

MENTAL HEALTH STRATEGY ACTION PLAN

ACTION PLAN (as at 24th January 2025)

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
1.	Demonstrate Senior Level Buy-in	Pledge signing event (Staff Council) 16 th September 2016	ACTION COMPLETED	Diane Hopkins / Liam Hedges
A				
B		Pledge Board displayed in the reception of each Civic Centre, The Quays, Neath and Port Talbot.	ACTION COMPLETED	Liam Hedges / Kirsty Williams
C		Digital stamp to be included in Recruitment literature including Jobs Website.	ACTION COMPLETED	Lauren Margetson
D		Joint Press release with trade unions following Pledge signing event.	ACTION COMPLETED	Liam Hedges / Kirsty Williams
E		Mental health and wellbeing of staff will be reviewed and discussed annually at CDG and Personnel Committee.	JM has developed a Workforce Information Data Report, which includes sickness and mental health data. SR will present this quarterly to CDG, Personnel Committee and Staff Council. At the start of 2024 we now provide a quarterly report to Heads of Service and Corporate Directors on workforce information including sickness data.	Sheenagh Rees / Diane Hopkins / Julie Moore
F		Optimising Mental Wellbeing Programme to be provided for the Corporate Management Group, with Aspire2Be.	SR secured a free pilot programme, held on 7 th February 2020, provided to Corporate Management Group, including Chief / Asst Chief Executive, Corporate Directors and all Heads of Service. Feedback was excellent, and CMG have requested follow up sessions. SR to update at next meeting in relation to Optimising Wellbeing follow up sessions for CMG.	Sheenagh Rees
2.	Demonstrate Accountability and Recruit Employee Champions	Employee Champion Recruitment – for discussion	33 Employee Champions recruited across the Council	Leigh Batchelor
A				
		Recruitment of Mental Health Champions in our Schools	To be taken forward by Schools Wellbeing Group	Schools Wellbeing Group

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
B		Our performance appraisal system includes a section on wellbeing.	ACTION COMPLETED.	Diane Hopkins
C		Our Return to Work interview template includes a section on wellbeing.	ACTION COMPLETED.	Amy Hutchings / Tom Owen
3. A	Raise Awareness about Mental Health	Provision of sickness data to inform each meeting (to be provided at the meeting). See Action 1 E above.	ACTION COMPLETED.	Julie Moore
B		In the Loop article following Pledge Signing World Mental Health Day.	ACTION COMPLETED	Amy Hutchings / Liam Hedges / Kirsty Williams
C		We will add the 'Time to Change Wales Pledged Employer' digital stamp to recruitment our website and email signature	See action 1c above.	Lauren Margetson
D		World Mental Health Day 10 th October 2019 Safetalk training for managers (suicide prevention) Tea & Talk (line managers to be encouraged to implement) Mental Health information stall in 3 civic buildings 10 th October 2019 In the Loop / intranet / poster advertising	ACTION COMPLETED	Diane Hopkins
E		Mental health & well-being in schools is a standing agenda item for LSPG / 2+2 (School data to be shared in meeting)	ACTION COMPLETED.	Amy Hutchings
F		TTCW Time to Talk Day This occurs in February each year. Information and resources are provided corporately for individual	ONGOING Dissemination of TTCW toolkit to all managements teams Walk and Talk Various 'Tea & Talk' events organised by accountable managers across the Council	Diane Hopkins

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
		teams to run 'walk and talk' or 'tea and talk' sessions with their teams		
G		Schools Wellbeing Group established to share good practice Corporately across schools in NPT	Inaugural meeting of the group took place on 16 th November 2023. Regular meetings have taken place throughout 2024 to promote wellbeing activities across our schools. Awareness raising sessions have been explored for school staff and developed options for delivery. These will be progressed in 2025.	Future of Work Team
4. A	Update and implement policies to address mental health problems in the workplace	A guidance note on reasonable adjustments has been developed and an action plan agreed for implementation.	ACTION COMPLETED.	Diane Hopkins / Katie Stephens
B		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.	ACTION COMPLETED	Future of Work Team
C		Policy development and guidance linked to employee wellbeing	<ul style="list-style-type: none"> ➤ Menopause Toolkit - 2019 ➤ Safe Leave (special leave provision for employees who are victims of Domestic Abuse) – December 2019 ➤ Carer's Policy (support for employees with caring responsibilities) – February 2020 ➤ Reasonable Adjustment Disability Passport introduced 2023 ➤ Menopause Matters Viva Engage Channel ➤ 	Diane Hopkins
5. A	Ask your employees to share their personal experiences of mental health problems	Invite employees to share their personal stories – for discussion	One employee champion has shared his story in the Sway. Further stories to be published Five Employee Champions introduced themselves on NPT Connect, and posters have been shared and placed in buildings across the Council.	Future of Work Team

