

Employer Pledge Action Plan

In order to continue with your request to sign the Employer Pledge, please complete this document and upload it to our website [here](#).

We ask that you submit your plan a **minimum of eight 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.

When you upload your plan to the website you will need the following documents/information:

- The completed Employer Pledge action plan
- The date and time of your signing
- Who is signing on behalf of your organisation
- Where the signing is taking place
- a copy of your logo in JPG format

You can find a full guide on how to fill out your action plan, along with an explanation of the nine key principles listed in the plan [here](#).

Employer Pledge Action Plan Template

Action plan principle	Activity description	Internal lead(s)	Timescales	Performance measure(s)
	<i>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i>	<i>Outline who is responsible for each activity</i>	<i>Provide planned timescales and dates</i>	<i>Outline how you will monitor impact and success</i>

<p>Demonstrate senior level buy-in</p> <p>How will you show that your senior leaders are committed to addressing mental health in the workplace?</p> <p>How will your Pledge Signing activities demonstrate commitment from your senior leaders?</p>	<p>We are the only local Council in the UK with every elected member as Mental Health Champion under the Local Government mental Health Challenge. Champions are lead by Cllr Olivia Sanders, Chair of the local Health and Wellbeing Board, who is supportive of the pledge. Mental Health remains a priority for our Board.</p> <p>Our Chief Executive, Phil Ruck, is also supportive of the pledge and will be signing the pledge board at Ordinary Council on 14 November 2018</p> <p>Publicity following the pledge signing publicity will help to destigmatise mental health.</p> <p>In 2016 we applied to become a Time to Change Hub, led by Cllr Sanders and the Health and Wellbeing Board, with a commitment from our Chief Executive. Whilst we were unsuccessful in obtaining this funding, we became an Organic Time to Change Hub, promoting the campaign across initiatives we deliver or work in partnership on.</p> <p>We are proud to be a Mindful Employer.</p>	<p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Phil Ruck, Chief Executive</p> <p>Safira Ali, Communications Officer</p> <p>Lucy Gill, Community, Leisure and Wellbeing Officer</p>	<p>Champions re-commit annually with newly elected Members each September.</p> <p>Pledge signing event 5th December</p> <p>Publicity from 14 to 28 November</p> <p>Ongoing</p>	<p>Every new Member is a Mental Health Champion.</p> <p>Action plan is approved and pledge signed with subsequent publicity.</p> <p>Social media retweets, impressions and Facebook shares. Picked up by local press.</p> <p>Numbers of Time to Change Hub initiatives.</p>
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<p>Demonstrate accountability and recruit Employee Champions</p> <p>Measuring the impact of your plan from the beginning is important. How will you ensure that this action plan is successfully implemented?</p> <p>Employee Champions can help you implement these actions, how will you recruit and share the action plan with your Champions?</p> <p>How frequently will your champions meet to check the action points in this plan?</p> <p>How will you ensure that you support your Employee Champions on an ongoing basis?</p> <p>More information on Employee Champions here.</p>	<p>Brentwood Borough Council has recruited Health and Wellbeing Champions in the workplace and is already successfully running a number of health schemes. We will ensure that the Time to Change Employers' Pledge action plan is a permanent item on the on the Agenda and work with our Health and Wellbeing Champions to monitor the impact of each activity.