

Employer Pledge Action Plan

Action plan principle	Activity description	Internal lead(s)	Timescales	Performance measure(s)
<p>Demonstrate senior level buy-in</p> <p>How will you show that your senior leaders are committed to addressing mental health in the workplace?</p> <p>How will your Pledge Signing activities demonstrate commitment from your senior leaders?</p>	<p>Raise awareness of the Director who is the organisation's Mental Health Champion. CEO to check that all employees are aware of this by having regular wellbeing item on team meeting agenda.</p> <p>The Board has approved this pledge and the Chair will sign it at our 2019 AGM in July.</p> <p>Management Team to review supervision and other HR processes for improvements in supporting employees with wellbeing. Consider feasibility of purchasing external support.</p>	<p>CEO</p> <p>Chair</p> <p>CEO</p>	<p>August 2019 then annually</p> <p>July 2019</p> <p>September 2019</p>	<p>Feedback from Director and Employee Champion</p> <p>Feedback from staff at team meetings</p>
<p>Demonstrate accountability and recruit Employee Champions</p> <p>Measuring the impact of your plan from the beginning is important. How will you ensure that this action plan is successfully implemented?</p> <p>Employee Champions can help you implement these actions, how will you recruit and share the action plan with your Champions?</p>	<p>Progress against this action plan will be reviewed by the Management Team and mental wellbeing will be a regular item on the team meeting agenda. the Director Champion and Employee Champion will meet on a regular basis to check against progress on this action plan and discuss any issues, offering options for resolution to the General Purposes Group, full Board or Management Team, as appropriate.</p> <p>Invite employees to become a mental health champion. Ensure that this person has ample time and support to do this</p>	<p>CEO</p> <p>CEO</p>	<p>October 2019</p> <p>October 2019</p>	<p>Items to General Purposes Group, full Board or Management Team include progress reports.</p>

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<p>How frequently will your champions meet to check the action points in this plan?</p> <p>How will you ensure that you support your Employee Champions on an ongoing basis?</p> <p>More information on Employee Champions here.</p>	<p>meaningfully and is part of their Job Description. Ensure Champions have time and resources to carry out suggested activities:</p> <p>http://www.time-to-change.org.uk/get-involved/get-your-workplace-involved/resources/workplace-anti-stigma-activities</p> <p>Utilise Time to Change resources and liaise with Employee Champions Officer:</p> <p>https://www.time-to-change.org.uk/get-involved/employee-champions</p>			<p>Employee Champion identified</p>
<p>Raise awareness about mental health</p> <p>How will you get your employees talking about mental health?</p>	<p>Mental health is currently a strategic priority for the work of our organisation. The new five year strategy is currently in development. Staff input will be sought to help identify the new priorities.</p> <p>Identify opportunities to link priorities to national events:</p> <p>https://www.time-to-change.org.uk/get-involved/tackle-stigma-workplace/make-impact-your-workplace/mental-health-calendar</p>	<p>CEO</p>	<p>April 2020</p>	<p>New strategy includes consideration of mental health</p>
<p>Update and implement policies to address mental health problems in the workplace</p>	<p>Policies are reviewed on a regular two-year cycle. Staff are consulted on any changes to all HR policies.</p> <p>A new Health and Wellbeing Policy was approved by the Board in July 2018. The reviewed of this will include the views</p>	<p>CEO</p>	<p>June 2020</p>	<p>New policy in place which includes</p>

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<p>How easy is it for an employee struggling with a mental health problem, or their line manager, to find out how your organisation will treat them?</p> <p>How can you change your policies to encourage those with mental health problems to come forward?</p> <p>Please demonstrate how your will reach will be inclusive of staff from diverse backgrounds, for example; staff who identify as either LGBTQIA, BAME, Disabled or as part of a Faith Based Group.</p>	<p>of the mental health champions and seek input from the wider staff group.</p> <p>Examples of good practice, particularly addressing equalities improvements, will be included in the new policy. Using Time to Change library: https://timetochange.brandstencil.com/</p> <p>Staff diversity audit is planned for the summer of 2019.</p>	<p>CEO</p>	<p>June 2020</p>	<p>diversity and good practice examples</p> <p>Audit completed</p>
<p>Ask your employees to share their personal experiences of mental health problems</p> <p>How will you get your employees to share their experience of mental health problems at an organisation-wide level? e.g through intranet posts or newsletters</p>	<p>A key part of Healthwatch work is enabling people to tell their story. Team meeting agendas will include invitations for people to tell their story through whatever routes they feel most comfortable with. Stories are available on the Time to Change website: https://www.time-to-change.org.uk/personal-stories</p>	<p>Comms Manager</p>	<p>October 2019</p>	<p>Stories included in communications</p>
<p>Equip line managers to have conversations about mental health</p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>	<p>Training for line managers about mental health conversations. A bespoke training course has been commissioned.</p> <p>Ongoing resources highlighted on the Mind/Heads Together website:</p>	<p>CEO</p>	<p>September 2019</p>	<p>Mental health awareness for line managers arranged for November 2019</p>

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	<p>https://www.mentalhealthatwork.org.uk/toolkit/mental-health-for-small-workplaces/</p> <p>Also: https://www.time-to-change.org.uk/get-involved/tackle-stigma-workplace/run-anti-stigma-activity/support-employers/supporting-your-team</p>			
<p>Provide information about mental health and signpost to support services</p> <p>How will you ensure your employees have easy access to information on mental health and where to find help?</p>	<p>Healthwatch Information and Signposting Service maintains an up to date data base of services and where to get support with mental health worries. We will include reminders in team meeting items.</p>	<p>Information Manager</p>	<p>August 2019</p>	<p>Staff use the service</p>

Tell the world about your Employer Pledge commitment!

Website summary

Once you have signed the Pledge we will add your logo to our pledge wall of [employer case studies](#) within **ten working days** of your event. Please supply us with a summary of your pledge commitment and any activity you are planning on doing to accompany your logo. **Please note:** we may edit the text before it is published on the website.

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The Board and Leadership Team at Healthwatch Cambridgeshire and Peterborough values its staff and understands the importance of keeping mentally well. We believe that it is important to demonstrate our commitment and so we pledge to carry out a range of activities that will support the emotional wellbeing of all of our team.

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