



EMPLOYEE WELLBEING 2025

**Coventry Diocesan Board of
Finance**

INTRODUCTION



The Coventry Diocesan Board of Finance are pleased to confirm the 2025 Employee Wellbeing Package.

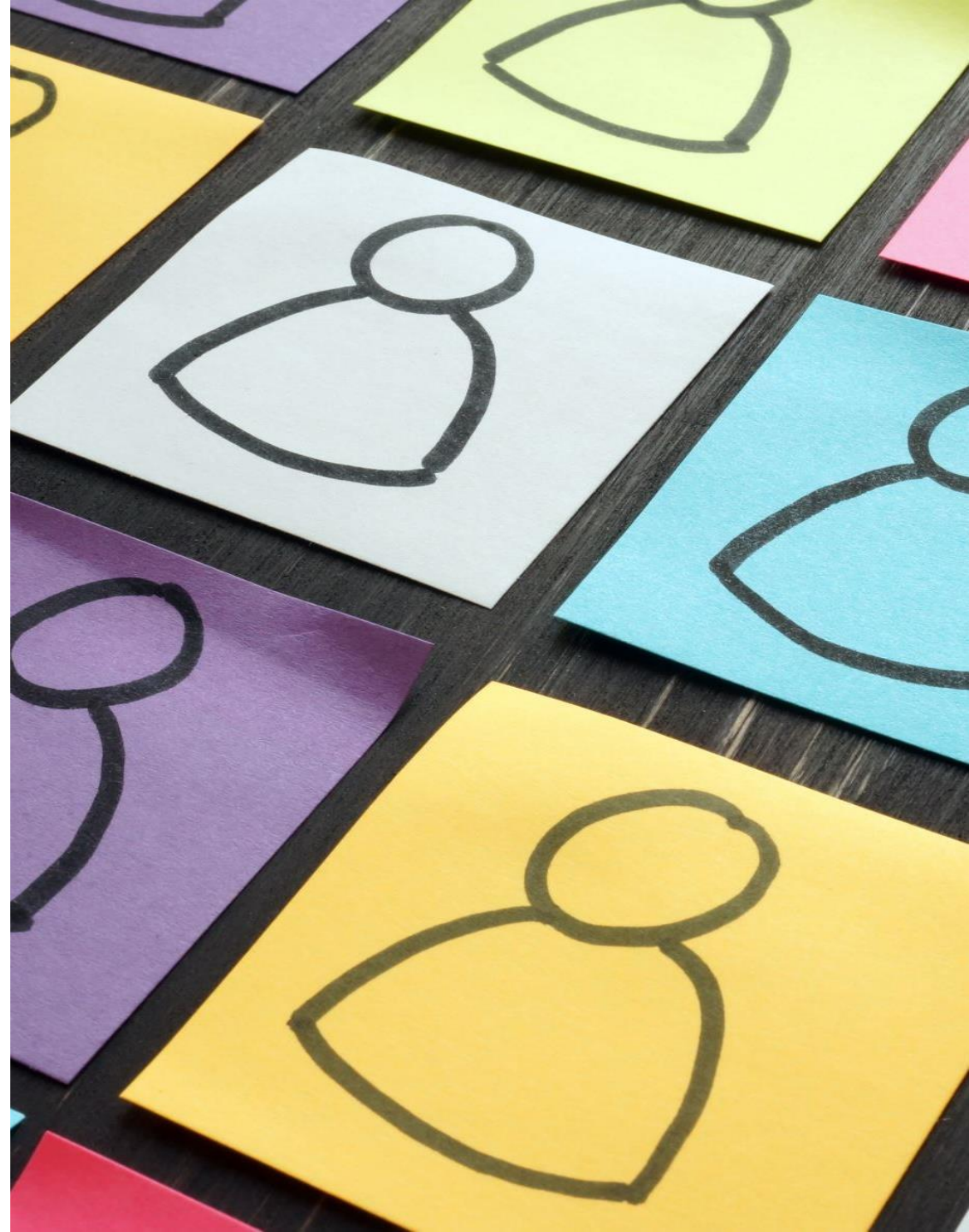
I want to say a huge thank you to all employees who make our organisation successful by using your experience, skills and knowledge to achieve our mission purpose of worshipping God, making new disciples and transforming communities.

I hope that you will continue to benefit from the package we have put together, which is outlined in the following pages.

Jacqueline

CONTENTS

- ❖ Wellbeing & Mental Health Support
 - ❖ Staff Wellbeing Pack
 - ❖ Mental Health Supporters
 - ❖ Diocesan Counsellor
 - ❖ Employee Assistance Programme
 - ❖ Mental Health Training
 - ❖ Flu vouchers
- ❖ Annual Leave Purchase Scheme
- ❖ Staff Events
- ❖ Volunteering days
- ❖ Birthday leave
- ❖ Long Service awards
- ❖ Training & Development



STAFF WELLBEING BOOKLET

The Staff Wellbeing Booklet contains information about:

- ❖ Our full wellbeing offering
- ❖ Positive steps to good mental health
- ❖ Healthy eating plans
- ❖ Exercise plans
- ❖ Free days out
- ❖ Discounts on every-day goods
- ❖ Financial wellbeing

You can find this on SafeHR under Guides > Sickness Absence & Wellbeing > Wellbeing Booklet





WELLBEING & MENTAL HEALTH SUPPORT

Mental Health Supporters

We have four Mental Health Supporters at the Diocesan offices. They are trained to help and support employees suffering with mental health difficulties, and signpost them to the right services.

