

## **ANNEX B WELLBEING MEETINGS**

### **GENERAL**

The provision of primary wellbeing support to all staff within the organisation is the responsibility of the Chief Executive Officer. The CEO exercises this responsibility through other leaders, managers and trained occupational health, HR, Health and Wellbeing and other staff within the organisation. Mental health and wellbeing must be seen as being of equal importance to physical health when it comes to performance and availability for work, particularly at this unprecedented time.

### **PURPOSE**

The purpose of a Wellbeing Meeting (or its place in a wider Workforce Committee, for example) is to:

- a. Ensure line managers have a full understanding of the current wellbeing of their staff.
- b. Maximise capability through the effective co-ordination of existing wellbeing support.
- c. Capture emerging wellbeing trends in order, where appropriate, to reallocate existing wellbeing resources or inform future resource bids.
- d. Share best practice.

### **FREQUENCY**

The Wellbeing meetings or conversations in this area should be taking place regularly, and monthly is suggested. A Wellbeing meeting may be an aspect of another meeting, as this is the ideal forum in which to discuss other issues affecting staff, so there is no requirement to run additional meetings.

### **ATTENDANCE**

A nominated representative – often the Chief People Officer – should lead on behalf of the CEO if that is appropriate, and as well any leaders or managers who are responsible for staff who are on the TRiM register, Sickness absence key management, such as Occupational Health, and representatives of those at high risk of COVID-19 infection, as well as any other people responsible for providing wellbeing support in the Trust, such as religious leaders might be present.

### **SELECTION OF STAFF**

It may not always be possible to release certain staff for additional training, however, consideration should be given to the staff selected to be TRiM Coordinators, those who provide Wellbeing support to those who are absent due to COVID and those at high risk of contracting it. Ensuring the right people are selected will ensure that those who feel vulnerable or require support feel comfortable in seeking support. Coupled with this, a stigma free environment must be promoted.

All staff nominated or who volunteer for these duties are to understand their role in maintaining open communication and supporting Line Management in the support of staff who need it. They will need to be made available to attend the monthly meetings, where possible, due to the nature of the information being discussed a replacement would not be suitable.

## **REDUCING STRESS ON WELLBEING STAFF**

Much of the work of a department lead or line manager around the deeper wellbeing of a staff member may be new and uncomfortable to deal with and it is recognised that these members of staff will require regular opportunities to manage their own stress by discussing confidential issues and the handling of individual cases outside the confines of the department. Links should be established with the mental health teams and occupational health teams as appropriate.

### **TRiM**

Further information on how to conduct TRiM is at Annex C.

## **SICKNESS ABSENCE DUE TO COVID**

Further information on how to support Sick Absent Staff due to COVID is at Annex D.

## **SUPPORTING STAFF AT HIGH RISK**

Whilst Annex E provides the information on how to support at High Risk Personnel it is important that they are discussed, where appropriate, at the monthly Wellbeing meetings.

## **APPENDICES**

The following appendix will be relevant if there no mechanism already in place to support the wellbeing conversations around staff, and might be useful to review for those who seek to improve that which is already in place:

1. Template format of Wellbeing Meeting.

## APPENDIX 1 TO ANNEX B TEMPLATE FORMAT OF WELLBEING MEETINGS

### AGENDA FOR THE (Insert Dept/Trust Name) WELLBEING MEETING

Item	Lead	Action
Welcome, Introductions & Apologies		
Previous Records of Decisions (RoDs)		
Matters arising from previous RoDs		
Individual Case Conference & 28 Day Review		
TRiM cases		
Confirm no issues from any cases closed from previous meeting		
Staff Absent due to COVID-19		
Review Staff at High Risk		
BAME		
Under-represented groups		
Vulnerable personnel		
Wellbeing updates inc feedback		
AOB		
Date of next meeting		
#HAY around the table		
Check in on each other!!		