

Employer Pledge Action Plan

In order to continue with your request to sign the Employer Pledge, please complete this document and upload it to our website here.

We ask that you submit your plan a <u>minimum of six weeks</u> before the date of your pledge signing to allow us time to feedback on your plan and commission your pledge board.

It's not a problem if your action plan is still a draft at this stage. You can add to and develop your plan at any time as we encourage organisations to think about their action plan as a living document.

When you upload your plan to the website you will need the following documents/information:

- The completed Employer Pledge action plan
- The date and time of your signing
- Who is signing on behalf of your organisation
- · Where the signing is taking place
- a copy of your logo in JPG format

You can find a full guide on how to fill out your action plan, along with an explanation of the nine key principles listed in the plan here.













Employer Pledge Action Plan Template

Action plan	Activity description	Internal	Timescales	Performance
principle		lead(s)		measure(s)
	List at least one tangible activity your organisation has planned to	Outline who is	Provide planned	Outline how you will
	tackle mental health stigma and discrimination for each action plan	responsible for	timescales and	monitor impact and
	principle.	each activity	dates	success













		T	T	
Demonstrate senior	The trainer of the 'Managing Mental Health' training course attended the Senior Managers' Forum (17/01/18) to provide a brief introduction to the programme to both raise awareness of mental health in the workplace, to our top tier managers, and encourage maximum attendance at future training sessions. (27 attendees were at the Forum). The Chief Executive, the Deputy Chief Executive, one of the Corporate Directors and two Heads of Service have subsequently attended the full training programme. To date, one of the organisation's Heads of Service has completed the Mental Health First Aid Training and another is signed up to undertake the training at a later date.	Carol Magnus, OD Manager	Training sessions took place as follows: 17/01/18 (am) 23/01/18 (am/ pm)	Feedback from Staff/Managers
How will you show that your senior leaders are committed to addressing mental health in the workplace?	One of the recommendations from the Managing Mental Health Training was that the organisation offers an Employee Assistance Programme (EAP) (<i>which seeks to adopt a holistic approach to employee well-being</i>) in place of the existing general counselling provision. This has since received the necessary sign off from the Senior Management Team and went live 01/04/18. The EAP also offers a bespoke service for our managers to support them in supporting their employees' well-being.	Katie Wilkins HR & Business Manager	Quarterly monitoring report	Reported number of referrals/contacts (EAP)
	Finally, the organisation was awarded Disability Confident Leader Status in November 2017. This requires an employer to be Disability Confident as recognised by their peers, local community and disabled people. As a 'Disability Confident Leader' Tendring has made a commitment to support other employers in the district to become 'Disability Confident'.		Supporting other businesses: on-going Formal reassessment: November 2020.	Other businesses in the district awarded Disability Confident Employer/Leader status.















Demonstrate
accountability and
recruit Employee
Champions

How will you ensure that this action plan is successfully implemented?

How will you recruit Employee Champions to support your work?

More information on Employee Champions here.

A number of Officers have undertaken Mental Health First Aid Training, which has provided them with the practical skills to spot the triggers, signs and symptoms of mental health issues. To date, a total of 12 officers have undertaken this training. The two day course focuses on the following: -

- Identify the early stages of a mental health problem;
- Help someone who's dealing with a mental health issue;
- Help stop someone from self-harming or hurting others;
- Help stop mental ill health from worsening;
- Help someone have a quicker recovery;
- Guide someone towards proper professional help;
- Break the stigma of a mental health problem.

The Mental Health First Aider's meet quarterly to discuss best practice/ share experiences. They are also supported via the Employee Assistance Programme, with the offer of 'supervision' to ensure that they are adequately supported in their roles.

*As well as supporting the general workforce, the MHFA's provide support for staff returning to work with mental health issues providing a "Buddy system".

Furthermore, the currently Council has 12 staff who are 'Livewell Champions' who, in partnership with Provide (a 'Community Interest Company' with a focus on health and social care), deliver a general health and wellbeing programme for staff. A further 6 staff are to be trained as 'Livewell Champions' in 2018/2019.

Both the MHFA's and the Livewell Champions have had the opportunity to feed into this action plan, gaining both their buy in and commitment to the programme.

Carol Magnus
OD Manager
ı

Cassie Barrett

Public Health

Improvement

Officer/

Morton.

Proiects

Manager (Livewell)

Rebecca

Executive

Feedback from Staff/Managers

MHFA's last met 24/04/18

Feedback from MHFA's/ number of contacts

Number of recorded contacts with EAP/MHFA's.

