



# 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](mailto: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](mailto: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.*

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



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## Employer Pledge Action Plan Template

| Action plan principle   | Activity description<br><i>List at least two tangible activities your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i>  | Internal lead(s)<br><i>Outline who is responsible for each activity</i> | Timescales<br><i>Provide planned timescales and dates</i>  | Performance measure(s)<br><i>Outline how you will monitor impact and success</i>  |
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| <p><b>Demonstrate senior level buy-in</b></p> <p>How will you show that your senior leaders are committed to addressing mental health in the workplace?</p> | <ul style="list-style-type: none"> <li>Senior management will attend the TtCW pledge signing.</li> <li>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).</li> <li>A senior member of staff will share their own lived experience of mental ill-health.</li> <li>Mental health and wellbeing will be a standing agenda item on senior management team meeting agendas.</li> <li>The mental health and wellbeing of staff will be reviewed and discussed annually at Corporate Directors Group and Personnel Committee</li> <li>The TtCW pledge board will be displayed in a prominent place that can be viewed by staff and visitors.</li> </ul> | <p>Sheenagh Rees / Diane Hopkins</p>                                    | <p>Report to Personnel Committee in May 2019</p>   | <p>Signing event</p> <p>Articles from In The Loop</p> <p>Agendas and reports in relation to mental health</p> <p>Pledge will be displayed</p> |
| <p><b>Demonstrate accountability and recruit Employee Champions</b></p> <p>How will you ensure that this action plan is</p>                                 | <ul style="list-style-type: none"> <li>A named member of staff will have responsibility and oversight for implementing the TtCW Action Plan.</li> <li>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.</li> <li>A written progress review on the TtCW Action Plan will be provided annually to elected Members at Personnel Committee</li> </ul>   | <p>Diane Hopkins</p> <p>Diane Hopkins/ Sheenagh Rees</p>                | <p>Ongoing</p> <p>6 months from signing event and then annually – January 2020 December 2019</p> | <p>Reports provided</p>   |

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| <p>successfully implemented?</p> <p>How will you recruit Employee Champions to support your work?</p> <p><a href="#">More information on Employee Champions here.</a></p> | <p>celebrating successes and making recommendations for further actions.</p> <ul style="list-style-type: none"> <li>• Our performance appraisal system will include a section on wellbeing.</li> <li>• Our Return to Work interview template will include a section on wellbeing</li> <li>• We will publish a staff notice informing employees about TtCW and invite them to put themselves forward to become an Employee Champion.</li> </ul>   | <p>Cath Lewis</p> <p>Tom Owen</p> <p>Rachelle McClaughlan</p>  | <p>Completed</p> <p>Completed</p> <p>January 2020</p>   |   |
| <p><b>Raise awareness about mental health</b></p> <p>How will you get your employees talking about mental health?</p>   | <ul style="list-style-type: none"> <li>• We will sign the TtCW pledge at an event attended by a large group of staff.</li> <li>• 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 10<sup>th</sup> October 2019 and will allocate them time to do this.</li> <li>• We will display posters and other literature promoting mental health and wellbeing throughout the workplace.</li> <li>• 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..</li> <li>• We will add the 'Time to Change Wales Pledged Employer' digital stamp to our website and email signature.</li> <li>• We will promote our pledge commitment to mental health and wellbeing through our social media channels.</li> <li>• We will encourage behaviours that positively benefit mental health             <ul style="list-style-type: none"> <li>○ We will provide 1:1 wellbeing sessions for employees</li> <li>○ We will provide a Men's mental health leaflet</li> </ul> </li> </ul> | <p>Diane Hopkins</p> <p>Rachelle McClaughlan</p> <p>Rachelle McClaughlan</p> <p>Heads of Service<br/>Anita James</p> <p>Anita James</p> <p>OHU<br/>OHU</p> | <p>Completed</p> <p>October 2019</p> <p>July 2019 – ongoing</p> <p>31 January 2020</p> <p>Ongoing</p> | <p>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.</p> |