</p> <p>Impact can be measured through 6 monthly wellbeing surveys across staff.</p> <p>Lucy Gill is currently our only Employee Champion. She will recruit additional Champions, likely to be our current Mental Health First Aiders or existing Health Champions. They will be invited to Health and Wellbeing in the Workplace meetings.</p> <p>We will meet quarterly as a Health Champions group and more frequently with Mental Health First Aiders and Employee Champions when activities are being delivered, or if a need is identified. Champions will be supported with training if needed (i.e. Mental Health First Aid if the Champion is not already trained) and frequent feedback sessions.</p> <p>Mental Health First Aiders record their monthly interventions.</p>	<p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Jo Grant, Public Health Improvement Officer</p> <p>Health and Wellbeing Champions</p> <p>Lyn Mowforth, Workplace Health Promotion Specialist - Provide.</p>	<p>From January 2019 – quarterly</p> <p>January 2019 – 6 monthly</p> <p>January 2019 - quarterly</p> <p>January 2019 - quarterly</p> <p>Monthly</p>	<p>6 monthly wellbeing surveys</p> <p>6 monthly wellbeing surveys</p> <p>New Employee Champions recruited</p> <p>Numbers of trained Mental Health First Aiders or other training (if appropriate)</p> <p>Numbers of interventions</p>
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<p>time to change</p> <p>let's end mental health discrimination</p> <p>Raise awareness about mental health</p> <p>How will you get your employees talking about mental health?</p>	<p>We will continue to participate in a number of initiatives to raise awareness around mental ill health and get our employees talking!</p> <p>Time to Talk Day – Soup and Chat or ChitChat sessions for staff across our locations.</p> <p>Mental Health Awareness Week – a full programme of activities, including yoga, walks, talks, social events and information provision/ signposting. Raising awareness of our EAP.</p> <p>World Mental Health Day – Tea and Talk, colouring therapy, with key information to staff available across lunch breaks at various locations</p> <p>Holding drop-in sessions with Mental Health First Aiders – we are aware that some staff will not always be comfortable approaching our MH First Aiders, so we aim to provide drop-in sessions to encourage a more relaxed approach to seeking advice where possible.</p> <p>Regular discussion items with Health Champions group. The Champions group will have regular discussions around Mental Health as a permanent agenda item.</p> <p>Continue to promote MH First Aiders and Mindful Employer across locations and on recruitment information.</p> <p>Provide bi-annual training sessions for all staff around recognising the signs and symptoms of mental health illnesses and what to do if you have concerns and stress management courses.</p> <p>Following and promoting key local and national Mental Health campaigns and activities via social media.</p>	<p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Jo Grant, Public Health Improvement Officer</p> <p>Mental Health First Aiders</p> <p>Employee Champions</p> <p>David Wellings, Health and Safety Manager</p> <p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Safira Ali, Communicatio</p>	<p>Annually</p> <p>Quarterly</p> <p>Quarterly</p> <p>Ongoing</p>	<p>Numbers of social contact events.</p> <p>Numbers of interactions with Mental Health First Aiders</p> <p>Numbers of drop in sessions and subsequent numbers of interactions.</p> <p>Numbers of training sessions and numbers of attendees</p> <p>Numbers of hits, shares and impressions on</p>
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Funded by

