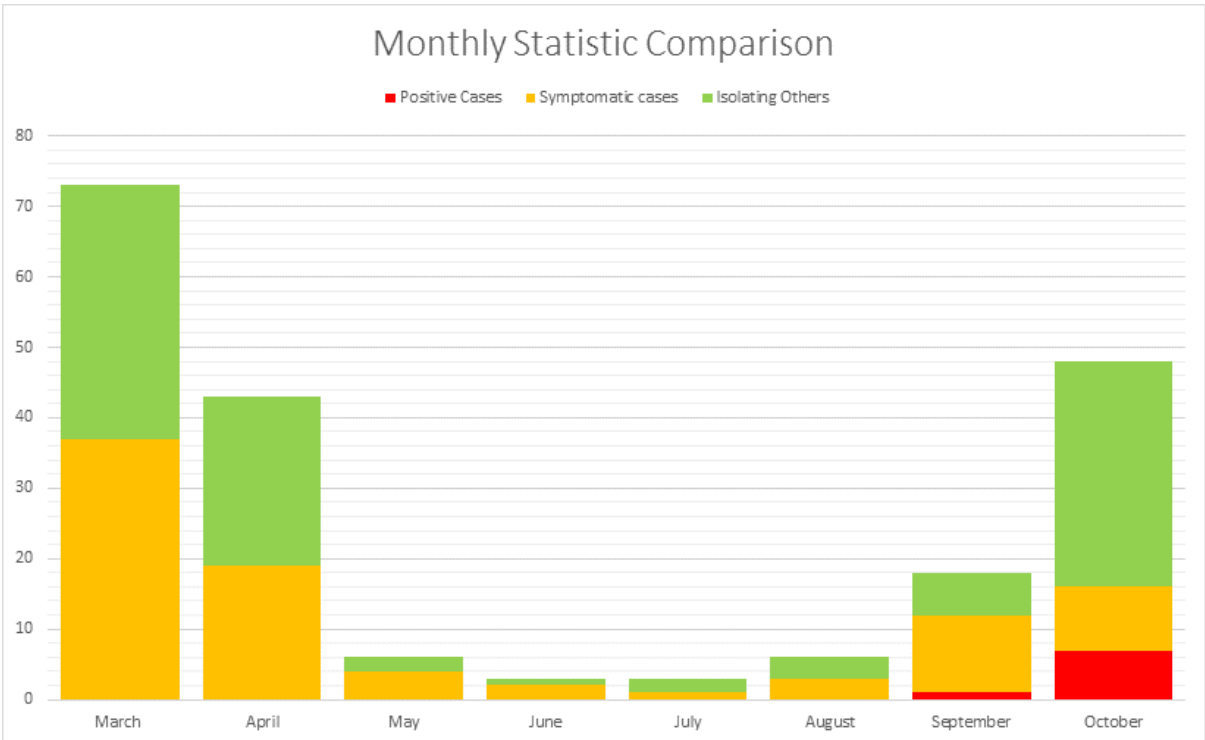


APPENDIX 1

Covid 19- related staff absence

October

Department	Self-Isolating Self: Positive Result	Self-Isolating Self: Negative Result	Self-Isolating Others (Child/Spouse /Track & Trace/etc)	Total Isolating per department	Worked from home during isolation	Unable to work from home during Isolation	Department
CEO	3	2	10	15	13	2	CEO
DCE	0	4	5	9	4	5	DCE
SD	2	1	11	14	2	12	SD
MO	0	1	0	1	1	0	MO
LL	2	1	6	9	0	0	LL
Grand Totals	7	9	32	48	20	19	Grand Totals



Note that the council didn't have significant access to testing until August, so there are more symptomatic cases at the start of the year and the council does not have the data for how many of the earlier symptomatic were positive or not. The red is confirmed

positive cases, the yellow is symptomatic cases, with either a negative result or no access to a result. Green is everyone else who isolated for other reasons (Test and Trace, House member with symptoms, etc) but not including shielders. The stacked graph therefore shows the total number of isolators for each month.

