



Langstone Community Council: Well Being Policy

Adopted: 10/02/2026

Review Date: 12/05/2026

Signed:



1. Purpose

Langstone Community Council (“the Council”) is committed to promoting and maintaining the physical, mental, and emotional wellbeing of its employees, councillors, and volunteers. The Council recognises that wellbeing is essential to delivering high-quality services, supporting good governance, and fostering a positive and productive working environment.

This policy sets out the Council’s approach to wellbeing and the responsibilities of all those involved in Council activities.

2. Scope

This policy applies to:

- All employees
- All councillors acting in an official capacity
- Volunteers and contractors working on behalf of the Council

It covers wellbeing in the workplace, during Council activities, and in any environment where Council duties are carried out.

3. Principles

The Council is committed to:

- Creating a supportive, respectful, and inclusive working environment
- Promoting positive mental health and reducing stigma
- Encouraging open communication and early intervention
- Ensuring workloads and expectations are reasonable and manageable
- Providing access to support, training, and resources
- Complying with relevant legislation, including the Health and Safety at Work etc. Act 1974 and the Equality Act 2010

4. Responsibilities

4.1 The Council

The Council will:

- Promote a culture that values wellbeing
- Ensure policies and procedures support staff welfare
- Allocate resources to support wellbeing initiatives
- Review wellbeing risks as part of its governance and HR processes



4.2 Clerk / Line Manager

The Clerk will:

- Provide a supportive environment where any staff and councillors feel able to raise concerns
- Monitor workloads and working hours
- Hold regular check-ins and annual reviews that include wellbeing discussions
- Signpost staff to appropriate support services
- Address issues such as bullying, harassment, or unreasonable demands promptly

4.3 Employees

Employees are encouraged to:

- Take responsibility for their own wellbeing
- Raise concerns early
- Use leave entitlements appropriately
- Maintain healthy boundaries between work and personal life
- Treat colleagues, councillors, and the public with respect

4.4 Councillors

Councillors must:

- Treat staff with courtesy and professionalism
- Avoid placing unreasonable demands on staff
- Support a culture of respect and wellbeing
- Follow the Member-Officer Protocol and Code of Conduct

5. Promoting Mental Health and Wellbeing

The Council will:

- Encourage open conversations about mental health
- Provide flexibility where possible to support work-life balance
- Ensure staff have access to training on stress awareness and wellbeing
- Support phased returns to work where appropriate
- Maintain confidentiality when wellbeing concerns are raised

6. Managing Stress

The Council recognises that stress can arise from work or personal circumstances.



The Council will:

- Identify and assess stress risks as part of its Health & Safety responsibilities
- Take reasonable steps to reduce or remove workplace stressors
- Encourage staff to raise concerns early
- Provide support through adjustments, workload reviews, or signposting

Employees should:

- Inform the Clerk or Chair if they feel overwhelmed or unable to cope
- Use breaks and annual leave to maintain balance
- Seek support from appropriate services if needed

7. Bullying, Harassment, and Unacceptable Behaviour

The Council has zero tolerance for bullying, harassment, discrimination, or intimidation.

Any concerns will be addressed under:

- The Council's Grievance Procedure
- The Member-Officer Protocol
- The Code of Conduct (for councillors)

All individuals must treat each other with dignity and respect.

8. Work–Life Balance

The Council supports healthy working practices, including:

- Reasonable working hours
- Encouragement to disconnect outside working time
- Flexible working arrangements where operationally possible
- Respect for personal time and boundaries

Councillors should avoid contacting staff outside agreed working hours unless urgent.

9. Training and Development

The Council will provide training to support wellbeing, including:

- Stress awareness
- Time management
- Managing workloads
- Mental health awareness (where appropriate)



Training needs will be reviewed during annual performance reviews.

10. Absence and Return to Work

The Council will:

- Manage sickness absence sensitively and fairly
- Maintain regular, supportive contact during longer absences
- Conduct return-to-work discussions
- Consider reasonable adjustments to support a successful return

11. Confidentiality

All wellbeing-related discussions will be treated sensitively and confidentially, in line with data protection legislation.

Information will only be shared where:

- The individual consents
- There is a legal obligation
- There is a safeguarding or safety concern

12. Review

This policy will be reviewed every two years, or sooner if legislation or Council needs change.