**Mental Health at Work Commitment**

**Action Plan Template**

The Mental Health at Work Commitment is a simple framework that was launched in 2019. It is based on the [Thriving at Work](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/658145/thriving-at-work-stevenson-farmer-review.pdf) standards, pulling from the pledges and standards that are already out there, using up-to-date research, from UK employers and mental health experts. ‘[Thriving at Work](https://www.mentalhealthatwork.org.uk/toolkit/thriving-at-work-everything-you-need-to-get-started/)’ was an independent review of mental health and employers commissioned by the UK government and led by Lord Dennis Stevenson and Paul Farmer, Mind’s Chief Executive.

In order to take the Commitment forward, we have put together this action plan template. We recommend setting up a working group with representatives from across the university including those with lived experience of mental health problems.

Your first step should be to map out what is already in place for your staff that meets the standards. For each standard we have identified a few questions to help you with this. Once this has been completed you can start planning activity and identifying leads, timescales and performance measures.

More information on the Commitment can be found on the [Mental Health at Work website](https://www.mentalhealthatwork.org.uk/commitment/).

The action plan should be a living and breathing document that is edited as your plans evolve and we recommend it is reviewed on a regular basis. This includes ensuring feedback is provided to senior management on progress made.

**Standard one: Prioritise mental health in the workplace by developing and delivering a systematic programme of activity**

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| Do you currently have in place and communicate a mental health plan which outlines your approach to improving and protecting the mental health of all employees, including any awareness activities or training, and the support available to employees who need it?\* |  |
| Was this plan developed collaboratively with staff including feedback from people with mental health problems? |  |
| Do you demonstrate that your senior leaders are committed to addressing mental health in your university?   * Do you have a health and wellbeing lead at senior management level? * Do senior leaders have supporting employees’ mental health as one of their performance objectives? * Is there a clear governance structure for reporting? |  |
| Do you monitor staff wellbeing and mental health, staff engagement and satisfaction levels? |  |
| Do you make and communicate changes as a result of the feedback you receive from these? |  |
| Do you have systems in place for measuring current data on mental health within your workplace, such as absence and disclosure rates? |  |

\**If you don’t already have a plan in place, this action plan could be a good starting point. If you already have a mental health at work plan, this action plan will hopefully help you reflect on what you already have in place and identify any additional activities that could be introduced or scaled up.*

**Standard one**

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| **Activity** | **Internal lead**  *Outline who is responsible for delivery of each activity within your university.* | **Timescale**  *Provide planned timescales and dates for delivery of each activity within your university.* | **Performance Measure**  *Outline what measurements will be used to monitor and evaluate impact and success* |
| Enter your activity  Insert a new row below for each activity. | Enter who is responsible | Enter indicative timescales | Set out performance measures/KPIs. |
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**Standard two: Proactively ensure work design and organisational culture drive positive mental health outcomes**

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| Do you provide all employees with good physical working conditions? Including:  - exposure to natural daylight  - the ability to control the temperature  - a range of breakout spaces including quiet rooms  - plants and greenery  - pictures and paintings |  |
| Have you set out how your organisation encourages staff to have a healthy work/life balance? This includes encouraging them to work sensible hours, taking their full lunch break, resting and recuperating after particularly busy periods and taking their full annual leave entitlement.  Is this role modelled by managers? |  |
| Do you offer employees the right to request flexible working? |  |
| Is it a priority during job design to ensure that a role is designed so as to promote staff wellbeing and mental health? This means ensuring that the demands of the role are appropriate; that the duties required to perform the role are clearly defined; and there is adequate support and security. |  |
| Have you reviewed and improved recruitment/selection/appointment processes to facilitate disclosure and appropriate support? |  |
| Have your policies been reviewed to ensure the mental health of your staff is accounted for within these documents? |  |

**Standard two**

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**Standard three: Promote an open culture around mental health**

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| Have you engaged with external campaigns to address mental health stigma? |  |
| Have you signed the Time to Change Employer Pledge? |  |
| Have you run an internal communications campaign to encourage employees to start talking about mental health in the workplace? |  |
| Do you share case studies and blogs about staff with lived experience of mental health problems via internal communications channels? |  |
| Have you taken part in key national awareness raising days within your university for staff, such as Time to Talk Day (February), Mental Health Awareness Week (May), or World Mental Health Day (October)? |  |
| Have you recruited Mental Health Champions who get people talking about mental health? |  |
| Do you encourage open two-way conversations about mental health and the support available at all stages of employment? |  |
| Have you made wellbeing part of regular catch-ups, including one-to-ones and team meetings? |  |

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**Standard four: Increase organisational confidence and capability**

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| Have you run mental health training for all staff to build knowledge around mental health and mental health problems, including how to spot signs and symptoms of poor mental health, how to have effective conversations about mental health, where to signpost to for support and tips for staying well? |  |
| Have you integrated mental health into inductions for new staff? |  |
| Do managers receive line management training to effectively manage staff? |  |
| Does your university have clear guidelines for managers on managing mental health issues? |  |
| Has mental health been incorporated into line management training to ensure line managers can spot signs of poor mental health in team members, start conversations about mental health and wellbeing and support appropriately? |  |
| Do line managers proactively have conversations about wellbeing and/or mental health in one-to-ones and team meetings, with regular check-ins about an employee's stress levels and workload? |  |
| Do managers actively seek feedback on their management and communication style? |  |

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**Standard five: Provide mental health tools and support**

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| Do you have in-house support for staff such as an Employee Assistance Programme, Occupational Health, access to the student counsellors? |  |
| Do you signpost to support such as medical services, local voluntary sector providers, national helplines and mental health charities? |  |
| Have you set up mental health peer support groups for staff? |  |
| Do you seek feedback from staff as to how easily accessible and well publicised your support tools are? |  |
| Do you provide targeted support for key contributors of poor mental health e.g. Financial Wellbeing support? |  |
| Do you raise awareness of the resources and tools available both internally and externally, for example, Wellness Action Plans and the [Mental Health at Work website](https://www.mentalhealthatwork.org.uk/)? |  |

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**Standard six: Increase transparency and accountability through internal and external reporting**

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| Is progress shared with senior leadership? |  |
| Does your university produce an annual report on mental health? |  |
| Do you share information externally in annual reports and on your website? |  |
| Do you report on progress to staff and give them the opportunity to raise questions? |  |
| Do you measure organisational activity and impact using robust external frameworks, for example, Mind’s Workplace Wellbeing Index? |  |

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