

time to change

let's end mental health discrimination



Employer Pledge Action Plan

Action plan principle	Activity description	Internal lead(s)	Timescales	Performance measure(s)
<p>Demonstrate senior level buy-in</p> <p>How will you show that your senior leaders are committed to addressing mental health in the workplace?</p>	<p>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</p> <p>Chief Executive is aware of the campaign and has asked if we can sign up to the pledge.</p> <p>A formal report on the Action Plan and our associated policy for employee well-being will be submitted for formal approval by the Corporate Management Team (CMT) to begin the formal consultation and engagement process with employees and members</p> <p>At the end of a period of formal consultation, the Policy and Action Plan will be formally sent to Members for approval.</p> <p>The pledge will be signed by Dr Anthony Goodwin, Chief Executive at a special event – date to be confirmed</p>	<p>Outline who is responsible for each activity</p> <p>Anthony Goodwin</p> <p>Christie Tims</p> <p>Trade Union Liaison Group</p> <p>Appointments & Staffing Committee</p> <p>Zoe Wolicki</p>	<p>Provide planned timescales and dates</p> <p>January 2017</p> <p>February 2017</p> <p>February 2017</p> <p>April 2017</p> <p>July 2017</p>	<p>Outline how you will monitor impact and success</p> <p>Completed</p> <p>Report completed and signed off</p> <p>Formal Consultation completed</p> <p>Committee Approval</p> <p>Pledge signed</p>

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<p>Demonstrate accountability and recruit Employee Champions</p> <p>How will you ensure that this action plan is successfully implemented?</p> <p>How will you recruit Employee Champions to support your work?</p> <p>More information on Employee Champions here.</p>	<p>Mental Health First Aid training completed – 10 TBC officers now qualified to provide immediate intervention. Further session with up to 12 further first aiders planned for 2017.</p>	Zoe Wolicki	December 2016/ December 2017	10 officers trained/ further 12 officers trained
	<p>Working group to be commissioned as part of Trade union Liaison Group (TULG) to raise awareness and ensure delivery of the action plan.</p>	Ani Goodwin	June – November 2017	Group identified, Terms of reference agreed and objectives set/delivered.
	<p>Reporting extracts have been developed in business objects to analyse and track mental health impact.</p>	Christie Tims	Feb 2017	Reporting analysed
	<p>Staff survey to be revised to include relevant question sets as part of next survey.</p>	Zoe Wolicki	March 2018 March 2020 March 2022	Baseline established
	<p>Mental Health First Aiders to be approached to become employee champions with assistance for training from time to change</p>	Zoe Wolicki	December 2017	4 champions in place

<p>Raise awareness about mental health</p> <p>How will you get your employees talking about mental health?</p>	Mental Health and wellbeing included as part of on-going communication.	Christie Tims	November 2016	Resources circulated
	General awareness articles – article in PIN board including link to resources			
	Intranet page dedicated to Wellbeing including links to resources	Zoe Wolicki/ Graphics	July 2017	Webpage live and tracking hits/usage
	Include link for individual sign up			
	Cascade briefings following CMT approval/discussion	CMT	February 2017	Feedback
	Engagement and promotion of activities by Unison	Unison Branch	September 2017	Feedback
	Include activities/ sessions in our Employee Wellbeing Day 23 rd May 2017	Jackie Knight	Complete	
Cross reference Dementia Action Plan	Zoe Wolicki	September 2017	Actions updated and referenced	
Develop quarterly champions update	Jackie Knight	May, August November, February	Collated and reported through TULG	

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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>A formal report on our policy for employee well-being will be submitted for formal approval by the Corporate Management Team (CMT) to begin the formal consultation and engagement process with employees.</p> <p>At the end of a period of formal consultation, the Policy and Action Plan will be formally approved by Members.</p> <p>The pledge will be signed at a special event date to be confirmed</p> <p>Promote use of Wellness Action Plans (WAPS) for staff</p>	<p>Christie Tims</p> <p>Trade Union Liaison Group</p> <p>Appointments & Staffing Committee</p> <p>Jackie Knight</p> <p>Zoe Wolicki</p>	<p>February 2017</p> <p>June 2017</p> <p>July 2017</p> <p>TBA</p> <p>ongoing</p>	<p>Complete</p> <p>Formal Consultation completed and policy jointly developed</p> <p>Committee Approval</p> <p>Pledge signed</p> <p>Links available to staff and circulated to managers</p>
<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>Approach employees to share their experiences (either as named individuals or anonymously)</p> <p>Engagement plan – harnessing Yammer of workplace</p>	<p>HR</p> <p>Graphics/ ICT</p>	<p>June – December 17</p> <p>June – December 17</p>	<p>Employee experiences provided</p> <p>Use of channel and engagement levels</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>Target line managers for next round of Mental Health First Aiders.</p> <p>Raise awareness of WAPs</p> <p>Mandatory stress reduction/ mental health awareness training for managers (e-learning?)</p> <p>Include in Managing attendance update (RTW interviews)</p>	<p>Z Wolicki</p> <p>Z Wolicki</p> <p>Z Wolicki</p> <p>Z Wolicki</p>	<p>September 2017</p> <p>Ongoing</p> <p>March 2018</p> <p>Ongoing</p>	<p>Training delivered and First aiders trained</p> <p>WAPs used</p> <p>All line managers trained</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>	<p>Mental Health and wellbeing included as part of on-going communication.</p> <p>General awareness articles – article in PIN board including link to resources</p> <p>Intranet page dedicated to Wellbeing including links to resources/signposting</p> <p>Cascade briefings following CMT approval/discussion</p> <p>Engagement and promotion of activities by Unison (AGM 8th March 2017)</p> <p>Annual Employee Wellbeing Day to include mental health awareness</p>	<p>Christie Tims</p> <p>Christie Tims/ Graphics</p> <p>CMT</p> <p>Unison Branch</p> <p>Z Wolicki</p>	<p>November 2016 (complete)</p> <p>February 2017</p> <p>February 2017</p> <p>March 2017</p> <p>23rd May 2017</p> <p>May 2018</p>	<p>Resources circulates</p> <p>Webpage live and tracking hits/usage</p> <p>Feedback</p> <p>Feedback</p> <p>Advice and support given</p>



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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.

Tamworth Borough Council recognises that wellbeing and performance are linked and is committed to the mental health and wellbeing of our employees. Improving our employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and organisational performance and reduced levels of sickness absence.

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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](#).