



# Health and Wellbeing Framework

*helping you to help yourself*



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## About the HCPC

The HCPC regulates the health and care professions by setting standards for professionals' conduct, education and training, and proficiency; keeping a register of professionals, known as 'Registrants', who meet our standards; and taking action if those on our Register do not meet our standards.

Our work is underpinned by our core values: transparency, collaboration and responsiveness, and a commitment to offering value for money and a high-quality service to our stakeholders.

# 1. Introduction

The HCPC is committed to providing a healthy working environment and improving the quality of working lives for all employees. The Health and Wellbeing Framework aims to support the HCPC's Corporate Strategy and the People Strategy, by helping to achieve one of our six priority areas: to build a resilient, healthy, capable and sustainable organisation.

Through the integration of wellbeing in all work activities and practices, a positive environment can be created that is compatible with promoting employee engagement, and enacting our [values and behaviours](#). Collaborative working between all areas of the HCPC towards the common goal of promoting a culture of wellbeing is key to the success of this framework.

The ultimate goal of the wellbeing framework is to improve the health and wellbeing of the HCPC employees and to prevent work related stress for the overall benefit of employees and the organisation. This encompasses the physical, mental and social health of employees and recognises that employees' values, personal development and work within the HCPC contribute to their overall wellbeing at work.



## 2. Context

The HCPC has a diverse workforce. The health and wellbeing framework aims to reflect this diversity and to provide direction on related issues and challenges in order to support the development of effective solutions and outcomes.

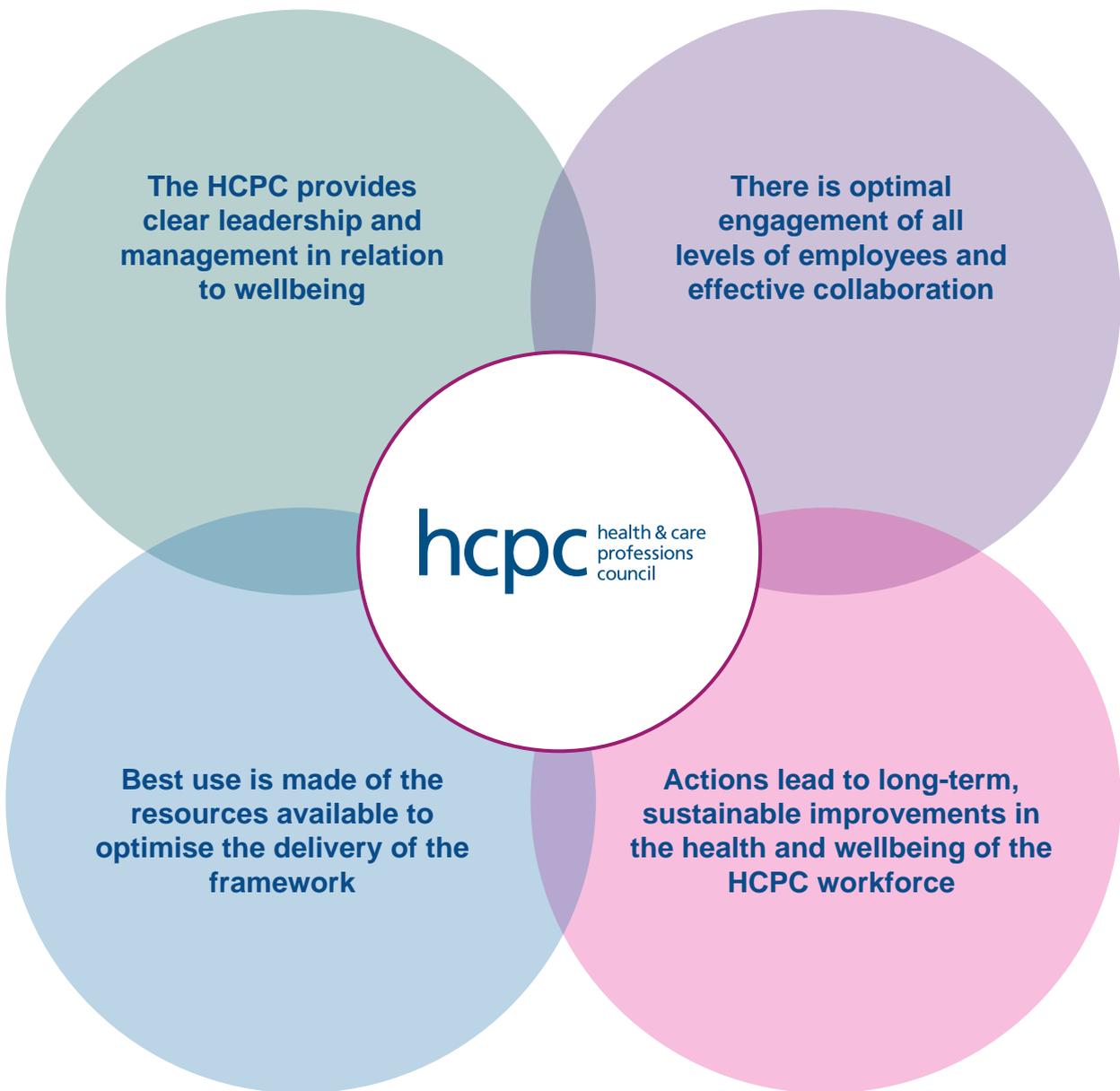
This framework aims to bring together all initiatives already in place within the HCPC for supporting and maximising the health and wellbeing of employees. Through the coordination of current wellbeing activities and the identification of further opportunities, an action plan can be established that consolidates existing work and achieves additional progress.

