

Bristol City Council Equality Impact Assessment Form

(Please refer to the Equality Impact Assessment guidance when completing this form)



Name of proposal	Health and Wellbeing Plan
Directorate and Service Area	Resources
Name of Lead Officer	Mark Williams

Step 1: What is the proposal?

Please explain your proposal in Plain English, avoiding acronyms and jargon. This section should explain how the proposal will impact service users, staff and/or the wider community.

1.1 What is the proposal?

To develop and implement an organisation wide health and wellbeing plan. This plan is draft and currently in consultation phase.

The Organisational Improvement Plan sets out the overarching strategic priority to “create the conditions for everyone to perform at their best, each and every day. We will improve processes and policies, invest in health and wellbeing, and continue the development of our teams and individuals”.

Based on the OIP actions and the key areas for consideration arising from the data review the specific objectives of the 2019-20 Health and Wellbeing programme are recommended:

Demonstrate organisational commitment and leadership of health and wellbeing

How will we do this?

- Create a Health and Wellbeing Group
- Publish the Health and Wellbeing Programme of work
- Review the sickness absence policy
- Review the reasonable adjustments policy
- Recruit to the newly created Disability and Wellbeing Advisor role
- Improve support for agile working for those with specific needs. Scope priority areas and test improvements (e.g. booths for Dragon users)

- Develop a communications plan to publicise commitment, engagement and opportunities in health and wellbeing
- Ensure Occupational Health and EAP services are set up to run smoothly and offer the full services required

Increase management capability, skill and confidence in health and wellbeing

How will we do this?

- Develop a programme of Health and Wellbeing leadership and management training
- Mandate the Management of Mental Health Session for all Managers and ensure that managers are clear on the health and wellbeing objectives
- Develop a new Health and Wellbeing tool to support discussions between managers and employees in Appraisals, 1:1's and any return to work following absence
- Regularly report on training uptake to ensure adequate participation

Raise awareness of health and wellbeing and increase participation in self-care

How we will do this?

- Develop a programme of health and wellbeing training
- Create a programme of health and wellbeing events and groups and use feedback to feed into the health and wellbeing programme
- Create a health and wellbeing champion role for colleagues who will volunteer to champion Health and Wellbeing in their work area. This will include receiving Mental Health First Aid Champions Training and being a link person from the central team for communication and information and link to the Health and Wellbeing Group.
- Introduce wellbeing self-care opportunities (e.g. health and wellbeing classes, holistic therapy opportunity, health and wellbeing roadshows, health check technology)
- Support and continue to develop our Mental Health First Aiders and Champions

The draft Health and Wellbeing plan is currently out for consultation with TU

reps and DEG members.

Step 2: What information do we have?

Decisions must be evidence-based, and involve people with protected characteristics that could be affected. Please use this section to demonstrate understanding of who could be affected by the proposal.

2.1 What data or evidence is there which tells us who is, or could be affected?

The following data has been reviewed:

- Occupational health referral data
- EAP contacts
- Absence data
- BCC demographic data
- DEG verbatim comments
- Employee Engagement Survey data
- Feedback from Thrive Bristol
- 80 women in the menopause listening groups

2.2 Who is missing? Are there any gaps in the data?

BMEG, young workers group and LGBTQ+ groups will be consulted as part of the consultation. The Employee Engagement Survey (EES) workshop will aim to include reps from these groups.

2.3 How have we involved, or will we involve, communities and groups that could be affected?

Included to date in consultation phase

- TU
- DEG
- Menopause listening groups
- HR
- Learning and Development
- Organisational Development
- EDI

To follow

- EES wellbeing workshop (employee reps)
- Young employees SLG
- LGBTQ+ SLG
- BMEG SLG

- Religious groups (to be identified)

Step 3: Who might the proposal impact?

Analysis of impacts on people with protected characteristics must be rigorous. Please demonstrate your analysis of any impacts in this section, referring to all of the equalities groups as defined in the Equality Act 2010.

3.1 Does the proposal have any potentially adverse impacts on people with protected characteristics?
None identified
3.2 Can these impacts be mitigated or justified? If so, how?
N/A
3.3 Does the proposal create any benefits for people with protected characteristics?
<ol style="list-style-type: none"> 1. Increase organisational awareness of health and wellbeing, disability, mental ill-health 2. Improve skill of managers to support all employees 3. Investment in understanding workplace barriers for disabled employees 4. Develop mechanisms to receive regular feedback from employees on what is working / needs improvement
3.4 Can they be maximised? If so, how?
Develop strong links with SLG's & TUs to ensure the wellbeing work supports the protected characteristics

Step 4: So what?

The Equality Impact Assessment must be able to influence the proposal and decision. This section asks how your understanding of impacts on people with protected characteristics has influenced your proposal, and how the findings of your Equality Impact Assessment can be measured going forward.

4.1 How has the equality impact assessment informed or changed the proposal?
TBC
4.2 What actions have been identified going forward?
Include BMEG, LGBTQ+, Young workers SLG's and Religious groups in Health and Wellbeing group and EES workshop on an ongoing consultation basis.

Terms of reference for the Health and Wellbeing Group to be amended.
Discuss how to ensure inclusion at Health and Wellbeing Group with Head of Equalities

4.3 How will the impact of your proposal and actions be measured moving forward?

The Health and Wellbeing plan should be reviewed annually, with full consultation on the next phase of the work.

The review should include;

- demographic data,
- absence and health data,
- review of the TOR,
- review of membership of the Health and Wellbeing group to ensure it is representative
- feedback from the SLG's.

Service Director Sign-Off:

Equalities Officer Sign Off:

Date:

Date: