

# Team Trilogy Wellbeing Plan



## Actions and next steps

All actions to be delivered during the life of the Team Trilogy Wellbeing Strategy, 2022-2025.

**Note, January 2023** - The Team Trilogy Wellbeing Plan is still in draft form and will change and adapt with the support of the Wellbeing Champions and the Team Trilogy Wellbeing Steering Group.

Action	Notes (ref. progress)	Responsibility	Measures/ timescale
<b>Leadership and Governance</b>			
Recruit Wellbeing Champions		ELT WC	Recruitment completed by end of Feb 2023
Launch Team Trilogy Wellbeing Steering Group		ELT WC	Steering Group launched by April 2023
Develop and roll out Wellbeing training for supervisory staff and Wellbeing Champions		ELT WC	By April 2023
Initial roll out of relevant training including: Mental Health First Aiders and the Money and Pension Service – Money Guiders programme		ELT WC	A cohort of staff will be trained by Autumn 2023
<b>Prevention</b>			
Adapt the new starters induction to include health and wellbeing.		HR/ TTWSG	Induction changes implemented 2023

Review the physical environment for staff to encourage the further development of spaces and workplaces that support wellbeing.		TTWSG	Review completed by Winter 2023. <i>(Note improvements have been made to a number of workspaces in 2022)</i>
Ensuring equality, diversity and inclusion is an integral part of our People Strategy.		HR/ BSM	Consider policy revision in 2023
Providing a wide range of self-help material on our staff webpage.		TTWSG	Content reviewed and updated, minimum of once a month
Further enhance accessibility to, and the range of, online health and wellbeing resources.		TTWSG	Review how support is communicated most effectively – review quarterly
Providing financial wellbeing workshops such as: credit union, pension awareness and retirement planning.		TTWSG	Produce a calendar of events by April 2023 for 2023/24 <i>(Note: The Money and Pensions Service carried out a face to face workshop in May 2022)</i>
Carrying out annual health and wellbeing needs assessments as part of wider Team survey.		ELT WC / HR/ TTWSG	Annually. Carry out assessment by Summer 2023
Use the results to inform, plan and improve our health and wellbeing offer for staff and reduce health inequalities.		ELT WC / HR/ TTWSG	Results help inform and develop the 2022/25 Action Plan
Promote Action for Happiness and the 10 keys to happiness		TTWSG	Regularly communicate Action for Happiness messages

<b>Intervention</b>	<b>Notes (ref. progress)</b>	<b>Responsibility</b>	<b>Measures/ timescale</b>
Using internal engagement and communications to raise awareness of mental health and the support available for staff (e.g. counselling service, self-help guides).		Managers/ Supervisors/ TTWSG	Continue to update information and communicate via the Team Trilogy app and webpage
Review supportive Apps such as Headspace and Sleepio.		TTWSG	Provide information to staff regarding relevant respected app
Promote courses available on Ihasco such as Resilience Training		Managers/ Supervisors/ TTWSG	Continue to update information and communicate via the Team Trilogy app and webpage
Introduction to Wellbeing Education. Sessions covering anxiety, sleep, low mood and stress.		TTWSG	Develop a calendar of sessions by Autumn 2023 for 2023/24 and communicate it via the Team Trilogy app and webpage
Continue to develop the suite of resources, education, support and interventions that are sensitive to the wide-ranging psychological wellbeing of our staff, and accessible to encourage use.		TTWSG	Continue to update information and communicate via the Team Trilogy app and webpage
Monitoring the top reasons for sickness absence.		HR/ TTWSG	Review effectiveness of the Wellbeing Plan to reduce the absence figures. Review on a 1/4ly basis
<b>Support</b>	<b>Notes (ref. progress)</b>	<b>Responsibility</b>	<b>Measures/ timescale</b>
Develop and roll out Wellbeing training for supervisory staff and Wellbeing Champions		ELT WC	By April2023

Use data to identify and if necessary, target interventions/actions to improve attendance, support staff and promote a workplace environment that better supports staff health and wellbeing.		TTWSG	Identify ways in which data can be used by Autumn 2023
Encourage and enable staff to adopt a healthier diet		Managers/ Supervisors/ TTWSG	Provide ongoing support in this area. Develop a calendar of supportive messages for 2023/24 by April 2023
Actively support our staff to lead healthier lives		Managers/ Supervisors/ TTWSG	Provide ongoing support in this area. Develop a calendar of supportive messages for 2023/24 by April 2023
Continue to promote the benefits of a physically active life and facilitate health improvement activities as part of national and local health campaigns, including 'switching off' from work.		Managers/ Supervisors/ TTWSG	Provide ongoing support in this area. Develop a calendar of supportive messages for 2023/24 by April 2023
Encouraging staff to move from car and public transport use to other modes of transport if they can.		Managers/ Supervisors/ TTWSG	Provide ongoing support in this area. Develop a calendar of supportive messages for 2023/24 by April 2023
Identify and promote staff opportunities to be physically active (e.g. Health & Fitness Membership offer, running clubs, cycle to work scheme, fitness challenges etc)		Managers/ Supervisors/ TTWSG	Provide ongoing support in this area. Develop a calendar of supportive messages and opportunities 2023/24 by April 2023
Develop a process whereby staff can access a library of online supportive training modules in a range of subjects that support the pillars of wellbeing		HR	Develop initial library by Summer 2023

<b>Develop metrics and reporting mechanisms</b>	<b>Notes (ref. progress)</b>	<b>Responsibility</b>	<b>Measures/ timescale</b>
Review sickness absence recording processes		HR/ ELT WC	By April 2023
Monitor sickness absence on a quarterly basis		HR/ ELT WC	Introduce April 2023
Establish a process for measuring engagement and capturing feedback from attendance at programmes and initiatives		HR/ ELT WC	By April 2023
Carrying out annual health and wellbeing needs assessments.		ELT WC/ HR/ TTWSG	Annually. Carry out assessment by Summer 2023
Feed relevant data into quarterly performance meeting		ELT WC	Introduce in 2023/24

**Key:**

**ELTWC – Executive Leadership Team Wellbeing Champion**

**HR – Human Resources**

**TTWSG – Team Trilogy Wellbeing Steering Group**

**BSM – Business Support Manager**