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|   | <ul style="list-style-type: none"> <li>○ We will provide bereavement counselling for employees</li> <li>○ We will provide specialist baby loss counselling for employees</li> <li>○ We will run mindfulness sessions</li> <li>○ We will run health promotion sessions</li> <li>○ Our Health and Safety training includes a session on Mental Health in the Workplace</li> <li>● 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.</li> <li>● We will commission bespoke training on equalities for our Accountable Managers and Head teachers, which will include a dedicated section on reasonable adjustments</li> </ul>  | <p>OHU<br/>OHU<br/>OHU<br/>Cath Roberts<br/>OHU</p> <p>UNISON/GMB</p>  | <p>These initiatives are currently being run by OHU and will continue</p> <p>These initiatives are currently being run by OHU and will continue</p> <p>Pilot in January 2020</p> |  |
| <p><b>Update and implement policies to address mental health problems in the workplace</b></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> | <ul style="list-style-type: none"> <li>● We will review our policies to ensure that they support both physical and mental health related illness e.g. Maximising Attendance at Work Policy</li> <li>● We will develop a Guidance Note on Reasonable Adjustments</li> <li>● 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</li> <li>● We will amend our pre-placement medical questionnaire to include mental health</li> <li>● 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.</li> </ul> | <p>Diane Hopkins/Katie Stephens<br/>Diane Hopkins/Katie Stephens</p> <p>Katie Stephens</p> <p>Cath Roberts</p> | <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>31<sup>st</sup> January 2020</p>  | <p>We will measure our performance by comparing our sickness absence data annually, using the four quarters of 2018/19 as a benchmark.</p> |

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| <p>How can you change your policies to encourage those with mental health problems to come forward?</p>   |   |  |   |  |
| <p><b>Ask your employees to share their personal experiences of mental health problems</b></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> | <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul> | <p>Heads of Service</p> <p>Diane Hopkins</p> <p>HR/OHU</p>     | <p>31<sup>st</sup> January 2020</p> <p>28<sup>th</sup> February 2020</p> <p>28<sup>th</sup> February 2020 and ongoing</p> | <p>We will measure this by comparing the numbers of employees who share their personal experiences on a quarterly basis.</p>         |
| <p><b>Equip line managers to have conversations about mental health</b></p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>   | <ul style="list-style-type: none"> <li>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</li> <li>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.</li> <li>We will equip line managers / Head teachers to appropriately support staff who are returning to work following absence due to mental ill-health.</li> </ul>  | <p>Shaun Burgess</p> <p>Shaun Burgess</p> <p>Amy Hutchings</p> | <p>31<sup>st</sup> January 2020</p> <p>These actions are currently ongoing and will continue</p>                          | <p>We will monitor impact by the number of hits to the website. We will use this information to continue to enhance the content.</p> |

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|   | <ul style="list-style-type: none"> <li>We will equip managers to support staff manage workplace stress via our Stress at Work Policy and our OHU Referral Process</li> <li>Our HR team will give advice and support to line managers / Head teachers who are supporting a member of staff experiencing mental ill-health.</li> </ul>  | <p>OHU</p> <p>Amy Hutchings</p>   | <p>These actions are currently ongoing and will continue</p>   |  |
| <p><b>Provide information about mental health and signpost to support services</b></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"> <li>Posters and other literature promoting mental health and wellbeing will be displayed throughout the workplace.</li> <li>We will include information about mental health and signpost to support services as part of our induction for new employees.</li> <li>We will ensure that all line-managers / Head teachers are aware of signposting routes to relevant mental health support services.</li> <li>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.</li> </ul> | <p>Rachelle McClaughlan</p> <p>Cath Roberts</p> <p>Shaun Burgess via website</p> <p>Lynne Doyle / Amy Hutchings</p> | <p>Ongoing</p> <p>31<sup>st</sup> January 2020</p> <p>31<sup>st</sup> January 2020</p> <p>Pilot taking place in January 2020</p> | <p>If we decide to use Mental Health First Aiders, we will measure performance by the numbers of employees who use</p> |

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|  |  |  |  | <p>this service. We will use this data to inform our decision on whether to increase the numbers of MHFA we support.</p> |
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# 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](mailto:pledge@timetochangewales.org.uk)  
**Checklist:**  
✓ Fully completed the Action Plan  
✓ Hi-res logo attached (300dpi if possible)



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