Mrs Ruth Lyes
Clerk of the Council

26th June 2024

To:

Cllr N Atkinson	Cllr G Barber	Cllr T Blakemore
Cllr E Blyth	Cllr C Dudley	Cllr M Gaw
Cllr Michie	Cllr G Paxton	Cllr R Warren

Dear Councillor

Your attendance is requested at a Meeting of the Staffing and Strategy Committee of Winkfield Parish Council to be held in the Lounge, Carnation Hall, Chavey Down Road, RG42 7PA on Tuesday 2nd July, immediately following the Special Meeting of Council to Consider Planning and Highways Matters, which commences at 7.30pm, when it is proposed to transact the business specified in the agenda hereto.

Yours sincerely

Ruth Lyes

Clerk of the Council

This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in May 2024. All Councillors are reminded to acquaint themselves with paragraph 2 (Disorderly Conduct at Meetings).

To avoid interruptions to the business of the Council, Councillors, officers, and members of the public are required to ensure that mobile phones are switched off before the commencement of the meeting.

Members should note that in the event of the fire alarm going off, they should make their way quickly to the fire exits, either via the rear or front doors and make their way to the fire assembly point in the car park.

Prior to the commencement of discussion, a time not exceeding 10 minutes is available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area.

A G E N D A

1. APOLOGIES FOR ABSENCE

To Receive apologies for absence.

2. DECLARATION OF INTEREST

Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.

4. EMPLOYEE ASSISTANCE PROGRAMME

The provision of an Employee Assistance Programme, offered by Health Assured, was considered at the meeting of Staffing & Strategy Committee 11th June 2024. Recommendation was made to Council based on providing the basic rather than the premier provision. Subsequent to this meeting and prior to the Council meeting, the Clerk had received a revised quote reducing the number of staff / workers to be covered from the usually banding of up to 49 individuals to a more bespoke up to 9 individuals. Council requested that the matter revert to Staffing & Strategy Committee for further consideration based on the new information.

A report from the Clerk is attached as Appendix 1.

Additional supporting information is attached as Appendix 2.

To consider whether to recommend to Council:

i. Adoption of the Health Assured EAP scheme and if so, at what level of cover.
ii. Premium payable in 2024/25 to be from contingency budget line and specific budget allowance made in future years.

Appendix 1

Health Assured – Employee Assistance Programme (EAP)

Clerks Report:

Information and a quote have been provided by the market leader in this field - Health Assured.

Additional summary information is provided at Appendix 2 and more detailed information of the scope of cover has been distributed to Committee members prior to this meeting.

Following review and recommendation to Council (meeting 18th June '24) by Staffing and Strategy, the matter has been referred back to the Staffing and Strategy Committee for further consideration with a revised quote of cover up to 9 individuals effecting a reduction in the Premier Cover premium quoted for.

The **previous** quote for a 36-month contract was as follows (for up to 49 staff / casual workers/ volunteers) :

	Peak 10
24/7 Confidential Helpline Support, plus Live Chat & Video Call options	✓
Sessions of Structured Counselling	10 Sessions
App and Portal	✓
Wisdom AI	✓
Rewards and Discounts	✓
Manager Referrals	✓
Digital Support Programs	✓
Online/Computerised CBT – Silver cloud & Right Steps	✓
Life and Leadership Coaching	4 Structured Sessions
Medical Information	✓
Employment Law and HR Line for Managers	✓
Active Care	✓
MI Reporting	✓
MHFA 2day Course – 1 place per annum	+
Work Health Assessments	+
Your Personal Quote:	
Cost Per Month, 36-month term	**£87.50 per month***
Cost Per Month, 60-month term	**£79.16 per month***

The **revised quote** for consideration is up to 9 staff / casual workers:

	Complete	Premier
24/7 Confidential Helpline Support, plus Live Chat & Video Call options	✓	✓
Sessions of Structured Counselling	6 Sessions	Up to 10 Sessions
App and Portal	✓	✓
Wisdom AI	✓	✓
Rewards and Discounts	✓	✓
Manager Referrals	✓	✓
Digital Support Programs	✓	✓
Online/Computerised CBT – Silver cloud & Right Steps	✓	✓
Life and Leadership Coaching	In the moment via Helpline	4 Structured Sessions
Medical Information	✓	✓
Employment Law and HR Line for Managers	✓	✓
Active Care	✓	✓
MI Reporting	✓	✓
MHFA 2day Course – 1 place per annum		✓
Work Health Assessments		✓
Your Personal Quote:		
Cost Per Month, 36-month term	**£63.75 per month***	**£78.75 per month***

