



Employee Wellbeing Statement

1.0 Introduction

The University of Bolton is committed to providing a working environment and people management policies, procedures and practices which promote the wellbeing of colleagues at all levels in the institution and facilitates a positive work culture.

The wellbeing statement aims to support the University's strategic direction and the recognition that the University's staff are its greatest asset. The Chartered Institute of Personnel and Development (CIPD) define wellbeing as

'Creating an environment to promote a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation.'

Through the integration of wellbeing in all work activities and practices, a positive environment can be created that is compatible with promoting positive staff engagement, performance and achievement. Working in partnership with all areas of the University with a common interest in promoting a culture of wellbeing is key to the success of this wellbeing statement.

2.0 Context

Staff spend a significant period of time working at the University and this emphasises the importance of promoting wellbeing in the workplace. It is recognised that investing in staff wellbeing can have positive outcomes both for staff and the University – research tells us that there is a relationship between the psychological wellbeing of employees and positive organisational outcomes, such as reduced levels of sickness absence as well as enhanced productivity and performance.

The University approach to wellbeing is informed by related national strategies and guidance, as well as a number of legal requirements, including the employer's duty of care. This encompasses the physical, mental and social health of employees and recognises that employees' values, personal development and work within the University contribute to their overall wellbeing at work.

The University approach to staff wellbeing will touch on the following key dimensions that can affect overall staff wellbeing at the University;

- Health - physical health & safety and mental health.
- 'Good' work - working environment, communication, reward/recognition and wider organisational culture
- Values/principles - leadership behaviours, inclusion and sustainability
- Collective/social – employee engagement / voice and work relationships
- Personal growth - career and personal development
- Good lifestyle choices - physical activity and health eating

- Financial wellbeing - pay and benefit policies, pensions and retirement planning, voluntary Living Wage

3.0 Scope

This statement applies to all staff of the University and aims to ensure that staff are appropriately supported in their workplace. It supports and is aligned with other University policy and guidance which offer further guidance to staff in relation to wellbeing / mental health issues.

4.0 Aims / Objectives

The University is committed to an integrated approach to staff wellbeing that creates a sense of belonging and an environment where staff wellbeing is integrated into day-to-day practices – to enable staff to be productive and content at work thus making them more likely to achieve their full potential. This will include;

- bringing together all initiatives already in place within the University for supporting and maximising the wellbeing of staff. Through the coordination of current wellbeing activities and the identification of further opportunities, action planning at the institutional level will consolidate existing work and achieve additional progress.
- engagement with staff across the University (e.g. Senior Managers Forum, Employee Forum, Organisational Development and Equality & Diversity Committee, JNCC , H&S Committee and other working groups)
- raise awareness of current initiatives and their connection to wellbeing
- monitor the success of work in this important area – to include but not limited to Best Companies 'b-Heard' employee engagement survey.

5.0 Responsibilities

In support of the University staff wellbeing agenda a number of key responsibilities have been identified.

University / Executive Board

- promote good mental health and wellbeing through its management policies, support services, information networks and regular health promotion campaigns and by liaising appropriately with external agencies
- ensuring that mental health awareness training is available for staff
- encouraging a non-stigmatising work environment for all staff within the University.
- prevent, so far as is practicable, those circumstances detrimental to mental health and staff wellbeing
- provide an environment in which staff who have mental health difficulties receive suitable support and reasonable adjustments to their work to allow them to achieve their fullest potential
- communicate with and support those in Dean / Heads roles congruent to this Employee Wellbeing Statement and monitor leadership behaviours that impact employee wellbeing

Faculty Deans / Heads of School / Heads of Service

- accountable for the areas staff wellbeing, behaviour and performance
- engaging with staff to promote and enhance employee wellbeing
- ensure that they attend, and ensure that appropriate members of their staff attend, training on mental health and wellbeing
- risk assessing work stress and implementing necessary control measures to prevent harmful stress and consider the necessary support mechanisms at work
- effective recruitment and staff development
- supporting staff through changes and enhancing resilience
- recognising work stress amongst staff and offering necessary support/control measures
- creating a culture that that enables problems to be identified and solutions considered against an individual's needs
- Create an environment where line managers support Heads in promoting an enhancing employee wellbeing in the School / Service
- monitoring workload in relation to wellbeing
- undertaking effective return to work arrangements following staff illness/absence from work

Staff

- take responsibility for their own wellbeing - inform their Head of Service / School of any mental health difficulties in order that the organisation can deal fairly with them and support them as appropriate
- support the wellbeing of their colleagues within appropriate limits / boundaries
- access initiatives / support available at the University – as from time to time in force
- engaging with their Faculty Dean / Head of School / Head of Service to work together to enhance employee wellbeing
- positively respond to development opportunities

6.0 Support / Further Information

Human Resources

HR offer an accessible, constructive and responsive source of information and advice on all staff related matters

Employee Assistance Programme – Spectrum.Life

Confidential advice, support, information and telephone counselling 24/7 and counselling available to all staff.

Occupational Health Service

Bolton NHS provide advice on work related health issues.

University web site

A dedicated section on 'Staff Wellbeing' [in development] with relevant links / information to support staff and Heads of Service / Heads of School.

7.0 Measurement of Employee Wellbeing

HR will keep under review the following as a barometer of staff wellbeing and the effectiveness of support services provided;

- results from employee engagement surveys
- days lost annually due to long term sickness absence
- staff retention - labour turnover
- number of grievances raised
- take up of wellbeing initiatives
- management information from both its external Occupational Health and Employee Assistance Programme providers

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