

### Item 1 – Employee Assistance Programme (EAP).

Lots of conversation is happening around wellbeing, mental health and generally taking care of employees. The cost of employing somebody in such a role is significant.

Considering this I have undertaken initial research into five EAP providers. I held teams/zoom conversations with these:

- Wellbeing Solutions
- Spectrum
- BUPA Wellbeing
- Optima Health
- AXA PPP

The value and quality proposition, with a strong brand and a proven model, is BUPA. (AXA PPP and Optima were *incredibly* complicated both contractually and from a user-friendly perspective, whilst Wellbeing and Spectrum were *incredibly* expensive.)

See attached the BUPA schedule for conversation into whether this is an employee benefit worth exploring, with a summary of ***approximate*** costings below, based on 10 staff:

#### *Key EAP*

Overall annual cost: £235.00+VAT

Monthly cost: just under £19.59+VAT per month (just under £1.96+VAT per person, per month)

#### *Key PLUS EAP*

Overall annual cost: £421.00+VAT

Monthly cost: just over £35.08+VAT (just under £3.51+VAT per person, per month)

#### *Healthy Minds EAP (5 counselling sessions)*

Overall annual cost: £553.00+VAT

Monthly cost: just over £46.08+VAT (just under £4.61+VAT per person, per month)

#### *Healthy Minds EAP (6 counselling sessions)*

Overall annual cost: £598.00+VAT

Monthly cost: just over £49.83+VAT (just over £4.98+VAT per person, per month)

#### *Healthy Minds EAP (8 counselling sessions)*

Overall annual cost: £670.00+VAT

Monthly cost: just over £55.83+VAT (just over £5.58+VAT per person, per month)

### Item 2 – Staff Handbook.

Find attached for conversation a draft Staff Handbook for Sheffield Methodist District.

The handbook, on approval, leads to a number of policies being required, some of which are already in place connexionally. It would be my intention to adopt the connexional ones and prepare any that are not in place.

These will all be non-contractual and require no employee consultation. My question is should I send these as individual policies to yourselves for assessment, or should they go through the LESC for comment.