

DURHAM CONSTABULARY



Altogether Better Policing

Wellbeing Policy

Application	Police Officers, Police Staff and Special Constables
Policy Owner	Human Resources
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Durham Constabulary Freedom of Information Act Publication Scheme	



1.0 PURPOSE AND SCOPE

- 1.1. To develop strategies to create a positive and healthy culture in support of Durham Constabulary's commitment to the continuing improvement of staff wellbeing (physically, mentally and socially) within the workplace.
- 1.2 To promote a culture where open and honest communication is encouraged and supported and mutual respect is the norm.
- 1.3 To develop and raise awareness of wellbeing services both internal and external to the organisation and support mechanisms available to staff and to identify and remove any barriers to their access.
- 1.4 To provide individuals and management with the necessary tools to identify and address any health and wellbeing issues within the workplace.
- 1.5 To promote and support our network of active Wellbeing Champions who will act as Health Advocates and initiate and develop local events, contribute to force wide strategies and who champion engagement within their own work areas.

2.0 THE LEGAL BASIS AND LEGITIMATE AIMS

- 2.1 The legal basis for this policy comes from the:-
 - i. Health and Safety at Work Act 1974,
 - ii. Police (Health & Safety) Regulations 1999,
 - iii. Management of Health & Safety at Work Regulations 2006
 - iv. Equality Act 2010
 - v. General Data Protection Regulation EU 2016/679 and Data Protection Act 2018
- 2.2 Throughout the operation of this policy Durham Constabulary will seek to take the least intrusive action which fits within the working policy criteria and will act fairly and proportionately to achieve the proposed purpose
- 2.3 Durham Constabulary will operate within the policing principles as defined by the College of Policing Code of Ethics and in support of this our policies will seek to promote Accountability, Fairness, Honesty, Integrity, Leadership, Objectivity, Openness, Respect and Selflessness.
- 2.4 The Force recognises the contribution of its entire staff and is committed to creating a fully inclusive working environment. This will be achieved by making reasonable adjustments where appropriate, valuing the differences that a diverse workforce can bring and challenging unlawful and unfair discrimination, bullying, harassment, victimisation and other unfair treatment that may or may not be based on age, disability, gender reassignment,

marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, gender and sexual orientation.

3.0 POLICY STATEMENT

- 3.1 Durham Constabulary is committed to creating a healthy working environment which supports the physical, psychological, emotional, social, environmental, financial, ethical and spiritual wellbeing of its staff.
- 3.2 By improving the wellbeing of all staff through initiatives, events, rewards, and active management Durham Constabulary is committed to improving staff health, morale, motivation, retention and ultimately reducing staff absence figures.

4.0 WELLBEING

- 4.1 The Chartered Institute of Personnel & Development (CIPD) defines 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'.

- 4.2 In recognition of the importance of staff health, safety and wellbeing, Durham Constabulary has adopted a range of HR policies aimed at providing safe, healthy and pleasant working terms and conditions; to support and provide assistance to staff who are unable to undertake their role due to sickness or injury; to reward and recognise staff; to ensure equality and fairness within the workplace and to assist staff in achieving a work-life balance through, for example, modern methods of working. All of the HR policies can be accessed on the Force Intranet.
- 4.3 The Constabulary, in liaison with the Staff Associations and Partners offer a wide range of wellbeing services that staff can access, such as wellness clinics, employee discounts schemes/membership, interest free loans, etc., full details of which can be found on the Force Intranet
- 4.4 It is also important that members of staff recognise that they have a personal duty of care to take steps to look after their own health and wellbeing as well as the wellbeing of others.
- 4.5 Influences on wellbeing, both positive and negative, may come from both home and work life and invariably some pressures arise from juggling the cumulative pressures of the two. Assistance therefore may also take many forms and be both proactive and reactive. For example, ways of improving physical factors in the work environment e.g. better PPE could be a proactive way of preventing injury, reducing anxiety re getting hurt, etc. and may have force wide application. More reactive support may be a staff member who needs a change to their working pattern, knowledge of the end of life care policy, and signposting to

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services e.g. hospice care, power of attorney advice etc. when they are faced with a terminal illness in their family.

- 4.6 It is crucial that when personal and sensitive information about a person's wellbeing is disclosed by an individual that this is treated sensitively and lawfully. Any further disclosure of the information must be strictly necessary and limited to what is required. Where possible managers should seek to inform the individual of further processing obligations including disclosure/sharing, outlining the reasons for the disclosure and provide reassurance. Due to the sensitivity of the data it must be protected at all times and processed in line with the Data Protection Principles. Managers can seek advice without disclosing the individual's details e.g. from Welfare, CiC Managerial Helpline, HR etc. and in this way an individual may be supported appropriately and confidentially. Further detail on how we use personal data can be found in the Workforce Privacy Notice <http://hq-intranet-01:90/business-innovation-development/information-management/privacy-notices/>

Where a significant risk to the safety of the individual or to others becomes evident then managers must deal with this in a rational and proportionate manner compliant with GDPR, H&S at Work Act, Code of Ethics etc.

