

H1. CHRONIC CONDITIONS GUIDES – MONITORING TEMPLATE

About the monitoring template

As part of the agreed monitoring process for the Public Health Responsibility Deal, partners will be required to submit an annual update to the Department of Health so that we can place this information on the website. In this annual update, partners will set out the progress they have made against each of the pledges they have signed up to. They will also have an opportunity to set out the next stage of their plans.

The Responsibility Deal networks have developed a standardised monitoring template for each of the collective pledges. Guidance notes, intended to assist partners in completing the templates, are included within the template.

This is the monitoring template for pledge **H1. Chronic Conditions Guides**, which supports the Responsibility Deal's core commitment on health at work.

Further information on this pledge and the chronic conditions guides can be found at:

http://www.dh.gov.uk/en/Publichealth/Publichealthresponsibilitydeal/BecomingaResponsibilityDealpartner/DH_125222

http://www.nhs.uk/Livewell/workplacehealth/Documents/ChronicConds_Employees_Factsheet_A4.pdf

http://www.nhs.uk/Livewell/workplacehealth/Documents/ChronicConds_LineManagers_Factsheet_A4.pdf

This template has been made available in document format. The Department of Health is in the process of developing a web-based platform, which would enable partners to complete their annual updates online. We expect this system to be available by the end of February 2012.

All the information that partners will be asked to provide in the monitoring templates will be made publicly available on the Responsibility Deal website -

<http://responsibilitydeal.dh.gov.uk/>. Consequently, partners should not include any information in their templates which cannot be disclosed.

The Department of Health will not provide any detailed analysis or commentary on the information provided by partners when they are published online.

Health at Work Core Commitment

We will actively support our workforce to lead healthier lives.

H1. Chronic Conditions Guides Pledge

We will embed the principles of the chronic conditions guides (developed through the Responsibility Deal's health at work network) within HR procedures to ensure that those with chronic conditions at work are managed in the best way possible with reasonable flexibilities and workplace adjustments.

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Section A – Summary of pledge delivery plans

About Section A

In this section, partners are asked to set out their plans to meet the pledge. Partners will be asked to complete and return this section to the Department of Health within six weeks of signing up to the pledge.

Please indicate how you intend to meet this pledge.

For example, describe the specific steps/activity you have taken/will take to ensure that your HR policy at least reflects the level of care and support contained in the Employer/Line Manager and Employee Chronic Conditions Guides developed by the Responsibility Deal's health at work network. In particular, please describe the support systems you have or intend to put in place and their accessibility for staff with chronic conditions.

You may cross-refer to other documents or reports. Please provide web-links where appropriate.

There is a 500-word limit when completing this section. All of the information provided here will be published on the Responsibility Deal website.

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Section B – Progress Update: Quantitative

About Section B

This section includes a series of quantitative measures that are intended to map partners' progress on delivering against the pledge. Partners will provide information against each of the measures as indicated.

Partners will be asked to return this section to the Department of Health by the **end of April each year**. Partners will be asked to provide their most up-to-date information and to make clear the period to which their information applies.

All of the information provided here will be published on the Responsibility Deal website.

1. Please indicate the number of employees covered by your HR policy.

2. a. How many line managers were made aware of the principles in the guides?

- b. If available, please provide the percentage of your line managers that have been through this process?

[You may wish to describe how you made staff aware of the principles in the guides in Section C.]

3. If available, please provide:

- a. the percentage of your workforce currently suffering from a chronic condition that directly impacts on their present job

- b. the percentage of these staff that have been able to continue/return to work following workplace adjustments or other measures as a result of your HR policy?

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Commentary

*If you wish, you may provide a short commentary on the data provided in this section.
There is a 200-word limit when completing this section.*

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Section C – Progress Update: Qualitative

About Section C

Completion of this section of the template will be **optional**. Partners wishing to complete this section will be asked to return it by the **end of April** each year.

All of the information provided here will be published on the Responsibility Deal website.

Please set out the progress you have made this year on delivering this pledge.

This section provides you with an opportunity to describe the progress you have made on delivering against this pledge and the changes you have implemented in order to deliver this commitment. You may wish to indicate if your delivery plans (as set out in your Section A) had to be modified and whether there were any unintended consequences that arose from your delivery of the pledge.

You may wish to describe how you have made all staff aware of the chronic conditions part of your HR policy and, if possible, the organisational benefits that have directly accrued from it. For example, can you demonstrate where or how the effective management of staff suffering from a chronic condition has benefited the organisation? This could be efficiency savings made through staff retention and/or improved productivity.

You may wish to direct interested observers to company documents or reports where you have already given details of progress on your Responsibility Deal pledges. If appropriate, please provide a web-link.

There is a 500-word limit when completing this section.

Please set out how you intend to make further progress on delivering this pledge.

This could be through more targeted awareness campaigns or specific line manager training.