



PERSONNEL COMMITTEE

2.00 PM - MONDAY, 13 MAY 2019

CHAMBER - PORT TALBOT CIVIC CENTRE

PART 1

1. Declarations of Interest

Report of the Head of Participation

2. Additional Grant Funding For Youth Work (*Pages 3 - 14*)

Report of the Head of Human Resources

3. Time to Change Wales Campaign (*Pages 15 - 28*)

4. Urgent Items

Any urgent items at the discretion of the Chairperson pursuant to Section 100B(4)(b) of the Local Government Act 1972.

5. Access to Meetings

That pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 12 and 15 of Part 4 of Schedule 12A of the above Act.

PART 2

Private Report of the Head of Human Resources

6. Voluntary Redundancy (VR) Scheme Update (Pages 29 - 76)

**S.Phillips
Chief Executive**

**Civic Centre
Port Talbot**

Tuesday, 7 May 2019

Committee Membership:

Chairperson: **Councillor D.Jones**

**Vice
Chairperson:** **Councillor S.Paddison**

Members: Councillors S.Bamsey, D.Cawsey, J.Hale,
N.T.Hunt, R.G.Jones, S.A.Knoyle, E.V.Latham,
S.Miller, S.Renkes and A.J.Taylor

**Non-Voting
Members:** Councillors C.Clement-Williams, L.Jones,
A.R.Lockyer, P.A.Rees, P.D.Richards and
A.Wingrave

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

13th May 2019

Report of the Head of Participation Mr Chris Millis

Matter for Decision

Wards Affected:

All wards

Additional Grant Funding For Youth Work.

Purpose of the Report

To seek Member approval to create six full time employees for the period 2019 - 2020 to develop Youth Homelessness and Youth Mental Health & Wellbeing provisions and also the West Glamorgan Regional Partnership to support Young Carers within Neath Port Talbot. It is proposed that the following posts are created:

| | |
|---|-----------|
| Youth Homelessness & Wellbeing Team Leader | JNC 17-20 |
| Youth Homelessness Youth Workers x 2 | JNC 13-16 |
| Youth Mental Health & Wellbeing Youth Workers x 2 | JNC 13-16 |
| Young Carers Youth Worker x 1 | JNC 13-16 |

Executive Summary

The Welsh government has allocated additional funding to each local authority via the Youth Support Grant to better equip Youth Services to deliver, and increase access to, provision aimed at the early identification and support of young people with emerging mental health, emotional or wellbeing issues and young people who are homeless or those at risk of or have experienced youth homelessness

The Youth Service proposes to use this additional Youth Support Grant to employ a team of Youth Workers who will provide targeted support for young people through youth work interventions. This support will be delivered in line with the Youth Support Grant criteria.

West Glamorgan Regional Partnership funding has been granted to the Youth Service to raise awareness of young carers with the aim of increasing referrals to the Young Carers provision.

Background

Neath Port Talbot Youth Service has delivered grant funded targeted Youth Work for over 19 years, the latest grant from the Welsh Government has additional funding attached which targets Youth Mental/ Emotional Health & Wellbeing and Youth Homelessness.

The Mental/ Emotional Health & Wellbeing allocation of the Youth Support Grant aims to develop a non-clinical model of intervention focusing on youth work approaches with the following additional criteria:

- Strengthen your youth work offer so it is better equipped to deliver, and increase access to, provision aimed at the early identification and support of young people with emerging mental health, emotional or wellbeing issues. This should include a focus on developing resilience through non-clinical/community support
- Strengthen collaborative, partnership working arrangements between the youth service and health, education, social care and voluntary sectors, ensuring a coordinated approach at a local level

- Ensure appropriate referral pathways and mechanisms for the effective tracking of young people identified as in need of support are in place and enhanced where appropriate
- Consider digital technology as a means of increasing availability and access.
- Explore the role of the Youth Engagement and Progression Framework, which already has these systems in place to reduce NEET figures, expanding its scope to identify mental health and wellbeing risk factors and help broker support;
- Recognise the need to work closely with local Child and Adolescent Mental Health Services, and local primary mental health care support services, to reduce demand for services through early identification and signposting to interventions;
- Take a flexible approach according to local need, but reflect the important role that youth work plays in providing safe places for young people to meet their peers and trusted adults, combating against issues associated with loneliness and isolation;
- Recognise the role of youth work in supporting young people to develop their personal resilience and emotional regulation skills; and ensure, therefore, that young people can access youth work, no matter where they live, alongside more targeted support depending on local need.
- The Youth Homelessness allocation of the Youth Support Grant aims to develop & deliver Youth Engagement and Progression Framework and youth work early intervention activity aimed at tackling youth homelessness. This must include:
 - Strengthening early identification systems to account for indicators associated with youth homelessness
 - Developing appropriate referral mechanisms, signposting, and pathways of support
 - Developing and delivering youth service-led training to practitioners across a range of local services so that they develop awareness of

youth homelessness and understand how to support young people effectively

- Employ a specific role aimed at establishing collaborative, partnership working arrangements across housing, health, education, social care, voluntary sectors, and a wide range of services/partners to ensure a coordinated approach and shared working practices.

