

## Adults Care and Wellbeing Being Healthy at Work Plan 2024 – 2025

| Priority  | How Will We Achieve This   | What are we doing to support the priority   | How will we monitor improvements   | Supporting Information  |
|---|--|---|--|---|
| <b>Priority 1: Workforce Satisfaction, Involvement and Recognition</b>  |  |   |  |   |
| <b>Leadership Team to:</b> <ul style="list-style-type: none"> <li>Commit to service meetings.</li> <li>Develop effective communications.</li> <li>Promote peer support/mentoring.</li> <li>Act on feedback from Workforce Opinion Survey &amp; ongoing staff surveys</li> <li>Promote learning and development opportunities to support personal growth.</li> <li>Promote and support staff recognition schemes and celebrate employee's achievements e.g. qualifications, awards, dignity awards.</li> </ul>   | <ul style="list-style-type: none"> <li>Promote employee assistance programme.</li> <li>Promote work/life balance for all staff.</li> <li>Encourage flexible working.</li> <li>Provide weekly e-bulletins to keep staff informed.</li> <li>Develop mentoring programme for adult care and wellbeing staff.</li> <li>Embed you said/we did approach to engagement.</li> <li>Respect and value staff diversity and inclusion</li> <li>Invest in learning and development.</li> <li>Embed organisational values and service quality standards.</li> </ul>  | <ul style="list-style-type: none"> <li>Workforce Development Strategy</li> <li>Practice Development Action Plan</li> <li>Learning and Development Plan</li> <li>Role-based training profiles for all adult care and wellbeing staff</li> <li>Refreshed induction for adult care and wellbeing staff.</li> <li>Adults Care and Wellbeing Equality, Diversity, Inclusion and Social Justice Action Plan.</li> </ul> | <ul style="list-style-type: none"> <li>Numbers/percentage of staff who have had 1/1s and PDRs.</li> <li>Numbers of staff reading e-bulletin.</li> <li>Improved Workforce Opinion Survey results.</li> <li>Staff engagement with mentoring programme.</li> <li>Regular service events taking place.</li> <li>Staff access relevant personal development opportunities and CPD pathways.</li> <li>Personal Stress Awareness and Managing Stress in the Workplace processes.</li> <li>Staff feel listened to, valued and appreciated.</li> <li>Improved Staff Morale, and Satisfaction at Work</li> </ul> | <a href="#">Health and Wellbeing</a><br><a href="#">Workplace Wellbeing</a><br><a href="#">Workplace Adjustment Passport</a><br><a href="#">Sheffield Care Sector Workforce Development Strategy</a><br><a href="#">Adult Care and Wellbeing Manual</a> |
| <b>Managers to:</b> <ul style="list-style-type: none"> <li>Support staff returning to work in the office. Enable hybrid working arrangements.</li> <li>Offer in-person 1-1s.</li> <li>Encourage a positive work/life balance and promote flexible working arrangements.</li> <li>Provide appropriate equipment to enable home working and office working.</li> <li>Encourage staff to attend employees' networks.</li> <li>Be clear on priorities.</li> <li>Provide regular 1-1s, team meetings and annual PDRs.</li> <li>Offer in-person meetings.</li> <li>Recognise good practice at team and individual level.</li> <li>Promote breaks for staff.</li> <li>Provide opportunities for staff to get involved in decision making.</li> </ul> | <ul style="list-style-type: none"> <li>Ask staff how they are feeling and their wellbeing.</li> <li>Review team stress risk assessments quarterly.</li> <li>Offer individual stress risk assessments where appropriate.</li> <li>Offer a mixture of online and in-person meetings.</li> <li>Support safe working practices and provide appropriate equipment.</li> <li>Acknowledge the efforts and achievements of employees.</li> <li>Support change management.</li> <li>Promote communication and dialogue ensuring that employee voice is heard.</li> <li>Provide regular reflective supervision.</li> </ul> | <ul style="list-style-type: none"> <li>Number of staff nominated for Dignity Awards.</li> <li>Posts on Thank You Wall.</li> <li>Staff feel listened to, valued and appreciated.</li> </ul>  |  |   |
| <b>Employees are encouraged to:</b> <ul style="list-style-type: none"> <li>Access support services when needed.</li> <li>Support each other.</li> </ul>   | <ul style="list-style-type: none"> <li>Check if colleagues are ok.</li> </ul>  |   |  |   |