Employee Mental Health Champions Group

The Employee Mental Health Champions Group is continuing to take an active role in the support of mental health for our employees. As well as being led by the HR Team, representatives of both Trade Unions and a cross-section of employees across the workforce take an active role within the group. Recently, the Group promoted World Mental Health Day in October 2020, encouraging teams to meet remotely to 'take time out' and focus on their own wellbeing. Also, teams which met were encouraged to wear green in support of the Mental Health Foundation colours and this was promoted via the weekly Employee Briefing. The HR Apprentice also utilised her sewing skills and made bespoke Mental Health green ribbon pins for our employees at the depot. The group will continue to explore initiatives to support our employees throughout lockdown, particularly as the nights draw in and the Christmas season approaches. One initiative that we have implemented is the launch of a new Mental Health Newsletter for our employees which will focus on non-work matters such as personal wellbeing, recipes, exercises, good news stories, pets and competitions for prizes. This will be produced monthly and the first edition came out at the beginning of November.

Support from Forces in the Community

The HR Team is continuing to work with this organisation. They have provided bespoke counselling for a number of employees and seek advice on specific mental health cases in order to support our employees who need it the most. This organisation has been an asset to the Council and their expertise has enabled us to continue to support and make reasonable adjustments for our employees.

Action Plan for the Wellbeing of Staff Mental Health

This has been updated to reflect recent developments and progress achieved, and is shown at Appendix 2.

Employee Assistance Programme (EAP)

Care First continues to deliver our EAP and has already delivered (and is continuing to deliver) counselling sessions for our employees who have self-referred or been referred by HR. They are delivering up to 8 sessions per employee and this is still free for our employees to access and use. Regular promotion of the service takes place via Staff Briefings etc.

One to One HR Meetings

The HR team continue to be available and regularly meet with a number of employees and many managers to offer support via our structured policies and procedures as well as informal chats when employees are experiencing difficulties either at home, with their health or lockdown. These are being done via Microsoft Teams, email and via telephone and are on a daily/weekly basis.

Occupational Health

The HR Team continues to utilise Occupational Health support via the Council's provider and this has enabled us to refer and arrange appointments very quickly without excessive waiting times. The Council and its managers are provided with clear guidance which helps us to support many employees with both physical and mental health issues – particularly during the Covid pandemic and the lockdowns.

Depot Attendance

In order to provide further support for our frontline workers at Kimberley Depot, the HR Manager has been attending on a weekly basis (every Wednesday), working the early 6 a.m.- 2 p.m. shift to provide advice, support and give the employees the opportunity to speak to HR face to face about any issues they may have. This has included mental health advice, queries on Covid and shielding, paternity matters, the Employee Assistance Programme, and many other employment matters. This has worked particularly well so far and will continue for the foreseeable future.

Return to Work Group

At the regular Return to Work Group meetings, discussions have taken place with both Trade Unions about encouraging a consistent approach from managers to regularly check in with their employees and teams in order to support them during the pandemic. A consistent approach has been promoted and managers have been encouraged and reminded to do this.

Employee News Briefing

A weekly Employee News Briefing is produced and made available to staff. This has a number of "regular" items including an article by the Chief Executive, updates on new starters and the work of General Management Team, general health tips, etc.

Equality Working group

A meeting of the equality working group took place on 9 November during which the mental health of the workforce (and local community) was discussed. The following insights were gained

- Members of the group have observed that people with autism are experiencing particular challenges both from the point of view of the increased levels of

domestic noise (due to increased working from home) and increased use of screens which is even more taxing for people with autism to cope with.

- The EWG suggests another staff survey would be useful to track changes in people's perceptions over time
- Staff living on their own experience higher levels of feelings of isolation and anxiety than those living with families
- Employees should be reminded to have eyesight tests (one member reported a deterioration of eyesight and headaches due to increased screen usage)
- Managers should be alert for changes in employees' behaviour – such changes might not always be noticeable to the person themselves.
- Employees are experiencing greater levels of concern about older members of the family who are visibly suffering through reduced amounts of exercise and increased isolation
- There should be strong discouragement in holding of meetings over lunch time periods to make it easier for people to have a lunch break (currently lunch breaks are widely disregarded)
- Suggestion of an Leisure exercise video to be promoted corporately and people encouraged to participate during the working day.
- The use of the MIND wellness action plan should be encouraged
https://www.mind.org.uk/media-a/6020/22078_work-from-home-wap.pdf