- 4.7 Durham Constabulary will aim to support staff through a variety of methods which includes ensuring staff are signposted to the right places to receive the support they need. It is important that individuals and the organisation understand how wellbeing issues, if unsolved, can lead to stress.
- 4.8 The Health and Safety Executive defines stress as:
- “The adverse reaction people have to excessive pressures or other types of demand placed upon them”
- 4.9 It is important to recognise the distinction between ‘reasonable pressures’ which stimulate and motivate and ‘stress’ where an individual feels they are unable to cope with the excessive pressures and demands placed upon them.
- 4.10 Whilst there are many sources of stress, the Health and Safety Executive has identified six factors that can lead to work related stress and these form the basis of the Stress Risk Assessment Form (H&S21) and the Personal Pressure Assessment Form (Pers 255). These factors are:

- | | |
|----------------------|-----------------------------------------------------------------|
| i. DEMANDS – | how an individual is able to cope with the demands of their job |
| ii. CONTROL – | how much say an individual has in the way they do their work |

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- iii. **SUPPORT** – the level of information, resources and support provided by the organisation line management and colleagues.
- iv. **RELATIONSHIPS** – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- v. **ROLE** – whether individuals understand their role and responsibilities within the organisation and whether the organisation ensures that they do not have conflicting roles.
- vi. **CHANGE** – how organisational change (large or small) is managed and communicated in the organisation.

5.0 WHAT CAN AN INDIVIDUAL DO TO MANAGE THEIR HEALTH AND WELLBEING?

- 5.1 Individuals need to work in partnership with the organisation and take personal responsibility for their own health, wellbeing and lifestyle.
- 5.2 Individuals are encouraged to discuss work related or personal issues (which may have an impact on their work) with their line manager (or a work colleague, such as HR Manager or Union representative, if uncomfortable speaking to their line manager) at the earliest opportunity. Individuals may find it beneficial to complete a “Personal Pressure Assessment Form” (Pers 255) prior to discussing their issues. This document will help an individual identify how they feel about different elements of their working life from the day to day tasks, to their relationships with others and how work and home-life are balanced together.
- 5.3 In addition individuals and supervisors may find it helpful to engage with our staff support networks eg STAR, DSG, Menopause Awareness Group (Mini MAG), DEMSA, Durham Constabulary LGBT Network, Autism Support Group.
- 5.4 Individuals are also encouraged to seek expert support and advice from their GP or other medical professionals in respect of their personal health and wellbeing.
- 5.5 The Force is committed to providing a supportive working environment that values skills and differences amongst its employees. To support this aim, an ‘Individual Adjustment Passport’ – Pers 278 (Refer to Force Forms) can be used by individuals in conjunction with their line manager, to inform and advise of any workplace adjustments which can be considered, for example if more

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detailed and complex adjustments are required because of a disability, health impairment or other similar circumstances.

Completion of the Individual Adjustment Passport is not compulsory however it will help an individual and line manager understand and identify any workplace adjustments that can be considered in accordance with the Equality Act 2010. Please refer to the guidance notes and information contained on the Individual Adjustment Passport – Pers 278.

6.0 LINE MANAGER'S ROLE

- 6.1 Managers have a clear legal duty of care to identify, through risk assessment, workplace hazards and to manage these appropriately. In addition it is expected that managers will seek out, implement and embrace proactive approaches to improving staff wellbeing.
- 6.2 It is important for managers to have an understanding of the Health and Safety Executive six factors and how these are inter-related, as this can influence the amount of stress an individual experiences. For example:-
- an individual can reduce the impact of high demands if they have high levels of control over their work
 - the impact of high demands and low levels of control can be reduced by having high levels of support, either from colleagues or line management.
- 6.3 If a manager believes that an individual or their team have a health or wellbeing issue, they should;
- i. Arrange to talk to the individual or team in a private confidential setting.
 - ii. During this meeting take every opportunity to gain an understanding of the individuals/teams concerns and issues.
 - iii. Consider encouraging the individual to complete an Individual Adjustment Passport –Pers 278, if one does not already exist.
 - iv. Establish if any individual has or wishes to complete a “Personal Pressure Assessment Form” (Pers 255).
 - v. Complete a Stress Risk Assessment Form (H&S 21) to identify those work related issues that are impacting on the individuals/teams wellbeing; to introduce reasonable and practicable solutions to resolve these issues

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within your level of authority (e.g. temporary adjustments to working conditions; process changes; provision of training) or to seek approval to progress changes from the Command Senior Management Team. Advice on what is reasonable, under the Equality Act, can be obtained from a HR Manager. In addition, professional assistance and guidance on the risk assessment process can be provided by the Health & Safety Advisor.

