

# Sickness and Wellbeing - Audits and programmes

Our primary aim is to help organisations ensure their employees are happy, healthy and engaged. We believe that a proper investment and focus on wellbeing will create:

- ▶ Operational efficiency
- ▶ Retention of talent
- ▶ High performing culture
- ▶ Joined up policies, tools and procedures to support HR and managers
- ▶ The right data sets to analyse trends and ROI

## What we offer

Lewis Silkin, in conjunction with our expert wellbeing consultants, offers the following services:

- ▶ Sickness audits
- ▶ Operational support for the creation of best practice policies, procedures and reports
- ▶ Delivery of wellbeing programmes

Depending on the maturity of your organisation, the best starting point may be to conduct an audit, or if you already understand the challenges, you may want some operational support to bring your organisation into line with best practice. For others, developing a wellbeing strategy and being able to access expert support to deliver these programmes is the priority.



## Sickness audits

Stubbornly high levels of short or long term sickness absence remains one of the most common issues we are asked to advise on. For many organisations this represents a persistent and costly problem not just in financial and productivity terms but also in the amount of management and HR time it consumes. With ever increasing pressure in most businesses to reduce costs, now is a good time to review your approach to sickness absence and sick pay arrangements and to analyse where process improvements and potential savings could be made.

Lewis Silkin has developed a fixed cost service utilising the benefit of our considerable collective experience from advising clients on a range of sickness issues.

When we have a clear understanding of your business objectives and some background information about your current absence levels, policies and approach to managing sickness, we will analyse the results and then meet with you to discuss the information, your objectives and a sample of your current sickness absence cases. Following the meeting, we will produce a detailed report setting out our recommendations on areas where improvements and savings may be possible.

As part of the audit we will consider with you a number of different aspects of absence management, prioritising areas where we feel improvements and savings are most likely to be possible.

The audit will usually involve looking at most or all of the following:

- ▶ Absence trends and factors which may contribute to higher short and long term absence levels
- ▶ The effectiveness of any absence management techniques including return to work interviews, certification procedures and occupational health referrals
- ▶ Absence costs, potential ways to reduce absence costs and any barriers to achieving this
- ▶ "Best practice" ideas to promote health and wellbeing in the workforce
- ▶ The adequacy and effectiveness of your sickness policies and contract clauses
- ▶ Compliance with data protection requirements around health information
- ▶ Stress related absence and ways of minimising this
- ▶ Managing workforce disabilities effectively and lawfully
- ▶ Ideas around monitoring, analysing and presenting sickness information

Where appropriate we can provide sample return to work questionnaires or self-certification forms, recommend alternative occupational health arrangements and make suggestions as to how contracts or policies may be improved. A useful factsheet is provided with all audit recommendation reports which gives a range of useful data and sources of further information.

### Operational support

You might be in receipt of our sickness audit report or already have a clear idea of where you need support, for example you already know that you have a higher than industry norm for absence days or your sickness notification process is not working. What you are lacking within your HR team is a professional who has managed these challenges before or the time/resource to tackle it proactively. Lewis Silkin can provide an experienced HR professional who can work alongside your existing HR team to fine tune your processes and procedures.

By way of illustration we can offer the following operational support:

- ▶ Producing a comprehensive sickness absence policy, with aligned procedures, forms and training for your managers
- ▶ Guidance on how to get the best out of your occupational health provider and insurers
- ▶ Setting up tools to analyse data and trends
- ▶ Devising an overall wellbeing strategy
- ▶ Help creating bespoke related policies such as disability, flexible working, stress management

### Wellbeing programmes

CIPD says that 97% of organisations believe they should have a wellbeing programme and yet only 8% have one in place. We can help your organisation to proactively implement and upgrade wellbeing programmes that enhance the health of your employees, but also attract and retain talent. For example, focussing on how your organisation supports mental health concerns (1 in 4 individuals will experience this each year).

We offer a flexible approach to implementing a wellbeing programme, either deploying pre designed wellbeing programmes across a range of subjects or working with a specialist consultant to create a wellbeing strategy that meets your organisational aims.

By way of illustration, this might include:

- ▶ Championing disability
- ▶ Increasing diversity at recruitment and selection
- ▶ Nutrition awareness
- ▶ Resilience workshops
- ▶ Mental Health awareness
- ▶ Support for working parents and care for elder dependents
- ▶ Culture change from presenteeism to measuring effective productivity

### What are the benefits?

Although many organisations already have a sophisticated approach to managing absence or do not perceive this to be a major issue, in our experience there is scope for improvement and potential savings in most companies.

### How much does it cost?

The fees for our services will depend primarily on the size of your organisation and the range of services you wish to implement. We are happy to provide a fixed fee quote on request with no obligation.

### How can I find out more?

For more information or an informal discussion please contact Emma Richardson, Jonathan Carr or your usual Lewis Silkin contact.



**Emma Richardson**  
**WORKSPHERE Director**

+44 (0)20 7074 8390  
[emma.richardson@lewissilkin.com](mailto:emma.richardson@lewissilkin.com)



**Jonathan Carr**  
**Partner**

+44 (0)20 7074 8497  
[jonathan.carr@lewissilkin.com](mailto:jonathan.carr@lewissilkin.com)

### Find out more

 [twitter.com/LewisSilkin](https://twitter.com/LewisSilkin)

 [linkedin.com/company/lewis-silkin](https://linkedin.com/company/lewis-silkin)

[lewissilkin.com](https://lewissilkin.com)