The Mental Health Supporters and their contact details are below:

Mark Seabourne - Ground floor in Diocesan Administration
(Ext: 312)

Rob Harrison - Middle floor in the Mission & Discipleship Team (Ext: 332)

Debbie Niblett - Middle floor in the Mission & Discipleship/HR Teams (Ext 342)

Anna Laycock - Home based (07487548659)

EMPLOYEE ASSISTANCE PROGRAMME

In addition to the Diocesan Counsellor, we have an Employee Assistance Programme with Health Assured for employees and their families. This gives employees AND their families* 24/7 access to the following:

- ✓ Up to 6 sessions of face-to-face, telephone or online counselling per year with a BACP Accredited counsellor
- ✓ Bereavement Support
- ✓ A confidential telephone helpline
- ✓ Access to legal and financial/debt advice
- ✓ Medical Information from qualified nurses
- ✓ Wellbeing support and guidance
- ✓ This can be accessed by telephone, online or through their mobile phone app.

Full information can be found in SafeHR under Sickness absence and Wellbeing > Health Assured

health assured

Your Wellbeing Services



Home Life Support

If you're having trouble balancing your budgets, debt or even require assistance with civil disputes, we have expert advisors here to offer the support you need.



Work Life Assistance

Our work-life advice is dedicated to supporting you through professional issues, whether it be returning to work or coping with a change in structure.



Physical & Emotional Health

A little information goes a long way. That's why we have a suite of resources aimed to support you both physically and emotionally, from managing anxiety to simple breathing techniques.



Wellbeing Resources

We recognise the value of self-help tools, which is why we provide a range of wellbeing modules, factsheets and invaluable video counselling.



4 Week Self-Help Programmes

Whatever your goals, our 4-week programmes are designed to help you through those small, but important, lifestyle changes. Covering everything from sleeping better to changing habits such as smoking and alcohol consumption.



Mini Health Checks

Our Mini Health Checks are a great way for you to assess your own wellbeing. They only take a minute or two and you'll be provided with instant guidance, based on your answers.



Health Calendar

The health calendar raises awareness of different health concerns each month, such as heart disease or dementia, providing information on early detection and how to help prevent issues occurring.



Wellbeing Videos

BrightTV – powered by Health Assured is a monthly series, featuring well-known personalities talking about their personal experiences with mental health. Our monthly webinars also provide topical information and coaching to guide and educate on a range of issues.



My Healthy Advantage app

My Healthy Advantage offers a variety of bespoke wellbeing features exclusive to Health Assured clients and partners. Within the app, users will have access to a variety of learning materials including health trackers aimed at improving water consumption, daily step counts, sleeping and smoking habits, interactive leaderboards and much more.

Don't forget, you can always call our FREE 24-hour Confidential Helpline:

0800 023 2296

Download 'My Healthy Advantage'

Employer code:

healthassuredgap.com

Username: Password:



DIOCESAN COUNSELLOR

Counselling for DBF Employees may be offered if you have personal problems which are affecting your ability to carry out your role effectively and you need advice or support. The problem may also be affecting your physical or mental health.

Counselling for any problem will be confidential and carried out by someone suitably qualified.

Please speak with your Line Manager or HR if you feel you would benefit from counselling. If you qualify for counselling, HR will refer you to the Diocesan Adviser for Pastoral Care and Counselling, Maria Laxton.

The DBF will fund up to 10 sessions. You may choose to continue seeing your counsellor on private basis, this would be at your own cost and in your own time.

MENTAL HEALTH TRAINING

In 2025 all employees will receive training on protecting our mental health, including protecting ourselves from stress and burnout.

Part of this training will focus on neurodivergence due to the links to mental health difficulties.

The training will aim to teach us all how to be kinder to ourselves, and how to recognise mental health difficulties in ourselves and others and will guide us through what we should do when we feel this way.

Liz Charlton who is a trained Counsellor who often works with Clergy will be providing this training to us. More information will be sent about this early 2025.



FLU VOUCHERS

As in previous years, we will be issuing Boots Flu vaccination vouchers in 2025 to any members of staff who need them.

The NHS organise free flu vaccines for anyone over 65, and anyone who has pre-existing health conditions, which would normally qualify them for a free Flu jab, so this offer is only available to those who are under 65 without pre-existing conditions.

You will be sent an email in May/June to ask if you would like a flu voucher.

The vouchers will be sent to you in August so that you can book your appointment as soon as possible at your chosen Boots branch.





ANNUAL LEAVE PURCHASE SCHEME

The annual leave purchase scheme was launched in 2024 and has been successful therefore we are continuing to offer this to any staff who wish to apply.

