	Reactive	Yes	Sheila Jones		Completed and extended to Q4 as per CQUIN
	e) Monitor and Review 17/18 campaign	Q4 17/18	Flu Strategy Group	Reactive	Yes	Sheila Jones		Completed; embedded
4	<u>Health Promotion</u> a) Undertake the 'Know your Numbers' Health campaign via Occupational Health for 2017	Q3 17/18	Jude Cooper, Occ Health	Preventative	No	Jude Cooper		Completed; embedded
5	<u>Support Blue Monday</u> a) Plan and support Blue Monday to promote positive wellbeing	Q4 16/17	Cheryl Ing	Preventative	No	Cheryl Ing		Completed; embedded

6	<u>Occupational Health Service</u> a) Review the existing OH service and consider potential options	Q4 16/17	Sheila Jones	Both	Yes	Sheila Jones		Completed.
	b) Prepare for the competitive tendering exercise, if EMT decides this is the way to proceed	Q1 17/18	Sheila Jones	Both	No	Sheila Jones		Second and final extension to contract agreed by EMT. Consider future options by end of year.
	c) Agree the service specification and competitive tendering documents	Q1 17/18	Sheila Jones	Both	No	Sheila Jones		n/a now grey
	d) Undertake the competitive tendering process	Q2-Q4 17/18	Sheila Jones	Both	No	Sheila Jones		n/a now grey
	e) Award the contract	Q3 17/18	Sheila Jones	Both	No	Sheila Jones		n/a now grey
	f) Implement the contract	Q1 18/19	Sheila Jones	Both	No	Sheila Jones		n/a now grey
	7	<u>Deliver retreats for staff</u> a) Existing 6 retreats per year	Q4 16/17	Paul Walker	Both	No	Paul Walker	
b) Existing 6 retreats per year		Q4 17/18	Paul Walker	Both	No	Paul Walker		Completed; embedded
8	<u>Deliver pre-retirement courses for staff</u> a) Deliver the existing funded 4 events per year	Q4 16/17	Paul Walker	Both	No	Paul Walker		Completed
	b) Deliver an extra 3 events per year due to extra demand (7 in total)	Q4 17/18	Paul Walker	Both	£3000 extra	Paul Walker		Completed (1 extra required in 17/18); embedded
9	<u>Employee Psychology Service</u> a) Evaluate the EPS pilot and make recommendations to EMT	Q4 16/17	Barry Speak	Both	Yes (recurrent funding)	Barry Speak		Completed
	b) Consider potential internal mental wellbeing support options for staff and make recommendations to EMT	Q4 16/17 (revised to Q2 18/19)	Barry Speak	Both	Yes	Barry Speak		To be completed as part of 6b following EMT decision.

10	<u>Weight Management Support</u> a) Run a 10 week pilot of 30 minute Staff Weight management education sessions over lunchtime or after work. The pilot would be a group at one Trust site and offer education on healthy eating, food labelling and physical activity	Q1 17/18 (changed to Q2 17/18) Changed to begin in Q3 and end in Q4 17/18	Jo Smith/Dietetic Staff	Reactive	Yes (two Dietetic staff 1 hour per week plus travel costs) = £400	Ali Forster	Pilot began in November. Pilot and evaluation completed Q4.
	b) Evaluate the success of the pilot	Q2 17/18 (changed to Q3 17/18) Changed to Q4 17/18	Jo Smith/Dietetic Staff	Reactive	No	Ali Forster	Pilot evaluation Completed Q4.
11	c) Promote NICE Guidance on Obesity	Q4 16/17	Sheila Jones	Preventative	No	Sheila Jones	Completed
<b>2. Committed HAW Activities in development</b>							
12	<u>Promoting Physical Activity for Staff</u> a) Monitor the uptake of the Cycle to Work Scheme with the aim of more than 100 staff taking up the offer by the end of March.	Q4 16/17	HR Manager	Preventative	CQUIN-linked	Sheila Jones	Completed

