**Mental Health At Work Framework**

**1 Aims**

To create a workplace environment that promotes and supports the mental wellbeing of all employees.

To be a leader in workplace mental wellbeing

**2 Mental Health Definition**

The World Health Organisation define mental health as

"*Mental Health is not just the absence of mental disorder. It is defined as a state of well being in which every individual realises his or her own potential, can cope with the normal stresses of life,**can work productively and fruitfully, and is able to make a contribution to her or his community"*

We all have mental health, just like we all have physical health; sometimes we feel well and sometimes we feel unwell.

Mental health is just as important as physical health and can have a huge impact on our abilityto participate in education, work and society.

**3 Objectives**

This plan is part of the Council’s Staff Health and Wellbeing Strategy.

These objectives are based on the “Thriving at Work” Core Standards and enhanced standards from the Stevenson/Farmer Review:

* 1. **Produce, implement and communicate a mental health at work framework;**

**3.2 Develop mental awareness among employees**

* Recognising that every member of staff has mental health needs
* Raising awareness of what people can do to look after their own and others’ mental wellbeing in turn to reduce discrimination and stigma.
* Provide information to staff and increase their awareness of metal wellbeing
* Provide training and learning to all staff on mental health and stress management

**3.3**  **Encourage open conversations about mental health and the support available when**

**employees are struggling;**

* Offer assistance, advice and support to people who are experiencing mental health problems in the workplace, as well as supporting staff returning to work following a mental health condition, including building a work culture in which mental health issues are not unmentionable and offering support options which are confidential and non-stigmatising
* Treat staff who have mental health problems fairly and consistently.
* Ensure employees are aware of the support available through the Employee Health and Wellbeing Department and other external sources

**3.4 Provide employees with good working conditions and ensure they have a healthy work life balance and opportunities for development**

* Provide employees with clear Job Profiles, objectives and responsibilities and management support and resources to do their jobs
* Effectively manage conflict to ensure the workplace is free from bullying and harassment, discrimination and racism
* Ensure communication is two way to ensure staff involvement particularly during periods of change
* Offer employees flexible working arrangements.
* Provide training in managing stress and mental health difficulties for employees and managers

**3.5**  **Promote effective people management through line managers and supervisors;**

* Create an organisational culture in which issues of staff stress are taken seriously and the wellbeing of staff is high on its wellbeing agenda.
* Provide support for staff suffering non-work related stress and mental health difficulties.
* Ensure that all managers have access to information and training on how to manage mental health in the workplace
* Provide compulsory e-learning for all managers on mental health

**3.6 Routinely monitor employee mental health and wellbeing**

* Identify and address the factors that affect mental health in the workplace
* Ensure all managers are aware of how to carry out appropriate stress risk assessments to monitor employee’s health and wellbeing with the support of Occupational Safety and EHWB Department where required.

**3.7 Increase transparency and accountability through internal and external reporting**

* This Plan is approved by the Chief Executive and the Corporate Leadership team is accountable for staff wellbeing.
* The Staff Health & Wellbeing Strategy and the Mental Health at Work Plan is widely communicated to all staff and regular communications occur to staff and managers on its initiatives and their progress.
* The Council has signed the Time to Change Pledge which is a public commitment to mental health.

**3.8 Demonstrate accountability**

* The Health & Wellbeing Lead is the HR Manager (Corporate) who has clear reporting duties and responsibilities.

**3.9. Improve the disclosure process**

* Adopt a positive approach to employing staff with a history of mental health problems by reviewing employment practices to ensure that people with mental health problems are not excluded, explicitly or implicitly
* The Council encourages openness during recruitment and throughout and ensures employees are aware of why the information is needed. There is a focus on ensuring the right support is in place to facilitate a good response following a disclosure.

**3.10 Ensure provision of tailored in-house mental health support and signposting to clinical health**

* The Councils Employee Health and Wellbeing Department provides managers and employees with support and signposting.

**4 Support**

This plan is supported by:

* The Staff Health and Wellbeing Strategy
* The Health and Wellbeing Action Plan
* The Stress Policy
* The Risk Assessment Process

**5 Responsibilities**

Everyone in the workplace has a responsibility to contribute to making the BDMC Mental Health at Work Framework a success.

**6 Monitoring and evaluation**

The policy will be reviewed annually and monitored to ensure it meets its aims and objectives. Human Resources will promote and use a series of indicators to monitor the effectiveness of this policy.

Indicators include:

* Accidents at work
* Employee sickness absence levels
* Use of Employee health and wellbeing interventions
* Departmental stress risk assessments
* Mental wellbeing results from the staff survey.
* Employee complaints and concerns

**7 Policy Communications**

All employees will be informed of the Mental Health at Work Framework.

The plan will be available on the Employee Health and Wellbeing section of the Intranet

**8 Implementation**

This policy will be implemented through the Staff Employee Health and Wellbeing Strategy Action Plan and will be reviewed on a regular basis.

**9 Applicable Legislation**

The following pieces of legislation place a duty of care on employers and others to manage

the risk associated to the heath safety and wellbeing in the workplace, including mental

health.

· Health and Safety at Work Act 1974,

· The Management of Health and Safety at Work Regulations 1999

· The Equality Act 2010

· The Human Rights Act