

We Invest in Wellbeing Action Plan 2024/25

Objective	Owner <i>Who will lead this?</i>	Resources Needed	Timescale <i>When will the action start and finish?</i>	Measure <i>What information will you monitor to be able to assess whether the action has been successful?</i>	Target <i>What are you aiming for with this objective?</i>	Status
Statement from EMT on current situation	EMT & Internal Comms	Intranet article	October 2024	Intranet likes, comments and views	To put colleagues at ease and provide clarity in difficult times	Complete
Meeting etiquette guidance	Communications	Infographic, intranet article	March 2025	Feedback from colleagues (survey, poll, focus groups etc)	To remind people to be conscious of others' time and encourage productive meetings This is to address the meeting etiquette issue that came out of the accreditation report.	In progress
Review and update wellbeing hub	WSG	Internal Comms & Design	March 2025	Increased engagement with the site	Increase awareness of self serve wellbeing	In progress
Create wellbeing community on Viva Engage to create frequent discourse on wellbeing in the org	WSG	Viva engage	March 2025	Engagement with posts on Viva Engage, numbers who join the community.	Create a more social space to share resources and get feedback	In progress
Wellbeing messages from EMT & SLT (blogs, Ask EMT, Directorate calls etc)	EMT & Internal Comms	Intranet articles and Microsoft Teams meetings	Ad hoc	Intranet likes, comments and views Colleague interactions on calls	To get to know EMT better and to show their commitment to wellbeing	In progress
To enhance EMTs confidence in delivering the wellbeing	RM, EMT and Internal Comms	We Invest in Wellbeing	March 2025	Colleague survey results, Blogs, comms	To allow colleagues to get to know EMT better and to	In progress

message to build trust between colleagues and the organisation.		workshop session with EMT		from EMT. Interaction from EMT in Wellbeing Action Plan	support them on the change journey showing their commitment to wellbeing	
Use business-wide surveys to gauge how colleagues are feeling Look at ways to open up feedback on a more regular basis	Internal Comms & OD	Intranet articles, all colleague e-mails	Ad hoc	Completion stats, results analysis	Allow us to make decisions on wellbeing based on results Take themes from results to create further actions to better wellbeing in SQA.	Not started
Wellbeing workshops and e-learning module	Wellbeing Steering Group	Microsoft Teams or in-person meeting (office meeting room) SQA Academy External Options Occ health/Able Futures	March 2025	Feedback from colleagues who attend (Mentimeter, survey) Keep an eye on demand, how many requests there are Or Deliver sessions online and gauge feedback in colleague survey	To focus on overall wellbeing and encourage colleagues to take a look at their own wellbeing on a regular basis This should increase morale and reduce stress or mental health related absences.	In progress
Smaller meetings with EMT	EMT & Internal Comms	Microsoft Teams or in-person meeting (office	TBC	Meeting attendance and sign-up	To support a disconnect between senior management and the rest of the organisation, which supports feedback from the accreditation report	Not started

		meeting room)				
Encourage social interaction (regular office visits) and overcome the 'community of strangers', whilst ensuring remote colleagues aren't left out	Wellbeing Steering Group & EMT	Room/desk bookings	TBC	Desk booking stats and event attendance	Resolve the social disconnect and ensure that opportunities are available for everyone To support feedback from the accreditation report.	Not started

Main themes

- EMT wellbeing workshop
- Meeting guidance etiquette
- General EMT messaging with wellbeing angle
- Surveys
- Social interaction
- Wellbeing workshops/learning
- Small meetings with EMT colleagues

Further plans

- Review the wellbeing hub – refresh and enhance areas – introduce some key headings that focus on how we work, including meeting etiquette and giving back
- Focus on highlighting the mental health matters module and consider ways to provide awareness of wellbeing support (video)
- Consider how to incorporate feedback and suggestions to wellbeing in the organisation
- Look at how we bring attention to all the social benefits available at SQA including volunteering, fundraising and events – consider how an Inform update could support this