13	b) Promote physical activity messages through media including the 'Wellbeing Wednesday' weekly communication. This will include tips to reduce sedentary behaviour, promoting the use of the staircase, lifestyle and joining in physical activity such as the Workplace Challenge.	Q4 16/17	Russell Smith - CQUIN post	Preventative	CQUIN-linked	Sheila Jones	Completed; embedded
14	c) Physical activity schemes to be introduced within the Trust for reducing sedentary behaviours <ul style="list-style-type: none"> <li>• 1 Walking Group in each of the 4 localities</li> <li>• Introduce 'Become Active – Trust wide Pedometer Challenge'</li> <li>• Increase the uptake of staff involved in the Workplace Challenge</li> <li>• Introduce Yoga or Metafit classes</li> </ul>	Q4 16/17	Russell Smith - CQUIN post	Preventative	CQUIN-linked	Sheila Jones	Completed
15	d) Contact third parties within the Trust's geographical area to request reduced membership rates and communicate to staff and encourage staff feedback if they are aware of additional third parties which may provide staff discount	Q4 16/17	Russell Smith - CQUIN post	Preventative	CQUIN-linked	Sheila Jones	Completed
16	e) Promote the 6 self-help guides produced by our physiotherapy for staff service provider Physiomed as a self-help measure via Wellbeing Wednesday.	Q4 16/17	Russell Smith - CQUIN post	Preventative	CQUIN-linked	Sheila Jones	Completed
17	f) Hold a scoping Quality Improvement event to establish what is currently happening regarding trauma support, what should happen and who should provide it. We will offer staff who have been involved in a Serious Untoward Incident the opportunity to share their views.	Q4 16/17	Russell Smith - CQUIN post	Reactive	CQUIN-linked	Barry Speak	Completed
	g) Produce a standard process description and communicate the results of the service improvement event.	Q4 16/17	Russell Smith - CQUIN post	Reactive	CQUIN-linked	Barry Speak	Completed

18	h) Undertake 4 stress busting events at a variety of locations across the Trust to ensure that staff from all localities have the opportunity to attend.	Q4 16/17	Cheryl Ing	Both	No	Cheryl Ing		Completed
19	i) Design a training package to offer support to managers in embedding health and wellbeing principles in the workplace in 4 sessions and run.	Q4 16/17	Cheryl Ing	Both	No	Cheryl Ing		Completed
20	j) Offer and embed the ESS to all staff and monitor take up on an annual basis	Q4 16/17	Cheryl Ing	Both	No	Cheryl Ing		Completed
21	k) Undertake a Quality Improvement event to effectively manage the capacity and demand of the Employee Support Service.	Q4 16/17	Cheryl Ing	Preventative	No	Cheryl Ing		Completed
22	l) Offer and deliver 2 mindfulness programmes to staff in the York and Selby locality.	Q4 16/17	Elinor Morgan - Staff Mindfulness Lead	Both	No	Sheila Jones	Change lead to Hannah Greenheld	Completed
23	m) Offer and deliver at least 20 days of mindfulness that staff can access to refresh their practice. Staff who have already been on the mindfulness programme will be contacted to offer them this opportunity.	Q4 16/17	Elinor Morgan - Staff Mindfulness Lead	Both	No	Sheila Jones	Change lead to Amanda McGough (mat leave cover)	Completed
24	n) Offer and run 12 x 8 week mindfulness programmes for staff. These will be advertised via E-bulletin and our internal website. Staff will also be informed about these by Occupational Health, Employee Support Service and Staff Side.	Q4 16/17	Elinor Morgan - Staff Mindfulness Lead	Both	No	Sheila Jones	Change lead to Amanda McGough (mat leave cover)	Completed