West Glamorgan Regional Partnership funding has been approved to help raise awareness of young carers and the youth service aims to carry this out by employing a Young Carers Youth Worker to coordinate, facilitate awareness raising sessions and follow up these sessions with support, sign posting and referrals when needed.

Work will be carried out in conjunction with the schools and inform them of potential young carers and assist them to have the right information and support in order to cater for this vulnerable group of young people.

The Young Carers Youth Worker will look to grow the Keeping in Touch aspect of the young carers project as this is expanding and only looks like continuing to do so. The Youth Service has been able to provide an additional bus for transporting the young carers through this funding and this in turn has enabled a larger group of young carers to meet up, develop and to support each other through additional staffing and resources.

The Young Carers Youth Worker will also look at developing work to up skill professionals and partner agencies around the issues faced by young carers.

The current Youth Service Structure (Appendix 1) doesn't have capacity to deliver the additionality covered above. It is proposed that the additional Grant money is used to employ 6 new youth work posts. The proposed structure is attached as Appendix 2.

All of the additional posts will be recruited using the local authorities recruitment and selection policy and procedures. The posts will be advertised under the prior consideration process at first and if applicable will be advertised internally within the local authority. If any posts remain vacant after this approval to advertise externally will be sought. All of these posts are fixed term contracts to 31st March 2020.

Financial Impact

The total cost of the additional funding will be £314,042. This amount is divided between West Glamorgan Regional Partnership grant of £39,182 and £274,860 from Welsh Government which has been allocated but is subject to approval. This will have a positive financial impact to the organisation.

These additional posts on the staffing structure will ensure the service is able to meet the additionality set out in the West Glamorgan Regional Partnership plan and Youth Support Grant Work Plan for 2019/2020.

Financially the Local Authority will have six new full time positions that can be advertised within the organisation.

A financial appraisal is attached as Appendix 3 stating the salary costs for the grants.

Equality Impact Assessment

The equality implications of the proposals have been assessed in accordance with the Equality Act 2010. The Equality Impact Assessment (EIA) Screening Tool has determined that this proposal does not require an Equality Impact Assessment. See Appendix 4 for EIA Screening Tool.

Workforce Impacts

There are no workforce impacts associated with this report. The additional posts line management will be built into the existing Youth Service Management Team.

Legal Impacts

There are no legal impacts associated with this report.

Risk Management Impacts

There are no risk management issues associated with this report.

If the proposals were not accepted then the additional support would not be delivered to young people which may result in young people facing a

range of issues including poor emotional/mental health and wellbeing, young people becoming homeless and young carers not being identified and given support.

Other Impacts

There are no other impacts associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendations

It is RECOMMENDED that Members APPROVE the creation of six full time employees for the period 2019 - 2020 to develop Youth Homelessness and Youth Mental Health & Wellbeing provisions and also the West Glamorgan Regional Partnership to support Young Carers within Neath Port Talbot. It is proposed that the following posts are created:

| | |
|---|-----------|
| Youth Homelessness & Wellbeing Team Leader | JNC 17-20 |
| Youth Homelessness Youth Workers x 2 | JNC 13-16 |
| Youth Mental Health & Wellbeing Youth Workers x 2 | JNC 13-16 |
| Young Carers Youth Worker x 1 | JNC 13-16 |

FOR DECISION

Reasons for Proposed Decision

The recommendation is made that members approve the proposed use of additional grants to enable changes to the youth service structure and the recruitment of the additional youth workers needed to carry out the work stipulated within the grant plans.

