



# Employer Pledge Action Plan

In order to continue with your request to sign the Employer Pledge, please complete this document and email it to: [info@timetochangewales.org.uk](mailto:info@timetochangewales.org.uk). 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. While neither a quality mark nor endorsement, for a Pledge to have real value, it should lead to some practical action. Your action plan document will not be shared with anyone outside of Time to Change Wales but we need to see that you are serious about being active in the campaign to ensure the Time to Change Wales Organisational Pledge maintains its value.

You should have received a full guide on how to fill out your action plan, along with an explanation of the nine key principles listed in the plan. If you have not received this, please email [info@timetochangewales.org.uk](mailto:info@timetochangewales.org.uk).

<b>Organisation name</b>	CARDIFF AND VALE UNIVERSITY HEALTH BOARD	<b>Main contact details (Email and phone)</b>	NICOLA BEVAN Head of Employee Health & Wellbeing Service Tel: 029 2074 3264 / 2665 Email: Nicola.Bevan3@wales.nhs.uk
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## Employer Pledge Action Plan Template

### Organisation:

Action plan principle	Activity description	Internal lead(s)	1 <sup>st</sup> April 18 launch 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?	<p>The original pledge was signed a number of years ago by the existing CEO, however Len Richards the current CEO of CAV UHB has agreed that he will be the Senior Sponsor as part of our commitment to refreshing our pledge.</p> <p>Maria Battle the Chair of CAV UHB has expressed her support and discussed Time to Change and raised awareness of the web pages during the Staff Recognition awards ceremony held on 9th March 2018. The Board have also agreed to support the campaign by using a photo opportunity which will be used across a variety of mediums to raise awareness.</p>	KEITHLEY NICKY	29/03/18	Number of hits on internet site.  Number of likes/shares and retweets on face book and twitter

	<p>As part of the ongoing commitment, Senior Leaders are to be encourage to share their personal experiences of stress/low mood/other mental health conditions problems in the work place. Anyone wishing to participate will be able to do so via a number of options, blogs, which will be shared on the CAV TTCW pages, CAV You Heard, the UHBs newsletter and/or the UHBs facebook and twitter accounts. Clinical Boards will also be able to share staff stories in their local newsletters</p> <p>To ensure ongoing commitment, ask a senior leader to write a blog or intranet post to highlight the pledge and their commitment to drive a change in culture throughout the year to coincide with national awareness campaigns: Time to Talk in February, Stress Awareness in April, Mental Health Awareness Week in May and World Mental Health Day in October</p> <p>Seek support from new non-executive members</p> <p><b>N.B. Trust and support is essential to the sharing of mental health experiences. Staff sharing their</b></p>	<p>All sub group members</p> <p>Bryn Kentish</p> <p>Keithley Wilkinson/ Steve Gauci</p> <p>Keithley Wilkinson/ Steve Gauci</p>	<p>End October 2018</p> <p>End of March 2019</p> <p>End of March 2019</p>	<p>Senior Leaders within the UHB share their personal experience</p> <p>Senior Support used as part of awareness raising for national campaigns</p> <p>Sara Moseley provides written support that can be used on the internet pages</p>
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	<p><b>experiences will have the opportunity to decide upon, agree and review the text before any publication</b></p> <p>Present paper on the actions being taken by the TTCW subgroup to the Local Partnership Forum to request Trade union support</p>	Nicky Bevan/Steve Gaudi	26 <sup>th</sup> April 2018	<p>and shared with staff</p> <p>Confirmed support from Trade Union colleagues</p>
<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>Establish a cross functional group to take forward the mental health agenda in CAV. Chair of this group will feedback to the HWAG and oversee the implementation of the action plan. Initially this group will meet monthly then quarterly to ensure that the action plan is progressing. The subgroup will also review the action plan on an annual basis</p> <p>Maintain Gold Corporate Health Standard which includes a section on mental health wellbeing of employee</p> <p>General Communications to go out about informing staff of the existing Employee Champions and encouraging others to come forward to become Employee Champions. Ensure clarity of roles and responsibilities</p>	<p>Nicky Bevan</p> <p>All Sub Group members</p> <p>Nicky Bevan</p> <p>Bryn Kentish/ Nicky Bevan</p>	<p>End of March 2019</p> <p>Next review due 2019</p> <p>End of May2018</p>	<p>Time to Change Sub group meeting dates and action log Action plan updated annually</p> <p>Maintain Gold CHS</p> <p>Number of employee Champions</p>