### 3. New Proposed HAW Activities

#### 3.1 Recommendations from the Health Needs Assessment

25	<u>Work Culture</u> a) Emphasise the importance of taking regular breaks, taking a proper lunch break and eating away from the desk or workstation in health messages and newsletters (cross refer RCN Healthy Workplace Toolkit)	Q2 17/18	CQUIN lead (to be agreed)	Preventative	Yes (CQUIN post)	Sheila Jones		Completed
26	b) Highlight the Health Needs Assessment views on the Staff Rostering procedure non-compliance and the impact on staff health and wellbeing to the Nursing Directorate to consider	Q1 17/18	CQUIN lead (to be agreed)	Preventative	Yes (CQUIN post)	Sheila Jones		Completed
	c) Seek feedback from the Nursing Directorate in 6 months	Q3 17/18	CQUIN lead (to be agreed)	Preventative	Yes (CQUIN post)	Sheila Jones	More detail required on what intended to achieve	Update position received. Completed.
27	d) Highlight the Health Needs Assessment views on flexible working to the Trust policy lead to consider when the policy is next reviewed	Q1 17/18	CQUIN lead (to be agreed)	Preventative	Yes (CQUIN post)	Sheila Jones		Completed
28	<u>Mental Wellbeing</u> a) Consider holding a 'spot the signs' workshop, in which staff are taught about what to look out for in their colleagues with regards to poor mental health. This would serve two purposes, firstly, enabling colleagues to help one another. Secondly, it may create a culture in which staff discuss mental wellbeing.	Q4 17/18	Cheryl Ing	Reactive	No	Cheryl Ing		Completed. Contained within the portfolio of training resources.
29	b) Consider providing training for line managers and teams to enable them to identify the signs of stress and provide support to put in an intervention to address the issued at the earliest opportunity	Q4 17/18	Cheryl Ing	Preventative	No	Cheryl Ing		Completed. Contained within the portfolio of training resources.

30	c) Consider to deliver and explore interventions that reduce stress and associated impacts on staff (already in hand via Employee Support Service and Employee Psychology Service)	n/a	n/a	n/a	n/a	n/a		n/a
31	d) Promote the full range of mental wellbeing interventions (employee support service, counselling, the retreat, employee psychology service) available to staff. This will be undertaken by Wellbeing Wednesday and Trust Induction promotion	Q1 17/18	CQUIN post	Both	Yes (CQUIN post)	Sheila Jones		Completed; embedded
32	e) Consider developing training for staff in techniques for better time usage and management and stress reduction (make OD aware of the HNA finding to consider a response)	Q1 17/18	CQUIN lead (to be agreed)	Preventative	Yes (CQUIN post)	Sheila Jones		Completed
33	<u>Communication</u> a) Design a model of Trust Health Champions for each locality/service/site in partnership with Public Health	Q1 17/18 (EMT changed to Q2 17/18)	CQUIN lead (to be agreed)	Both	Yes (CQUIN post) and costs for training via Public health to be confirmed when model is known.	Sheila Jones	Change to Q2 17/18 and consider combining with other champion roles	Completed Training via Public Health and M'bro College has been designed with dates given for 2018. To be offered to the Workplace Health Champions.
	b) Pilot the model	Q2 17/18 (EMT changed to Q3 17/18). Updated to Q4 17/18	CQUIN lead (to be agreed)	Both	Yes (CQUIN post)	Sheila Jones	Change to Q3 17/18	Training above was offered to the Workplace Health Champions across the Trust in Q4 for completion in 2018. 2 staff attended in Q4 with more booked for Q1 18/19. Evaluate model Q2 18/19.
	c) Embed the model across the Trust	Q4 17/18 (revised date to Q2 18/19)	CQUIN lead (to be agreed)	Both	Yes (CQUIN post)	Sheila Jones	Change to Q1 18/19 if required	See note above

34	d) Explore wider methods of communication with the Communications team	Q1 17/18	CQUIN lead (to be agreed)	Both	Yes (CQUIN post)	Sheila Jones		Completed
35	e) Advertise services using posters and leaflets in shared work areas or break areas, such as kitchens (this would be part of the role of the Trust Health Champions)	Q4 17/18	CQUIN lead (to be agreed)	Both	Yes (CQUIN post)	Sheila Jones		Completed and needs to be continued.
36	f) Consider changing the email system of the Trust, one that deletes emails sent to a person who has an out of office status and returns an email to the sender, stating when an appropriate time to contact them would be. This way the person has less emails to deal with when they return to work, therefore potentially reducing their stress levels, and improving their mental wellbeing (this would be shared with the Information Directorate, following EMT's views)	Q1 17/18 (EMT changed to Q3 17/18)	IT Representative	Both	Unknown	Sheila Jones	Change to Q3 17/18. Drew Kendall has a similar piece of work.	Completed
	<u>Physical Activity</u> a) Encourage staff to use local leisure facilities across the Trust's geographical footprint, to prevent staff being at a disadvantage because of where they live or work ( <b>in hand - cross refer action 15</b> )	Q4 16/17	Russell Smith - CQUIN post	Preventative	CQUIN-linked	Sheila Jones		Completed
37	b) Explore the availability of shower and changing facilities necessary to encourage staff to actively travel to and from work	Q2 17/18 (change to Q3 17/18)	CQUIN lead (to be agreed)	Preventative	Yes (CQUIN post pending funding)	Sheila Jones		Completed
	c) Reduce sedentary behaviour by encouraging staff to take regular walking or moving breaks ( <b>in hand – cross refer actions 13 and 14</b> )	Q4 16/17	Russell Smith - CQUIN post	Preventative	CQUIN-linked	Sheila Jones		Completed
	d) Encourage staff to engage in the national workplace challenge for physical activity ( <b>in hand – cross refer action 14</b> )	Q4 16/17	Russell Smith - CQUIN post	Preventative	CQUIN-linked	Sheila Jones		Completed