Feedback from Livewell Champions/ number of contacts.

Funded by













Raise awareness about mental health How will you get your employees talking about mental health?	The Council has to date, run a number of programmes to increase awareness about mental health. A total of 32 officers attended one of the Stress Management workshops which were delivered by Health in Mind (via a local partnership arrangement) Feedback included the following:- Informative, clear Broken down into sessions Good tips for coping with stress Ease of delivery Polite and relatable Enjoyed aspects of coping techniques Overview of Cognitive Behavioural Therapy (CBT) Relevant information Information on how to change behaviours Simplistic terms- easy to understand and digest "Actually made me feel I deal with stress quite well" Both physical and psychological impacts of stress Comfortable, friendly manner The explanation of what stress actually is Showing the help that is available Showed signs to recognise stress Tips on sleep, time management and breathing techniques Continue to work with Provide/Ace/Health in Mind/Inclusive Employers to deliver well-being initiatives for our staff and managers.	Cassie Barrett Public Health Improvement Officer/ Katie Wilkins HR & Business Manager	Partners and TDC Mental Health First Aiders attended Employee Benefits & Livewell event 07/06/18	Evaluation of course content/ event and feedback from Staff/Managers. Evaluation of event/feedback from Staff/Managers.
---	---	---	---	--

mind for better mental health













Event 07 conversa	ntal Health First Aiders had a stall at the Employee Benefits 7/06/18. This helped raised awareness and encouraged ations about MH/reducing stigma. MHFA's were also able to the recruitment process for the program.	Katie Wilkins HR & Business Manager		
Course of	Health First Aid Lite course; an introductory awareness course:- covers the following:- dentify the discrimination surrounding mental health problems lefine mental health & some mental health problems lelate to people's experiences lelp support people with mental health problems legin developing a business case for promoting positive mental lealth in the workplace look after their own mental health	Carol Magnus OD Manager	Training took place: 21/02/18 15/03/18	
A total o	f 36 officers attended this training			
first aid opeople.	of Youth Lite MH Awareness sessions, a special mental health course specifically focussing on mental health and young	Rebecca Morton Executive Projects	03/07/18 11/07/18	
profession	onal or a personal interest in the subject.	Manager		
of Deme	a Friends Training – the organisation has delivered a number rational friends training events and now has over 100 trained ia Friends' amongst its workforce.	Carol Magnus OD Manager	20/10/17	
	o this, the organisation ran two Virtual Dementia Tour events, staff to experience what it feels like to live with dementia. A			Published calendar of ψ















total of 35 officers attended this interactive training.			events.
Develop a calendar/action plan of well-being initiatives in line with national initiatives such as, Mental Health Awareness Week/World Mental Health Day. To include; "TDC Wellbeing Week" for staff, possible theme 'looking after your own MH' ideas related include, on line training/sessions for staff, possible workshops on nutrition (Public Health Improvement Co-ordinator), exercise/activity (feedback from physical activity survey from Benefits event) and mindfulness session. To be planned/run jointly with MHFA's and Livewell Champions *to include regular reporting to HR Committee.	Carol Magnus OD Manager/ Katie Wilkins HR & Business Manager	EqualiTeas 18/06/18 – 02/07/18 MH Awareness Week:14-20 May World MH Day: 10/10/18	
In consultation with MHFA's and Livewell Champions to commence Health & Wellbeing action planning for 2019.		Oct-Dec 2018	
 E-Learning platform to launch late 2018. This will include modules on: An Introduction to Wellbeing Mindfulness for Wellbeing & Peak Performance, plus a Pocket Book on Mindfulness and links to other mental health resources. 		Late 2018	













Update and implement policies to address mental health problems in the workplace

How easy is it for an employee struggling with a mental health problem, or their line manager, to find out how your organisation will treat them?

How can you change your policies to encourage those with mental health problems to come forward? As well as a designated Mental Well-being area on the intranet (which promotes various tools for mental well-being and third party support), the organisation has the following policies and guidance in place to address mental health problems in the workplace (available to all staff and managers via the organisations intranet/noticeboards/communal areas).

- Stress Policy (updated: April 2012)
- Mental Health at Work Policy (updated: February 2015)
- Health & Well-being Policy (updated: April 2012)
- Health & Safety Policy (updated: June 2014)
- Recruitment & Selection Policy Disability Confident compliant (updated: November 2017)
- Equality & Diversity Policy.(updated: November 2017)
- Promoting positive mental health in the workplace (step-by-step guide is written for employers and senior managers)
- Guidance for managers, having conversations about mental health
- Health & Well-being general guidance for staff and managers.