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	to ensure that staff feel informed when deciding to participate			
	Arrange training for Employee Champions through Time to Change Wales. To consider frequency of training once numbers known, may require training throughout the year as interest grows	Nicky Bevan	End of May 2018	Number of Champions trained
	Arrange a mechanism to support the wellbeing of all Employee Champions	Trish Owens	End of May 2018	Implementation of a support forum and monitor attendance
	Raise awareness of the campaign and the role of Employee Champions through a variety of ways:			
	<ul style="list-style-type: none"> <li>• Heads of Workforce and OD to share information within Clinical Boards</li> </ul>	Nicky Bevan	End May 2018	Number of hits on TTCW internet pages
	<ul style="list-style-type: none"> <li>• Equality lead to share information with Equality Champions at next meeting</li> </ul>	Keithley Wilkinson	21/03/18	Number of Employee Champions
	<ul style="list-style-type: none"> <li>• At the HAWAG meeting</li> </ul>	Nicky Bevan	12/03/2016	
	<ul style="list-style-type: none"> <li>• At Maximising Attendance meeting</li> </ul>	Nicky Bevan	26/04/18	



	<p>Design a TTCW specific CAVUHB webpage. Will include blogs and links to other organisations relevant to mental health</p> <p>Arrange information stands across the UHB to raise awareness. All sub group members to provide support by covering agreed timeslots</p> <p>Information Materials on mental health and TTCW to be resourced for the information stands</p> <p>Develop the “CAV a coffee” buddying up support opportunities. Ongoing support for champions and build in with managers.</p> <p>Encourage staff to show their support for campaign by signing TTCW individual pledges and using email</p>	<p>Bryn Kentish</p> <p>Carol Falcon to co-ordinate dates/venues</p> <p>Carol Falcon</p> <p>Trish/Champions</p> <p>Bryn</p>	<p>01/04/18</p> <p>13/04/18 UHL 18/04/18 UHW 27/04/18 Rookwood St David's date tbc</p> <p>End March 2018</p> <p>End of June 2018</p> <p>End of July 2018</p>	<p>TTCW internet page</p> <p>Designated CAV TTCW internet page available for all staff</p> <p>Monitor number of staff attending stands</p> <p>Number of CAV Coffee events held and numbers of staff attending</p> <p>Monitor social</p>
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	<p>banner</p> <p>Share information and case studies on staff internet and in newsletters  <b>N.B. Trust and support is essential to the sharing of mental health experiences. Staff sharing their experiences will have the opportunity to decide upon, agree and review the text before any publication</b></p> <p>Take part in TTCW key campaign dates and run activity on World Mental Health Day and Time to Talk Day</p> <p>Invite a rep from Mental Health Clinical Board Rep to Time to Change Group</p> <p>Provide links/access to a wide range of resources available to ensure that all staff groups are included e.g MIND, Unison</p> <p>Improve understanding of staff wellbeing levels</p>	<p>Bryn</p> <p>All Sub Group members</p> <p>Nicky Bevan</p> <p>Kathryn Murray/Bryn Kentish/Steve Guacci</p>	<p>End of April 2018</p> <p>End March 2019</p> <p>End of March 2018</p> <p>End of April 2018</p> <p>End of</p>	<p>media use</p> <p>Case studies shared (with consent) on TTCW internet page</p> <p>Have a MH lead on the TTCW sub group</p> <p>Number of links on CAV TTCW</p>
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	<p>Including questions in staff survey – next survey is 2018 – compare again last staff survey?</p> <p>Use ESR and electronic wage slips to promote TTCW pledge and mental health campaigns throughout the year</p>	<p>Nicky Bevan</p> <p>Nicky Bevan</p>	<p>December 2018</p> <p>End of April</p>	<p>Staff survey data used to plan future interventions and initiatives</p> <p>Notifications added to EST wages slips</p>
<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>Review current policies Stress and Mental Health policy currently under review, sub group members, Trade Unions, service users to be part of approval process in order to ensure fit for purpose</p> <p>Stress risk assessment and guidance to be reviewed and updated.</p> <p>Promote positive health behaviours and prevention measures e.g. wellness action plans. Raise awareness of WAP in EWS, OH, HR</p>	<p>Nicky Bevan</p> <p>Nicky Bevan/Trish Owen</p> <p>Nicola Bevan</p>	<p>End May 2018</p> <p>End June 2018</p> <p>End of June 2018</p>	<p>Stress Policy approved</p> <p>New template and guidance on how to use Stress Risk assessment available</p> <p>Monitor number of hits on EWS internet page</p>