Implementation of Decision

The decision is proposed for implementation after the three day call in period

Appendices

Appendix 1 - Youth Service Structure

Appendix 2 - Proposed Youth Service Structure

Appendix 3 - Financial Appraisal

Appendix 4 - EIA Screening Form

List of Background Papers

None

Officer Contact

Chris Millis - Head of Participation,

e-mail: c.d.millis@npt.gov.uk

Telephone: 01639 763226

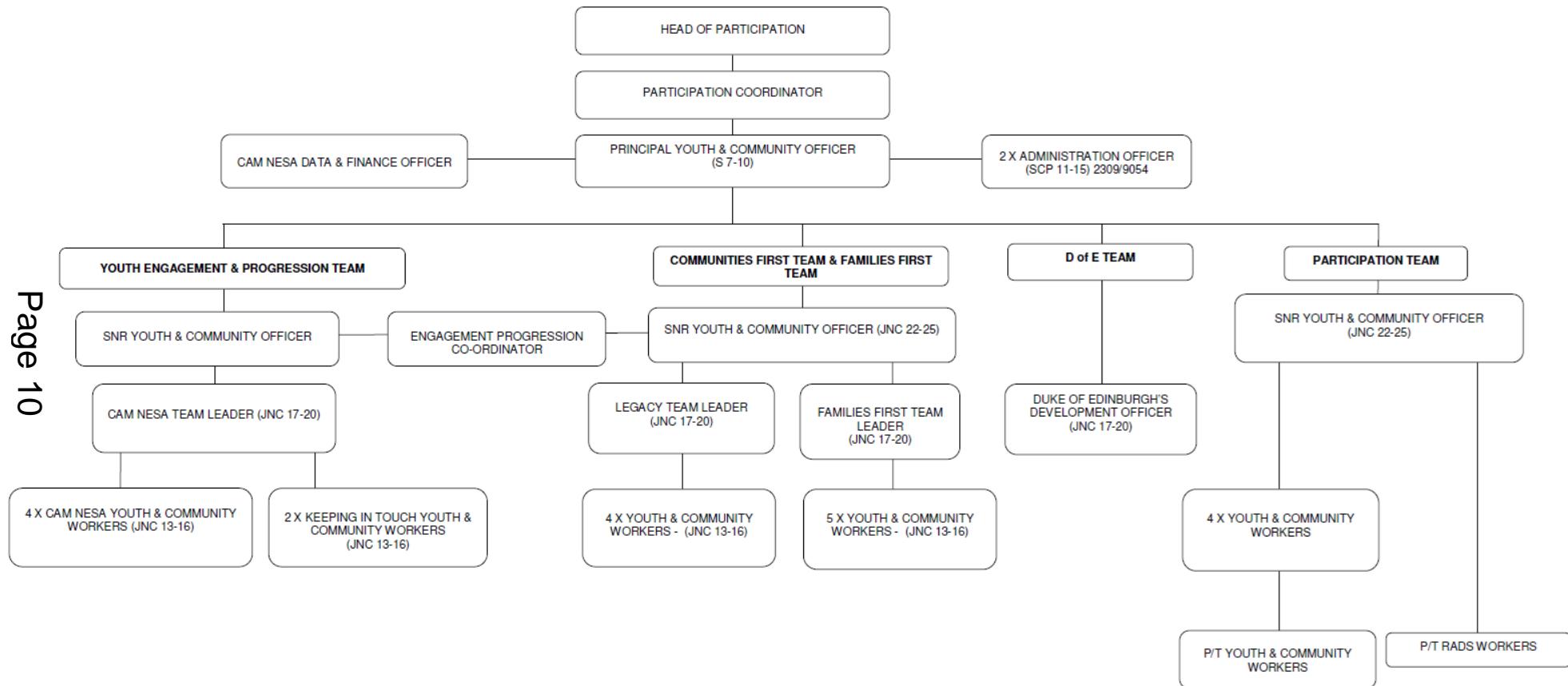
Mrs Angeline Spooner-Cleverly - Participation Co0ordinator,