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
B		We will develop a corporate template for supervisions and 1:1s to include mental wellbeing to ensure that discussions are taking place on regular basis between managers / Head teachers and employees so that staff feel they can discuss this privately.	ACTION COMPLETED.	Cath Roberts / Lynne Doyle
6. A	Equip line managers to have conversations about mental health	Level 1 Awareness for First Aid Mental Health Training.	<p>See action 7c below.</p> <p>Occupational Health Referral Line, where managers can ring and get advice on relevant organisations to support employees with their mental health.</p> <p>Delivered Mental Health awareness-raising sessions to council teams including details on Employee Champions throughout 2024.</p> <p>Dedicated area on NPT Connect on Mental Health resources.</p> <p>Employee Assistance Programme provides advice to managers on employee wellbeing.</p>	LTD Team/Future of Work Team
B		Managers Induction Programme	A comprehensive programme for new managers on all aspects of managing people and resources. A session on employee wellbeing and mental health signposting to be included.	Lynne Doyle
7. A	Provide information about mental health and signpost to support services	Awareness raising posters and literature - a range of posters and leaflets have been produced, which OHU will make available.	ACTION COMPLETED AND ONGOING	OHU
B		Implement the Employee Assistance Programme where	Action completed. VIVUP is the Council's Employee Assistance Programme and has been in operation since January 2023.	Diane Hopkins

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
		employees can access comprehensive information on looking after their mental health, other health and lifestyle benefits and more importantly 1:1 counselling sessions either online or face to face. This will be available 24/7 as it is appreciated that people do not only need support during working hours and is entirely confidential.	Almost 5% of our workforce have accessed the EAP for counselling sessions, in the moment support, to listen to podcasts, track their health or download the comprehensive resources available on physical and mental wellbeing.	
C		Ongoing training on Mental Health Employee Champions	<p>Mental Health First Aider Awareness PILOT training held for the MH Project team 30th January 2020. Further courses to be offered as corporate training offer.</p> <p>Ajuda Foundation Webinars:</p> <ul style="list-style-type: none"> Mental Health Champions attend free webinars, promoted via the Viva Engage Wellbeing Channel, covering topics such as suicide and financial wellbeing, coping with stress and anxiety, addiction awareness, and neurodiversity and mental health. <p>Time to Change Wales:</p> <ul style="list-style-type: none"> Five Champions attended online sessions to raise awareness of mental health support. Recently, they also attended an in-person session focusing on the principles of the Pledge signed by the Council. <p>Wales Mental Health and Wellbeing Forum Conference:</p> <ul style="list-style-type: none"> Three Champions attended on 15th November 2024 to research various exhibitors and raise awareness of poor mental health. 	LTD Team
D		Contact made with MIND (a mental health charity) and they will be	Emotional Resilience - 14th September 2023 - 6 sessions, people will need to attend all 6 sessions. 9 attendees	LTD Team/Future of Work Team

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
		<p>running training courses for our employees.</p> <p>Further discussion with MIND in relation to continuing the programme of courses that they could deliver both online and in person</p>	<p>Mental Health and Masculinity - 12th October 2023. 11 attendees</p> <p>Breaking unhelpful thinking patterns - 2nd November 2023 - 6 sessions, people will need to attend all 6 sessions. 23 attendees</p> <p>Mental health and money - 11th January 2024 - 6 sessions, people will need to attend all 6 sessions.</p> <p>Managing anxiety - 29th February 2024 - 6 sessions, people will need to attend all 6 sessions.</p> <p>Mental Health Awareness Taster Sessions throughout 2024: Ongoing promotion of sessions with Mind, covering topics like emotional resilience, mental health and masculinity, breaking unhelpful thinking patterns, mental health and money, and managing anxiety. Each session lasts for one hour.</p>	
E		Develop an ELearning Stress Management Course and a short course on Self care	Now available with the Corporate E-Learning courses. ACTIONED	LTD Team
F		Target hard to reach groups eg front line workers with resources	A new TV has been installed at the SRC at the Quays where information on Men's Mental Health and other relevant information will be communicated.	Future of Work Team
G		Men's Walk and Talks	<p>20/11/2023</p> <p>24th November 2023(Quays)</p> <p>29th November 2023 (Gnoll Park)</p> <p>8th December 2023 (Quays)</p>	Future of Work Team/Employee Champions
H		Financial & Wellbeing Roadshow:	Four sessions delivered and supported by Mental Health Champions to raise awareness of available support, including the Employee Assistance Programme and the Mental Health Network. Sessions were held on 24th June 2024, 15th July 2024, 17th October 2024, and 9th January 2025, with future dates being explored.	

	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
			<p>Three sessions delivered to promote relaxation with sound healing and meditation on 18th March 2024, 13th December 2024, and 30th January 2025.</p> <p>Weekly wellbeing material shared across Viva Engage Channels (ongoing)</p>	
I		Awareness raising sessions	Throughout 2024, the Future of Work Team visited various Council teams to update them on relevant developments, including policy changes and wellness initiatives. Engagements included visits to primary schools, Hillside, Homecare, Rhodes House, Brynamlwg, Trem Y Mor, Building Control, Building Control Admin, and to Streetcare employees at the SRC.	Future of Work Team
J		Employee Champion support to our employees across the Council	Throughout 2024 our Employee Champions supported employees by providing someone to talk to and enabling them to seek further support, such as contacting their GP or accessing the Employee Assistance Programme for counselling.	Employee Champions