time to change

let's end mental health discrimination

		ns Officer		social media channels.
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time to change

let's end mental health discrimination

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 mental health problems to come forward?

Please demonstrate how your will reach will be inclusive of staff from diverse backgrounds, for example; staff who identify as either LGBTQIA, BAME, Disabled or as part of a Faith Based Group.

In 2017 we updated our Absence Management Policy. This includes information around wellbeing management plans to work with staff to equip managers to support staff to continue working if they have a mental health illness. It also includes a variety of information around Mental Health in the Workplace from Mindful Employer.

We have had feedback that, since implementation, managers have used the tools in the Absence Management Policy and found them very useful:

We will get regular feedback from managers about using the Wellness Action Plans.

In January 2018 Mindful Employer directly delivered 'Being a Mindful Manager' training to our senior managers. As a result, our managers have adopted an 'open door' policy and be approachable, support staff to come forward for support if they are managing a mental illness at work. We will continue to promote these principles and remind Managers of the reams of information available to them through Mindful Employer.

Our intranet has information about our Employee Assistance Programme pinned to the home page. We plan to expand this page to provide more information around what help is available, encouraging staff to come forward and get support, sign posting to local services and how your manager can help if you think you may be struggling with a mental health illness at work.

This information will be fully inclusive, available in a printed leaflet for employees who don't use the intranet (i.e. depot services) and in large print and other languages if needed under consultation with Health Champions Group and Mental Health First Aiders.

Lucy Gill,
Community,
Leisure and
Wellbeing
Officer

Senior
Managers

Lucy Gill,
Community,
Leisure and
Wellbeing
Officer/ Senior
Managers

Lucy Gill,
Community,
Leisure and
Wellbeing
Officer

Communicatio
ns Officer,
Safira Ali

Health

6 monthly
feedback

Ongoing –
quarterly
reminders to
staff

From January
2019

From January
2019

Funded by

Numbers of staff
supported.
Numbers of
Wellness Action
Plans used.

Occasions of
promotional
information to
managers.
Numbers of staff
coming forward for
support.

Hits on the page

Requests for
information in a
different format.

Feedback from staff

	We will continue to promote our mental health first aiders who will encourage staff who approach them to seek their managers' support.	Champions Mental Health First Aiders		survey Numbers of interactions with Mental Health First Aiders.
<p>Ask your employees to share their personal experiences of mental health problems</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>	We will work with existing Mental Health First Aiders and Health Champions to share their experiences of mental ill health through internal newsletter, face to face at mental health and social contact events.	<p>Lucy Gill, Community, Leisure and Wellbeing Officer</p> <p>Mental Health First Aiders</p> <p>Health Champions</p> <p>Safira Ali, Communications Officer.</p>	During campaigns and at social contact events.	Numbers of shared experiences.

<p>Equip line managers to have conversations about mental health</p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>	<p>Line Managers have training on 'Being a Mindful Manger' and have access to resources provided in line with Mindful Employer. The Absence Management Policy provides a guide to supporting employees with mental health illnesses.</p> <p>We will provide regular reminders and additional information to managers around supporting staff.</p> <p>We will ask Managers to make Health and Wellbeing a permanent agenda item at team meetings.</p>	<p>Senior Managers</p> <p>Jo Grant, Public Health Improvement Officer</p>	<p>Ongoing – quarterly reminders to staff and monthly team meetings</p>	<p>Numbers of reminders to managers.</p> <p>Item on all team agendas.</p>
<p>Provide information about mental health and signpost to support services</p> <p>How will you ensure your employees have easy access to information on mental health and where to find help?</p>	<p>As above, we have a dedicated microsite page on our intranet to provide employees with information around mental health and where to get assistance/ further information.</p> <p>We fully support local mental health services and work with the Brentwood Community Tree to promote services and local help available. We will promote this and other internal support via this page, including the use of online tools such as Big White Wall and apps such as Headspace and Calm. Again, this information will be available in regular print, large print and different languages if requested.</p>	<p>Lucy Gill, Community Leisure and Wellbeing Officer</p>	<p>From January 2019.</p>	<p>Numbers of hits on pages.</p> <p>Feedback from staff survey.</p>

Tell the world about your Employer Pledge commitment!

Website summary

Once you have signed the Pledge we will add your logo to our pledge wall of [employer case studies](#) within **ten working days** of your event. 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 the website.

Brentwood Borough Council is committed to promoting good mental health in our workplace. By supporting the Time to Change ethos, we will challenge stigma and discrimination surrounding mental health illness to promote the wellbeing of all our employees. We will do this by appointing Champions who will raise awareness of mental health in the workplace at campaign events, by embedding wellbeing in our policies, promoting a culture of conversation with our managers, and making information, advice and support easily accessible and readily available for everyone.

Have you:

- ✓ Completed your action plan?
- ✓ Written a website summary of your activity?
- ✓ Got a copy of your logo in JPG format?
- ✓ Arranged a date for your signing?
- ✓ Got the name of who is signing the pledge on behalf of your organisation?
- ✓ Arranged a location for the signing?



let's end mental health discrimination

If the answer to all of the above is yes, please submit this information to our website [here](#).

