

Improving the Health of Our Communities and Workforce 2015/16

Healthy lifestyles - Action for the Community					
Outcome one: Staff and Members understand their contribution to the public health agenda and feel confident that they can promote health related issues and make referrals to other services for support.					
Output	Lead	Resources	Timescales	Outcome / outcome measure	Progress Q3
<p>Develop the concept of 'Making Every Contact Count' through the following;</p> <p>1.1 Develop a half day basic staff training programme for frontline staff to enable them to feel confident to promote Wellbeing related services as part of their daily contact with customers.</p>	Elaine	Officer time, support from WSX Public Health, free brief intervention training available from PH This will include different levels of training e.g. basic online training, brief intervention training for targeted staff members who have home visiting roles.	<p>Develop training materials May/June 2015</p> <p>Deliver pilot jan 2016</p> <p>Roll out feb / march 2016</p>	<p>100 frontline staff access the training programme</p> <p>Information is available for all staff working in frontline services.</p> <p>Develop and analyse results from a training evaluation form to assess learning outcomes.</p> <p>Ongoing training integrated into Personnel 'new starter' induction programme</p>	<p>The draft training programme has been developed and endorsed by WSX Public Health. The training will be piloted with EH services in January</p> <p>Next steps Share with Management forum and encourage sign up either via individual teams / service areas or whole council approach.</p>
<p>1.2 Identify key staff who have a personal interest in becoming more health and wellbeing aware and providing them with the above training and further support to become health and wellbeing activators for the council.</p>	Elaine / Ben Polhill	Links to existing Get Active Chichester project resources in place.	By end March 2016	Aim for at least one person in each service area to become an activator.	There are many staff throughout the council who currently undertake this role informally. They regularly build on this by encouraging others to take part in health and wellbeing related activity.

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1.3 Develop a 'JD' for workplace activators and work with individuals to develop them in this role.	Elaine / Ben Polhill	Links to existing Get Active Chichester project resources in place.	September 2015	Develop a 'JD' that enables staff to link the activator role with their existing role	The project has changed and will no longer be appropriate to link with staff. However, this work happens informally already. (see above) We have the opportunity to offer a training day for workplace activators free of charge in the new year.
1.4 Work with local businesses to support them to adopt the Workplace Wellbeing charter 1.5 The council will commit to, and achieve 'excellence' in the employer standards set out in the Workplace Charter	Elaine Thomas	HR, health and safety, EH, wellbeing	March 2016	EH and Wellbeing joint project evaluation will be included during planning process.	The self assessment for CDC is complete and a paper for SLT /CMT has been prepared asking for commitment from the organisation to continue with the process. If agreed a steering group will be established and it will be included within the service planning process for relevant teams for 2016/17.
1.6 Work with local businesses to support them to meet the requirements of the 'Eat Out Eat Well' programme.	Ian Brightmore	EHOs	March 2016	10 businesses are supported to achieve the outcomes required for the 'Eat Out Eat Well' programme.	Progressing within EH officers service plan.
West Sussex sugar reduction campaign: 1.7 Confirm nomination of Sugar reduction champions. 1.8 Review contractual agreements for vending machines in public places.	Elaine	Officer time Align with current contracts and procurement processes.	June 2015 (after elections) Ongoing	In line with WSCC Public health processes the aim is to promote a reduction in sugar consumption.	On going with public health

Healthy Lifestyles - Action for Staff

Outcome Two: Staff are given opportunities to adopt a healthy lifestyle and that their physical and mental health and wellbeing is valued by the organisation.

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<p>2.1 Deliver 6 Health awareness campaigns to staff in support of identified priority health issues and engage their support to raise public awareness of those campaign issues.</p> <p>May /June - Cancer awareness June - Diabetes awareness October – Stress Awareness / Stoptober Nov – Men’s health December / January - Alcohol awareness Feb - Healthy hearts</p>	Elaine	<p>Free resources usually available from national charities etc. Small wellbeing budget available.</p> <p>Officer time</p>	<p>May 2015 June 2015 Oct 2015</p> <p>Nov 2015 Jan 2015</p> <p>Feb 2016</p>	<p>Each campaign is evaluated independently depending on the intervention delivered.</p> <p>Information about ‘Health Awareness’ campaigns are distributed via email, intranet, Facebook, team meetings.</p> <p>A tab on the intranet is made available and populated with health and wellbeing information for staff.</p> <p>Staff activators engage with colleagues to promote the health and wellbeing campaigns.</p>	<p>All campaigns are planned for the year.</p> <p>Stoptober campaign is under way and being promoted via Wellbeing service. A local promotional event is being held in the city centre at end October</p> <p>Stress awareness was completed in October. Several stress awareness related sessions run for staff, information on new intranet pages and revised information on the stress risk assessment for staff.</p> <p>A new intranet tab is in place combining NWOW and wellbeing for staff</p> <p>Staff activators are emerging encouraging staff activity around the Chichester Triathlon and half marathon.</p>

