

MENTAL HEALTH STRATEGY PROJECT GROUP

ACTION PLAN (28th November 2023)

	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.	LM to report at next meeting on the use of TTCW logo in recruitment literature.	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. DH presented a TTCW Action Plan update report to Personnel Committee on 2 nd December and will present a further report to the same committee on 11 th May 2020.	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				

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		Recruitment of Mental Health Champions in our Schools	To be taken forward by Schools Wellbeing Group	Schools Wellbeing Group
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 I		NPT Health and Wellbeing Group are providing support to the raising of awareness.	Actioned: ➤ Mental Wellbeing Workshop, Saturday 16 th November 2019	Sheenagh Rees / Lynne Doyle (NPTHWG Committee Members)

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			<ul style="list-style-type: none"> ➤ Men's Mental Health Talk with Mal Emerson of Mal's Marauders – 26th November 2019 (further sessions to take place in 2020) ➤ "Tree of Hope – Messages in a bauble" – Margam Country Park Community Christmas Tree Festival ➤ Couch to 5K January 2020 ➤ Samba Drumming sessions January and February 2020 ➤ Wellbeing Courses with Magnolia Centre for Health and Wellbeing (x 6, 6 week courses for 48 employees) ➤ Feel Good Fridays – prizes of Magnolia Centre ➤ Vouchers (21/2, 21/3, 24/4, 22/5) 	
G		TTCW Time to Talk Day 6 th February 2020.	<p>ACTION COMPLETED</p> <p>Dissemination of TTCW toolkit to all managements teams Walk and Talk @ The Quays Various 'Tea & Talk' events organised by accountable managers across the Council</p>	Diane Hopkins
		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.	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

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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 ➤ Menopause event with Carolyn Harris (Chair of the Government’s Cross Party Working Group on Menopause) February 2022 	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 over the next 12 months	Future of Work Team
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.	See action 7c below. Occupational Health Referral Line, where managers can ring and get advice on relevant organisations to support employees with their mental health.	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	Lynne Doyle

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			wellbeing and mental health signposting to be included.	
7.	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
A				
B		Implement the Employee Assistance Programme where 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.	Currently going through procurement exercise, with Programme being up and running in January 2024	Diane Hopkins
C		Level 1 Awareness for First Aid Mental Health Training. Included in the course: <ul style="list-style-type: none"> ➤ What is first Aid for Mental Health? ➤ Identifying mental health conditions ➤ Providing advice and starting a conversation ➤ Signposting towards professional help 	Mental Health First Aider Awareness PILOT training held for the MH Project team 30 th January 2020. Further courses to be offered as corporate training offer. ONGOING	LTD Team
D		Contact made with MIND (a mental health charity) and they will be running training courses for our employees.	Emotional Resilience - 14th September 2023 - 6 sessions, people will need to attend all 6 sessions. 9 attendees	LTD Team/Future of Work Team

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		Further discussion with MIND in relation to continuing the programme of courses that they could deliver both online and in person	<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>	
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	Andy's Mens Club	Men's only session – Andy's Man Club	Date to be agreed	Future of Work Team
H	Maurders Men's Health	Men's only session – Marauders Men's Health advice	Session delivered 20/11/23.	Future of Work Team
I		Men's Walk and Talks	<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