e-mail: a.spooner-cleverly@npt.gov.uk

Telephone: 01639 686044

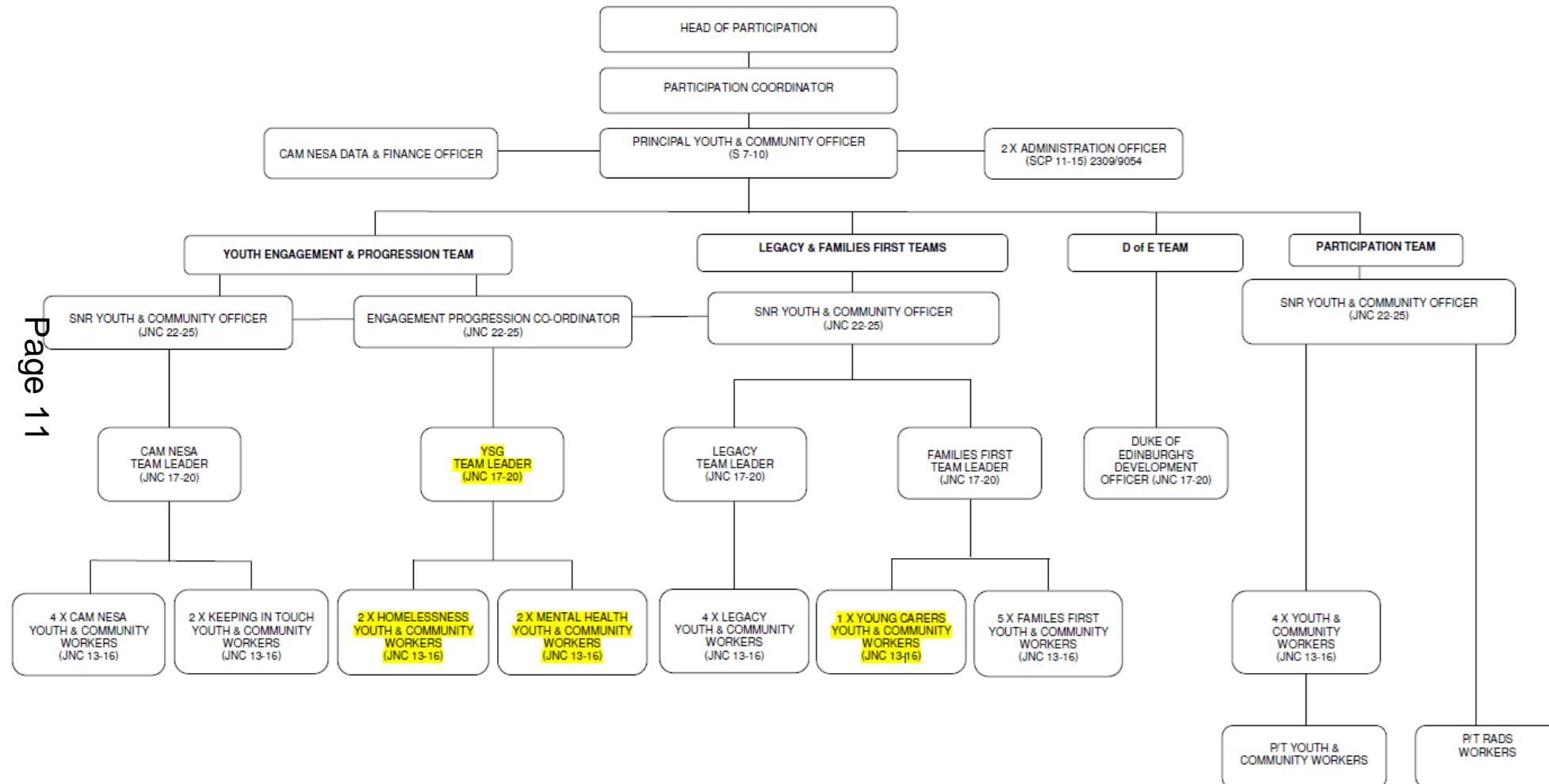
YOUTH SERVICE STRUCTURE 2018

Page 10



PROPOSED STRUCTURE 2019

Page 11



FINANCIAL APPRAISAL

APPENDIX 3

SET UP COSTS

| | |
|--------------------------------------|--------------|
| Costs | Current Year |
| Recruitment costs | |
| Accommodation costs | |
| Office costs | |
| IT | |
| Other (Specify) | |
| Total Set Up Costs | 0 |
| | |
| Funding of Set Up Costs | |
| Revenue budget | |
| Reserves | |
| Specific Grant | |
| Other (Specify) | |
| Total Funding of Set up costs | 0 |

RECURRING COSTS

| RECURRING COSTS | Current Year | Full Year | Maximum cost |
|--|---------------------|------------------|---------------------|
| Costs | | | |
| Salary (see details next page) | 226,642 | 226,642 | 226,642 |
| Training & Resources | 82,600 | 82,600 | 82,600 |
| Accommodation Running costs | - | - | - |
| Travel & Subsistence (standby allowance) | 3,000 | 3,000 | 3,000 |
| Other Running costs - office supplies | 900 | 900 | 900 |
| Other Running costs - IT | 900 | 900 | 900 |
| Total Recurring costs | 314,042 | 314,042 | 314,042 |
| Funding of Recurring costs | | | |
| External sources | | | |
| Specific Grant | 314,042 | 314,042 | 314,042 |
| External Agencies | | | |
| Service Level agreement | | | |
| Other (Specify) | | | |
| <u>Internal sources</u> | | | |
| Existing budget Allocation | | | |
| Other (specify) | | | |
| Total Funding | 314,042 | 314,042 | 314,042 |

Please refer to this table in the Financial Appraisal section of the report

FINANCIAL APPRAISAL - SALARY DETAILS

Please ensure that you refer to the Draft Screening Form Guidance while completing this form. If you would like further guidance please contact Corporate Strategy or your directorate Heads of Service Equality Group Champion.

