

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

meeting date: WEDNESDAY, 8 JUNE 2022
title: EMPLOYEE ASSISTANCE PROGRAMME
submitted by: JANE PEARSON – DIRECTOR OF RESOURCES
principal author: MICHELLE SMITH – HEAD OF HR

1 PURPOSE

1.1 To ask Members to invest in an Employee Assistance Programme (EAP) for the Council.

1.2 Relevance to the Council's ambitions and priorities:

- Council Ambitions – One of our ambitions is “to help make people’s lives safer and healthier”. This applies equally to both residents and staff. An Employee Assistance Programme is a service which will help to support the health and wellbeing of staff.
- Community Objectives – None.
- Corporate Priorities – None.
- Other considerations – None.

2 BACKGROUND

2.1 At the meeting of Committee on 17 March 2021 you agreed that the 3 HR priorities for the Council for the next twelve months would be:

- Recruitment and Retention;
- Health and Wellbeing;
- Training and Development;

2.2 A Pay Structure Working Group met during 2021 to review pay and conditions to address recruitment and retention issues. The review of conditions also included discussions on the merits of an Employee Assistance Programme.

2.3 An Employee Assistance Programme (EAP) is intended to help employees deal with personal problems that might adversely impact their work performance, health and wellbeing. An EAP generally includes assessment, short-term counselling and referral services for employees, paid for by the employer.

3 ISSUES

3.1 I have contacted the company who we currently use for Occupational Health referrals – People Asset Management (PAM) and they offer an EAP under the branding of PAM Assist.

3.2 PAM Assist is a confidential life management and personal support service that is available 24/7 365 days per year – see Appendix A for a copy of a flyer to circulate to staff.

3.3 The cost of the EAP would depend on the number of staff to be covered, but for indicative purposes an All-inclusive rate based on 230 staff, would cost £9.10 per person per annum = £2,093 plus vat.

3.4 As the scheme is for employees only it does not fall within the remit of a 'Benefit in Kind' for tax purposes.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – The EAP could be funded from the existing Corporate Training Budget so there would be no additional costs.
- Technical, Environmental and Legal – No technical, environmental or legal implications have been identified.
- Political – No political implications have been identified.
- Reputation – The reputation of the Council as an employer of choice can be enhanced by the package of conditions and benefits that are available to staff.
- Equality & Diversity – No equality and diversity issues have been identified.

6 RECOMMENDATION

6.1 That Members approve the purchase on an Employee Assistance Programme from People Asset Management.

MICHELLE SMITH
HEAD OF HR

JANE PEARSON
DIRECTOR OF RESOURCES

For further information please ask for Michelle Smith, ext 4402.