MENTAL HEALTH STRATEGY PROJECT GROUP

ACTION PLAN (28th November 2023)

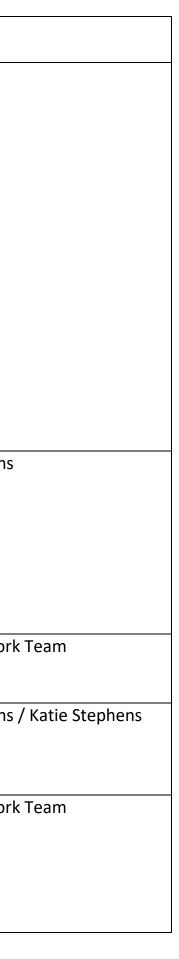
	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
1.	Demonstrate Senior Level Buy-in	Pledge signing event (Staff Council) 16 th September 2016	ACTION COMPLETED	Diane Hopkins /
B		Pledge Board displayed in the reception of each Civic Centre, The Quays, Neath and Port Talbot.	ACTION COMPLETED	Liam Hedges / K
С		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 Margetso
D		Joint Press release with trade unions following Pledge signing event.	ACTION COMPLETED	Liam Hedges / K
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.	Sheenagh Rees / Julie Moore
			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.	
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.	Sheenagh Rees
			SR to update at next meeting in relation to Optimising Wellbeing follow up sessions for CMG.	
2. A	Demonstrate Accountability and Recruit Employee Champions	Employee Champion Recruitment – for discussion	33 Employee Champions recruited across the Council	Leigh Batchelor

Kirsty Williams son Kirsty Williams	
son Kirsty Williams / Diane Hopkins /	/ Liam Hedges
Kirsty Williams	Kirsty Williams
/ Diane Hopkins /	son
	Kirsty Williams
r	/ Diane Hopkins /
r	;
r	
r	
	r

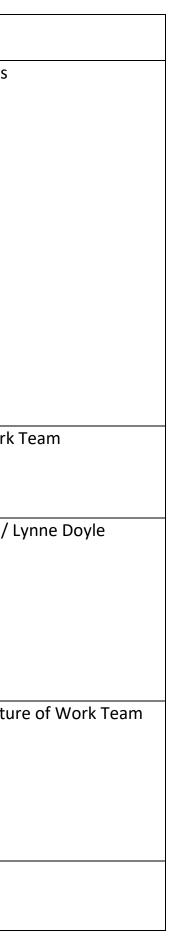
	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
	· ·	Recruitment of Mental Health	To be taken forward by Schools Wellbeing	Schools Wellbei
		Champions in our Schools	Group	
В		Our performance appraisal system	ACTION COMPLETED.	Diane Hopkins
		includes a section on wellbeing.		
		Our Return to Work interview	ACTION COMPLETED.	Amy Hutchings
С		template includes a section on wellbeing.		
3.	Raise Awareness about Mental	Provision of sickness data to inform	ACTION COMPLETED.	Julie Moore
	Health	each meeting (to be provided at the		
Α		meeting). See Action 1 E above.		
		In the Loop article following Pledge	ACTION COMPLETED	Amy Hutchings
		Signing World Mental Health Day.		Kirsty Williams
В				
		We will add the 'Time to Change	See action 1c above.	Lauren Margets
С		Wales Pledged Employer' digital		
		stamp to recruitment our website		
		and email signature		
_		World Mental Health Day 10 th	ACTION COMPLETED	Diane Hopkins
D		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		
		Mental health & well-being in	ACTION COMPLETED.	Amy Hutchings
Ε		schools is a standing agenda item		
		for LSPG / 2+2 (School data to be		
		shared in meeting)		
F		NPT Health and Wellbeing Group		Sheenagh Rees
I		are providing support to the raising of awareness.	Mental Wellbeing Workshop, Saturday 16 th November 2019	(NPTHWG Comr

eing Group
/ Tom Owen
; / Liam Hedges /
son
s / Lynne Doyle Imittee Members)

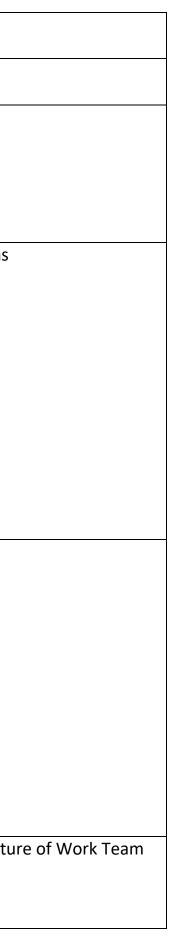
	Employer Pledge Action Plan	Action	Progress / next steps	Lead
	Principle			
			➢ Men's Mental Health Talk with Mal	
			Emerson of Mal's Marauders – 26 th	
			November 2019 (further sessions to take	
			place in 2020)	
			"Tree of Hope – Messages in a bauble"	
			 Margam Country Park Community 	
			Christmas 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	ACTION COMPLETED	Diane Hopkins
		February 2020.		
			Dissemination of TTCW toolkit to all	
			managements teams	
			Walk and Talk @ The Quays	
			Various 'Tea & Talk' events organised by	
			accountable managers across the Council	
		Schools Wellbeing Group	Inaugural meeting of the group took place on	Future of Work
		established to share good practice	16 th November 2023.	
		Corporately across schools in NPT		
4.	Update and implement policies to	A guidance note on reasonable	ACTION COMPLETED.	Diane Hopkins
	address mental health problems in			
Α	the workplace	and an action plan agreed for		
		implementation.		
В		We will make mental health and	ACTION COMPLETED	Future of Work
		wellbeing part of the induction		
		programme for new employees to		
		ensure they are able to look after		
		their mental wellbeing and that of		
l		colleagues.		



	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
C		Policy development and guidance linked to employee wellbeing	 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		One employee champion has shared his story in the Sway. Further stories to be published over the next 12 months	Future of Work
В		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 / I
6. A	Equip line managers to have conversations about mental health	· · ·	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/Futu
В		Managers Induction Programme	A comprehensive programme for new managers on all aspects of managing people and resources. A session on employee	Lynne Doyle



	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
			wellbeing and mental health signposting to be included.	
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
В		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
С		 Level 1 Awareness for First Aid Mental Health Training. Included in the course: 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/Futu



	Employer Pledge Action Plan Principle	Action	Progress / next steps	Lead
		Further discussion with MIND in relation to continuing the programme of courses that they could deliver both online and in person	 Mental Health and Masculinity - 12th October 2023. 11 attendees Breaking unhelpful thinking patterns - 2nd November 2023 - 6 sessions, people will need to attend all 6 sessions. 23 attendees Mental health and money - 11th January 2024 - 6 sessions, people will need to attend all 6 sessions. 	
			Managing anxiety - 29th February 2024 - 6 sessions, people will need to attend all 6 sessions.	
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
G	Andy's Mens Club	Men's only session – Andy's Man Club	Date to be agreed	Future of Work
Н	Maurders Men's Health	Men's only session – Marauders Men's Health advice	Session delivered 20/11/23.	Future of Work
I		Men's Walk and Talks	24 th November 2023(Quays) 29 th November 2023 (Gnoll Park) 8 th December 2023 (Quays)	Future of Work Champions

rk Team
'k Team
'k Team
k Team/Employee