

Health and Wellbeing Passport

Guidance and Frequently Asked Questions

Introduction

The Health and Wellbeing Passport is designed to provide you with an opportunity to share information about yourself, which may have an impact on your work life, to enable a discussion between yourself and your Line Manager to support your wellbeing.

The passport can be used, where relevant, to seek additional support at work that will maintain or enhance your wellbeing. For example, you may have a disability, health condition, caring responsibilities, be considering or undergoing gender reassignment or observe religious festivals or celebrations such as Ramadan or daily prayers.

It has been devised for you to share with your Line Manager for them to understand and support your wellbeing needs.

Completion of the passport is voluntary and can be completed at any point during your employment. It can be used throughout your employment journey with PKC.

The passport should be reviewed on an annual basis, as part of your Performance and Development Discussion, or when there are any changes to your circumstances, for example:

- Disability or health condition
- Working environment
- Duties/responsibilities
- Job role
- Caring responsibilities

Employee Responsibilities	Line Manager Responsibilities
<ul style="list-style-type: none">• Complete Health and Wellbeing Passport and email to Line Manager.• Keep communication open with Line Manager around support that would enable effective working whilst at work.• Provide information, you are happy to share, about your disability, health condition, caring responsibilities etc.• Request a review where current conditions have changed or are no longer suitable/effective.	<ul style="list-style-type: none">• Keep communication open with employee around support required at work.• Consider, discuss what support is available for the employee.• Refer employee to Occupational Health Service if required.

Frequently Asked Questions

What is a Health and Wellbeing Passport?

It is a confidential, voluntary document that you can complete if you have a disability, health condition, caring responsibilities, be considering or undergoing gender reassignment, observe religious festivals or celebrations such as Ramadan or daily prayers or other personal circumstances, to enable a discussion with your Line Manager about what additional support you may require.

The aim of the passport is to record information only once, "Say it Once", which will move with you throughout your working life with the Council. The document can be reviewed and adjusted if there are any changes to your needs or role within the Council.

Where can I get one?

You can download a passport from the Council's website and save a copy securely. You can then add in your own details and you are free to share it with your Line Manager.

Do I have to complete a Health and Wellbeing Passport?

It is voluntary and is designed to be a supportive document you can use as a framework to record and discuss personal information with your Line Manager.

Who will be able to see my Passport?

You will be responsible for the safe keeping of your passport and information will only be seen by the individuals you choose. Information contained in the passport should be shared with your Line Manager to allow a discussion and relevant support to be put in place. If you are concerned about sharing information with your Line Manager, you can share the passport with someone you trust for feedback and support before discussing with your Line Manager.

Please be aware that your Line Manager may have to seek advice from People and Culture where formal reasonable adjustments are required but will only do so with your consent.

Do I need to share my personal circumstances with work colleagues?

The choice is yours to share as much or as little information as you wish. You may need support from your team to ensure you can stay safe and well at work, for example, an awareness of allergies, reaction to medication, light, sound, effects of a change in temperature and who to contact in an emergency.

If I change jobs will my new Line Manager see my Passport?

The passport is designed to move with you throughout your working life with the Council and will prevent you having to explain your circumstances again. It will be your responsibility to advise your new Line Manager that you have a Health and Wellbeing Passport. The information you share can help your new Line Manager understand any support you may need in your new role.

Personal Wellbeing Conversation Tool

This tool can help you to prepare the information you will need, regarding your current circumstances, to have a health and wellbeing conversation with your Line Manager. You can pick and choose which topics and questions are most relevant to your health and wellbeing passport, for example, you are asking for a quiet space for prayers? Consider how are you feeling about your current circumstances, what are the challenges, and what help would you suggest to support you at work?



Useful links:

[Carer Leave for Unpaid Carers](#)

[Emergency and Compassionate Leave](#)

[Flexible Working Framework](#)

[Occupational Stress](#)

[Health and Wellbeing Framework](#)

[Access to Work Mental Health Support Service](#)

[YourCare -Employee Assistance Programme](#)

[Employee Wellbeing](#)

[Access to Work](#)

[Staff Networks](#)

Links to different functions in Microsoft:

- Read aloud function [Listen to your Word documents - Microsoft Support](#)
- Immersive reader to change look, colour and contrast of documents [Use Immersive Reader in Word - Microsoft Support](#)
- Create transcripts of Microsoft Team's meetings: [Live transcription with speaker attribution now available in Microsoft Teams meetings for English\(US\)](#)
- Microsoft Editor to support with grammar: [Microsoft Editor checks grammar and more in documents, mail, and the web - Microsoft Support](#)