	e) Promote cycling to staff as a form of active travel <b>(in hand – cross refer action 12)</b>	Q4 16/17	HR Manager	Preventative	CQUIN-linked	Sheila Jones		<b>Completed</b>
	f) Consider introducing yoga and pilates classes for staff members to access <b>(in hand – cross refer action 14)</b>	Q4 16/17	Russell Smith - CQUIN post	Preventative	CQUIN-linked	Sheila Jones		<b>Completed</b>
<b>3.2</b>	<b>Wider recommendations for consideration</b>							
<b>38</b>	a) Explore offering lifestyle checks through Occupational Health to staff in the highest areas of sickness absence. These would be to discuss their health and lifestyle and options available	Q2 17/18 (change to Q3 17/18)	Jude Cooper	Both	Yes (if not to be included in current Occ Health activity)	Jude Cooper		<b>Completed. Decided not to proceed due to cost effectiveness and adding value. Can signpost to other HAW initiatives and promote national campaigns.</b>
	b) Monitor the take up of lifestyle checks	Q4 17/18	Jude Cooper	Both	Yes (if not to be included in current Occ Health activity)	Jude Cooper		Not applicable due to above.
<b>39</b>	c) Promote positive lifestyle changes for the older workforce through Wellbeing Wednesday and advice on the Trust intranet. Specific advice will be targeted to health issues regarding the menopause	Q3 17/18	Jude Cooper	Both	No	Jude Cooper		<b>Completed</b>
<b>40</b>	d) Raise awareness of health implications from drug and alcohol usage	Q3 17/18	Jude Cooper	Both	No	Jude Cooper		<b>Completed as scheduled for post-Christmas /New Year health messages eg Dry January.</b>
<b>41</b>	e) Prepare and implement the NICE Quality Standard for HAW when issued.	Q4 17/18	Sheila Jones	Both	No	Sheila Jones		<b>Completed. The standard is being considered when planning new HAW areas such as occupational health.</b>

42	f) Develop a draft HAW Compact for consideration by EMT. (Changed to: Review the Trust values and behaviours to consider the links that reflect good health and wellbeing practices)	Q3 17/18 (EMT changed to Q1 18/19. Updated to Q2 18/19)	Levi Buckley	Both	Potentially no	Levi Buckley	Change to Q1 18/19	
43	g) Raise awareness of the codes for inputting sickness absence on ESR in order to reduce sickness classed as 'unknown'	Q2 17/18	Lesley Hodge	Both	No	Helen Cooke		Completed
44	h) Approach all public health departments within the Trust boundaries to consider partnership working and potential funding options	Q2 17/18 (change to Q3 17/18)	Russell Smith - CQUIN post	Preventative	CQUIN-linked	Sheila Jones		Completed
45	i) Undertake a robust evaluation of the current stress risk assessment being used in the Trust and consider the new HSE Return to Work questionnaire and Mind Guidance for line managers: Wellness Action Plans (WAPs)	Q3 17/18 (updated to Q4 17/18)	Helen Cunningham, via Health, Safety and Security Group	Reactive	No	Helen Cunningham		Completed. Report taken to the Health, Safety, Security and Fire Group in January 2018 and the next HAW Strategy Group.

The Health and Wellbeing Strategy Group has the authority to review and update this action plan during the lifetime of the work plan in order to ensure continuous alignment with Trust priorities.

**Note: Key activities undertaken by other groups across the Trust that are linked to the Health and Wellbeing agenda include:**

- Equality, Diversity and Human Rights – Workforce related action plans
- Health, Safety and Security Group
- Staff engagement work

**All of which will need to feed directly in to the Health and Wellbeing Strategy Group**