

H6. STAFF HEALTH CHECKS – 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 **H6. Staff Health Checks**, 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

Further information on NHS LifeCheck can be found at:

<http://www.nhs.uk/LifeCheck/Pages/Start.aspx>

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.

H6. Staff Health Checks Pledge

We will offer staff health checks, e.g. the NHS Lifecheck, with appropriate follow up and audit. Eligible employees will be encouraged to participate in the NHS HealthCheck for vascular disease, and other NHS screening programmes (for example for breast or bowel cancer).

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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.

Please describe the health check tool that you intend to use to deliver health check and the timescale for offering this to your staff. Please also outline your plans for assessment of take up and further action taken by staff after using the health check tool. If you decide to use the NHS LifeCheck, they will be able to assist you with evaluation.

Please also outline how you intend to make your staff aware of and encourage them to take up the offer of NHS HealthChecks and screening programmes where they are eligible.

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. What tool have you used to deliver staff health checks?

NHS LifeCheck

Other, please describe.....

2. How many of your employees have used the staff health check on offer?

3. How many employees have taken further action, e.g. following a weight loss programme, increasing their level of physical activity, make a smoking quit attempt, reducing units of alcohol consumed, following their health check?

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.

Please indicate when the health checks became available to your staff and how you have delivered these, e.g. the tools used. If the health checks are not yet available to your staff, please outline your milestones for delivering these and when they are scheduled to become available.

Please describe how your staff access health checks, e.g. via an intranet, by telephone, one-to-one session with a healthcare professional. Please describe any communication to your staff about health checks and the benefits of participating in these, and any communication activity to raise awareness of and encourage take up of NHS HealthChecks and screening programmes.

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 include anything that may have arisen out of evaluation or any plans to include this within project plans and evaluation/assessment.