



Waltham Abbey Town Council

Health & Wellbeing Policy 2025

Adopted	Date for Review	Minute Ref
1 st April 2021	1 st April 2022	1202/21
25 th January 2023	January 2024	408/23
5 th June 2025	June 2026	088/25

Waltham Abbey Town Council is committed to supporting the health and wellbeing of its officers.

Waltham Abbey Town Council has a moral obligation to ensure that, when officers are showing signs of distress particularly with regards to their mental health but also general wellbeing, that it is able to address these matters and where possible provide a modest fund to assist in this care when it falls outside the NHS remit or where waiting lists are excessive and immediate action is required.

The Council's Health & Wellbeing Policy is designed to fulfil this duty of care towards its officers through considered processes and procedures. Officers must feel supported and it is the Council's duty to ensure that officers feel safe and protected in the work environment and are protected from discrimination.

At least 2 officers to be trained as mental health first aiders which will provide a benefit to all officers, however, there will only be so much that they will be able to provide in terms of mental health and this training doesn't cover general wellbeing.

The Council would benefit in multiple ways by supporting officers in this way as it will encourage retention, is beneficial for recruitment and also minimises officer absence.

The fund would be a nominal amount agreed by Full Council annually, the minimum annual commitment is £1,000.

Items this fund would look to cover:

- Counselling – up to 10 sessions
- Alternative therapies – up to 10 sessions
- Specific training – up to £500
- Eye Test
- Contribution to cost of Glasses up to £75 (specifically for DSE use)
- Wellbeing activities including meetings, training, activities etc

Mental Health

Waltham Abbey Town Council is committed to creating and maintaining the safest possible environments, where officers understand that they will not be discriminated against for any physical and mental health concerns they have and that all Managers provide an open-door policy to support their reporting officers with an open mind.

Wellbeing/General Health

Wellbeing and General Health can be supported in a number of ways which can be as simple making adjustments to the working environment which could include simple changes such as lighting and office set up through to flexible working/working from home. It may also include access to alternative therapies.

Health & Wellbeing Procedure

Designated Person

- The Council appoints the HR Manager, who has undergone mental health first aid training, as the designated lead in matters of Health & Wellbeing, further training may be necessary.

Reporting

- All staff and councillors should pass any concerns regarding Health & Wellbeing to the HR Manager.