

## Employer Pledge Action Plan

In order to continue with your request to sign the Employer Pledge, please complete this document and upload it to our website [here](#).

We ask that you submit your plan a **minimum of six weeks** before the date of your pledge signing to allow us time to feedback on your plan and commission your pledge board.

It's not a problem if your action plan is still a draft at this stage. You can add to and develop your plan at any time as we encourage organisations to think about their action plan as a living document.

When you upload your plan to the website you will need the following documents/information:

- The completed Employer Pledge action plan
- The date and time of your signing
- Who is signing on behalf of your organisation
- Where the signing is taking place
- a copy of your logo in JPG format

You can find a full guide on how to fill out your action plan, along with an explanation of the nine key principles listed in the plan [here](#).

## Employer Pledge Action Plan Template

In order to measure the impact of the Employer Pledge, we're keen to ask a sample of employees if they feel confident in disclosing a mental health problem in their workplace. Do you currently run/plan to run a staff survey to track changes in wellbeing and attitudes to mental health in your organisation?

☐ Yes

☒ No

Action plan principle	Activity description	Internal lead(s)	Timescales	Performance measure(s)
	<i>List at least one tangible activity your organisation has planned to tackle mental health stigma and discrimination for each action plan principle.</i>	<i>Outline who is responsible for each activity</i>	<i>Provide planned timescales and dates</i>	<i>Outline how you will monitor impact and success</i>
<b>Demonstrate senior level buy-in</b>  How will you show that your senior leaders are committed to addressing mental health in the workplace?	We will engage our Board in supporting the Time to Change initiative for Derby Homes. We will ask a Board member who leads our health and safety forum to help champion the project.  Our Director of Derby Homes and her Senior Management Team will be jointly responsible for the operational success of the initiative.	Director of Derby Homes  SMT	Board Meeting September 2016	The Board will be updated on the project, through the health and safety update report, at each meeting in 2017.