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| <b>Priority 2: Workforce Health and Wellbeing</b>   |  |   |  |   |
| <b>Leadership Team to:</b> <ul style="list-style-type: none"> <li>Promote corporate incentives e.g. disability leave, employee assistance programme, eye voucher scheme, cycle to work scheme, etc.</li> <li>Support staff to develop personal resilience and coping strategies.</li> </ul>   | <ul style="list-style-type: none"> <li>Provide compassionate leadership.</li> <li>Promote the wellbeing services available to all staff.</li> <li>Promote the Employee Assistance Programme to all staff.</li> </ul>   | <ul style="list-style-type: none"> <li>Sheffield City Council Being Healthy at Work Strategy</li> </ul>   | <ul style="list-style-type: none"> <li>Reduction in employees sickness and absence rates.</li> <li>Improved employee survey outcomes.</li> <li>Staff feel valued and supported.</li> </ul> | <a href="#">Your Health at Work</a><br><a href="#">Employee Assistance Programme</a><br><a href="#">Workplace Wellbeing</a><br><a href="#">Able Futures</a><br><a href="#">MHFA England Resources</a><br><a href="#">Every Mind Matters</a> |
| <b>Managers to:</b> <ul style="list-style-type: none"> <li>Review team risk assessments quarterly</li> <li>Carry out risk assessments where appropriate, e.g. for health needs that may impact on job role; and to support occupational health assessments to improve work conditions where appropriate.</li> <li>Be practical, flexible, and sensitive to employees with caring responsibilities.</li> </ul> | <ul style="list-style-type: none"> <li>Support staff to develop personal resilience strategies.</li> <li>Promote the Sheffield City Council Health and Wellbeing Framework. This supports the Being Healthy at Work Strategy, Sheffield City Council Adults Care and Wellbeing Being Healthy at Work Action Plan, and the aims and objectives of the Health and Safety Policy that sets out how we will</li> </ul> | <ul style="list-style-type: none"> <li>FTE days lost for work related anxiety, stress and depression.</li> <li>Number of staff completing key training.</li> <li>Stories of difference.</li> </ul> Number of employees accessing: <ol style="list-style-type: none"> <li>Employee Assistance Programme</li> <li>Cycle Scheme</li> </ol> |  |   |

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|  | prioritise the health and wellness of our staff and aims to promote a culture of self-care and care of others.  |   | 3. Shared Parental Leave<br>4. Flexi-time Workforce<br>5. Discretionary Leave<br>6. Westfield Health   |                        |
| <b>Employees are encouraged to:</b> <ul style="list-style-type: none"> <li>Complete wellbeing/mental health e-learning modules.</li> <li>Access support services where needed.</li> </ul>  |   |   | <ul style="list-style-type: none"> <li>Numbers of staff accessing distance learning modules and training sessions.</li> </ul>  |                        |
| <b>Health and Wellbeing Lead to:</b> <ul style="list-style-type: none"> <li>Promote learning, practical tips, tools and ideas to support health and wellbeing.</li> <li>Share health and wellbeing resources with our commissioned providers to support the wider sector workforce.</li> <li>Increase capacity and knowledge of mental health and strategies to support people in distress.</li> </ul> | <ul style="list-style-type: none"> <li>Promote Skills for Care wellness webinars including wellbeing leadership, leading for wellbeing, recovery, reflection, etc.</li> <li>Increase the number of Mental Health First Aiders across adult's care and wellbeing.</li> </ul> |   | <ul style="list-style-type: none"> <li>Improved employee survey outcomes. Staff feel valued and supported.</li> <li>Numbers of employees accessing Mental Health First Aider support service.</li> </ul> |                        |
| <b>Sheffield City Council to:</b> <ul style="list-style-type: none"> <li>Expand its mental health support for care workers in Sheffield.</li> </ul>  | <ul style="list-style-type: none"> <li>Expand the wellbeing support offer for all care workers in Sheffield.</li> </ul>   |   | <ul style="list-style-type: none"> <li>Number of employees accessing support services.</li> </ul>  |                        |

| Priority 3: Compassionate Leadership   |  |   |  |   |
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| <p style="font-size: 2em; margin: 0;">P<br/>a<br/>g<br/>e<br/>2<br/>7<br/>8</p> <b>Leadership Team to:</b> <ul style="list-style-type: none"> <li>Promote Sheffield City Council Workplace Wellbeing tool and associated initiatives.</li> <li>Ensure that the Being Healthy at Work Plan is regularly reviewed.</li> </ul>                                      | <ul style="list-style-type: none"> <li>Chief Social Work Officer will lead Sheffield City Council Adults Care and Wellbeing Being Healthy at Work Action Plan.</li> <li>Promote access to training on GoLearn.</li> <li>Promote access to Workplace Wellbeing Tool.</li> </ul> | <ul style="list-style-type: none"> <li>Sheffield City Council Being Healthy at Work Strategy</li> </ul> | <ul style="list-style-type: none"> <li>Number of employees accessing goLearn.</li> <li>Number of employees engaged in health and wellbeing events and activities.</li> <li>Improved employee survey outcomes.</li> <li>Staff feel valued and supported.</li> <li>Positive employee stories of difference.</li> </ul> | <a href="#">Your Health at Work</a><br><br><a href="#">Employee Assistance Programme</a><br><br><a href="#">Workplace Wellbeing</a> |
| <b>Chief Social Work Officer to:</b> <ul style="list-style-type: none"> <li>Report action plan progress</li> <li>Attend Health, Safety and Wellbeing board.</li> <li>Share best practice with other leads.</li> <li>Be an advocate for wellbeing for Adults Care and Wellbeing.</li> <li>Be a focal point for wellbeing in Adults Care and Wellbeing.</li> </ul> | <ul style="list-style-type: none"> <li>Inductions will include information about wellbeing support and initiatives.</li> <li>Stories of difference will be shared across Adults Care and Wellbeing.</li> </ul>   |   |  |   |
| <b>Managers to:</b> <ul style="list-style-type: none"> <li>Encourage employees to access Go Learn for training and development.</li> <li>Encourage employees to access Workforce Wellbeing Tool.</li> <li>Share examples of wellbeing initiatives and good practice across all teams via peer reflective huddles.</li> </ul>                                     | <ul style="list-style-type: none"> <li>Share Stories of difference</li> <li>Involve, encourage, and support one another.</li> </ul>  |   |  |   |
| <b>Employees are encouraged to:</b> <ul style="list-style-type: none"> <li>Be kind and support one another.</li> </ul>   |  |   |  |   |