

# Report

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Report to:	<b>Employee Issues Forum</b>
Date of Meeting:	<b>22 February 2011</b>
Report by:	<b>Executive Director (Corporate Resources)</b>

Subject:	<b>Health Needs Assessment 2010</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Forum on the outcome of the Health Needs Assessment 2010

## 2. Recommendation(s)

2.1. The Forum is asked to approve the following recommendation(s):-

- (1) that the outcomes of the Health Needs Assessment 2010 be noted;
- (2) that it be noted that the identified actions would be progressed through the Healthy Working Lives Group; and
- (3) that it be noted that a further Health Needs Assessment would be carried out in 2013.

## 3. Background

- 3.1. One of the requirements of the Healthy Working Lives (HWL) award program is that employers carry out a Health Needs Assessment (HNA) at least once every 3 years. The last Health Needs Assessment for the Council was carried out in 2007.
- 3.2. The purpose of the HNA is to ask employees about their awareness of activities in relation to employee health and well being. The responses to the HNA are used to inform the work of the HWL Group over the next three years.
- 3.3. The questionnaire was distributed to employees during June 2010. Employees could either complete the form online, or for groups with no computer access there was an option of submitting a hard copy.
- 3.4. At the end of the survey period 1,963 responses were received from across all Resources. A copy of the survey is attached (Appendix 1).

## 4. Summary of Responses

- 4.1. Over 80% of the responses indicated an awareness of Council policy and procedures which support employee health and well being. These included Maximising Attendance, health and safety arrangements and the Employee Assistance program.
- 4.2. Employees were asked about their activity in terms of specific health topics and what the Council could do to assist employees. The health topics were alcohol, physical activity, healthy eating, smoking and mental health. The responses for this indicated

an awareness of the health topics and offered a range of practical suggestions on health promotion for various topics.

- 4.3. Employees were also asked about the best way to be informed about health and well being initiatives. The responses demonstrated that email, The Works magazine and the intranet were the best way to communicate with employees about health initiatives.

## **5. Outcomes**

- 5.1. From the HNA a number of actions have been identified against health topics. These will be progressed via the HWL Group.

### **5.2. Healthy Eating**

A review of the Healthy Eating policy is scheduled for 2011. Practical suggestions from employees included:-

- ◆ food labelling in Council facilities
- ◆ weight management activity
- ◆ healthy eating advice

- 5.2. The No Smoking Policy is also scheduled to be reviewed in 2011. Continued promotion of smoking cessation session for employees, including Resource specific sessions will be arranged to take place in the New Year.

- 5.3. The HWL Group will work towards achieving the Mental Health Commendation award throughout 2011. This involves development of a Mental Health Policy and will be used to continue to promote awareness of mental health and well being.

- 5.4. All of the actions identified will be reflected in the HWL Plan for 2011/2012.

## **6. Employee Implications**

- 6.1. The work in this area continues to promote health and well being to all employees and contributes to improved attendance.

## **7. Financial Implications**

- 7.1. All financial implications are met within existing budgets.

## **8. Other implications**

- 8.1. There are no implications for sustainability or risk in terms of the information contained within this report.

## **9. Equality Impact Assessment and Consultation Arrangements**

- 9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

- 9.2. Consultation took place with the trades unions through their representation on the HWL Group.

**Robert McIlwain**  
**Executive Director (Corporate Resources)**

8 February 2011

**Link(s) to Council Objectives / Improvement Themes / Values**

- ◆ Excellent employer
- ◆ People focused
- ◆ Improve health and increase physical activity

**Previous References**

- ◆ HWL Update 10 August 2010

**List of Background Papers**

- ◆ HWL Strategy and Action Plan 2009/2012

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Eileen McPake, Personnel Officer

Ext: 4534 (Tel: 01698 454534)

E-mail: [eileen.mcpake@southlanarkshire.gov.uk](mailto:eileen.mcpake@southlanarkshire.gov.uk)