

time to change

let's end mental health discrimination

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 **minimum of six weeks** 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](#).



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Employer Pledge Action Plan Template

Action plan principle	Activity description <i>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i>	Internal lead(s) <i>Outline who is responsible for each activity</i>	Timescales <i>Provide planned timescales and dates</i>	Performance measure(s) <i>Outline how you will monitor impact and success</i>
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<p>Raise awareness about mental health</p> <p>How will you get your employees talking about mental health?</p>	<p>The Council has to date, run a number of programmes to increase awareness about mental health.</p> <p>A total of 32 officers attended one of the Stress Management workshops which were delivered by Health in Mind (<i>via a local partnership arrangement</i>)</p> <p>Feedback included the following:-</p> <ul style="list-style-type: none"> • 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 <p>Continue to work with Provide/Ace/Health in Mind/Inclusive Employers to deliver well-being initiatives for our staff and managers.</p>	<p>Cassie Barrett Public Health Improvement Officer/ Katie Wilkins HR & Business Manager</p>	<p>Partners and TDC Mental Health First Aiders attended Employee Benefits & Livewell event 07/06/18</p>	<p>Evaluation of course content/ event and feedback from Staff/Managers.</p> <p>Evaluation of event/feedback from Staff/Managers.</p>
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	<p>TDC Mental Health First Aiders had a stall at the Employee Benefits Event 07/06/18. This helped raised awareness and encouraged conversations about MH/reducing stigma. MHFA's were also able to discuss the recruitment process for the program.</p> <p>Mental Health First Aid Lite course; an introductory awareness course:-</p> <p>Course covers the following:-</p> <ul style="list-style-type: none"> • Identify the discrimination surrounding mental health problems • define mental health & some mental health problems • relate to people's experiences • help support people with mental health problems • begin developing a business case for promoting positive mental health in the workplace • look after their own mental health <p>A total of 36 officers attended this training</p> <p>Addition of Youth Lite MH Awareness sessions, a special mental health first aid course specifically focussing on mental health and young people.</p> <p>This half day session is open to any staff member with either a professional or a personal interest in the subject.</p> <p>Dementia Friends Training – the organisation has delivered a number of Dementia Friends training events and now has over 100 trained 'Dementia Friends' amongst its workforce.</p> <p>Linked to this, the organisation ran two Virtual Dementia Tour events, allowing staff to experience what it feels like to live with dementia. A</p>	<p>Katie Wilkins HR & Business Manager</p> <p>Carol Magnus OD Manager</p> <p>Rebecca Morton Executive Projects Manager</p> <p>Carol Magnus OD Manager</p>	<p>Training took place:</p> <p>21/02/18 15/03/18</p> <p>03/07/18 11/07/18</p> <p>20/10/17</p>	<p>Published calendar of</p>
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	<p>total of 35 officers attended this interactive training.</p> <p>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 ‘<i>looking after your own MH</i>’ 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.</p> <p>In consultation with MHFA’s and Livewell Champions to commence Health & Wellbeing action planning for 2019.</p> <p>E-Learning platform to launch late 2018. This will include modules on:</p> <ul style="list-style-type: none"> - An Introduction to Wellbeing - Mindfulness for Wellbeing & Peak Performance, plus a Pocket Book on Mindfulness and links to other mental health resources. 	<p>Carol Magnus OD Manager/ Katie Wilkins HR & Business Manager</p>	<p>EqualiTeas 18/06/18 – 02/07/18</p> <p>MH Awareness Week:14-20 May</p> <p>World MH Day: 10/10/18</p> <p>Oct-Dec 2018</p> <p>Late 2018</p>	<p>events.</p>
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<p>Update and implement policies to address mental health problems in the workplace</p> <p>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?</p> <p>How can you change your policies to encourage those with mental health problems to come forward?</p>	<p>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 (<i>available to all staff and managers via the organisations intranet/noticeboards/communal areas</i>).</p> <ul style="list-style-type: none"> • 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 (<i>step-by-step guide is written for employers and senior managers</i>) • Guidance for managers, having conversations about mental health • Health & Well-being general guidance for staff and managers. <p>Future activity:- Development of MH & Well-being Strategy.</p>	<p>Katie Wilkins HR & Business Manager</p>	<p>Review of the following Well-being policies to ensure best practice:-</p> <p>Stress Policy: 31.10.18</p> <p>Mental Health at Work Policy: 31.10.18</p> <p>Health & Well-being Policy: 31.01.19</p> <p>MH & Well-being strategy: 31.03.19</p>	<p>Feedback from Staff/Managers</p> <p>Policy Agreed.</p> <p>Policy Agreed.</p> <p>Policy Agreed.</p> <p>Strategy Agreed and Adopted.</p>
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<p>Ask your employees to share their personal experiences of mental health problems</p> <p>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</p>	<p>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.</p> <p>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.</p> <p>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.</p>	<p>Katie Wilkins HR & Business Manager</p>	<p>Published blog: 31.12.18</p>	<p>Number of views on page, published comments/ willingness of others to share their experience.</p>
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<p>Equip line managers to have conversations about mental health</p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>	<p>TDC recently ran a '<i>Managing Mental Health</i>' workshop which was available to all those with 'management' responsibility for staff. A total of 20 managers went over the 3 sessions.</p> <p>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.</p> <p>Course content included:-</p> <ul style="list-style-type: none"> ▪ 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. <p>Published guidance for managers (<i>as referenced above</i>)</p> <ul style="list-style-type: none"> • Promoting positive mental health in the workplace (<i>step-by-step guide is written for employers and senior managers</i>) • Guidance for managers, having conversations about mental health • Health & Well-being general guidance for staff and managers. <p>Future activity: Work with managers and staff to introduce Wellbeing Action plans (WAP's) to support the mental wellbeing of staff at work.</p>	<p>Carol Magnus OD Manager</p>	<p>Training took place:</p> <p>17/01/18 (am) 23/01/18 (am/pm)</p> <p>2019</p>	<p>Course evaluation and Staff/Manager feedback</p>
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	<p>“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)</p>		<p>2019</p>	
<p>Provide information about mental health and signpost to support services</p> <p>How will you ensure your employees have easy access to information on mental health and where to find help?</p>	<ul style="list-style-type: none"> • 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. 	<p>Katie Wilkins HR & Business Manager</p>	<p>2019</p> <p>On-going: resources updated and distributed as made available.</p> <p>Late 2018</p>	<p>The number of calls to their Direct Service & Employee Assistance Programme</p> <p>Referrals to Occupational Health</p> <p>Absence Data Trends</p> <p>Output from their Employee Opinion Survey (EOS)</p> <p>Benefits & Wellbeing event attendance and feedback</p>

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 [employer case studies](#) 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](#).