

Wellbeing Passport



Camden
Disability
Network



Camden

Background

At Camden, we are committed to ensuring that everyone can be their best self at work. We know that this will mean different things for different people. For our staff with caring responsibilities, it might mean having specific working arrangements that fit around your responsibilities outside of work. For our disabled staff, it might mean ensuring that there are adjustments in place that enable you to work to your full capacity.

Who is the passport for?

This passport was designed for Carers, disabled staff (staff with both visible and non-visible disabilities), staff with long term health conditions and staff experiencing mental ill health. However it could be used as a temporary document for anyone experiencing exceptional circumstances (for example, a bereavement or a seriously ill child).

What is the purpose of the passport?

We want to be truly inclusive organisation and we want to make sure that each and every member of our workforce feels supported, able and safe to bring their best selves to work. The health and wellbeing of our staff is our number one priority – and we are committed to supporting colleagues to look after themselves and each other.

This passport is an opportunity for staff to make their line managers aware of anything additional that is going on in their lives that they might require specific adjustments or arrangements for. These should support an employee to thrive at work, enable them to manage their health condition or continue to care for their loved one and balance the needs of the service. The passport aims to reduce the need for conversations to be repeated and arrangements to be re-agreed if the individual changes role or gets a new line manager.

Benefits of the passport

The passport:

- Provides staff and their line managers with a template for having an open conversation and a transparent record of arrangements that have been agreed
- Reduces the need to renegotiate arrangements with a new manager
- Provides a clear timeline for managers and staff to review how the arrangements are working
- Provides staff with an opportunity to suggest arrangements that might work for them, and for the manager and the staff member to decided together what will work best for the individual given the demands of the service
- Provides staff with the confidence that their managers will know how to respond if their health worsens or the person they are caring for becomes less independent.

How should the passport be used?

The template below can form the basis for an open discussion between employee and manager. However, we also recognise that personal situations can be difficult to talk about, and that not everyone will want to do so. It is up to each individual to decide whether they want to complete the template face-to-face, using Microsoft Teams, over the phone or via email.

The arrangements/adjustments should be agreed and signed off by both parties. It is worth noting that your manager may have to consult their manager, HR, Occupational Health and/or Access to Work before certain adjustments can be implemented. However, this will not be done without your consent and you should be kept updated throughout this process. The passport is for the employee to keep, and can be stored wherever they wish.

If the employee changes role within the organisation, the passport can be shown to their line manager in their new role. Their new manager should continue the adjustments that have previously been put in place unless there are clear reasons relating to the job role or service needs that prevent this from being possible. In this case, the template can provide useful insight into what has worked well previously and, again, form the basis of a supportive discussion. If the employee consents, their previous line manager should have a conversation with their new manager focusing on the adjustments in place and what they have done to ensure that they work well.

Review

Conversations around adjustments and wellbeing should be happening regularly during 1:1s between line managers and staff. This helps quickly and easily iron anything out that isn't working well. The passport should be formally reviewed after three months (or sooner if there are any changes in your circumstances) to ensure that the agreement is working effectively. It is worth putting the review in the diary when you are completing the Passport, so that you can ensure it happens.

Further reviews should be conducted on the request of the staff member, or when there are any changes to the job role or needs of the service that might require different arrangements or adjustments.

If you need additional support

- provision of some form of external support e.g. counselling through the [Employee Assistance Programme](#), [Able Futures](#), or [support with reasonable adjustments through Access to Work](#). We also partner with [Mobilise](#) and [Camden Carers](#), who can provide emotional and practical support for Carers.
- organising a [risk assessment](#);
- organising a [stress risk assessment](#) to identify whether to review/reduce duties temporarily.
- You may want to have a look at some of our staff policies, for example our approach to [flexible and agile working](#), our [Dependency Leave](#) and [Bereavement Leave](#) entitlements, [Sickness Absence policy](#) and our [Dignity at Work policy](#).
- You can also join one of our Staff Networks:
 - [Camden Disability Network](#)
 - [Camden Staff Carers Network](#)
 - [Camden Black Workers Group](#)
 - [Rainbow \(LGBT+\) Network](#)

You can also contact your Trade Union ([Camden Unison](#) or [GMB](#)) for advice and support.

Employee Name:

Line Manager Name:

Date of Agreement:

The circumstances and their impact: Say a little bit here about what is going on for you. For example, do you have caring responsibilities? How does this impact you at work? Are you disabled, and if so, what barriers do you experience? Do you experience mental ill health? How does this affect you?

Support: Say a little bit here about the arrangements or adjustments you might need to enable you to thrive at work. This could include adjusted working hours, more regular check ins with your manager, no meetings at a particular time of day, having the same desk reserved to sit at everyday etc.

What signs should we look out for if the circumstances are impacting you more than usual and are there any additional actions we should take?:

Would you like your team to be aware of what is going on for you and, if so, how would you like them to be informed?: There is no obligation for you to let your team know about your personal circumstances. Some staff find it useful, whereas others prefer the information to be kept private. Nothing will be shared with your team without your consent.

Adjustments and arrangements agreed:

Additional documents: It might be useful to link to other relevant documents such as Occupational Health reports or risk assessments.

Employee Signature:

Line Manager Signature:

In order for your manager, or anyone else, to store a copy of this passport, they need to have your consent. It is useful for your manager to store a copy so that they are able to look back on the adjustments and arrangements that you have agreed to and ensure that they are being put in place.

I give my consent that my Manager _____ can store a copy of this passport.

Employee Signature:

Date:

It might be that you would like other people to have a copy of this passport, for example, your team members, a Union representative or your Head of Service. In order for them to store a copy of this passport they need your consent.

I give my consent that _____ can store a copy of this passport.

Employee Signature:

Date:

I give my consent that _____ can store a copy of this passport.

Employee Signature:

Date:

I give my consent that _____ can store a copy of this passport.

Employee Signature:

Date:

If you no longer wish for your manager or anyone else to store a copy of your passport you can withdraw your consent. To do this, please contact your HR Business Advisor, who will follow up with the individual and ensure that their copy of the passport is deleted. To find out more information about your data privacy, please consult our [Employee Privacy Notice](#).

Review

	Arrangements agreed	Date	Signatures
Six Month Review			



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