The amount of time individuals spend working each week emphasises the importance of promoting health and wellbeing at work. Investing in employee wellbeing can have positive outcomes both for employees and the HCPC as a whole.



# 3. Vision

The health and wellbeing framework is designed to ensure that:



# 4. Aims and Objectives

## Aims:

The HCPC's framework aims to represent a commitment to an integrated approach to employees' wellbeing that creates:

A sense of belonging

An environment and culture based on shared values

An environment where employee wellbeing is integrated into day-to-day practices

An environment that recognises skills and encourages personal development

## Objectives:

The framework is designed to bring together all those with a role to play in relation to the health and wellbeing of the employees of the HCPC, to achieve the following objectives:

Oversee the implementation of the wellbeing framework

Raise awareness of current initiatives and their connection to health and wellbeing

Help develop specific outcome measures designed to monitor the framework's progress and success

Consider how initiatives, developed in response to the identified outcomes, might be developed and funded

The HCPC will implement the wellbeing framework through several existing internal strategies and structures including:

- People Strategy
- HCPC values and behaviours framework
- Pay Gap Reports
- EDI Strategy
- Employee Forum
- Wellbeing Network

# 5. Health and Wellbeing initiatives

Many factors influence the health and wellbeing of our diverse employees and therefore every employee will have different health and wellbeing needs and aspirations. In order to maintain and improve the health and well-being of the HCPC employees, we have a number of initiatives across different spectrums of health and wellbeing. These have been developed with the aim of supporting and developing our employees and increasing productivity.

The initiatives are designed to improve organisational and individual performance through various development programmes, managing risk and maintaining health and wellbeing, and aims for continuous improvement. Our health and wellbeing initiatives are proactive and work to enable employees to achieve their full potential.

These resources and initiatives have been designed to assist you to plan and prepare for upcoming life events or manage ongoing challenges and have been grouped together to be illustrated through the following framework.

**The framework covers the following areas:**

## **I PROFESSIONAL WELLBEING**

Enhancing employees' skills through various learning and development programmes.

## **I WORK RELATED WELLBEING**

A number of initiatives to support employees with gaining and developing positive well-being through enabling them to improve their day-to-day health.

## **I PHYSICAL WELLBEING**

Supporting employees who want to improve their physical wellbeing.

## **I MENTAL & EMOTIONAL WELLBEING**

Mental health awareness for managers and employees; educating the HCPC and enhancing capabilities of managers, including their ability to manage and support team members and team environments effectively, tackle issues of attendance and rehabilitation, identifying potential causes of stress, and directing employees to sources of help and support.

# 5. Health and Wellbeing initiatives

## PROFESSIONAL WELLBEING

- Learning Hub – Targeted e-learning courses
- Career development through Annual Personal and Development Reviews (APDR)
- Wellbeing workshops
- Bitesize learning
- Monthly HR Essential Workshops
- Glasstap resources for managers
- Beyond Barriers Mentoring scheme
- Professional Coaching Certificate
- Management Development Programme
- Aspiring to be Manager's programme
- Talent development framework
- Career development sponsorship
- Action learning set groups

## WORK RELATED WELLBEING

- Flexible working options
- Work life balance
- Working environment
- Supportive Behaviours (leadership and colleagues)
- Wellness Days/ Workshops
- Pulse surveys
- Instant reward and recognition schemes
- EDI initiatives
- HR Policies and supportive strategies
- Workstation assessments



## PHYSICAL WELLBEING

- Cycle2Work
- Discounted gym membership
- Social Activities
- My Health, My Care, My Rewards (physical support)
- Annual Flu Jabs
- Eye care vouchers
- Occupational Health

