

# MAYOR OF LONDON

## **Becoming a London Healthy Workplace Charter verifier**

Are you an expert in workplace health? Would you like to assess and advise organisations on the health and wellbeing of their employees?

If so, you could join our network of independent London experts. You will verify employers have met the standards for London Healthy Workplace Charter accreditation. You'll also support employers to do even better for their staff.

### **The London Healthy Workplace Charter Programme**

We launched the London Healthy Workplace Charter (LHWC) in 2012. It is a free scheme that rewards good employers that invest in their employees' health and wellbeing. It provides clear, easy steps to help employers improve their workplaces. This helps them to create a supportive, productive environment where their employees can flourish.

Employers applying for LHWC accreditation must provide evidence against eight standards:

- Corporate support for wellbeing
- Attendance Management
- Health and safety requirements
- Mental health and wellbeing
- Tobacco
- Physical activity
- Healthy eating
- Problematic use of alcohol and other substances

Employers can be accredited at one of three levels – commitment, achievement, and excellence. They are supported through the scheme at each level.

The first stage of the accreditation process is for the organisation to complete an application form (scorecard) and have it checked by their borough workplace health lead. They are then interviewed (verified) by expert verifiers. This stage takes place at City Hall or during a visit to the workplace.

The programme is managed by the Greater London Authority at City Hall. Our partners include Public Health England and workplace health leads based in local authorities across London. We also have a network of volunteer expert verifiers.

**We are now looking to recruit more volunteer verifiers to join our network**

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## What are the benefits of being a verifier?

Verifiers tell us they enjoy:

- Being part of a network of experts in workplace health and wellbeing, attending networking events and sharing knowledge with other members
- Dealing with a range of employers, of all sizes, from public, private and voluntary sectors. Taking part in different activities while learning what organisations are doing to improve employee wellbeing
- Professional development opportunities and improving their skills in assessing organisational workplace health provision
- Helping to improve the health and wellbeing of working people across London

## What does being a verifier involve?

- You'll start with a half-day initial training session on the programme and the verification process. You'll also be supported by an existing verifier to make sure you're ready to do verification interviews
- You must attend a minimum of two organisation verification days or verification visits each year. There you will interview representatives from one or more employer organisation to explore:
  - whether they meet the standards for accreditation under the LHWC at the level they're applying for
  - any successes, fresh ideas and things they're doing well that they can celebrate and share with others
  - what they can do to improve their programme of activities to boost health and wellbeing in their workplace
- You will write a report immediately after the verification interviews (this is usually done on the day). This will provide details on how the organisation has met the standards and give advice on how they can further improve and develop. The report forms part of an overall feedback report for the organisations you have verified. You should bring a laptop / tablet with you to make notes and write up your reports. This will make the process easier for all involved. You can also provide a hard copy of the report if this hasn't been possible.
- You must come to at least one of the two verifier network meetings each year. These give you a chance to meet and exchange ideas with other network members.

Events usually take place in City Hall, SE1 2AA (apart from the verification visits, which happen on the applicant organisation's premises).

## What expertise is needed to become a verifier?

We want people with skills, knowledge and significant experience of helping employers create healthier workplaces. We also need verifiers be enthusiastic, committed and have time to give to the LHWC programme.

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## *Experience:*

Verifiers should have experience of either working within an organisation or as an external provider, adviser or consultant to support employee health and wellbeing. This might be gained by working in one of the following professional areas:

- Occupational health
- HR
- Organisational development
- Public health
- Specialist health and wellbeing practitioner

## *Knowledge:*

Verifiers should have a good understanding of what supports employee health and wellbeing. You will need to have knowledge in:

- Four or more of the eight workplace health and wellbeing areas covered by the LHWC standards listed above. This must be to a level where you can assess and advise employer organisations
- How and where to access resources available to support employers who want to improve health and wellbeing in their organisations. This includes materials and activities provided by statutory, voluntary and online resources

## *Skills:*

Verifiers must have excellent communication skills and be able to:

- Evaluate organisations objectively against the charter standards to assess whether they have reached the LHWC level they seek
- Identify strengths and weaknesses and prioritise development areas to help organisations keep on improving
- Recommend solutions and ideas to help employers address any areas they failed to meet the expected standard or improve to the next level
- Motivate and encourage organisations by celebrating what they're doing well and supporting them to go further still
- Provide clear written feedback for organisations

## **Remuneration**

This is a voluntary role. Refreshments are provided at verifier network meetings and for verification days. We also provide learning and development opportunities through network meetings etc.

## **Next steps**

If you have the skills, knowledge and experience for this role and are enthusiastic about the programme, we'd love to hear from you. Please complete the verifier application form and send it to [londonhealthyworkplace@london.gov.uk](mailto:londonhealthyworkplace@london.gov.uk)

Find out more about the London Healthy Workplace Charter:

<https://www.london.gov.uk/whatwedo/health/healthy-workplace-charter>