Section 1

What service area and directorate are you from?

Service Area: Youth Service

Directorate: ELLLS

Q1(a) What are you screening for relevance?

| Service/ Function | Policy/ Procedure | Project | Strategy | Plan | Proposal |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(b) Please name and describe below

Use of additional grant funding to provide youth work support to young people.

Q2(a) What does Q1a relate to?

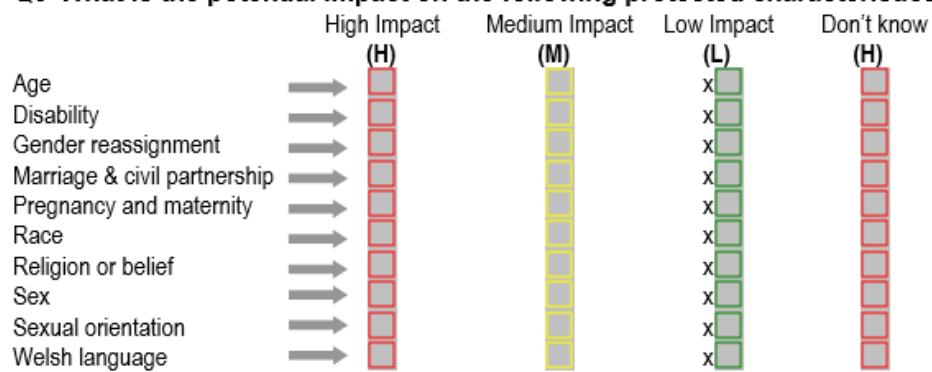
| | | |
|---------------------------------------|---|--|
| Direct front line service delivery | Indirect front line service delivery | Indirect back room service delivery |
|---------------------------------------|---|--|

(H)

(b) Do your customers/clients access this service...?

| | | | |
|-------------------------|-------------------------|---|---------------------------------------|
| Because they need to | Because they want to | Because it is automatically provided to everyone in NPT | On an internal basis i.e. Staff |
|-------------------------|-------------------------|---|---------------------------------------|

(M)

Q3 What is the potential impact on the following protected characteristics?**Q4(a) How visible is this service/function/policy/procedure/ project/strategy to the general public?**

| | | |
|--------------------------------------|--|-------------------------------------|
| High visibility to general public | Medium visibility to general public | Low visibility to general public |
|--------------------------------------|--|-------------------------------------|

(M)

- (b) What is the potential risk to the council's reputation? (Consider the following impacts – legal, financial, political, media, public perception etc...)

| | | |
|----------------------------|------------------------------|---------------------------|
| High risk to reputation | Medium risk to reputation | Low risk to reputation |
|----------------------------|------------------------------|---------------------------|

 (L)

Q5 How did you score?
Please tick the relevant box

MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
Please go to Section 2

MOSTLY L → LOW PRIORITY / NOT RELEVANT → Do not complete EIA
Please go to Q6 followed by Section 2

Q6 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

After completion of this assessment it has been determined that due to the low impact and risk associated with this project that a full Equality Impact Assessment is not required.

Section 2

| | |
|--|----------|
| Screener- This to be completed by the person responsible for completing this screening | |
| Name: Jason Haeney | |
| Location: NPT Youth Service | |
| Telephone Number: 01639 763030 | |
| Date: | 09/04/19 |

| | |
|-----------------------------|--|
| Approval by Head of Service | |
| Name: | |
| Position: | |
| Date: | |

Please ensure this completed form is filed appropriately within your directorate because it may be required as evidence should a legal challenge be made regarding compliance with the Equality Act 2010.

Agenda Item 3

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

Personnel Committee

13th May 2019

Head of Human Resources – Sheenagh Rees

Matter for Decision

Wards Affected:

All Wards

Time to Change Wales Campaign

1. Executive Summary

Mental health related absence accounts for the most days lost to sickness absence and therefore it is a priority in the workforce plan to develop a strategy in relation to mental health in the workplace.

The Time to Change Wales Campaign's Employer Pledge provides a framework for employers to work within to support employees with their mental health. The Campaign provides support to employers including training and access to a range of resources. There are no financial costs to the scheme. Corporate Directors and trade unions have been consulted and are supportive of this proposal.

2. Purpose of Report

The purpose of this report is to ask Members for authority to commit to the Time to Change Wales Campaign's Employer Pledge Commitment.

