

## H3. HEALTH & WELLBEING REPORT – 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 **H3. Health and Wellbeing Report**, which supports the Responsibility Deal's core commitment on health at work.

Further information on this pledge can be found at:

[http://www.dh.gov.uk/en/Publichealth/Publichealthresponsibilitydeal/BecomingaResponsibilityDealpartner/DH\\_125222](http://www.dh.gov.uk/en/Publichealth/Publichealthresponsibilitydeal/BecomingaResponsibilityDealpartner/DH_125222)

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.

### H3. Health and Wellbeing Report Pledge

We will include a section on the health and wellbeing of employees within annual reports and/or website. This should include staff sickness absence rate.

### H3. HEALTH & WELLBEING REPORT – MONITORING TEMPLATE

#### 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.**

*Please outline where and how you intend to report on the health and wellbeing of your employees, providing evidence where appropriate. Please explain the format used for recording sickness absence data and the methods used for calculating the rates.*

*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.*

### H3. HEALTH & WELLBEING REPORT – MONITORING TEMPLATE

#### 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. How many employees do you employ?

2. How many working days were lost due to ill health in the last year?

3. What is your sickness absence rate?

#### 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*

### H3. HEALTH & WELLBEING REPORT – MONITORING TEMPLATE

#### 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.*

*For example, you may wish to direct interested observers to where you report this information, e.g. your annual report, Health, Safety, Environmental or Sustainability report or a sickness absence report (please provide a web-link if appropriate). You may also wish to indicate whether and how you calculate sickness absence rates, and whether sickness absence and staff health & wellbeing are routinely discussed at Board level meetings or reported to the Board in some suitable format.*

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

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

*How do you intend to maintain or improve sickness absence levels? Please indicate if you have set any targets for reducing sickness absence. If problem areas have been identified, what remedial actions do you intend to implement e.g. better use of Fit Notes? Do you intend to change the way you report or communicate health and wellbeing issues?*