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<p>2.2 Promote health and wellbeing group challenges;</p> <p>Bike to work week – June</p> <p>Reaching Rio</p> <p>Bike IT</p> <p>Stand up Britain campaign</p>	<p>EH team</p> <p>Wellbeing</p> <p>EH team</p> <p>H&S / Wellbeing</p>	<p>Officer time</p> <p>Officer time</p> <p>Officer time / Funding</p> <p>Officer time / desks</p>	<p>June 2015</p> <p>April –June</p> <p>Ongoing</p> <p>On going</p>	<p>Staff take part in local / national campaigns to encourage increased physical activity</p>	<p>The bikers ride and breakfast was held in June with 100 people taking part.</p> <p>Reaching Rio is completed for 2015 with more teams taking part this year.</p> <p>Bike It has received funding for another year</p> <p>Stand up Britain was launched and information is available around EPH to encourage staff to stand and move around more. A new standing desk is being trialled in the contact centre.</p>
<p>2.3 Review current activities / annual plan available for staff, communicate via intranet.</p>	<p>Wellbeing</p>	<p>Officer time</p>	<p>May 2015</p>	<p>Plan developed and timescales agreed.</p>	<p>The new intranet tab is in place and is being developed to include a range of health and wellbeing information for staff.</p>
<p>2.4 Provide information to all new staff at induction on health and wellbeing activity available to them.</p>	<p>Wellbeing / HR</p>	<p>Officer time</p>	<p>May 2015</p>	<p>All new staff have access to information.</p>	<p>Staff routinely receive information at induction on health and wellbeing and the services / activities available to them. The new social group has met and are receiving applications to the social fund for activity.</p>

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2.5 Work with staff social group to introduce 2 new activities based on demand. (See staff survey results).	Ben Polhill / Helen Rothwell	Officer time / funding from social fund	October 2015	At least two new activities are in place and at least 10 staff attend regularly. Monitor via attendance.	'Midday mile' walking group is continuing also a Friday running club where all abilities can take part. New members are being recruited to the choir, Pilates and Yoga classes.
2.6 Discuss with CMT flexibility of using the additional half hour for staff to access all health and wellbeing activity – not agreed.	Elaine	Officer time	April 2015	CMT agree a policy that staff can use half an hour once a week for a health related activity. (at managers discretion).	CMT have not agreed for a blanket half hour for any activity but have approved continuation for use of Westgate and any others previously agreed.
2.7 Explore the potential for standing meeting tables / work stations and encourage staff to stand more and have walking / standing meetings.	Elaine / H&S	Officer time and funding for tables.	June 2015	Opportunities are in place for staff to stand and work or have standing meetings. The benefits of standing are promoted as part of a health and wellbeing programme for staff	A new standing desk is being trialled in the contact centre.
2.8 Promote the use of active transport;	EH Teams	Officer time	March 2016	All new staff receive information at induction and on intranet tab.	On going
2.9 Promote use of pool bikes for local meetings	EH Teams	Officer time	On going	Staff are able to travel to local meetings without using their car.	Pool bikes are available
2.10 Encourage staff to cycle to work making use of cycle to work scheme	EH Teams	Officer time	On going	Staff are able to reduce car use during their journey to work.	90 Staff have made use of the cycle to work scheme to date.

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2.11 Introduce 'Ease It' reduced train tickets for staff use.	Simon Ballard	£2K funding required.	July 2015	Staff have access to reduced rail tickets and travel by train to meetings where practical.	'Ease It' has been launched for staff
2.12 Review the 'rules' around time recording on training days where time is spent working on long train journeys but not currently recorded as working time.	EH Teams	Officer time	July 2015	Staff are able to make good use of the time they have available while travelling.	It was discussed that this was something to be agreed by team managers for individual staff members.
2.13 Promote a 'car sharing' scheme across CDC	EH Teams	Officer time	On going		To be promoted alongside 'Ease it'

Housing and planning for healthy communities

Outcome three: Consider health inequalities in the formation of council policies, strategies and service plans.