Future activity:-

Development of MH & Well-being Strategy.

Katie Wilkins	Review of the
HR & Business	following Well-
Manager	Review of the following Wellbeing policies to ensure best practice:-
	ensure best
	practice:-

Stress Policy: 31.10.18

Mental Health at Work Policy:

31.10.18

Health & Well-being Policy: 31.01.19

MH & Wellbeing strategy: 31.03.19 Feedback from Staff/ Managers

Policy Agreed.

Policy Agreed.

Policy Agreed.

Strategy Agreed and Adopted.















Ask your
employees to share
their personal
experiences of
mental health
problems

How will you get your employees to share their experience of mental health problems at an organisation-wide level? e.g. through intranet posts or newsletters Work with those staff who have returned to the workplace following a period of absence, or who are currently being supported in the workplace, to encourage them to share their experiences with others.

Currently have commitment from two employees who have now returned to the workplace and are receiving ongoing support, to share their experiences, via a blog on the staff intranet.

Moving forward, we would like to encourage others to do this via a range of mediums such as Vlogs, an article in the staff bulletin, or attending and speaking at one of the events identified in the well-being calendar.

	HR & Business Manager	31.12.18	page, published comments/ willingness of others to share their experience.
--	--------------------------	----------	--

Published blog: Number of views on

Katio Wilkins













Equip line managers to have conversations about mental health How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?	TDC recently ran a 'Managing Mental Health' workshop which was available to all those with 'management' responsibility for staff. A total of 20 managers went over the 3 sessions. The course content focussed on the practical ways to manage and support positive mental well-being for all staff, including employees who are experiencing stress and distress. Course content included:- The promotion of well-being in the workplace; The law relating to mental health in the workplace; Identifying the early warning signs of an employee experiencing mental ill health; Early steps — monitoring and talking early about mental well-being issues; Managing an on-going mental health related illness at work; Best practice in keeping in touch during sickness absence; Returning to work and making 'reasonable adjustments'; A 4-stage model for speaking to employees experiencing mental ill health.	Carol Magnus OD Manager	Training took place: 17/01/18 (am) 23/01/18 (am/pm)	Course evaluation and Staff/Manager feedback
	 Published guidance for managers (as referenced above) Promoting positive mental health in the workplace (step-by-step guide is written for employers and senior managers) Guidance for managers, having conversations about mental health Health & Well-being general guidance for staff and managers. Future activity: Work with managers and staff to introduce Wellbeing Action plans 		2019	
	(WAP's) to support the mental wellbeing of staff at work.		2010	













age_



	"WAP's are a personalised, practical tool we can all use, whether we have a mental health problem or not, to help us identify what keeps us well at work, what causes us to become unwell and the support we can receive from our manager to boost our wellbeing or support us through recovery." MIND (mind.org.uk)		2019	
Provide information about mental health and signpost to support services How will you ensure your employees have easy access to information on mental health and where to find help?	 Mental Health Mapping Tool (maps service provision in the Tendring district). Further promotion of this tool in 2019. Designated Livewell/mental well-being area on Ping! (staff intranet) to include certain Mental Health Apps. Employee Assistance Programme, which includes an online portal with a range of resources. Children's/Young Person's Mental Health First Aider and resources. Employee Benefits & Livewell event. On-line mental health awareness training mandatory for all new staff as part of induction, so this falls in line with physical first aid/other mandatory training. E Learning platform to include an introduction to wellbeing and links to additional information on mental health. 	Katie Wilkins HR & Business Manager	On-going: resources updated and distributed as made available. Late 2018	The number of calls to their Direct Service & Employee Assistance Programme Referrals to Occupational Health Absence Data Trends Output from their Employee Opinion Survey (EOS) Benefits & Wellbeing event attendance and feedback













Tell the world about your Employer Pledge commitment!

Website summary

Once you have signed the Pledge we will add your logo to our pledge wall of <u>employer case studies</u> within **five working days** of your event. Please supply us with a summary of your pledge commitment and any activity you are planning on doing to accompany your logo. **Please note:** we may edit the text before it is published on the website.

Have you:

- ✓ Completed your action plan?
- ✓ Written a website summary of your activity?
- ✓ Got a copy of your logo in JPG format?
- ✓ Arranged a date for your signing?

- ✓ Got the name of who is signing the pledge on behalf of your organisation?
- ✓ Arranged a location for the signing?

If the answer to all of the above is yes, please submit this information to our website here.









