



Development  
Trusts Association  
Scotland

A Thriving Community-led Network



**Amy Punton**

Wellbeing & Events Coordinator



**Katie Little**

Community Shares Scotland  
Programme & Communications Officer

# Wellbeing: Supporting the workforce



# Wellbeing: Supporting the workforce

## Why are we here?

A safe space to explore the importance of wellbeing and how you can prioritise it.

An opportunity for non-judgemental discussion with peers who may have similar experiences to you in terms of wellbeing in the workplace.

A positive environment to share tips, address topics and have open conversations.

It's important for DTAS to be honest about our journey. We're not experts but we are trying to prioritise wellbeing head on.



# Wellbeing: Supporting the workforce

## What will we cover?

An introduction to Amy, Katie & DTAS' wellbeing journey

A discussion about the importance of employee wellbeing

A group activity based on scenarios



A short, guided meditation led by Katie

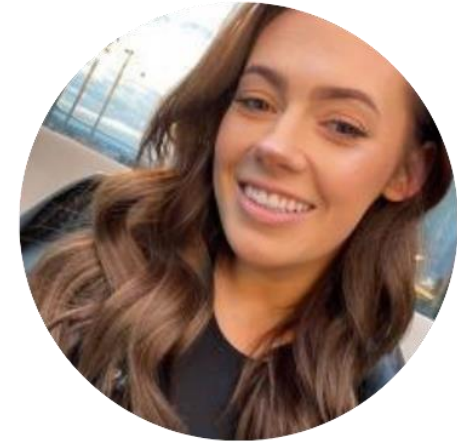


# Wellbeing: Supporting the workforce

## About Us

### About Amy

Amy has worked at DTAS for almost 2 years, working to plan and run the conference as well as focusing on wellbeing and how we support our staff at DTAS.



### About Katie

Katie is the Programme & Comms Officer in the Community Shares Scotland team. With an interest in supporting employee welfare, Katie is part of the DTAS wellbeing group.





# DTAS' Wellbeing Journey

## Where we started...

**January 2022**

Staff morale and motivation were low due to ongoing organisational change since Covid



We wanted to understand if staff felt valued and prioritise wellbeing to ensure they felt supported in their roles



**March 2022**

We circulated an anonymous survey that contained thought-provoking questions allowing honest and open answers





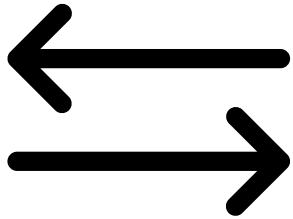
# DTAS' Wellbeing Journey

## What we found...

**April 2022**

By April, we had collated the survey results and highlighted the main areas that needed to be addressed.

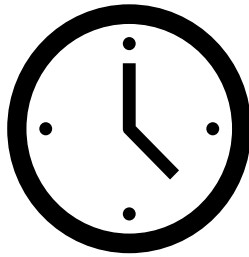
Change Management



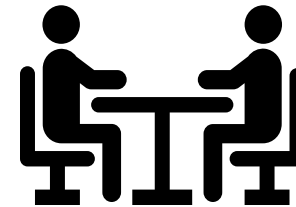
Overall Wellbeing



Flexible Working



DTAS Office Space





# DTAS' Wellbeing Journey

## What we did...

Communicate and explain change

Facilitate a staff-led wellbeing focus group

Introduce a wellbeing budget

Produce new and amend existing policies  
(including our brand-new Wellbeing Statement!)

Organise engaging social gatherings (away days etc.)

Facilitate focused staff training sessions and  
workshops

Refresh the DTAS office

## Where are we now?

90% of staff enjoy working at DTAS

95% of staff would recommend  
DTAS as a place to work

Drastically improved morale

Improved culture



# DTAS' Wellbeing Journey

We are continuing to prioritise employee wellbeing.

We have analysed this year's staff survey and set ourselves a range of new challenges for the next 12 months.

