



Todmorden Town Council Well-being Policy for Staff and Councillors

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To be adopted:

Next Review:

Introduction

The Todmorden Town Council is dedicated to promoting the well-being of all staff members and Councillors. We recognise that the well-being of our employees and elected members is critical to ensuring high performance, engagement, and job satisfaction, and ultimately delivering quality services to our community. This policy outlines our commitment to supporting the mental, emotional, physical, and social well-being of those who work for and with the Town Council.

Policy Statement

The Todmorden Town Council is committed to fostering a supportive, inclusive, and healthy working environment for all staff and Councillors. We aim to create a culture where well-being is integral to every aspect of work, ensuring that all individuals are supported, empowered, and equipped to perform to their best ability while maintaining a healthy work-life balance.

Objectives

1. Support Mental Health and Emotional Well-being:

- Encourage open conversations about mental health in the workplace.
- Provide access to support services, including Employee Assistance Programs (EAP), counselling, and mental health resources for staff.
- Promote a positive and inclusive workplace culture where everyone feels valued and respected.

2. Promote Physical Health:

- Encourage staff and Councillors to engage in regular physical activity by providing access to wellness programs, fitness classes, or discounts for local gyms.
- Promote healthy eating habits by offering nutritious options during meetings or events.
- Ensure that the work environment is ergonomically designed and that employees have access to tools and equipment that promote physical health.

3. Foster Work-Life Balance:

- Promote flexible working arrangements (where possible) to support personal and family responsibilities.
- Encourage regular breaks during work hours and respect personal time outside of office hours.
- Provide adequate annual leave, sick leave, and compassionate leave to ensure staff and Councillors have time to recharge and manage personal matters.

4. Enhance Social Well-being and Team Cohesion:

- Encourage social interactions through team-building activities, social events, and regular informal gatherings.
- Promote positive relationships among staff, Councillors, and the wider community, fostering a sense of belonging and teamwork.
- Ensure that the workplace is free from harassment, bullying, and discrimination, and offer support for those who may be affected by any of these issues.

5. Provide Opportunities for Personal and Professional Development:

- Invest in training and development opportunities to improve skills, knowledge, and career growth.
- Encourage Councillors and staff to pursue continuous learning, both personally and professionally, to enhance job satisfaction and improve service delivery to the community.

Actions and Implementation

1. Mental Health Support:

- Provide regular access to mental health workshops, training, and resources.
- Maintain a confidential support system (e.g., EAP, counselling services) for staff who may need assistance.
- Encourage a workplace culture that prioritises mental health through awareness campaigns and support from management.

2. Physical Health and Well-being Programs:

- Organise periodic physical well-being days with activities such as yoga, fitness challenges, and workshops on healthy living.
- Regularly review the work environment to ensure it supports staff health, including providing ergonomic office furniture and appropriate workspaces.

3. Work-Life Balance and Flexible Working:

- Encourage flexible working hours and remote working where appropriate to support staff in balancing work and personal commitments.
- Introduce policies that help staff and Councillors take regular breaks and disconnect from work after office hours to avoid burnout.
- Offer a range of leave options, including paid parental leave, sick leave, and time-off for personal well-being.

4. Training and Development:

- Offer regular training on personal well-being, resilience, and stress management.
- Create opportunities for staff and Councillors to attend well-being seminars and courses to further their personal growth and improve their mental and emotional well-being.
- Develop leadership training for Councillors and managers to better support their teams and create a culture of well-being in the workplace.

5. Regular Communication and Feedback:

- Regularly check in with staff and Councillors to assess their well-being through surveys, one-on-one meetings, and open forums.
- Encourage staff to express their concerns and ideas for improving well-being and ensure that feedback is acted upon in a timely and effective manner.

Monitoring and Evaluation

- The well-being of staff and Councillors will be regularly monitored through surveys, team meetings, and individual feedback.
- The success of well-being initiatives will be evaluated annually to assess their effectiveness, with any necessary adjustments made to improve support and resources.
- Annual reviews of this policy will ensure that it remains relevant to the needs of staff and Councillors and continues to promote a culture of well-being within the Town Council.

Conclusion

The Todmorden Town Council is committed to ensuring that the health and well-being of our staff and Councillors are central to everything we do. We believe that a happy and healthy workforce leads to a more engaged, productive, and supportive environment, both for our employees and the residents we serve. By promoting well-being, we aim to create an inclusive and resilient organization where everyone feels valued, supported, and empowered to thrive.