

From the Deputy Chief Medical Officer
Dr Anne Kilgallen

Circular HSC (SQSD) (NICE NG13) 32/16

**Subject: NICE (Public Health) Guideline NG13 -
Workplace health: management practices**

For action by:

Chief Executive of HSC Board – **for distribution to:**

All HSC Board Directors – for cascade to relevant staff

Director of Integrated Care, HSC Board – **for cascade to:**

Head of Pharmacy and Medicines Management
Family Practitioner Services Leads – for cascade to relevant
Family Practitioner groups

Chief Executive of Public Health Agency – **for distribution to:**

Director of Public Health and Medical Director – for cascade
to relevant staff
Director of Nursing and AHPs – for cascade to relevant staff

Chief Executives of HSC Trusts – **for distribution to:**

Medical Directors – for cascade to relevant staff
Directors of Nursing – for cascade to relevant staff
Heads of Pharmaceutical Services – for cascade to relevant
staff
Directors of Acute Services – for cascade to relevant staff
HSC Clinical and Social Governance Leads
Directors of Social Services – for cascade to relevant staff
Directors of Finance – for cascade to relevant staff
AHP Leads – for cascade to relevant staff

Chief Executive, Regulation & Quality Improvement Authority – **for
cascade to:** relevant independent healthcare establishments

Chief Executives of HSC Special Agencies and NDPBs

For Information to:

Chair of HSC Board
Chair of Public Health Agency
Chairs of HSC Trusts
Chair of RQIA
NICE Implementation Facilitator NI
Members of NI NICE Managers' Forum

Summary of Contents: This guideline covers how to improve the
health and wellbeing of employees, with a focus on organisational
culture and the role of line managers.

Enquiries:

Any enquiries about the content of this Circular should be addressed
to:

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Circular Reference: HSC (SQSD) (NICE NG13) 32/16

Date of Issue: 10 May 2016

Related documents:

HSC (SQSD) 37/15

Superseded documents

None

Status of Contents:

Action

Implementation:

As per circular HSC (SQSD) 37/15

Additional copies:

Available to download from
<https://www.dhsspsni.gov.uk/topics/safety-and-quality-standards/national-institute-health-and-care-excellence-nice>

Dear Colleagues

NICE Public Health Guideline NG13 - Workplace health: management practices
<https://www.nice.org.uk/guidance/ng13>

The Department has recently reviewed the above NICE guidance and has formally considered it for applicability in Northern Ireland. This guideline is relevant to the implementation of Making Life Better, the Executive's strategic framework for Public Health, which recognises the contribution effective workplace health management practices and programmes can make in promoting the health and wellbeing of employees and the communities in which people live and work. At the Making Life Better HSC Forum in September 2015, workplace health and HSC role as an employer were put forward as a key area for focus for the sector which could potentially be strengthened.

Decision:

Recommendations 1, 2, 4, 5 and 7 – 11 in Guideline NG13 - Workplace health: management practices - are to be taken into account in designing and delivering services that will help improve the health and wellbeing of employees.

Recommendations 3 and 6 are highlighted for particular consideration in designing and delivering services that will help improve the health and wellbeing of employees.

No formal monitoring or assurance is necessary in respect of any recommendation.

Action Required:

As outlined in circular HSC (SQSD) 37/15, only those pieces of guidance or specific recommendations determined for implementation require formal monitoring and assurance. Where guidance or recommendations are for noting or highlighted for particular attention, no formal monitoring or assurance is necessary, but organisations may be required to demonstrate how they have taken account of the guidance in planning and delivering services.

In accordance with the process outlined in circular HSC (SQSD) 37/15, the following initial actions should be taken:

1. HSCB/PHA
 - a. Identify a Professional Lead who will consider the commissioning implications of the Public Health Guideline and co-ordinate with any other relevant commissioning teams. This Lead, liaising with others in the HSC Board / PHA, will consider the plans received from the HSC Trusts **in regards to those pieces of guidance or specific recommendations where implementation is required** (within 2 months of receipt) as well as any complex issues they may have highlighted. They will identify any areas where regional planning / investment / commissioning are required, or where there is material risk to safety or quality. These will then be actioned immediately through normal commissioning arrangements or through bespoke arrangements reflecting the nature of the issue / risk.
 - b. The PHA will identify other relevant stakeholders and networks and disseminate as appropriate, typically within two weeks of receipt.
 - c. The HSC Board will ensure that relevant guidance is sent to the appropriate Family Practitioners.

