

Wellbeing Strategy and Action Plan

The Cornwall College Group

2021-2022



THE CORNWALL COLLEGE GROUP

Overview



This plan sets out the staff wellbeing strategy and action plan for the academic year 2021 – 2022.

Our Strategic Plan 2021 – 2024 sets our Strategic Aim for People as ensuring “the College is recognised as a highly desirable and inclusive employer through valuing, developing and recognising staff”. One of our 5 objectives within this aim is to create and promote opportunities for staff to improve their health and wellbeing and ensure that staff enjoy and value their time at work with an equitable workload.

We recognise that staff wellbeing is at the heart of being a great employer. We understand that our staff are diverse and to be inclusive we will need a broad range of actions to promote and improve wellbeing at work. We recognise the importance of promoting mental wellbeing, a reasonable and equitable workload, physical exercise and healthy eating. Also, as we spend a significant proportion of each week at work and so we know that we all need to have some fun whilst at work.

In developing this strategy, we have taken account of advice from the Health and Safety Executive (HSE) including with regard to mental wellbeing and stress management.

Ensure the College is known as a highly desirable and inclusive employer through valuing, developing and recognising staff

Mental Wellbeing

We all need to look after our mental wellbeing – mental ill health can affect anyone and this policy applies equally to all employees. Further details are available in our Mental Health Policy for staff available [here](#)

To support mental wellbeing, we commit to:

- Provide information and support to all employees to increase their awareness of mental wellbeing and access to our Wellbeing Centre via My Benefits.
- Provide free of charge, confidential, independent counselling services to all staff and a GP led Occupational Health Service.
- Provide leadership training which promotes a healthy and happy workplace culture based on trust and mutual respect within the workplace.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress-buster activities and social events, including those in our annual action plan (attached below).
- Ensure that reasonable adjustments are made wherever required to support good mental wellbeing.
- Train all managers in the HSE guidance for reducing stress at work.
- Ensure employees are aware of ways in which they can influence how they do their jobs, and understand the scope employees have for varying their working conditions.
- Provide leadership training to ensure targets set for employees are realistic.
- Ensure all employees have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Ensure the workplace is free from bullying, harassment and discrimination.
- Ensure two-way communication between employees and managers, especially during periods of organisational change.

Workload

We recognise the importance of a manageable workload. As a group we take the following actions:

- We support effective two-way communication to ensure that we reduce any unnecessary workload.
- We have a clear working time agreement in place agreed through our unions and staff. This ensures that there is a clear maximum teaching load and a process for review if a teaching load is too high.
- We have reduced the maximum teaching load from 880 to 864 for a Lecturer and 828 for a Programme Manager. We will ensure that managers and staff are aware of these hours which are published.
- Our staff voice groups are held regularly, both JCC and staff forum, and give us feedback to enable us to prioritise actions to reduce workload.
- We recognise the importance of streamlining process and systems to ensure staff time is not wasted and we focus on this in appropriate forums. It is a recognised priority for the College.
- We have developed our utilisation report and we use it to review workloads and act where workload is too high and where workload is not equitable.
- We review recruitment times for replacement roles and act to reduce staff cover e.g. extending notice periods for teaching staff and providing budget for sickness cover.
- We have agreed remission to allow for additional duties including for new staff and staff undertaking qualifications.

Physical Wellbeing

- We will support our staff to improve their physical health through effective interventions in the work place.
- We recognise the need for staff to be able to increase the amount they move around at work and will offer a range of subsidised physical activities to meet the needs of staff in an inclusive way.
- In addition to out of worktime subsidised activity, we encourage staff to increase movement during the working day such as walking meetings, stand up desks, and we promote taking breaks from computer work.
- We will support staff to incorporate healthy eating into their lifestyle. We will provide resources such as recipes for home cooking and access to healthy options at work and ensure healthy choices are available in our canteens.

