

COPFS Wellbeing Strategy Action Plan 2021-2024

Wellbeing Activity: Policies

Action	Lead	Timescale	Impact
Provide up-to-date guidance and FAQs for employees on coronavirus regulations and temporary changes to policies during the outbreak.	HR	Ongoing from March 2020	Provide a framework for continuing work and managing employees during the outbreak.
Launch new Mental Health Policy	HR	Launched May 2021	Raise awareness amongst employees and managers about mental health issues and sources of support.
Launch new Maximising Attendance Policy	HR	Launched June 2021	Provide a framework for maximising attendance and assisting employees to remain in work, where possible.
Launch new Supportive Conversation Guidance	HR	Launched June 2021	Provide guidance for line managers supportive meetings/conversations.
Launch new Disability Leave Guidance	HR	Launched June 2021	Provide guidance for employees requesting disability leave.
Launch new Agile Working Policy	HR	Launched September 2021	Clarify the process for managing agile working requests.

Action	Lead	Timescale	Impact
Launch revised Flexi Policy	HR	Published October 2021	Review considering Agile Working Policy.
Launch revised Alternative Working Arrangements Policy	HR	End November 2021	Provide employees support to apply for alternative working arrangements.
Launch revised Overtime Policy	HR	End of November 2021	Review considering Agile Working/Flexi time Policy.
Launch new Gender Based Violence Policy	HR, TUS, and managers	December 2021	Provide a framework for managing issues where victims and/or perpetrators may be COPFS employees.
Launch new Menopause Policy	HR	January 2022	Provide guidance and support for employees.
Launch new Carers' Policy	HR	January 2022	Provides a support framework for employees with caring responsibilities.
Launch revised Probation Policy	HR	January 2022	Provides a framework for robust management of probationers.
Launch revised Social Media Policy	HR	January 2022	Provide employees with guidance on the use of social media at work.
Launch revised Excess Fares Policy	HR		Review considering Agile Working/Flexi time Policy.
Launch revised Travel Time Policy	HR		Review considering Agile Working/Flexi time Policy.
Launch revised T & S Policy	HR		Review considering Agile Working/Flexi time Policy.
Launch revised Special Leave Policy	HR		Review considering Agile Working/Flexi time Policy.

Develop a Public Services Wellbeing Framework	HR	2022	Will allow benchmarking with other public sector organisations.
Develop a Dignity at Work Policy to address bullying & harassment	TUS, HR, managers, and employees	2022	Employees feel supported and managers address issues.

Wellbeing Activity: Initiatives

Action	Lead	Timescale	Impact
Train additional employees in Mental Health First Aid	L&D, HR	2021/2022	Provides Mental Health First Aider support to employees.
Train selected employees in Leading First Aid for Mental Health Training (Accredited by SQA and Ofqual)	L&D, HR	2021/2022	Allows COPFS to provide Mental Health First Aider training internally.
Offer training in resilience	L&D	2021?	Supports employees' ability to cope in challenging situations.
Equip line managers to have conversations about wellbeing support for employees	HR, comms, and managers	2021/2022	Develops manager capabilities to support employees.
Equip line managers to have conversations about illness support for employees	HR, comms, and managers	2021/2022	Develops manager capabilities to support employees.
Develop Carers' Network	TUS, HR, and employees	June 2021	Provides a support network for employees who have caring responsibilities.
SG Internal Audit Directorate Report	HR	2021/2022	Develop recommendations/actions to improve COPFS Wellbeing Agenda.
COPFS to sign up to the 'Dying to Work' Charter	HR, TUs, and comms	November 2021	Provides employment rights to employees with a terminal illness/ life limiting illness.
Mental Health First Aiders Support Proposal	HR, MHAs, and MHFAs	January 2022	Enhances support to our MHFAs.

Action	Lead	Timescale	Impact
Civil Service Awards 2022	HR	2022	Recognising the wellbeing support and networks within COPFS.
Become a Carer Positive Employer	HR	Summer 2022	Demonstrates our commitment to supporting employees with caring responsibilities.
Become a See Me in Work Partner	HR	2021/2022	Demonstrates our commitment to tackling mental health stigma and discrimination.
Wellbeing Strategy Annual Report	HR	Annually	Reports annually on our progress in line with our Wellbeing Strategy.
Offer free flu vaccinations	HR	Annually	Supports employees' health and wellbeing during the Winter period.
Provide access to wellbeing kiosks	HR	Half of employees annually on rotation. On hold due to pandemic	Supports employees to manage their health and wellbeing.
Provide standing desks	Estates, HR	Ongoing	Supports employees' health and wellbeing.
Provide desk fans	Estates, HR	Ongoing	Supports employees' health and wellbeing.
Offer Cycle to Work scheme	HR Operations Team	Annually	Supports employees' health and wellbeing.
Provide Christmas advance	HR Operations Team	Annually	Supports employees financially at Christmas.