<p><b>Demonstrate accountability and recruit Employee Champions</b></p> <p>How will you ensure that this action plan is successfully implemented?</p> <p>How will you recruit Employee Champions to support your work?</p> <p><a href="#">More information on Employee Champions here.</a></p>	<p>The Action Plan will be the responsibility of the Senior Management Team. Each SMT member will be responsible for implementing actions within their portfolio.</p> <p>We will invite members of the workforce to become champions. They will receive specific training and a briefing session about the project.</p> <p>Champions will be allowed to undertake activities within working time.</p> <p>We will invite our trade union reps to work with us on this project.</p> <p>We will draw up a list of key objectives for our Employee Champions</p> <p>Leon is to take the lead on Champions. He will contact T2C to understand role of Champions and how they may work in DH</p>	<p>SMT</p>	<p>This Action Plan will be placed on the SMT agenda in August 2016.</p> <p>This action plan will be placed on the JCC agenda in October 2016.</p> <p>Each SMT officer will report progress and be accountable to the Managing Director of Derby Homes.</p>	<p>The SMT meeting will discuss the action plan on a monthly basis at their meetings. Individual SMT officers will be asked to provide an individual update on progress in their area.</p> <p>Lets Talk Mental Health will be a standard agenda item on the Trade Union JCC meetings for all of 2017. The item will include an update on this action plan.</p>
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<p><b>Raise awareness about mental health</b></p> <p>How will you get your employees talking about mental health?</p>	<p>We want to launch our Time to Change Pledge at our staff briefing on the 2 February 2017 to coincide with the National "Time to Talk" day.</p> <p>Staff briefings involve the whole workforce who come together over 3 separate sessions on the same day. Lets Talk Mental health will be the main topic of the briefing and will involve a variety of speakers on the subject.</p> <p>We want to set up message boards across all workplaces and on the intranet to enable employees to share their thoughts on mental health in the workplace and to make pledges.</p> <p>We will publicise our event through social media. We will also issue a press notice and invite local media to report the event..</p> <p>We will promote national awareness events in May and October 2017.</p>	<p>Managing Director of Derby Homes</p> <p>Chair of Derby Homes</p>	<p>2 February 2017</p>	<p>We will seek feedback on the success of the launch though a Snap Employee Survey. The results will be considered at SMT meetings.</p> <p>Sophie is to develop Communication Strategy – soft launch in December.</p> <p>Dan – Organise Staff Briefing</p>
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<p><b>Update and implement policies to address mental health problems in the workplace</b></p> <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>We will ensure that all employees are aware of the support and options available to assist employees experiencing mental health issues. This information will be made available, and be updated throughout 2017 and will be delivered in various formats to enable to reach to all employees.</p> <p>We will update the following policies to include an employee stress risk assessment as a standard element of the following procedures. The risk assessment will give clear guidance to managers and employees.</p> <p>Attendance Management Disciplinary Procedure Grievance / Harassment Procedure Improving Employee Performance – Capability</p>	<p>We will consult with the trade unions and our Employees Champions about Policy changes.</p> <p>Proposed changes will be discussed at SMT.</p>	<p>Complete by January 2017</p> <p>Job Chats are undertaken in May and November 2017</p>	<p>Throughout 2017 we will seek views from employees about the effectiveness of the risk assessments.</p>
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<p><b>Ask your employees to share their personal experiences of mental health problems</b></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><b>Job Chats</b> We have annual appraisal scheme – Job Chats. Managers meet employees on a one to one basis. Recently we introduced Risk assessments are a standard item in Job Chats as part of a health and safety initiative.</p> <p>We want to introduce the concept of discussing “work worries”. We all have them but rarely discuss them. We want to change this by placing “work worries” as a discussion topic in job chats. Employees will be given an opportunity to discuss “work worries” with a view to seeking help and finding solutions. Rooted in the concept that “a problem shared is a problem halved” we hope that open discussions about workplace worries will help us create an open culture to discuss job stresses and concerns.</p> <p><b>Intranet Blogs</b> We will establish a space on the intranet for employees to share their experiences and stories.</p>	<p>Head of Personnel will make Policy change.</p> <p>Heads of Service will implement in their area.</p>		<p>Job chats are completed on line. We are able to monitor and report on the completion of job chats. These reports will be passed to the relevant Head of Service for their action.</p>
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<p><b>Equip line managers to have conversations about mental health</b></p> <p>How will you ensure all of your line managers feel comfortable discussing mental health with their line reports?</p>	<p>We hold Manager networking sessions 4 times a year. These sessions are designed to inform and support managers. We will hold a managers networking session in January just prior to our launch date of the 2 February 2017. At this session we will explain the initiative, share this action plan and our Pledge.</p> <p>We will ask managers to discuss the initiative and establish plans for their on teams. In addition we will explore what training and support to our managers will need to feel confident to be actively part of this project. Attendance on the training sessions will be part of our mandatory training programme for managers in 2017.</p> <p>All managers will be directed to the support available to them from the Time to Change website. The website will be set up as a quick link on our intranet.</p>	<p>Director of Derby Homes / SMT /</p>	<p>February 2017</p>	<p>Feedback survey</p>
<p><b>Provide information about mental health and signpost to support services</b></p> <p>How will you ensure your employees have easy access to information on mental health and where to find help?</p>	<p>We will use our intranet to sign post employees to support on mental health issues. That will include our own EAP and the Lets Talk Website. In addition we will identify a range of support service that is available locally.</p>			<p>Annabelle and Sophie.</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 **five 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.

During 2016 we have been running a health project to tackle 3 key health issues in the workplace. They are Mental Health, Muscular skeletal and cardio vascular. We want to compliment this work by running specific year long project in 2017. On this basis we want to devote the whole of 2017 to the Time to Change Project – lets talk Mental Health. Initially the work will be directed at employees. However as a Social Housing provider we have the opportunity to include our 13,000 tenants.

## Have you:

- ✓ Completed your action plan?
- ✓ Written a website summary of your activity?
- ✓ Got a copy of your logo in JPG format?
- ✓ Arranged a date for your signing?
- ✓ Got the name of who is signing the pledge on behalf of your organisation?
- ✓ Arranged a location for the signing?

If the answer to all of the above is yes, please submit this information to our website [here](#).

