

THE HEALTH AND WELLBEING GOOD PRACTICE AWARD

01

HEALTH AND WELLBEING STRATEGY

A strategy for improving people's health and wellbeing is clearly defined and understood.

Evidence Requirements

Top managers

Managers (includes top managers)

People (includes top managers and managers)

- 1 Top managers have a clear and consistent understanding of health and wellbeing, which is appropriate to the organisation.
- 2 Top managers make sure the organisation has a clear purpose and vision supported by a strategy for improving its performance.**
- 3 Top managers make sure the organisation has a strategy or plan with measurable success criteria to improve the health and wellbeing of its people.
- 4 Top managers ensure the health and wellbeing strategy or plan is based on the assessment of people and organisational needs and is supported by appropriate and well communicated policies.
- 5 Top managers can explain how the organisation has consulted its people (including representative groups where appropriate) when developing the health and wellbeing strategy or plan.

- 6 Managers know the health and wellbeing needs of their team and can explain what activities they are planning to support them.
- 7 Managers make sure their teams have a plan with measurable success criteria to improve the health and wellbeing of their people.

- 8 People can explain how their managers have involved them in assessing health and wellbeing needs.
- 9 People (including representatives groups where appropriate) can describe how they have been consulted when the organisation is developing the health and wellbeing strategy or plan.

Plan: Develop strategies to improve performance

02

HEALTH AND WELLBEING RESOURCES

Activities are resourced to meet the organisation's health and wellbeing needs.

Evidence Requirements

Top managers

Managers (includes top managers)

People (includes top managers and managers)

- 1 Top managers make sure that the organisation has the resources it needs to implement health and wellbeing plans.

- 2 Managers confirm that the team has the resources it needs to implement agreed health and wellbeing activities.

- 3 People confirm that resources are available to meet their agreed health and wellbeing needs.

Plan: Develop strategies to improve performance

03

PEOPLE MANAGEMENT STRATEGIES

Strategies for people's health and wellbeing are designed to promote equality of opportunity and work-life balance.

Evidence Requirements

Top managers

Managers (includes top managers)

People (includes top managers and managers)

- 1 Top managers can describe how the health and wellbeing of the organisation's people is supported in an appropriate and fair way, reflecting their different needs.
- 2 **Top managers can describe strategies they have in place to support work-life balance to meet the needs of the organisation and its people.**

- 3 Managers can describe how the health and wellbeing of their team is supported in an appropriate and fair way, reflecting the different needs.
- 4 **Managers can describe how they make sure work-life balance solutions are effectively put into practice.**

- 5 People can describe the support available for health and wellbeing and confirm it is provided in an appropriate and fair way .
- 6 **People can describe how they are supported in balancing their work and personal lives.**

Plan: Develop strategies to improve performance

04

LEADERSHIP AND MANAGEMENT STRATEGY

The capabilities managers need to lead, manage, develop and support people's health and wellbeing needs are clearly defined and understood.

Evidence Requirements

Top managers

Managers (includes top managers)

People (includes top managers and managers)

- 1 **Top managers can describe the knowledge, skills and behaviours managers need to lead, manage and develop people effectively, and the plans they have in place to make sure managers have these capabilities.**
- 2 Top managers can explain what managers are expected to do to support health and wellbeing and managers are provided with the help they need to develop their capabilities.

- 3 **Managers can describe the knowledge, skills and behaviours they need to lead, manage and develop people effectively.**
- 4 Managers at all levels understand what they need to do to support health and wellbeing activities and confirm that they are provided with the help they need to develop the capabilities.

- 5 **People can describe what their manager should be doing to lead, manage and develop them effectively.**
- 6 People can describe what their manager should be doing to support health and wellbeing needs.

Plan: Develop strategies to improve performance

05

MANAGEMENT EFFECTIVENESS

Managers are effective in leading, managing and developing, and supporting their health and wellbeing needs.

Evidence Requirements

Top managers

Managers (includes top managers)

People (includes top managers and managers)

- 1 Managers can explain how they are effective in supporting the health and wellbeing of their team.
- 2 Managers can give examples of how they give people constructive feedback on their performance regularly and when appropriate.**
- 3 Managers confirm they regularly discuss appropriate health and wellbeing activities with individual team members.

- 4 People can explain how their managers are effective in supporting their health and wellbeing needs.
- 5 People can give examples of how they receive constructive feedback on their performance regularly and when appropriate.**
- 6 People can confirm that their own appropriate health and wellbeing activities are regularly discussed.

Do: Take action to improve performance

06

RECOGNITION AND REWARD

People's contribution to the organisation is recognised and valued.

Evidence Requirements

Top managers

Managers (includes top managers)

People (includes top managers and managers)

- 1 Managers can give examples of how they recognise and value people's individual contribution to the organisation.**

- 2 People can describe how they contribute to the organisation and believe they make a positive difference to its performance.**
- 3 People can describe how their contribution to the organisation is recognised and valued.**

Do: Take action to improve performance

07

INVOLVEMENT AND EMPOWERMENT

People are encouraged to take ownership and responsibility by being involved in decision-making and are given relevant information about health and wellbeing.

Evidence Requirements

Top managers

Managers (includes top managers)

People (includes top managers and managers)

1 Managers can describe how they promote a sense of ownership and responsibility by encouraging people to be involved in decision-making.

2 People can describe how they are encouraged to be involved in decision-making that affects the performance of individuals, teams and the organisation, at a level that is appropriate to their role.

3 People can describe how they are encouraged to take ownership and responsibility for decisions that affect the performance of individuals, teams and the organisation, at a level that is appropriate to their role.

4 People can describe how they are given information and support in relation to health and wellbeing activities.

Do: Take action to improve performance

08

EFFECTIVE HEALTH AND WELLBEING

The organisation's approach to people's health and wellbeing is effective.

Evidence Requirements

Top managers

Managers (includes top managers)

People (includes top managers and managers)

1 Managers can explain how their team's health and wellbeing related needs are met.

2 Managers can confirm that the organisation's approach to health and wellbeing is explained during recruitment and induction activities.

3 People can describe how their health and wellbeing related needs are met.

4 People can confirm that the organisation's approach to health and wellbeing is explained during recruitment and induction activities.

Do: Take action to improve performance

09	PERFORMANCE MEASUREMENT Investment in people's health and wellbeing makes a difference to the performance of the organisation.		
	Evidence Requirements		
	Top managers	Managers (includes top managers)	People (includes top managers and managers)
	1 Top managers can explain the impact their health and wellbeing activities have had on the organisation and how they use this information to develop future plans.	2 Managers can explain the impact of health and wellbeing activities on the organisation and their team.	3 People can explain the impact of health and wellbeing activities on them personally.
Review: Evaluate and improve performance			

10	CONTINUOUS IMPROVEMENT Improvements are continually made to the way health and wellbeing is managed and developed.		
	Evidence Requirements		
	Top managers	Managers (includes top managers)	People (includes top managers and managers)
	1 Top Managers can show that they are continuously reviewing their health and wellbeing activities and make improvements where necessary. 2 Top managers can explain how they use people's feedback as part of the review of the organisation's approach to health and wellbeing.	3 Managers can show that they are continuously reviewing their teams' health and wellbeing activities and make improvements where necessary. 4 Managers can explain how they use people's feedback to review and improve their approach to health and wellbeing.	5 People can describe how they are involved in continuously reviewing health and wellbeing activities and identifying improvements. 6 People can confirm that examples of good practice and experiences are shared and successes recognised.
Review: Evaluate and improve performance			

Note: Evidence requirements shown in bold overlap with those in the Investors in People Standard or main framework.