Output	Lead	Resources	Timescales	Outcome / outcome measure	Progress Q3
<p>New council services, plans and policies include consideration for their impact on health inequalities both positive and negative.</p> <p>3.1 A health impact assessment framework is developed along with training / guidance notes to support officer and Members.</p>	Elaine / Alison	<p>Officer time Liaise with Members services and CMT</p> <p>Consider: committee / cabinet reports / procurement processes</p>	Draft HIA September 2015	<p>Current plans/policies are identified</p> <p>Guidance notes are available for staff and posted on intranet.</p>	<p>A new impact assessment has been drafted along with guidance notes for staff.</p> <p>Next steps: Liaise with Member Services and CMT</p>
3.2 Private sector renewal policy to be updated to include data from stock modelling to identify key hazards to health in our housing stock	Liz Reed/Rob Dunmall	Officer time/ Cabinet reports/Capital funding to improve housing conditions	October 2015	Private sector renewal policy to be agreed by Cabinet and implemented. Limited resources to be targeted to improve housing conditions in the poorest stock.	The strategy was presented to Overview and Scrutiny in November and is now out to consultation and then going to Cabinet in March.
3.3 Housing strategy to be renewed to ensure the future needs of our communities including our aging population who may need supported accommodation	Linda	Officer time / Cabinet report	October 2015	Action plan and timescales agreed.	Consultation with RPs, relevant officers, SLT & Cabinet undertaken.

Mental health and emotional wellbeing

Outcome four: Develop plans for the Council to become a health promoting organisation with a workforce that is trained to understand the varying needs of its customers. Including people with Mental Health issues, Learning Difficulties or Dementia.

Output	Lead	Resources	Timescales	Outcome / outcome measure	Progress Q3
<p>4.1 Organise training workshops for staff and Members working with members of the public.</p> <p>Training will focus on providing a supportive service for people with mental health and emotional wellbeing issues.</p>	Elaine	Officer time, room space, funding to pay for professional expertise e.g., Public health colleagues Time to talk Sussex Partnership Trust.	Initial training May/June 2015	<p>A training plan for staff.</p> <p>Managers are consulted and supportive of staff attending training, key staff are identified to attend,</p> <p>Staff feel increased confidence in working with people who may have mental health problems,</p> <p>Training is integrated into Personnel 'new starter' induction programme.</p>	<p>3 sessions of mental health awareness / MH stigma awareness training were held in Q1</p> <p>Further course are available but will require funding. This work links with 4.3 the workplace wellbeing charter</p>
<p>4.2 Working towards Dementia Friendly Chichester status organise Dementia friends training for staff and Members.</p>	Elaine	Links with Dementia Action Alliance Free dementia Friends sessions	<p>Launch May 2015</p> <p>Sessions available to staff November 2015</p>	<p>Staff attend a dementia friends session</p> <p>People living and working in Chichester have the opportunity to become Dementia Friends</p> <p>Chichester is a dementia friendly place to live and visit.</p>	<p>The Wellbeing workplace health advisor has attended training to become a Dementia Champion delivering Dementia Friends sessions for staff, members, volunteers and local businesses.</p>

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4.3 Adopt the Local Authority Mental Health Challenge 10 point plan and formulate a delivery plan.	Community wellbeing team / EH services	Staff time / possible funding for delivering initiatives	Initial assessment Oct 2015 Submit assessment march 2016	Number of staff trained and confidence improved. NB: Check the scale of intervention before making commitment to numbers.	This is under review alongside the workplace wellbeing charter. The Workplace wellbeing charter initial assessment has been completed and awaiting decision from CMT. It is likely that this action will not progress as there is significant activity around mental health in the charter.
4.4 Devise, pilot and evaluate an Employee Assistance Programme (EAP) to support staff who deal with stressful situations / clients within their role and who deal with volatile situations as part of their day to day work.	Community Wellbeing team/ personnel	£5K funding to be agreed Working with personnel using existing schemes as guidance	Initial planning July 2015 Training for managers December / January 2015 EAP in place march 2016	Staff who need support are able to access a free service. Develop an evaluation form to assess the results of the support service and distribute a report to the CMT and wider workforce. Information on the EAP is distributed to staff via email, departmental staff meetings, managers, intranet, and 'new start' induction packs. Sickness absence is reduced from the current average of 7.48 days to 6.5 days by March 2016.	Addressing outcomes from the staff survey, Working group with Parking services, contact centre, Wellbeing and HR is developing a 3 tier model for support for staff. We are currently negotiating with a potential provider of training for managers and one to one counselling for staff. We are talking to existing provider of occupational health service to negotiate extended service to include additional elements. Next steps: Paper to CMT for approval