**As 'wellbeing' means something different to everyone, it is an ongoing conversation and the work is never over.**





# Wellbeing: Supporting the workforce

## The Importance of Employee Wellbeing...





# Wellbeing: Supporting the workforce

## The Importance of Employee Wellbeing...

### CIPD's Working Lives Scotland 2022 Report

"29% of employees feel their work impacts negatively on their mental health, with 24% reporting negative impacts on their physical health."

### Healthy Working Lives, Public Health Scotland - Benefits of Supporting Mental Health

- Better engagement and customer relationships
- Improved productivity\* and business growth
- Fewer days lost to sickness and absence
- Lower staff turnover and recruitment costs
- Access to a wider pool of applicants for posts

**We've found: It's important to address stigma and eliminate discrimination in the workplace so that employees feel seen, heard and valued.**

\*productivity looks different for everyone based on their job role, organisation etc.



# Wellbeing: Supporting the workforce

## A Discussion...

Are you already addressing wellbeing?

Are you happy to share any examples that work for you?



# Wellbeing: Supporting the workforce

## An Activity...

Working in groups, you have **15 minutes** to discuss how you would approach the scenario in front of you.



# Wellbeing: Supporting the workforce

## A Discussion...

1. **You are out in the town/village on a day off when someone from the community approaches you and starts to talk about a local issue that they would like to see resolved/tackled. How would you approach this?**
  - Be honest, set boundaries and explain that you can't talk about the issue right now but they can get in touch with you in work time
  - Give them a relevant email address, asking them to put the issue in writing
  - Suggest that they get involved in the organisation – attending community meetings/volunteer etc.
  - Look into putting together a working group to chat about and tackle the issue



# Wellbeing: Supporting the workforce

## A Discussion...

**2. It's been a particularly busy few weeks and you are feeling stressed and overwhelmed with your workload. What are some ways you could remedy this?**

- Block out time in your calendar, free from meetings, giving you time to focus on tasks
- Speak to your wider team to see if anyone has the capacity to help out
- Re-write your to-do list, starting with small and manageable tasks that are easier to tick off
- Take time away from your screen at times you are feeling overwhelmed
- Take some time to discuss your workload with your line manager and detail the things you finding difficult to tackle



# Wellbeing: Supporting the workforce

## A Discussion...

**3. Staff morale has been low recently due to a busy workload and staff & volunteer absences. On top of this, the office is a mess and staff feel the space is adding to their low mood. What could you do as a team to build this back up?**

- Put some time aside for a staff clear out. This could be done after work with some food to make it into more of a social event
- Bring in some indoor plants (or anything that would make the space feel more comfortable)
- Arrange a low-key group activity that doesn't require a lot of planning – a walk, a group yoga session, a meal at a local restaurant, something relaxing
- Organise a staff planning day, give people a chance to discuss their workload. This could be an opportunity to share out responsibilities



# Wellbeing: Supporting the workforce

## A Discussion...

**4. You are being asked to do tasks and jobs by the Board that you feel are outwith your remit and you feel unsupported to deliver them. How could you approach this?**

- Write down a list of jobs or tasks that you feel are within your remit and speak with your line manager to discuss additional workload
- Note down the tasks that are outside of your remit and discuss how these can be addressed
- Be honest about your capacity and set boundaries
- Revisit your job description and explore your responsibilities. Are they still relevant?





# Wellbeing: Supporting the workforce

## A Discussion...

**5. You have accrued 2 days' worth of TOIL but have been unable to take it due to recent staff changes meaning you have had to lend additional support; how can you ensure you are able to take the days you are entitled to?**

- Book them in advance
- Set boundaries – make your team aware of the TOIL and explain that you will be taking it on a certain day
- Switch off your work phone/emails on the days you are off
- Block out your first day back after your holiday so you have time to catch up on workload



# Wellbeing: Supporting the workforce

## Optional Guided Meditation

1 minute guided breathing exercise





**Development  
Trusts Association  
Scotland**

**A Thriving Community-led Network**