2. HSC Trusts
 - a. Proceed with targeted dissemination, agree a clinical/management lead to coordinate implementation and consider what has to be done to achieve implementation using a risk based assessment and baseline review as appropriate to support planning. These initial actions should be undertaken within a three month period.
3. RQIA
 - a. Disseminate the Guideline to the independent sector as appropriate.
4. HSC Special Agencies and NDPBs
 - a. Take account of this Guideline in training and other developments as appropriate.

To inform the planning process, please find attached details from the Departmental review. You should consider and take account of other relevant policies and strategies in your planning, as well as any legislative / policy caveats identified in the course of the Departmental review.

The detailed arrangements for implementation, monitoring and assurance can be found in circular (<https://www.dhsspsni.gov.uk/publications/safety-quality-and-standards-circulars-2015-2016>).

A full current list of NICE guidance endorsed for application in Northern Ireland can be found on the Department's website (<https://www.dhsspsni.gov.uk/topics/safety-and-quality-standards/national-institute-health-and-care-excellence-nice>).



Dr Anne Kilgallen
Deputy Chief Medical Officer

Appendix 1

Endorsed NICE guidance - Details from Departmental review

Reference Number	NICE Public Health Guideline – NG13 https://www.nice.org.uk/guidance/ng13
Title	Workplace health: management practices
Summary of guidance	<p>This guideline covers how to improve the health and wellbeing of employees, with a focus on organisational culture and the role of line managers.</p> <p>It includes recommendations on:</p> <ul style="list-style-type: none"> • organisational commitment • mental wellbeing at work and physical work environment • fairness, participation and trust • senior leadership • line managers' role and leadership style • training, including support for older employees • job design • monitoring and evaluation <p>In March 2016, NICE added recommendations about older employees, aged over 50 in paid or unpaid work.</p>
Related strategically relevant policies	<p>Making Life Better - A Whole System Strategic Framework for Public Health and supporting strategies https://www.dhsspsni.gov.uk/topics/public-health-policy-and-advice/making-life-better-whole-system-strategic-framework-public</p> <p>Economic Inactivity Strategy https://www.delni.gov.uk/articles/economic-inactivity-strategy</p>
Inter-Departmental interest	<p>Health and Safety Executive (HSENI) through the Mental wellbeing at Work Advisory Service work with NI employers through direct marketing, to communicate appropriate, timely and practical occupational mental well-being at work information and advice. https://www.hseni.gov.uk/articles/about-hsenis-mental-well-being-work-advisory-service#toc-0</p>

Legislative / policy caveats	This advice does not override or replace the individual responsibility of health professionals to make appropriate decisions in the circumstances of their individual patients, in consultation with the patient and/or guardian or carer. This would, for example, include situations where individual patients have other conditions or complications that need to be taken into account in determining whether the NICE guidance is fully appropriate in their case.
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NICE NG 13 - Workplace health: management practices

Recommendation		Endorsed for:
1	Organisational Commitment	Taking account of in designing or delivering services.
2	Physical work environment	Taking account of in designing or delivering services.
3	Mental wellbeing at work	Highlighting for particular attention.
4	Fairness and justice	Taking account of in designing or delivering services.
5	Participation and trust	Taking account of in designing or delivering services.
6	Senior leadership	Highlighting for particular attention.
7	Role of line managers	Taking account of in designing or delivering services.
8	Leadership style of line managers	Taking account of in designing or delivering services.
9	Training	Taking account of in designing or delivering services
10	Job design	Taking account of in designing or delivering services.
11	Monitoring and evaluation	Taking account of in designing or delivering services.