	<p>Work with HR/LED on specific training for managers to support training for mental health. Training opportunities will be communicated via the existing LED communication channels as well as part of the specific TTCW communication plan</p> <p>Ask LED to review current training and identify specific training opportunities e.g. Mental Health 1<sup>st</sup> aid training – train the trainer.</p> <p>Review lifecycle of employment from recruitment, induction to returning to work after an absence. Consider every opportunity where mental health may be affected and ensure policies and support is in place to ensure there is a positive experience for employees.</p>	Nicola Bevan	End of May 2018	Training available for managers to support mental health wellbeing
		Nicola Bevan	End of May 2018	
		Nicola Bevan	End of March 2019	Mental Health and Wellbeing incorporated through employment lifecycle

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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>Encourage and support senior or high profile employees with experience of mental health problems to speak out and lead by example. Ensuring there is provision for anonymous submission</p> <p>Encourage staff at all levels to write blogs – share experiences through internal comms. Ensuring there is provision for anonymous submission</p> <p>Develop “CAV a Coffee” sessions to bring staff together – regular drop ins rotated across the UHB with sub group members in attendance</p>	<p>All sub group members</p> <p>Bryn</p> <p>Trish/ Champions</p>	<p>End of June 2018</p> <p>End of June 2018</p> <p>End of June 2018</p>	<p>Number of senior/high profile employees who have shared their lived experience</p> <p>Blogs shared on CAV TTCW</p> <p>Number of CAV Coffee events held and numbers of staff attending</p>
<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>Commission/ develop Mental health awareness training to build knowledge around mental health problems and info on spotting signs and symptoms of Mental Health</p> <p>Raise awareness of existing training available to support line managers have difficult conversations with a focus on mental health</p>	<p>LED</p> <p>Bryn</p>	<p>End of June 2018</p> <p>End of June 2018</p>	<p>Training available for managers to support mental health wellbeing</p> <p>Monitor numbers of staff attending LED training</p>

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	<p>Develop some brief points and hints on “<i>you don’t have to be an expert to listen to someone</i>”.</p> <p>Raise awareness of existing resources e.g. MIND How to support staff who are experiencing a mental health problem</p>	Keithley Wilkinson/ Trish Owens	01/03/2018	<p>Helpful hints included on CAV TTCW internet pages. Monitor number of hits</p>
	<p>Integrate mental health into existing induction process to ensure all staff are aware of the support available</p>	Nicky Bevan	End of May 2018	<p>Mental Health support/resources included as part of Corporate induction process</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>Review CAVUHB’s existing tools and how much employees know about these and how to access them using survey monkey.</p>	Nicky Bevan/ Bryn Kentish	End of June 2018	<p>Identify level of awareness of resources available and take action where required.</p>
	<p>Integrate mental health into existing induction process to ensure all staff are aware of the support available</p>	Nicky Bevan	End of May 2018	<p>Mental Health support/resources included as part of Corporate induction process</p>
	<p>Develop specific TTCW webpage for CAVUHB employees.</p>	Bryn Kentish	01/04/18	<p>Monitor number of hits</p>

let's end mental health discrimination

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	Use patient stories to highlight success stories of staff using EWS/ EAP/ Workshops etc	Trish Owens	End of June 2018	Include staff stories on CAV TTCW internet pages, as part of training and as part of general awareness raising
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## 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.

Cardiff and Vale University Health Board is proud to refresh and re-enforce its Time to Change Wales pledge and remains committed to ending the stigma and discrimination that is associated with mental health in the workplace.



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