



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

Wellbeing Strategy Action Plan 2020-2023

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Wellbeing Activity	Action	Lead	Timescale	Impact
Policies	Provide up to date guidance and FAQs for employees on coronavirus regulations and temporary changes to policies during the outbreak.	HR	Ongoing from March 2020	Provide a framework for continuing work and managing employees during the outbreak
	Launch Gender Based Violence Policy	HR, TUS and managers	2021	Provide a framework for managing issues where victims and/or perpetrators may be COPFS employees
	Launch Mental Health Policy	HR	January 2021	
	Launch revised Attendance Management Policy	HR	January 2021	
	Develop a Public Services Wellbeing Framework	HR	2020-2021	Will allow benchmarking with other public sector organisations
	Launch Agile Working Policy	HR	June 2021	

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	Develop a Dignity at Work Policy to address bullying & harassment	TUS, HR, managers and employees	2020-2021	Employees feel supported and managers address issues
	Launch revised Probation Policy	HR	January 2021	
Initiatives	Train selected employees in Mental Health First Aid	HR	Launched in August 2020	
	Offer training in resilience	L&D		
	Develop Carers' Network	TUS, HR and employees		
	Become a Carer Positive Employer	HR		
	Become a See Me in Work partner	HR		
	Provide information and support relating to the menopause	Employee Relations Team	September 2020	Employees feel supported and managers provide support.

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				Menopause Workshop took place on 17 th September 2020 and follow up Wellbeing Weekly article/diary entry to raise awareness
	Offer free flu vaccinations	Employee Relations	Annually	
	Provide access to wellbeing kiosks	Employee Relations	Half of employees annually on rotation	
	Provide standing desks		Ongoing	
	Provide desk fans		Ongoing	
	Offer Cycle to Work scheme		Annually	
	Provide Christmas advance	HR	Annually	
	Analysis of Staff Survey Wellbeing and Engagement results, taking appropriate follow-up action	HR	Annually	Demonstrates that COPFS listens to its

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				employees and takes action
	Publicise benefits of working at COPFS	HR Operations Team	Annually	Employees become aware of total reward package and compare COPFS favourably to other employers
	Create buddy system for all new promotions	All	As required	Reduce stress for newly promoted employees and shares existing knowledge
	Present the John Dunn award for kindness at the annual Equality Conference	Equality Champion	Annually	Recognises and promotes positive behaviours, such as kindness, amongst employees
	Evaluate Safetalk training and consider including it on the L&D portfolio	Mental Health Ambassadors	On hold due to pandemic	
Promoting Wellbeing	Promote wellbeing during the coronavirus outbreak through tailored communications plan that includes	Comms, HR	Weekly	Raises employee awareness of wellbeing

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	Wellbeing Weekly and Update articles on PF Eye.			initiatives and support available.
	Promote My Wellbeing Space through regular updates on PF Eye and by managers reminding employees of this resource	Comms, managers and employees	Fortnightly	Raises employee awareness of wellbeing initiatives and support available
	Promote EAP services through regular updates on PF Eye and by managers reminding employees of this resource	Comms, managers and employees	Monthly	Raises employee awareness of support available
	Promote Occupational Health services by raising awareness of the benefits of this service amongst employees and managers when managing health challenges	All	Annually	
	Promote exercise and physical fitness through organised activities and publishing information about the benefits, as well as publicising successes, on PF Eye	Employee Relations, Local H&W Committees	Ongoing	Raises employee awareness of benefits of exercise: 'healthy body, healthy mind'

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	Promote mediation through regular updates on PF Eye and reminding employees / managers of the benefits of this service as cases arise	Comms, Employee Relations	Annually / ongoing	
	Promote useful support groups for LGBT employees with cross strand issues through regular updates on PF Eye and through relevant COPFS network groups	Comms	Quarterly?	LGBT employees feel supported and managers know how to signpost to support
	Promote Mental Health Awareness week as part of the annual HR Comms plan	Comms	Annually	
	Promote Suicide Prevention Day as part of the annual HR Comms plan	Comms	Annually	
	Promote availability of defibrillators as part of the annual HR Comms plan	H&W Committees	Annually	
	Promote the Civil Service Sports Council as part of the annual HR Comms plan, as part of the benefits available to COPFS employees, and in the run up to Christmas	Comms	Bi-annually	

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	Promote Edenred benefits as part of the annual HR Comms plan, as part of the benefits available to COPFS employees, and in the run up to Christmas			
	Promote Charity for Civil Servants as part of the annual HR Comms plan, as part of the benefits available to COPFS employees, and in the run up to Christmas and as cases arise			
	Promote retirement planning course as part of the annual HR Comms plan and as employees advise they wish to retire			
	Promote period poverty trial by providing updates on PF Eye			
	Promote 'Update' by drawing employees' attention to it whenever a new version is available	Comms	Monthly	Employees can read about and share inspiring stories about great things happening across COPFS

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	Promote mandatory H&S training by advising employees of the importance of this training when issuing reminders that a refresher is due	H&S, L&D	Annually	Encourage employees to complete training to raise awareness of issues and reduce likelihood of incidents