



Working together to
improve the health
and wellbeing of our
communities



The Milton Keynes, Bedford Borough and Central Bedfordshire Healthy Workplace Standards goodwill agreement.

Between the Healthy Workplace Standards registered workplace (hereafter called the registered workplace)

And

The Public Health Workplace Health Team

Milton Keynes Council (also on behalf of Central Bedfordshire and Bedford Borough Councils)

Civic Offices

Saxon Gate East

Milton Keynes

MK93EJ

We, the registered workplace and the Public Health Workplace Health Team agree to a collaboration to improve the health and wellbeing of the workforce, by working to achieve the Healthy Workplace Standard(s). This Goodwill Agreement outlines the commitment of both organisations.

We, registered workplace agree

- To agree to the workplace name (and by agreement, a contact e mail address) being added to the list of participating workplaces, published on the Public Health Workplace Health webpages.
- To seek commitment from our senior manager(s)/business owner(s) to achieving the Healthy Workplace Standards.
- To identify a named person within the workplace who will liaise with the Workplace Health Team (WHT), be the single point of contact and lead on the work to achieve the Standard(s).
- To undertake an employee survey or health needs assessment to identify the health and wellbeing needs of our workforce and to provide a baseline for future benchmarking.
- To share the highlights of the employee health needs survey or assessment with the WHT (see confidentiality commitment below).
- To use the information from the survey/ health needs assessment and other data to decide which of the eight standards we aim to achieve.
- To identify the level of Standard(s) we aim to achieve (Bronze, Silver or Gold).
- To identify a timeline by which we aim to meet the standard(s).
- To upload evidence in support of the Standard(s) on the Healthy Workplace Awards website <https://www.healthyworkplaceaward.org.uk/the-process/>, which may include written, video, power point, audio recording or to the WHT verbally, either face to face or virtual.
- To ensure any sensitive information is redacted from our submitted evidence and data.
- To agree to a visit by the WHT, where agreed, to verify the evidence submitted and to meet face to face at a mutually convenient time and place.
- To undergo an assessment of the evidence by the WHT and the Healthy Workplace Standards Panel
- To make any reasonable improvements and changes to our policy and/or practice in collaboration with the WHT to achieve the Standard(s).
- To identify the metrics by which we will measure the outcomes of our work for each standard and the timescales for measuring them. These may include sickness absence, employee health and wellbeing measures, productivity and staff turnover.

- To evaluate the impact of the Standard(s) using our identified metrics, for example by way of a follow up wellbeing survey or health needs assessment, or by monitoring other data such as sickness absence or recruitment data.
- To share our evaluation and impact trend and highlight data with the WHT.
- During the 24-month certification or award period, to maintain contact with the WHT at agreed intervals to review, the outcome data the standard and consider further improvements.

We the Public Health Workplace Health Team agree

- To support the registered workplace in the achievement of its aim(s)
- To signpost the registered workplace to up to date, high quality information and resources and relevant health and wellbeing services.
- To make regular contact with the registered workplace at agreed intervals to discuss progress and offer support as required, utilising video calls, phone and email as principal communication channels.
- To consider visiting the registered workplace to verify evidence submission and to conduct a face-to-face meeting at a mutually agreed time
- To ensure evidence submissions are assessed consistently and fairly, in partnership with the Healthy Workplace Standards Panel.
- To process any commercially sensitive information or personal information (such as staff turnover and absence rates) in accordance with the General Data Protection Regulations (The Data Protection Act 2018).
- To award certification for achievement of an individual standard, or Healthy Workplace Status Award for achievement of all eight standards at bronze, silver or gold level.
- To use the registered workplace outcomes trend data to verify the impact of the Standards on employee health and wellbeing post certification to evidence the impact of the Standards on the health and wellbeing of the working age population across Bedford, Central Bedfordshire and Milton Keynes.
- To make contact with the registered workplace post certification to discuss ongoing development.
- To provide ongoing support with future needs for staff health and wellbeing.

Information Sharing

No personal data should be shared with the Healthy Workplace Team and any survey results of staff data must be non-identifiable or aggregate data.

Evidence submitted to the WHT will be assessed by the Healthy Workplace Standards Panel, consisting of trained assessors, to ensure consistency and fairness.

Term of Agreement

This agreement will run for the entire length of the programme, from registration, through evidence gathering and certification and for the 24 months award period following the award. The entire length of the programme will vary for each workplace.

The Public Health Workplace Health team reserves the right to promote innovative best practice and will give credit to the originating workplace.

Termination

In exceptional circumstances both organisations have the right to terminate the programme at any time. We would however ask partners to request a meeting with the WHT prior to a final decision being made. This is to enable us to better understand the rationale behind withdrawal and to see if any amendments can be made to continue, or that can positively impact other businesses in achieving the standards in the future.

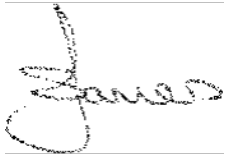
Complaints and Disagreements

If (*name of workplace*) believes they have been dealt with unfairly, please contact Sarah.James@milton-keynes.gov.uk to seek a solution to the grievance. Milton Keynes, Council operates a complaints, compliments and comments policy, the details of which can be found on the Milton Keynes Council website <https://www.milton-keynes.gov.uk/your-council-and-elections/comments-compliments-and-complaints>

Authorisation

This agreement is not a legal undertaking, it is a statement of commitment from both parties in line with the terms set out above.

Sarah James Public Health Principal Workplace Health and Worklessness



A handwritten signature in black ink, appearing to read 'Sarah James', is positioned between two horizontal lines. The signature is written in a cursive style with a large initial 'S'.