

A supportive guide to help promote wellbeing and good absence management practice



Responsibilities:

Employee



Be the best you can be:

- Taking responsibility for your own health, safety and wellbeing
- Accessing the appropriate resources and support available to you to help your wellbeing such as resilience training and mindfulness
- Engaging in opportunities to inform yourself about how to keep yourself well for example wellbeing events and the 5 ways to wellbeing model
- Seeking help in a timely manner and engaging with services to help maintain your attendance at work or return to work such as through the Employee Assistance Programme (EAP)/ Staff Care.

Manager



- Engaging in regular conversations with your staff with a focus on expected behaviour
- Accessing resources and support available to help employees with their wellbeing
- Promoting good health safety and wellbeing practice
- Providing opportunities to implement the 5 ways to wellbeing model in your workplace
- Understanding the ongoing changing climate across the organisation and the potential impact on wellbeing and engage in appropriate support
- Reviewing and managing sickness absence in a timely manner
- Engaging and utilising the support available to help you manage sickness absence effectively.

How you can meet these responsibilities:



For all employees

WCC has a range of easily accessible tools and resources for both managers and employees to explore and work with, to establish an environment where health, safety and wellbeing is integral to how we work, enabling good/positive attendance at work.



For managers

A range of resources are available to support individual teams. some of these specifically support the management of sickness absence, whilst others are supportive resources to enable a culture of effective and proactive absence management.



For managers

Specific support is available to help managers with individual casework providing a bespoke targeted advice service to individuals and teams.



Awareness & Education:

Wellbeing Strategy

Flexible/ Smarter Working

Health, Safety and Wellbeing practice

Wellbeing events/ Promotions

Employee Engagement/ Your say

Line Manager Training and Development

Organisation Expectations – 'be the best we can be'

5 ways to wellbeing model

Learning & Organisational Development resources e.g. resilience training & mindfulness sessions

Occupational Health

Employee Assistance Programme/ Staff Care

Intranet Portal

1:2:1's and Appraisals - having good performance conversations

Guidance, Policy and Culture:

Intranet guidance and information

HR Advisory Support

Indicators/Absence Management Information Dashboard (MID)

Sickness Absence Procedure & Essentials Guidance

Health, Safety & Wellbeing Policies

OD Workplace and Individual Assessments in hotspot areas

1:2:1's and Appraisals – having good performance conversations

Occupational Health

Targeted Advice:

Occupational Health Service

EAP (Employee Assistance Program)

Absence Management Surgeries

Learning and Development Services – e.g. resilience, mindfulness sessions

WAP's (Wellness Action Plans)

Return to Work essential guide

Targeted Team and Individual Development, Move to Action just in time coaching and work-life balance – OD Service

Mediation