3. Background information

Mental health related absence has represented the highest number of days lost to sickness absence in the Council for a number of years and because of this, it is a Workforce Plan priority to develop actions to support the mental health of our employees

Time to Change Wales is a national campaign to end the stigma and discrimination faced by people with mental health problems. The campaign is delivered by a partnership of two leading Welsh mental health charities, Mind Cymru and Hafal, overseen by a Programme Management Board (PMB) which includes the Chief Executives and key senior staff from the two partner organisations. The PMB also includes people with lived experience of mental health problems and individuals with expertise relevant to the campaign. The campaign is funded by Big Lottery, Comic Relief and Welsh Government.

People who experience mental illness often face stigma and discrimination in the workplace, socially and within families. This can make life with a mental health problem more difficult than the symptoms themselves. The Campaign seeks to improve knowledge and understanding about mental illness and, most importantly of all, get people talking about mental health. This is an evidenced based approach, which has demonstrated that by sharing lived experiences and life stories by those who have suffered or suffer with mental health problems, this can lead to transformational change in attitude and a reduction in stigma and discrimination amongst those with who the story is shared. Champions and people are at the heart of the Time to Change Wales programme.

4. The Employer Pledge Commitment

The Time to Change Wales pledge is a public declaration that an organisation wants to step up to tackle mental health stigma and discrimination. It isn't a quality mark, accreditation or endorsement. There is no test or application. Employers just have to commit to taking actions that are realistic and right for them, that will lead to a

reduction in discrimination within the organisation and wider community.

Every organisation is different and there are any number of ways in which the pledge can be put into action. A draft action plan for the Council is attached at Appendix 1, and this has been developed in partnership with our trade unions. The action plan draws on the internal resources we already have in place as well as resources that will be made available by Time to Change Wales, including support to train a pool of 'Employee Champions' who will be instrumental in disseminating messages and information about mental health. The actions include awareness raising actions as well as the development of policies and processes that help address mental health problems in the workplace, help for managers and employees to enable them to talk about mental health, and actions to ensure employees have access to information and where to find help.

5. Next steps

If Member approval is given to commit the Council to the Employer Pledge Commitment it is intended to implement the action plan as set out in the appendix to this report.

6. Financial impact

There is no financial impact in relation to this Pledge.

7. Integrated impact assessment

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016).

The first stage assessment has indicated that a more in-depth assessment is not required. A summary is included below:

"A full impact assessment is not required as the initiative to sign the employer pledge will not in itself affect any changes to employment. As and when actions are developed and prior to implementation this first stage screening assessment will be re-visited to determine whether anything has changed and whether a full impact assessment is then needed".

8. Workforce impacts

The intention behind the Time to Change Wales campaign is to have a positive impact in relation to stigma and discrimination faced by people with mental health problems within the workplace. Trade unions are supporting the initiative and are key members of the project team established to deliver the action plan.

9. Legal impacts

No implications

10. Risk Management impacts

This proposal is a mitigating action in relation to Operational risk HR2, the risk of service delivery failure if sickness absence levels increase across the Council – as mental health related absence accounts for the highest reason for sickness absence, by putting in place supportive measures to address mental health in the workplace the risk of increased sickness absence should be addressed positively.

11. Crime and Disorder Impacts

No impact.

12. Counter Terrorism Impacts

No impact.

13. Consultation

There is no requirement for external consultation on this item.

14. Recommendation

It is recommended that Members approve the proposal to commit to the Time to Change Wales Campaign's Employer Pledge Commitment.

15. Reasons for proposed decision

To support employees with mental health problems in the workplace.

16. Implementation of decision

The decision is proposed for implementation after the three day call in period.

17. Appendices

Appendix 1 – Employer Pledge Action Plan

Appendix 2 – Integrated Impact Assessment

18. Officer contact

Sheenagh Rees – Head of Human Resources,
s.rees5@npt.gov.uk, telephone: 01639 763315

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Employer Pledge Action Plan

In order to continue with your request to sign the Time to Change Wales Employer Pledge, please complete this document and email it to: pledge@timetochangewales.org.uk. We ask that you submit your plan a **minimum of four 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. While neither a quality mark nor endorsement, for a Pledge to have real value, it should lead to some practical action. Your action plan document will not be shared with anyone outside of Time to Change Wales but we need to see that you are serious about being active in the campaign to ensure the Time to Change Wales Employer Pledge maintains its value.

You should have received a full guide on how to fill out your action plan, along with an explanation of the seven key principles listed in the plan. If you have not received this, please email pledge@timetochangewales.org.uk.

