

St Anne's Work-Life Balance Strategy 2008 - 11

Aim	Action	By Whom	Outcome	Timescale
To ensure that all staff (including managers) are aware of and understand St Anne's Work Life Balance policy, what it includes and how to access relevant support to achieve their own work life balance.	All central induction programmes to include a session on work-life balance.	AD (HR)	Materials to be developed and trainers to be briefed in appropriate delivery.	For new induction programmes from April 2008.
	Briefing on WLB and the organisational benefits to be delivered at FLM workshops.	AD (HR)	Managers to understand the benefits of WLB for St Anne's and to be able to draw up team plans which will include health and well being targets.	FLM Workshops March 2008
	Managers to produce WLB targets within their team plans for 2008.	FLMs	All team plans to contain WLB targets.	Team plans and targets to be reviewed as part of Service Review process in November 2008.
	Managers to check understanding of WLB at local inductions.	AD (HR)	Induction checklist to be amended and distributed to managers following FLM workshops in March 2008.	For use from April 2008.
	Quarterly newsletter to be distributed to all staff via payslips.	AD (HR)	Four newsletters to be produced during 2008.	By end 2008
	Information to be	WLB group	Information on intranet to be	By end 2008

	<p>produced for the intranet and regularly updated.</p> <p>To develop a training programme which will help staff to achieve a healthy and active lifestyle.</p>	AD (HR)	<p>reviewed and updated on a monthly basis.</p> <p>Course feedback and follow-up to demonstrate that participants have taken steps to improve their health and well being.</p>	First course to run by June 2008 – feedback
To ensure that recruitment policies and practices effectively take account of individual's work-life balance needs	<p>Managers to be encouraged to promote flexible working when advertising and recruiting.</p> <p>Managers to be encouraged to look at flexible contracts, eg week-end, evening and night working.</p>	Human Resources ADs & AD (HR)	<p>Greater take-up of part-time posts from point of recruitment.</p> <p>Reduced turnover rates and lower levels of absence.</p>	Ongoing To be measured at six monthly intervals.
To ensure that employee's health and well-being is effectively managed across St Anne's.	<p>Training to be provided to managers in how to deal with sickness absence on an ongoing basis.</p> <p>Absence statistics to be provided to SMT and Service Managers on a monthly basis which analyse sickness absence by regionally and by type</p>	AD (HR) HR Manager	<p>Feedback and follow up from training to indicate managers are taking appropriate actions.</p> <p>Actions to be determined according to statistics.</p>	During 2008 Statistics to be provided from end Jan 2008.

	<p>of illness.</p> <p>To review the alcohol policy and provide appropriate guidance to managers, including health promotion activity on alcohol.</p> <p>To ensure that gym membership options are effectively communicated and taken up by staff.</p> <p>Private Treatment policy to be discussed and agreed with Trade Unions.</p>	<p>Service Manager working group</p> <p>WLB group</p> <p>AD (HR) and TUs</p>	<p>Employees to understand the policy, the effects of alcohol on their health and where to go to seek help.</p> <p>Information to be distributed via payslips in January 2008 – take up to be measured and monitored by April 2008.</p> <p>Private Treatment policy to be agreed and implemented.</p>	<p>By end Dec 2008.</p> <p>By April 2008</p> <p>By July 2008</p>
<p>To ensure that the organisation has in place appropriate strategies to monitor and deal with work-related stress.</p>	<p>To review and agree revised policy on Dignity at Work and provide appropriate training for managers via workshop events.</p>	<p>AD (HR) and TUs</p>	<p>Policy to be agreed and workshops to be delivered and developed.</p> <p>Statistics to show reduction in sickness absence due to work related stress.</p> <p>2009 staff survey to report increased awareness of procedures relating to bullying and harassment.</p>	<p>By end June 2008</p> <p>By December 2008</p> <p>Summer 2009</p>

	To communicate the commitment and actions agreed as part of the Mindful Employer initiative.	Diversity Working Group	All employees to be aware of St Anne's commitment to the Mindful Employer initiative.	Ongoing 2008/9
To ensure that healthy lifestyle options are regularly and appropriately disseminated to employees.	To provide encouragement and sources of support to staff on leading healthy lifestyles on a regular and ongoing basis through: <ul style="list-style-type: none"> • Newsletters • Intranet • Team Brief • FLM Workshops • Team Plans • Service review 	Benefits of Balance Group	Team plan targets to be reviewed during Service Review process 2008.	Autumn 2008