



Odiham Parish Council

Wellbeing Policy Statement

1 Introduction

Odiham Parish Council has a legal duty to manage risks to the health and safety of its employees. This includes considering the wellbeing of all employees at work. 'Wellbeing' encompasses mental, physical, emotional and social health. We will support you in each of these areas.

This Policy is designed to foster a supportive and inclusive work environment that prioritises the well-being of all employees and volunteers.

2 Scope

The scope of this Policy covers all employees and volunteers. It applies to all workplace activities and interactions, ensuring that well-being principles are integrated into daily working practices.

3 Principles

The Parish Council is committed to providing resources and support to help employees and volunteers to maintain their health and well-being. The principles of this Policy are based on mutual respect, collaboration, and continuous improvement.

To ensure the effective implementation of this policy, the Parish Council will:

- i) Create a safe, supportive and inclusive workplace environment.
- ii) Give all employees information on wellbeing to increase awareness and provide access to training.
- iii) Promote a positive work-life balance through supporting requests for annual leave and time off eg for medical appointments or to care for a dependent.
- iv) Fully consider any requests for flexible working arrangements, acknowledging the small staffing team which runs a public facing office.
- v) Set realistic targets in line with contracted hours, avoid unreasonable demands on evening and weekend work, and give as much notice as possible.
- vi) Comply with our legal duties to consider reasonable adjustments in the workplace.
- vii) Provide opportunities to identify any wellbeing issues by asking about health and wellbeing in meetings with line managers, appraisals and at exit interviews.
- viii) Give non-judgmental and proactive support to individuals who experience mental health problems.
- ix) Regularly review and assess the impact of well-being initiatives.
- x) Treat all matters relating to individuals and their health problems in the strictest confidence in accordance with our Data Protection Policy.

Please note that this Policy is a Council Policy and does not form part of individual staff contracts.

Adopted 16th June 2026. Date of review June 2028.