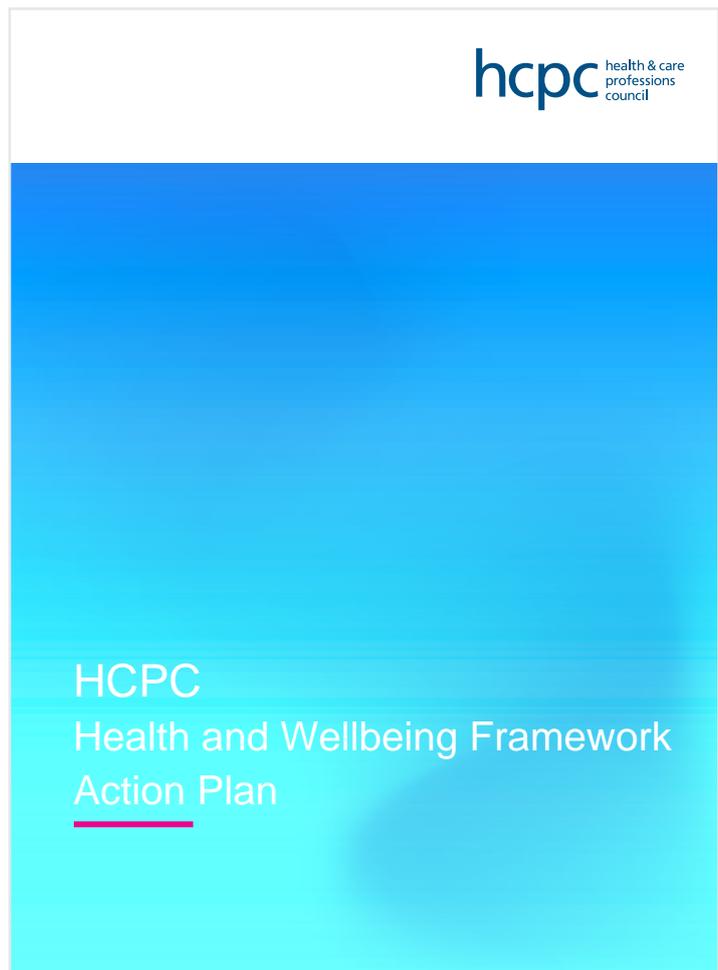
## MENTAL & EMOTIONAL WELLBEING

- Employee Assistance programme
- Trained Mental Health First Aiders (Wellbeing Advisors)
- My Health, My Care, My Rewards (Wellbeing Centre)
- Health and Wellbeing Initiatives
- 24/7 Mental Health Professional Advice support line
- Mental Health training and toolkit for managers and employees
- 24/7 Virtual GP

# 6. Action Plan

The health and wellbeing action plan sets out a list of initiatives which support the wellbeing of all employees.

These actions have been developed in relation to feedback from employees.



**The action plan is a live document and will be reviewed and updated frequently.**  
**[You can access it here](#)**

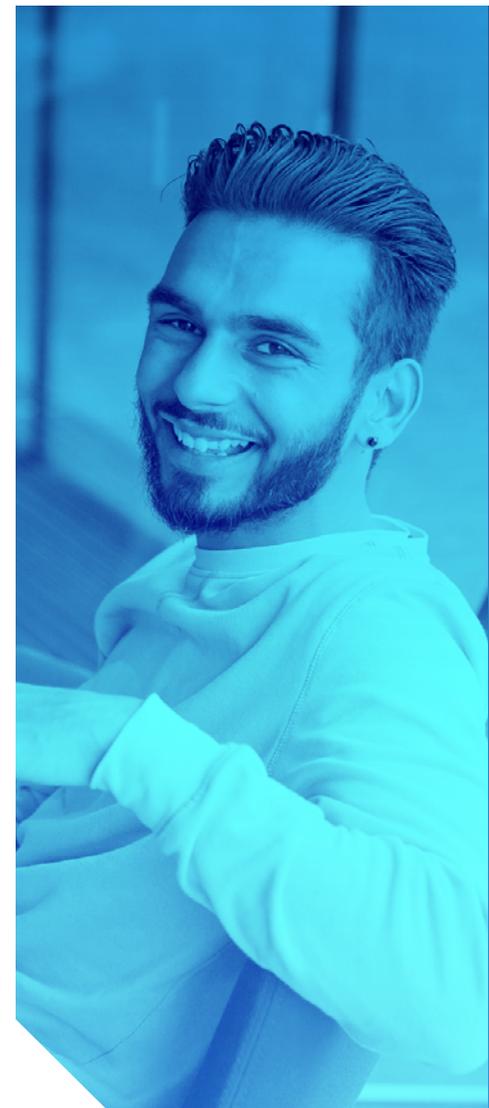
# 7. Roles and Responsibilities



In the first instance, all HCPC employees have a part to play in terms of their health and wellbeing and everyone should take positive steps towards looking after themselves.