Health and Wellbeing Action Plan 2021-22

Area of Wellbeing	Resource / Support in place	Even better if ... Actions for 2021/2022	How to access this resource	Owner	Timeline	Progress / Completed
Mental Wellbeing	Access to up to 4 free of charge sessions with an independent accredited counselling service.	Refresher training for managers to ensure awareness. Plan for OLT in August.	Access through HR and Occupational Health	JN	September 2021	
	Wellbeing Centre through My Benefits website. This resource provides support for mental wellbeing, financial advice, healthy eating and physical activities. This is free to all employees and paid for by the College.	Relaunch and publicise widely to ensure all staff are aware of this resource. Monitor usage to evaluate impact. Design challenges to support staff usage.	Access through staff log-in details via My Benefits website	JN	September 2021	New training videos produced and shared via insight. JN Blog shared July. Wellbeing centre added to induction in July.
	Mental Health Training Days. To support staff coming out of a difficult year we are dedicating 3 days to improving mental health, happiness and reducing potential stress.	Andy Cope event 2nd /3rd September with access to EDEN as a team included. Rob Long behaviour management training 2nd /3rd September to respond to staff voice request. Staff Wellbeing Day 17th December. Staff will be able to use college resources for half the day and host other staff for half a day to allow informal mixing and sharing of great practice whilst having fun at work. The day will be designed based on staff requests.	ESS booking attendance at EDEN	JN	September 2021	Completed
	Training sessions to support mental wellbeing are provided annually by Healthy Cornwall and the NHS. These include stress awareness, sleep hygiene, mindfulness sessions and NHS check-ups in the work place.	Publicise dates for 2021/2022 as soon as sessions made available by Healthy Cornwall / NHS	Access through the ESS.	GB	End of June 2022	Sessions advertised and available through ESS

Mental Wellbeing cont...	Trained Mental Health First Aiders are available across the Group to support staff with an acute need and provide signposting to external support.	Update list of MHFA for 2021/2022.	Through ESS and face to face training	SS	End of July 2022	First courses completed and ongoing through the year
	Stress risk assessments are completed for all types of role within the Group. Individual stress risk assessments are carried out in conjunction with HR for any staff who identify as needing support with stress.	Ensure update training is available for managers with regard to stress risk assessments and supportive meetings.	Access through HR. Contact Jayne Ninnes or Sarah Watts or your line manager.	SW	December 2021	Completed
Workload	Working time and remission agreement. Remission given for course management, new teachers, DET, Lead IQA and CAM roles. Document published	Add remission for AET (10 hours) in addition to the hours for DET.	Remission added by HR. Information through Cascade	JN	September 2021	Completed
	Workload Groups – staff voice group hosted by the Principal and Vice Principal Group Operations.	Add and publicise dates for 2021/2022. Lean processes group held by Group Operations teams to ensure smooth processes.		AF/JN	End of July 2022	Action plans in place and actions ongoing
	Utilisation report compares timetabled hours with contracted contact hours. The report is used to ensure hours and remission are within working time agreement and that work is shared equitably and reasonably across each CAM area.	Utilisation to be embedded into all processes such as recruitment, course reviews and workforce planning.	VIA the CIP on insights.	JN	September 2021	Embedded and used in recruitment and termly meetings
	Staff voice including staff forum, JCC, cascade, workload groups, staff survey and PMR process. This provides a variety of routes for staff to raise concerns regarding workload and for managers to respond.	Staff forum needs an improved feedback loop for you said we did type communication using Insights. Staff survey actions plans to be implemented across the group. Publish Cascade on Insight each week.	All staff attend weekly cascade, daily updates and PMR via line manager. Staff forum members via email, JCC via union officers.	GB	May 2022	Ongoing with good progress towards insights page

Physical Wellbeing	Group Resources – gyms, sports halls, dance studios, sports equipment, and space for exercise. Staff have access at a reduced rate to gyms and free courses are available for all staff including exercise-based courses.	Now that COVID restrictions are lifted we are putting in place a comprehensive programme for staff to include easier access to gyms, free exercise classes based on staff preference, and use of group facilities. This is broken down below.	Each site will publicise local activity which will be centrally funded.	GB	From September 2021	Activities have begun and opportunity highlighted through SPH talks
	Staff forum and Campus PAs.	Organised staff walks will form part of the staff offer on each site to encourage greater movement and informal discussions.	Each site will publicise their lunchtime walks.	GB	October 2021	Up and running
	Gyms	Where there is a gym on site staff will be encouraged to book a free gym induction during working hours with minimal disruption to learners.	Via usual gym booking systems.	GB	June 2022	
	Exercise facilities	We will use ACL funding to put in place an offer for staff	Each site will publicise local activity offer.	GB	June 2022	