Wellbeing Activity: Promoting Wellbeing

Action	Lead	Timescale	Impact
Analysis of Staff Survey Wellbeing and Engagement results, taking appropriate follow-up action	HR & Comms	Annually	Demonstrates that COPFS listens to its employees and acts.
Publicise benefits of working at COPFS	HR Operations Team	Annually	Employees become aware of total reward package and compare COPFS favourably to other employers.
Create buddy system for all new promotions	All	As required	Reduce stress for newly promoted employees and shares existing knowledge.
Present the John Dunn award for kindness at the annual Equality Conference	Equality Champion	Annually	Recognises and promotes positive behaviours, such as kindness, amongst employees.
Evaluate Safetalk training and consider including it on the L&D portfolio	Mental Health Ambassadors	On hold due to pandemic	Provides specific suicide prevention training relevant for employees and their roles.
All Health and Wellbeing Sherifdom/Equality groups to promote wellbeing through a plan that includes monthly Health & Wellbeing newsletter for further distribution	Comms, HR, Local H&W Committees, Equality groups	Ongoing	To promote H&W in their areas, share ideas for promoting wellbeing and feedback employee concerns.
Targeted comms for employees needing physical or mental health support - use support available (MHFAs, EAP, WAP, VTSS, sick leave, flexi)	Comms, HR, managers, and employees	Ongoing	Raises employee awareness of wellbeing initiatives and support available.

Action	Lead	Timescale	Impact
Promote My Wellbeing Space through regular updates on PF Eye and by managers reminding employees of this resource	Comms, HR, managers, and employees	Monthly	Raises employee awareness of wellbeing initiatives and support available.
Promote the Workplace Adjustments Passport (WAP) through regular updates on PF Eye and by managers reminding employees of this resource	Comms, HR, managers, and employees	Monthly	Raises employee awareness and utilisation of the WAP and support available.
Promote the Vicarious Trauma Support Service (VTSS) through regular updates on PF Eye and by managers reminding employees of this resource	Comms, HR, managers, and employees	Monthly	Raises employee awareness and utilisation of VTSS and support available.
Promote EAP counselling support services through regular updates on PF Eye and by managers reminding employees of this resource	Comms, HR, managers, and employees	Monthly	Raises employee awareness of support available.
Promote EAP Optimise website (Wellbeing Platform / EAP) through regular updates on PF Eye and by managers reminding employees of this resource	Comms, HR, managers, and employees	Monthly	Raises employee awareness of support available.
Promote the Mental Health First Aiders through regular updates on PF Eye and by managers reminding employees of this resource	Comms, HR, managers, and employees	Monthly	Raises employee awareness and utilisation of MH 1 st Aiders and support available.

Action	Lead	Timescale	Impact
Promote wellbeing discussions at quarterly conversations	Comms, HR, managers, and employees	Quarterly	Support for managers to promote wellbeing within their teams.
Promote support available to carers and targeted information to line managers about caring and supporting staff	Comms, HR, managers, and employees	Quarterly	Support for employees with caring responsibilities.
Promote Occupational Health services by raising awareness of the benefits of this service amongst employees and managers when managing health challenges	Comms, HR	Annually	Raises employee awareness of support available.
Promote exercise and physical fitness through organised activities and publishing information about the benefits, as well as publicising successes, on PF Eye	Employee Relations, Local H&W Committees	Ongoing	Raises employee awareness of benefits of exercise: 'healthy body, healthy mind'.
Promote the benefits of healthy eating including information on nutrition	HR, Comms	Ongoing	Raises employee awareness of healthy eating.
Promote mediation through regular updates on PF Eye and reminding employees / managers of the benefits of this service as cases arise	Comms, Employee Relations	Annually / ongoing	Raises employee awareness of mediation service provided through EAP service.

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Promote useful support groups for LGBTQ+ employees with cross strand issues through regular updates on PF Eye and through relevant COPFS network groups	Comms	Quarterly?	LGBT employees feel supported, and managers know how to signpost to support.
Promote Mental Health Awareness week as part of the annual HR Comms plan	HR, Comms, Mental Health Ambassadors	Annually	Raises awareness of mental health and the services available.
Promote Suicide Prevention Day as part of the annual HR Comms plan	HR, Comms, Mental Health Ambassadors	Annually	Raises awareness of suicide and the services available.
Promote availability of defibrillators as part of the annual HR Comms plan	H&W Committees	Annually	Raises awareness of locations and correct use of defibrillators.
Promote the Civil Service Sports Council as part of the annual HR Comms plan, as part of the benefits available to COPFS employees, and in the run up to Christmas	HR, Comms	Bi-annually	Promotes the services available to support employee wellbeing.
Promote Edenred benefits as part of the annual HR Comms plan, as part of the benefits available to COPFS employees, and in the run up to Christmas	HR, Comms	Bi-annually	Promotes the services available to support employees financially.

Action	Lead	Timescale	Impact
Promote Charity for Civil Servants as part of the annual HR Comms plan, as part of the benefits available to COPFS employees, and in the run up to Christmas and as cases arise	HR, Comms	Bi-annually	Promotes the services available to support employees' physical, mental, and financial wellbeing.
Promote retirement planning course as part of the annual HR Comms plan and as employees advise they wish to retire	L&D	Annually	Provides support to employees with their retirement plans.
Promote the Period Products (Free Provision) (Scotland) Bill by providing updates on PF Eye	Estates	On hold due to pandemic	Supports employees by providing free period products.
Promote 'Update' by drawing employees' attention to it whenever a new version is available	Comms	Monthly	Employees can read about and share inspiring stories about great things happening across COPFS.
Promote mandatory H&S training by advising employees of the importance of this training when issuing reminders that a refresher is due	H&S, L&D	Annually	Encourages employees to complete training to raise awareness of issues and reduce likelihood of incidents.