*Excluding VAT

Summary of costs:

1. Complete cover - £745pa pa (for a 3 year contract)
2. Peak/Premier 10 cover - £945 pa (for a 3 year contract)
3. The additional annual cost of the Premier/Peak 10 option over the complete is £180pa

Additional Benefits provided by Premier/Peak 10 option:

1. Structured Counselling - 4 more structure counselling sessions per person available
2. Life & Leadership Coaching – Complete cover is a one-off phone conversation. The Premier/Peak allows for 4 structured sessions with goals set and follow up sessions
3. One two day online live accredited Mental First Aid Training Course available per annum – multi-courses are run (3-7 options offered per month)
4. Work Health Assessments – these are available for recruiting managers. A confidential pre-employment health assessment form is sent as part of the recruitment process and reviewed by qualified OH at Health Assured. The Council are then sent a Fit for Work certification as applicable or recommendations if further OH input is recommended

Summary and Recommendations of the Clerk:

1. The revised quote for the Premier cover brings the additional cost over the basic cover to an additional £180 per annum (3-year contract). Total cost £945pa
2. Additional / enhanced provision for staff / workers related to structured counselling sessions and life coaching
3. In addition to the additional benefits available to staff / workers at the Council there are additional added value management tools / resources available
4. There is no existing agreed budget for this expenditure, but it could be allocated as an in-year cost against the contingency budget line and in future years by way of allocated budget provision
5. The recommendation of the clerk is that the additional enhancements provided by the Peak/Premier 10 option are of value and proportionate to cost and should be considered by Councillors. The provision of well being support for staff / workers will have overall benefit to the community they serve and will assist the Council to fulfil appropriate employer responsibilities.

health assured

Mental health: what's the problem?

Many people are unaware of the impact poor mental health has on the workplace. Awareness needs raising about these issues. If you can raise awareness, you'll increase support behind your wellbeing initiatives. Here are some statistics you can use for your business case.

1 in 6

British workers are affected by mental health problems like anxiety, depression and stress every year[1]

£7.9b

In costs of mental health-related turnover in the UK workplace[2]

15%

of people at work have an existing mental health condition[1]

£33b-£42b

Between the costs of mental health-related issues to employers[2]

£8b

Could be saved with better mental health at work from UK businesses per year[3]

300,000

People with a long-term mental health problem lose their jobs each year[1]

Approaches to mental health in the workplace are dated, inefficient and costly. It's time to change that. And implementing an EAP is a great start.

- Helps to cover your legal duty of care to employees.
- Quicker than NHS services.
- Takes the pressure of the organisation to provide care on an individual basis.
- 24/7 support for staff.
- The helpline is confidential and external. This encourages employees to use it as it's low risk for those struggling.
- Valuable insights and reports on EAP usage can help you understand employee health.
- Support for managers dealing with difficulties at work.
- Enhances employment proposition to help recruitment drives.
- Retains talent supports employee performance and motivation.

Value to the business?

A report from Deloitte[2] (2020) shows the average return on investment for employers. They found that as a result of reduced presenteeism, absenteeism and staff turnover, employers get on average **£5.00** back on every **£1.00** spent.

EAPA UK[4] also ran a report that found for every **£1.00** spent on an EAP in the UK, employers on average see a return on investment of **£7.27**.

Value to employees?

Counselling advice is just a phone call away. This can be a huge benefit to employees mental health. It's confidential too. So if they don't feel comfortable enough to open up at work about their issues, they can still access the support free of charge. This can be tremendously valuable in their work lives and beyond.

How effective would it be?

There may be doubts from senior leaders about the effectiveness of an EAP. They are likely to question whether the service would actually make a difference. Sometimes the benefits aren't always visible, so it's good to have some figures to support. Here are some of those findings from the 300,000 calls Health Assured receive each year:

72%

Back in work after therapy

35%

Decrease in presenteeism

35%

Decrease in workplace distress

20%

Increase in life satisfaction