All employees are responsible for:

- engaging with their managers to work together to enhance wellbeing across their team and department
- taking actions to support their own wellbeing, including accessing support through HCPC's Employee Assistance Programme, wellbeing centre and other wellbeing resources as appropriate
- reporting wellbeing issues to their manager as early as possible
- taking part in training and development opportunities
- contacting support services when required
- being aware of the HCPC's policies and procedures on wellbeing
- identifying early when they or a colleague are beginning to experience excessive pressure that may lead to work related stress and raise this with their line manager or HR so they can help in resolving this
- working with their manager or HR department in tackling the issue, for example, identifying solutions they think may help
- supporting and getting involved in organisational initiatives
- being supportive of colleagues experiencing wellbeing issues
- working with their line manager or HR department in identifying solutions to help them return to work effectively after taking any extended sick leave
- updating diaries to show annual leave and working hours or when they are having protected time
- setting ground rules for themselves to ensure they are only working their set hours.



# 7. Roles and Responsibilities

Managers are responsible for:

- supporting their own wellbeing and providing an example to others, seeking support as required
- engaging with employees to promote and enhance their team's health and wellbeing, and including wellbeing in training plans where appropriate
- effective recruitment, induction, onboarding, development and training
- supporting employees through a changing and challenging climate – enhancing coping capacity and developing a more flexible/agile work environment in line with the new ways of working
- empowering employees and giving them appropriate autonomy
- monitoring and recognising work stress amongst employees and offering necessary support/control measures
- creating a culture in which issues that arise are quickly identified and solutions considered against an individual's needs
- monitoring workload in relation to health and wellbeing
- organising regular team meetings to discuss forecasts, workplans and workload
- implementing effective return to work programmes following employees' illness/absence from work
- regularly discussing wellbeing in 121's with employees
- using the resources available on 'learn', through the EAP service and through 'glasstap' to support their own wellbeing.



# 7. Roles and Responsibilities

Managers of People Managers are responsible for:

- providing leadership and promoting collaboration on issues that have an impact on the health and wellbeing of their employees
- creating a safe and healthy environment for all employees at work
- engaging and communicating with employees and raising awareness about wellbeing
- understanding any wellbeing issues, what causes them and how they can be prevented and managed
- being aware of the organisation's policies and procedures and including wellbeing in training plans where appropriate
- supporting and getting involved in organisational wellbeing initiatives
- understanding their role in preventing and managing wellbeing issues, and that work pressures can sometimes cause or exacerbate these
- identifying wellbeing issues in team members early and working with the individual and human resources to resolve the problem
- being aware and supportive of factors affecting staff
- being visible and available across the organisation
- being a role model in supporting their own and others' wellbeing, seeking support where required
- being committed to good communication in order to create a culture that promotes wellbeing and establishes a positive work/life balance
- recognising employee skills and contributions
- ensuring effective workforce planning
- supporting managers to manage, prioritise workloads and ensuring appropriate distribution of work across teams.



# 7. Roles and Responsibilities

Employee representative groups are responsible for:

- understanding what wellbeing issues are, what causes them and how they can be prevented and managed
- supporting the HCPC to tackle the issues and gain commitment for improving wellbeing
- engaging and communicating with staff on health and wellbeing and raising awareness
- working with others, including HR and managers, to implement solutions identified by staff
- encouraging staff to identify and address sources of wellbeing issues and to work with their line manager, representatives or other relevant individuals in doing this
- providing support to individuals experiencing wellbeing issues, helping them talk to their line manager about the problem, and signposting them to suitable services to help them
- working with the organisation in identifying additional policies or initiatives that may promote and enhance the health and wellbeing of staff.



# 7. Roles and Responsibilities

Human Resources are responsible for:

- understanding what wellbeing issues are, what causes them and how they can be prevented and managed
- developing suitable policies and procedures to support wellbeing
- engaging and communicating with staff and raising awareness of wellbeing support
- working collaboratively with employee representative groups to implement solutions to issues identified by staff
- monitoring and reviewing solutions
- supporting line managers in preventing and managing individuals experiencing wellbeing issues, including helping them return to work
- working with others providing services to support individuals, for example, occupational health services, to identify sources of problems that need action and to manage successful return to work
- identifying additional policies and initiatives that may promote and enhance the health and wellbeing of staff
- providing development opportunities for employees.



# 8. Measuring Success

With any framework or strategy, it is important to ensure that success is evaluated and measured. Good data and robust analysis are fundamental to knowing where to focus our health and wellbeing interventions and what form these should take to support the diversity of our employees and therefore whether it is worth expanding, adapting or stopping implementation.

Data used in the right way will help the HCPC understand the specific health and wellbeing needs of our people, helping us focus on preventative measures rather than reactive interventions.