This template is not prescriptive but offers a variety of suggested actions that may give ideas for writing your organisation's action plan. There are a number of suggested actions for each section but you should not feel that you are required to include as many actions in your plan. Neither should you be limited by these suggestions, in fact, we encourage you to identify actions that are relevant and achievable in your organisation.

| | | | |
|----------------------|---------------------------|----------------------|------------------------|
| Organisation: | Neath Port Talbot Council | Main contact: | Diane Hopkins |
| Twitter: | | Job title: | Principal HR Manager |
| Facebook: | | Email: | d.b.hopkins@npt.gov.uk |
| Instagram: | | Phone: | 01639 763012 |

Employer Pledge Action Plan Template

| Action plan principle | Activity description | Internal lead(s) | Timescales | Performance measure(s) |
|--|---|---|---|--|
| Demonstrate senior level buy-in How will you show that your senior leaders are committed to addressing mental health in the workplace? | <p><i>List at least two tangible activities your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i></p> <ul style="list-style-type: none"> • Senior management will attend the TtCW pledge signing. • A senior member of staff to talk about the importance of tackling mental health stigma (e.g. at pledge signing and via an article In The Loop). • A senior member of staff will share their own lived experience of mental ill-health. • Mental health and wellbeing will be a standing agenda item on senior management team meeting agendas. • The mental health and wellbeing of staff will be reviewed and discussed annually at Corporate Directors Group and Personnel Committee • The TtCW pledge board will be displayed in a prominent place that can be viewed by staff and visitors. | Sheenagh Rees / Diane Hopkins | Report to Personnel Committee in May 2019 6 weeks from then TTCW will approve pledge and arrange signing event – July 2019 | Signing event Articles from In The Loop Agendas and reports in relation to mental health Pledge will be displayed |
| Demonstrate accountability and recruit Employee Champions How will you ensure that this action plan is | <ul style="list-style-type: none"> • A named member of staff will have responsibility and oversight for implementing the TtCW Action Plan. • Progress on the TtCW Action Plan will be reviewed annually by the HR Team and Corporate Directors Group and this will be shared with trade unions at Staff Council. • A written progress review on the TtCW Action Plan will be provided annually to elected Members at Personnel Committee | Diane Hopkins Diane Hopkins/ Sheenagh Rees | Ongoing 6 months from signing event and then annually – January 2020 | Reports provided |

Funded by:



| | | | | |
|---|--|--|---|--|
| <p>successfully implemented?</p> <p>How will you recruit Employee Champions to support your work?</p> <p>More information on Employee Champions here.</p> | <ul style="list-style-type: none"> celebrating successes and making recommendations for further actions. Our performance appraisal system will include a section on wellbeing. Our Return to Work interview template will include a section on wellbeing We will publish a staff notice informing employees about TtCW and invite them to put themselves forward to become an Employee Champion. | Cath Lewis Tom Owen Rachelle McClaughlan | By May 2019 By May 2019 July 2019 | |
| <p>Raise awareness about mental health</p> <p>How will you get your employees talking about mental health?</p> | <ul style="list-style-type: none"> We will sign the TtCW pledge at an event attended by a large group of staff. We will encourage our Employee Champions to arrange Activities to link with at least one annual mental health event – for 2019 we will aim to promote World Mental Health Day on Thursday 10th October 2019 and will allocate them time to do this. We will display posters and other literature promoting mental health and wellbeing throughout the workplace. We will have mental health as an ongoing agenda item at manager-level meetings and we will encourage School Governing Bodies to consider doing the same.. We will add the 'Time to Change Wales Pledged Employer' digital stamp to our website and email signature. We will promote our pledge commitment to mental health and wellbeing through our social media channels. We will encourage behaviours that positively benefit mental health <ul style="list-style-type: none"> We will provide 1:1 wellbeing sessions for employees We will provide a Men's mental health leaflet | Diane Hopkins Rachelle McClaughlan Rachelle McClaughlan Heads of Service Anita James Anita James OHU OHU OHU | July 2019 October 2019 July 2019 – ongoing July 2019 – ongoing July 2019 onwards These initiatives are currently | We will measure the difference this makes by comparing the number of referrals in relation to employees mental health before these changes were made compared to after the changes are made. This will provide an indicator on whether employees feel more able to speak to their manager about their mental health. |

