

Healthwatch Cambridgeshire and Peterborough

Information Items

Purpose

1. These items are for information only.

Key issues

Keeping Mentally Well Action Plan

2. As part of its commitment to World Mental Health Day Healthwatch Cambridgeshire and Peterborough has drafted an action plan (attached as Appendix1) to support staff to stay mentally well.
3. Jonathan Wells, Director, has agreed to act as a Mental Health Champion.

Action required by the Board

4. The Board is asked to:
 - Note the Action Plan.

Author

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HEALTHWATCH CAMBRIDGESHIRE AND PETERBOROUGH

Keeping Mentally Well Action Plan

Action	Lead	Improvements expected to be seen at 6 months
1. Return to work interviews after sickness absence of staff so that any avoidable stresses are identified and addressed	CEO	Strengthen Sickness and Absence Policy to require 'Return to work' interviews to be consistently in place and documented
2. When recruiting staff and volunteers promote the positive value of a lived experience of being a carer, or having a sensory impairment, mental or physical health conditions	CEO	Reviewed Recruitment Policy A framework in place for valuing lived experienced being embedded within the organisation
3. Identify a mental health champion in the organisation to offer confidential advice or support to staff with mental health challenges	Board of Directors	Mental health champion identified and staff are aware that this person can be approached for confidential advice or support
4. Confirm that staff are not expected to work more than their given hours nor to answer emails outside working hours and that they should raise the issue with their line manager if it occurs	CEO	Direction to staff as part of implementing good health and safety standards
5. Confirm that staff should take lunch breaks which may include exercise such as walking and also breaks from sitting in front of the computer	CEO	Direction to staff as part of implementing good health and safety standards
6. Make sure that supervision and annual appraisal are used to identify any mental health issues - potential or actual - that the member of staff wishes to share	CEO	Staff feedback through appraisal process
7. Routinely offer exit interviews to staff who are leaving so that the organisation can learn how to keep work rewarding for staff	CEO	Exit interviews in offered to all staff leaving the organisation and documented