Consider also whether Welfare Officers and/or CiC Confidential Careline may also be able to offer support, advice or assistance, or be able to signpost to agencies who may be able to help either the individuals or the manager

- 6.4 Where it is thought, or where individuals/teams claim, that their health and wellbeing is suffering then a referral to Occupational Health should be considered. In addition to the OH Referral form (Pers 222) it is helpful that any Stress Risk Assessments (H&S21 forms) and any Personal Pressure Assessment forms (Pers 255) are made available as appropriate.
- 6.5 Throughout this process, managers should maintain confidentiality unless they deem that they themselves, the individual, a colleague or a member of the public is at risk, or the individual has given consent to disclose the information.

7.0 **APPEALS PROCEDURE**

If an individual wishes to appeal against any decision made in connection with this policy, they should write to or email, the Deputy Chief Constable at the below address within 14 days of receiving a decision. The appeal will be considered and consultation will take place with appropriate individuals to establish all facts before a decision with regard to the appeal is made. A response to the appeal will be provided in writing within 10 working days of receipt of the appeal. Should this period not be achievable the individual will be notified in writing when a decision will be communicated.

The Deputy Chief Constable
c/o Human Resources
Police Headquarters
Ayckley Heads
Durham
DH1 5TT
Email human.resources@durham.pnn.police.uk

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8.0 PERSONAL DATA

To carry out our policing tasks, Durham Constabulary may obtain, use, store and disclose personal information. The Chief Constable of Durham Constabulary is committed to protecting your personal information.

For more information on how Durham Constabulary processes and handles work force data please see the Workforce Privacy Notice <http://hq-intranet-01:90/business-innovation-development/information-management/privacy-notices/>

EQUALITY IMPACT ASSESSMENT (EIA)


WELLBEING POLICY	
<p>An equality impact assessment (EIA) form <u>must</u> be completed by when developing or reviewing policies or procedures which may impact on the way the Force conducts its business (both internally and externally) and must show that when making decisions we:-</p> <ul style="list-style-type: none"> • Give due regard to the impact it will have on protected groups • Undertake an assessment <u>prior to</u> any decisions around policies/procedures being ratified to identify what potential impact has been found and subsequent action taken, and • Provide an audit trail of the assessment undertaken which identifies how the policy or procedure is likely to affect protected groups. <p>The EIA must be completed <u>before</u> decisions are made, and remain a live document to be reviewed and continually updated during policy/procedure development or updating</p> <p><u>This form is a Tool to document the assessment and should be completed, attached to the relevant policy/procedure document and submitted to the HR User Group or other strategic group for ratification</u></p>	
	1) Purpose of the policy. Why do we need it and what will it achieve To develop strategies to create a positive and healthy culture in support of Durham Constabulary's commitment to the continuing improvement of staff wellbeing (physically, mentally and socially) within the workplace.
	2) What research/resources have been used or considered in the initial stages of this assessment?
	3) Explain briefly why the Policy/Procedure is being developed or reviewed? Reference to the work of the Force's Wellbeing Champions who act as Heath Advocates and initiate and develop local events, contribute to force wide strategies and who champion engagement within their own work areas and an outline of the staff support networks eg STAR, DSG, DBAPA, Durham Constabulary LGBT Network, Autism Support Group is now included. The policy has also been updated to reflect current practices
	4) Who has been consulted around the potential impact during the development/amendment of the policy/procedure All support networks. Force Executive (AC0) HR Staff Independent Advisory Groups (IAG's) Staff associations Legal Services Heads of Command

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<p>5) Following assessment of available information, has a positive or adverse impact been identified OR is the initiative equality neutral?</p> <p>A Positive Impact – will actively promote equality of opportunity or improve relations between one or more groups An Adverse impact – will cause some form of disadvantage or exclusion. Neutral impact is when there are no notable consequences for any diversity group</p> <p>Provide details on ALL decisions for ALL the protected characteristic groups below. Specify what actions, if any, will be taken as a result of the assessment, provide any findings and the reason any decisions were reached, and determine what changes may be necessary to either reduce any adverse impact or enhance any beneficial impact. If an adverse (negative) impact has been identified question 5 must be completed.</p>				
	<u>Positive</u>	<u>Negative</u>	<u>Neutral</u>	<u>Details</u>
Age			X	
Disability	X			The inclusion of Individual Adjustment Passport (IAP). Developed in consultation with force Disability Support Group. To ensure that all staff are fully supported under the provisions of the Equality Act 2010 in respect of appropriate reasonable workplace adjustments being facilitated by the organisation.
Transitioning from one sex to another (either thinking of, in the process of or have)			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	
Race			X	
Religion or Faith			X	
Gender			X	
Sexual Orientation			X	

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	6) If a negative impact has been identified, please provide further details stating what actions need to be undertaken as a result of the section 4). How any negative impact can be justified for this initiative.

	Confirm the above Actions have been incorporated and the EIA is now ready for submission to HR PUG or other Strategic Group.
	<p>Signature... </p> <p>Name Jennifer Dixon Date 16th June 2020</p>
	7) – Ratify the Policy / Procedure at HR PUG or other Strategic Group
	Meeting/Group:- HR PUG 12 th June 2020
	Chair of Meeting/Group:- Gary RIDLEY