Funded by:



| | | | | |
|--|---|--|--|---|
| | <ul style="list-style-type: none"> ○ We will provide bereavement counselling for employees ○ We will provide specialist baby loss counselling for employees ○ We will run mindfulness sessions ○ We will run health promotion sessions ○ Our Health and Safety training includes a session on Mental Health in the Workplace ● We will work in partnership with our trade union Union Learning Representatives network to run sessions and training courses which will raise awareness, signpost employees and support employees with mental health. ● We will commission bespoke training on equalities for our Accountable Managers and Head teachers, which will include a dedicated section on reasonable adjustments | OHU OHU Cath Roberts OHU UNISON/GMB | being run by OHU and will continue These initiatives are currently being run by OHU and will continue January 2020 | |
| 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 | <ul style="list-style-type: none"> ● We will review our policies to ensure that they support both physical and mental health related illness e.g. Maximising Attendance at Work Policy ● We will develop a Guidance Note on Reasonable Adjustments ● Our HR team will provide advice and training to ensure managers and Head teachers understand our policies relating to mental health and stress risk assessments ● We will amend our pre-placement medical questionnaire to include mental health ● We will make mental health and wellbeing part of the induction programme for new employees to ensure they are able to look after their mental wellbeing, and that of colleagues, and are aware of where they can access advice and support if they experience a mental health issue. | Diane Hopkins/Katie Stephens Diane Hopkins/Katie Stephens Katie Stephens Cath Roberts | Completed September 2019 Ongoing Completed July 2019 | We will measure our performance by comparing our sickness absence data annually, using the four quarters of 2018/19 as a benchmark. |



| | | | | |
|--|---|---|---|---|
| mental health problems to come forward? | | | | |
| 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 | <ul style="list-style-type: none"> We will develop a corporate template for supervisions and 1:1s to include mental wellbeing to ensure that discussions are taking place on a regular basis between managers / Head teachers and employees so that staff feel they can discuss this privately. We will invite TtCW to offer free Employee Champions training for members of staff who feel confident enough to share their own experiences with colleagues. We will encourage staff to share through the staff newsletter/intranet examples of how they have been well supported when struggling with their mental health to make colleagues aware of the positive help available. This can be done anonymously if necessary. | Heads of Service Diane Hopkins HR/OHU | July 2019 September 2019 July 2019 and ongoing | We will measure this by comparing the numbers of employees who share their personal experiences on a quarterly basis. |
| 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? | <ul style="list-style-type: none"> We will provide a website to enable line managers / Head teachers to support and signpost staff who have a concern about their personal mental health The website will also provide guidance for both managers / Head teachers and employees on signs and symptoms, looking after mental health, what to do if a team member discloses a mental health condition, and where to go for advice and support. We will equip line managers / Head teachers to appropriately support staff who are returning to work following absence due to mental ill-health. | Shaun Burgess Amy Hutchings OHU | July 2019 July 2019 These actions are currently ongoing and will continue | We will monitor impact by the number of hits to the website. We will use this information to continue to enhance the content. |

Funded by:

| | | | | |
|--|---|--|---|---|
| | <ul style="list-style-type: none"> We will equip managers to support staff manage workplace stress via our Stress at Work Policy and our OHU Referral Process Our HR team will give advice and support to line managers / Head teachers who are supporting a member of staff experiencing mental ill-health. | Amy Hutchings | | |
| 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? | <ul style="list-style-type: none"> Posters and other literature promoting mental health and wellbeing will be displayed throughout the workplace. We will include information about mental health and signpost to support services as part of our induction for new employees. We will ensure that all line-managers / Head teachers are aware of signposting routes to relevant mental health support services. We are currently researching training courses on Mental Health First Aid, with a view to training 2 employees per Directorate to provide additional support to our employees. We will offer guidance to any schools who wish to create their own Mental Health First Aiders. | Rachelle McClaughlan Cath Roberts Shaun Burgess via website Amy Hutchings | July 2019 August 2019 August 2019 September 2019 | If we decide to use Mental Health First Aiders, we will measure performance by the numbers of employees who use this service. We will use this data to inform |

let's end mental health discrimination



rhawn ddiwedd ar wahaniaethu ar sail iechyd meddwl



| | | | |
|--|--|--|---|
| | | | our decision on whether to increase the numbers of MHFA we support. |
|--|--|--|---|



Tell the world about your Employer Pledge commitment!

Website summary

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 our website.

Neath Port Talbot County Borough Council is delighted to work with Time to Change Wales on its campaign to end the stigma and discrimination faced by people with mental health problems. As a Council, we value the commitment of our employees who help us to deliver high quality services to the communities we serve. In order to support our employees we are working to improve our knowledge and understanding of mental illness to reduce the stigma that surrounds it. We will provide interventions for our employees who are experiencing mental illness and thereby creating an organisation in which individuals feel valued, supported and able to talk about mental health.

Please send this Action Plan **a minimum of 4 weeks before** your intended pledge date to:

pledge@timetochangewales.org.uk

Checklist:

- ✓ Fully completed the Action Plan
- ✓ Hi-res logo attached (300dpi if possible)

Agenda Item 6

By virtue of paragraph(s) 12 of Part 4 of Schedule 12A
of the Local Government Act 1972.

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