



ACTION PLAN FOR THE WELLBEING OF STAFF MENTAL HEALTH

Completed

In progress/On-going

Not started

Tasks	Responsibility	Timescales	Notes	Status
Implement new Employee Assistance Programme and launch across the authority	HR Manager	N/A	Contract until May 2021	
Following Employee Assistance Programme (EAP) implementation, service to be reviewed with Sodexo (provider)	HR Manager	Quarterly		
Commission Forces in the Community to develop employee information on mental health resilience in the light of Covid-19	HR Manager/Forces in the Community	N/A	Available on intranet and Broxtowe Learning Zone (BLZ)	
Raise the profile of the EAP with staff communications e.g. youtube videos, email tutorials	HR Manager/Sodexo	September 2020		
Arrange face to face training with Forces in the Community in relation to employees returning to the workplace.	HR Manager	December 2020		
Employee Mental Health Champions Group to continue to meet bi-monthly	HR Manager	November 2020	Group to provide feedback	

Tasks	Responsibility	Timescales	Notes	Status
Roll out BLZ mental health awareness training to all new Managers	Learning and Development Team	By end 2020		
Ensure ALL Managers have refresher training on mental health awareness	Learning and Development Team	By October 2021	Previous training valid for 3 years	
Promote World Mental Health Awareness Day (October)	HR/Champions Group	October 2020		
Renew Level 2 Disability Confident Employer status	HR Manager	September 2020	Renewed until 09/23	
Apply for Level 3 Disability Confident Leader status https://www.gov.uk/government/publications/disability-confident-guidance-for-levels-1-2-and-3/level-3-disability-confident-leader	HR Manager	March 2021		
Implement monthly Mental Health Newsletter for employees	HR/Champions Group	November 2020		