



ACTION PLAN FOR THE WELLBEING OF STAFF MENTAL HEALTH

G Completed

A In progress/On-going

R Not started

Tasks	Responsibility	Timescales	Notes	Status
Implement new EAP and launch across the authority	HR Manager	N/A	Contract until May 2021	G
Following Employee Assistance Programme (EAP) implementation, service to be reviewed with Sodexo (provider)	HR Manager	Quarterly	Annual review with Sodexo scheduled	A
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 BLZ	G
Raise the profile of the EAP with staff communications e.g. youtube videos, email tutorials	HR Manager/Sodexo	September 2020	Now done via within MH Newsletter	G

Tasks	Responsibility	Timescales	Notes	Status
Arrange face to face training with Rick Harrington in relation to employees returning to the workplace.	HR Manager	December 2020	Awaiting confirmation from Rick and a return to the office estimate following Government plan	R
Employee Mental Health Champions Group to continue to meet bi-monthly	HR Manager	November 2020	Meeting Monthly	A
Roll out BLZ mental health awareness training to all new Managers	Learning and Development Team	From April 2021	Adjusted due to Covid pressures and allowing Managers to complete Annual Performance Appraisals by end of March 2021.	R
Ensure ALL Managers have refresher training on mental health awareness	Learning and Development Team	By October 2021	Previous training valid for 3 years	R
Promote World Mental Health Awareness Day (October)	HR/Champions Group	October 2020	Work undertaken to promote via staff comms	G

Tasks	Responsibility	Timescales	Notes	Status
Renew Level 2 Disability Confident Employer status	HR Manager	September 2020	Renewed until 09/23	G
Apply for Level 3 Disability Confident Leader status	HR Manager	March 2021	Application to be submitted by 31 March 2021 for validation	A
Implement monthly Mental Health Newsletter for employees	HR/Champions Group	November 2020	Issue 4 has just been released	G
Promote 'Brew Monday' via Mental Health Champions	HR Manager	18 January	Promoted across the authority	G
Develop and implement a regular Mental Health Champions podcast	HR Manager	March 2021	First episode will be on 'sleep'	A
Promotion of Mental Health Awareness Week	HR Manager	May 2021	Planning in progress	A