

**Staff Health Strategy 2017-20**  
**Appendix B**  
**Roles and Responsibilities**

Title	Role	Responsibility
Director of Human Resources (NHSGGC)  Director of Public Health (NHSGGC)	To lead the Staff Health Strategy within NHSGGC	<ul style="list-style-type: none"> <li>• Chair and lead the governance group</li> <li>• Lead on the development of 3 yearly Staff Health Strategies, identifying strategic priorities using best evidence</li> <li>• Embed the SHS strategic priorities into relevant governance structures</li> <li>• Ensure appropriate linkages are made to other strategies and senior stakeholders across the board</li> </ul>
Head of Occupational Health	Support strategic planning of strategy Lead on operational delivery of the strategy	<ul style="list-style-type: none"> <li>• Chair Employee Health and Wellbeing group</li> <li>• Lead on the implementation of the Staff Health Strategy</li> <li>• Oversee portfolio submissions for HWL Gold Maintenance for NHSGGC Registration</li> <li>• Coordinate HWL Award Working groups</li> </ul>
Non Exec Board members	Champions of staff health topics of interest	<ul style="list-style-type: none"> <li>• Visible leadership for staff health and mental wellbeing</li> </ul>
Public Health's Health Improvement team	Ensure Team contribution to Staff Health Strategy	<ul style="list-style-type: none"> <li>• Lead on strategic planning and direction of health improvement activities</li> <li>• Ensure linkages and joint working with other board fora and stakeholders</li> <li>• Identify budget sources</li> <li>• Develop and implement action plans for the following areas:               <ul style="list-style-type: none"> <li>○ Support and Information services</li> <li>○ Smokefree Services</li> <li>○ Employment &amp; Health Team</li> <li>○ Active Staff</li> <li>○ Healthy Weight</li> <li>○ Carers</li> <li>○ Financial Inclusion</li> </ul> </li> </ul>
Health & Safety teams	<ul style="list-style-type: none"> <li>• Lead on all organisational H&amp;S</li> <li>• Review, planning &amp; training within both organisations</li> <li>• Support H&amp;S elements of SHS</li> </ul>	<ul style="list-style-type: none"> <li>• Support and guide managers to carry out staff Stress Risk assessments</li> <li>• Deliver or commission relevant training modules</li> <li>• Represented on HWL working groups</li> <li>• To deliver H&amp;S information as required for HWL award evidence</li> <li>• Ensure policy update and review in line with HWL award requirement including Smokefree Policy, Alcohol &amp; Substance Policy, Stress Policy</li> </ul>
Staff side representatives	<ul style="list-style-type: none"> <li>• Ensure employee engagement in SHS</li> </ul>	<ul style="list-style-type: none"> <li>• Advise on priorities for staff health in order to inform the development of the Staff health Strategy</li> <li>• Identify areas / priority groups of focus for staff health activity</li> </ul>
Human resources	<ul style="list-style-type: none"> <li>• Support policy development and implementation</li> <li>• Staff support re uptake of helpful</li> </ul>	<ul style="list-style-type: none"> <li>• To guide and support the implementation of staff wellbeing policies in both organisations and any future policy development that arises from the Staff Health Strategy</li> <li>• Ensure HR policies are updated and reviewed in line</li> </ul>

	policies	<p>with HWL award requirement including Attendance Management, Flexible Working and Mental Health &amp; Wellbeing guidance.</p> <ul style="list-style-type: none"> <li>Identify stress hot spots and any other populations of interest within local staff groups</li> </ul>
Organisational Development	Support and develop leadership competencies re staff wellbeing and employee engagement	<ul style="list-style-type: none"> <li>iMatter</li> <li>Leadership resilience courses</li> <li>Resilience toolkit for staff and managers</li> </ul>
Learning and Education	Support & guidance around internal processes in line with mainstreaming and delivery of training,	<ul style="list-style-type: none"> <li>Support process and implement mainstreaming of Mental Health Line Manager Training within both organisations</li> <li>Support process and implement mainstreaming of Alcohol and Drug Line Manager Training within both organisations</li> <li>Support communication of other training identified through the SHS for example on-line training</li> </ul>
Communications Teams	Promote SHS, HWL and all related activities and events to all employees via implementation of the Communications Plan	<ul style="list-style-type: none"> <li>Use communication channels as appropriate to reach every level of staff, with particular focus on staff groups who tend to be excluded from usual communication channels</li> <li>Promote SHS annual events and challenges, health improvement information/case studies in monthly staff newsletters, team briefs, Staffnet etc</li> <li>Liaise or meet with SHS Group regularly to monitor and plan future activities</li> <li>Update communications plan to reflect SHS objectives</li> </ul>
Occupational Health team	To support delivery of the SHS by actively supporting the Health Improvement Agenda with a key focus on priority areas	<ul style="list-style-type: none"> <li>Health promotion in the workplace</li> <li>Health surveillance</li> <li>Workplace assessments</li> <li>Provision of confidential counselling support</li> </ul>
Healthy Working Lives team	Support maintenance of NHSGGC HWL Gold award	<ul style="list-style-type: none"> <li>Advise HWL working groups re maintenance of HWL Gold award</li> <li>Assess portfolios</li> <li>Support re-registration of the organisation to new HWL registration structure</li> </ul>
HWL Working groups (NHSGGC & HSCPs)	Coordinate and plan HWL activities. These operate at a local level to develop and implement staff-led initiatives.	<ul style="list-style-type: none"> <li>Set up effective staff involvement and communication systems of the HWL award to the organisation.</li> <li>To record minutes of such meetings as award evidence</li> <li>To be representative of all levels and departments within the organisation and continually monitor to ensure they remain this way</li> <li>To appoint roles and responsibilities as required by the group such as health and safety, human resources and administration</li> <li>Allocate and co-ordinate resources</li> <li>To gather and submit evidence in a central portfolio for assessment</li> <li>To co-ordinate an employee wellbeing survey every three years</li> <li>Develop an annual action plan of activities and tasks</li> </ul>

		related to the findings of the survey
Estates, Facilities and relevant leads	Support delivery of SHS through provision of environmental evidence in line with HWL award criteria requirements	Support staff and workplace health through: <ul style="list-style-type: none"> <li>• health at work initiatives through provision of venues</li> <li>• flexible working practices</li> <li>• increasing options for active travel and healthy food choices.</li> </ul>
Managers	Support delivery of the SHS within local teams	Be an exemplar to employees by: <ul style="list-style-type: none"> <li>• Promoting the benefits of health improvement activities to other managers and staff.</li> <li>• Supporting and encouraging staff participation in health improvement activities</li> <li>• Allowing staff time to attend events and activities where possible</li> <li>• Participating in health improvement activities</li> <li>• Disseminating information to staff at team meetings and through team briefs</li> <li>• Carrying out staff stress risk assessments in line with HSE guidelines</li> <li>• Liaising with H&amp;S re guidance for process of stress risk assessments</li> <li>• Creating a link from own local health improvement plans to Staff Health Strategy (where appropriate)</li> </ul>
Employees	Engage in health improvement activities	<ul style="list-style-type: none"> <li>• Engage in health improvement activities such as events, workshops, classes</li> <li>• Participate in health surveys</li> <li>• Communicate activities and information to colleagues</li> </ul>