



ACTION PLAN FOR THE WELLBEING OF EMPLOYEE MENTAL HEALTH

GREEN Completed

AMBER In progress/On-going

RED Not started

Tasks	Responsibility	Timescales	Notes	Status
Implement new EAP and launch across the authority	HR Manager	N/A	Contract until May 2021	GREEN
Following Employee Assistance Programme (EAP) implementation, service to be reviewed with Sodexo (provider)	HR Manager	Quarterly	Annual review with Sodexo scheduled	AMBER
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	GREEN
Raise the profile of the EAP with employee communications e.g. youtube videos, email tutorials	HR Manager/Sodexo	September 2020	Now done via within MH Newsletter	GREEN
Arrange face to face training with Rick Harrington in relation to employees returning to the workplace.	HR Manager	December 2020	Awaiting confirmation from Rick (currently on sabbatical)	RED

Tasks	Responsibility	Timescales	Notes	Status
Employee Mental Health Champions Group to continue to meet bi-monthly	HR Manager	November 2020	Meeting Monthly	AMBER
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. Anticipated by September 2021.	RED
Ensure ALL Managers have refresher training on mental health awareness	Learning and Development Team	By October 2021	Previous training valid for 3 years	RED
Promote World Mental Health Awareness Day (October)	HR/Champions Group	October 2020	Work undertaken to promote via employee comms	GREEN
Renew Level 2 Disability Confident Employer status	HR Manager	September 2020	Renewed until 09/23	GREEN

Tasks	Responsibility	Timescales	Notes	Status
Apply for Level 3 Disability Confident Leader status	HR Manager	March 2021	Application submitted in March – awaiting DWP response and external validation	GREEN
Implement monthly Mental Health Newsletter for employees	HR/Champions Group	November 2020	Issue 7 has just been released in May 2021	GREEN
Promote 'Brew Monday' via Mental Health Champions	HR Manager	18 January	Promoted across the authority	GREEN
Develop and implement a regular Mental Health Champions podcast	HR Manager	March 2021	First episode was 'sleep', second episode was 'returning to the office'.	GREEN
Promotion of Mental Health Awareness Week	HR Manager	May 2021	Successfully promoted, including employee photography competition which received	GREEN

Tasks	Responsibility	Timescales	Notes	Status
			many entries.	
Development of Employee Wellbeing Room	HR Manager	June 2021	Launched on 21 June 2021	GREEN
Mental Health First Aid Training	HR Manager	August 2021	Health & Safety Manager Neil Smith attended a three day course in Aug to become a certified Mental Health First Aid Trainer.	Green
Review of Stress Management Policy	HR Manager	December 2021		Amber
Arrange Mindfulness Programme for Employees incl. breathing exercises/meditation	HR Manager	December 2021	Currently Negotiating with Westfield Health	Amber