Employees can purchase up to 3 days* annual leave each year, with the deductions being split across their wages over 12 months.

To understand more about the rules of the scheme, please read the Annual Leave Purchase Scheme FAQ's.

To apply for this scheme, you must complete an application form and send it to Simone Smith no later than Wednesday 18th December 2024.

You will be notified if your application has been accepted in the first week of January 2025. The first deductions from pay will be in January's pay.

(*Full time equivalent – part time employees will be pro rata'd)

STAFF EVENTS & COMMUNICATIONS



- Every Monday morning, you can join in with prayer in the Committee Room or on Zoom at 9.30am. Speak to Yvette McDonald if you need the Zoom details.
- We are continuing with the well enjoyed fortnightly coffee, tea and chat mornings, which are held on Wednesdays on the middle floor in the office.
- Each month we gather together for an all staff briefing for an hour, where we can meet, catch up on the latest news, new starters, and chat over tea and coffee.
- Every Friday you will receive a copy of the Friday update which is packed with things that are happening across the office and wider diocese, as well as uplifting articles from the leadership team
- During the year, through the Friday update, there will be information about special days celebrated locally and globally for employees to observe or participate in, should they wish to.
- We have now run two successful staff away days in 2023 and 2024 and will continue to run these each year. The next staff away day is Monday 15th July 2025. More information will be communicated in due course.
- At Christmas each year, we will all have lunch and spend time together at the office. We will fund a Christmas buffet, so all you need to do is turn up and enjoy it.

PAID VOLUNTEERING DAYS

All employees receive one fully paid day off work to volunteer at a Charity/ Church of their choice.

You should organise the date you wish to volunteer with your line manager.

All we ask is that you tell us through the Friday update which charity you have supported and why (pictures would be a bonus!).

Volunteering provides many benefits to both mental and physical health as detailed below:

- ❖ helps counteract the effects of stress, anger, depression and anxiety
- ❖ makes you happy and increases your self-confidence
- ❖ provides a sense of purpose
- ❖ helps you stay physically healthy





BIRTHDAY LEAVE

From January 2025, we are introducing an additional day* of leave to help you to celebrate your birthday. We will trial this for one year and if it is successful we will continue with it going forwards

While we appreciate that your birthday may fall on a weekend, or you may have an unavoidable meeting that day, you can take this day off work, up to a maximum of 2 weeks before your birthday or 2 weeks afterwards.

You do not need to record this on SafeHR as this will be an agreement directly between you and your line manager.

You must ensure that you give your line manager at least 2 weeks notice that you will be taking this leave, to allow them to plan for this.

Note; this is not a contractual addition to your normal annual leave entitlement and does not form part of your contractual terms and conditions.

LONG SERVICE AWARD

We want to celebrate your long service with us and thank you for all the hard work and support that you have given to us over the years. We would like to do this by giving you one-off additional annual leave to use in the year that you reach each of the milestones below:

- ❖ 5 years' service – 1 days' leave
- ❖ 10 years' service – 2 days leave
- ❖ 15 years' service - 3 days leave
- ❖ 20 years' service - 4 days leave

This is not an increase in your annual leave entitlement once you have met these milestones, it is an additional period of leave to use specifically in the year that you reach the milestone. The following year, your annual leave will return to its usual amount as detailed in your contract of employment.

You do not need to do anything; HR will automatically add this to your annual leave entitlement for the year, in SafeHR when you reach these milestones.

For anyone who will have already passed these milestones on 1st January 2025, your annual leave on SafeHR will be updated to give you the relevant number of days leave detailed above.

Please note that this arrangement is not backdated and is based on the number of years service on 1st January 2025, therefore if you have completed 15 years of service by that date, you will receive 3 days leave, but you will not receive any of the additional leave that you would have received for 5- and 10-years service had this scheme been in effect then.

** If you are part-time, your leave will be pro-rata in accordance with your contractual hours.*

Note; this is not a contractual entitlement and does not form part of your contractual terms and conditions.





TRAINING & DEVELOPMENT

In 2023 and 2024 we have given more training and development opportunities than ever before, to all employees to highlight our commitment to helping you develop and ensure that you have the skills to do your roles effectively.

In 2024, we provided training on the following:

- Using DiSC to work well together, as part of the 2024 Staff away day
- eLearning for new starters on Sexual Harassment, Equality and Diversity, Cyber Security and GDPR
- eLearning refresher training for current staff
- In-person Unconscious bias training
- Neurodiversity talk for all staff
- Neurodiversity training for Line Managers
- Disciplinary & Grievance training for Line Managers
- Individual training for 7 people to support their roles

For 2025 we plan to deliver training on the following:

- Neurodiversity training for non-line managers
- Mental health, stress and preventing burnout
- Individual training identified in the 2024 appraisals
- Additional training on DiSC
- eLearning for new starters, and refresher courses for current staff where needed
- In-person Unconscious bias training



ANY QUESTIONS?

- Please contact Simone Smith,
HR Advisor
- Tel: 02476 521381
- Email:
Simone.Smith@Coventry.Anglican.org