



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
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-19 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
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 submitted in March – awaiting DWP response and external validation	G

Implement monthly Mental Health Newsletter for employees	HR/Champions Group	November 2020	Issue 7 has just been released in May 2021	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 was 'sleep', second episode for June will be 'returning to the office'.	A
Promotion of Mental Health Awareness Week	HR Manager	May 2021	Successfully promoted, including employee photography competition which received many entries.	G
Development of Employee Wellbeing Room	HR Manager	June 2021	Currently under development and in final stages. To be launched end of June	A