

CABINET: 12 OCTOBER 2017

**MENTAL HEALTH POLICY AND MENTAL HEALTH MANAGER'S
GUIDE**

**FINANCE, MODERNISATION AND PERFORMANCE
(COUNCILLOR CHRISTOPHER WEAVER)**

AGENDA ITEM: 8

CORPORATE DIRECTOR RESOURCES

Reason for this Report

1. To ask the Council to agree to adopt a Mental Health Policy and Manager's Guide. This will be a new policy and guidance for the Council.

Background

2. The Council is committed to promoting and maintaining the mental health and wellbeing of all employees through workplace practices, and encourages employees to take responsibility for their own mental health and wellbeing. In its Corporate Health Standard, Public Health Wales indicates that one in six employees will have a mental health problem at any one time.
3. Mental health conditions can present in many ways and as an employer, the Council has a duty of care to employees, which includes ensuring that managers have the necessary skills and knowledge to identify the early signs of mental ill health and be proactive in supporting their staff.
4. From a business perspective, the proactive management of employees' mental and physical health can produce a range of benefits, including the reduction of sickness absence, greater staff engagement and productivity, and reduced staff turnover, recruitment and costs.
5. This policy and guidance is a positive step towards making Cardiff Council a better place to work.
6. The policy and guidance applies to all employees of the Council, irrespective of status and/or grade, except those employed directly by schools. The policy and guidance will be commended to school governing bodies.
7. The introduction of the policy and guidance will support the Council's application for the Corporate Health Standard Silver Award and is in line with the Time to Change Wales (TTCW) pledge.

Reasons for Recommendations

8. The policy and guidance will assist the Council in:
- Promoting mental health and wellbeing in the workplace by considering the sources of pressure and causes of mental distress at work, not solely dealing with the symptoms.
 - Ensuring that work place pressure is managed through a risk assessment process in line with the Council's Stress Management Policy.
 - Building and maintaining a workplace environment and culture that supports mental health and wellbeing and prevents discrimination.
 - Increasing employee knowledge and awareness of mental health and wellbeing issues and behaviours.
 - Reducing the stigma around depression and anxiety in the workplace, and all forms of mental health illness.
 - Facilitating employees' active participation in a range of initiatives/activities that support mental health and wellbeing.

Legal Implications

9. The Council has a duty under **The Health and Safety at Work Act 1974** to ensure, as far as is reasonably practicable, the health safety and welfare at work of all employees.
10. **The Equality Act 2010** sets out an employer's duty to make reasonable adjustments for people with disabilities in order to ensure that they have the same access as a non-disabled person to everything that involves gaining or keeping employment. According to the Act, a person is defined as disabled if they have a **mental** or physical impairment that has a substantial long-term (i.e. more than 12 months) adverse effect on their normal day-to-day activities. A person is also protected under the Act if they have been affected in this way in the past but have been well for some time.

Financial Implications

11. There are no direct financial implications arising from this report.

Human Resource Implications

12. The introduction of the policy and its guidance have been discussed with the Cardiff Managers Forum, Ambassadors Forum, the Employee Networks, the Corporate Health Group and the Time to Change Wales sub group. The new policy will need to be communicated to employees and managers, and mental health training is proposed via the Cardiff Academy. The Trade Unions have been consulted and warmly support the policy and its guidance.

RECOMMENDATIONS

Cabinet is recommended to:

1. Approve the adoption of the attached Mental Health Policy and Manager's Guidance (Appendices A and B).
2. Ensure that it is publicised to all employees in an appropriate format and relevant media.
3. Commend the key principles of the policy to Members and agree that Officers follow up with the WLGA in terms of member development.

CHRISTINE SALTER
CORPORATE DIRECTOR RESOURCES
6 October 2017

The following appendices are attached:

Appendix A – Mental Health Policy
Appendix B – Mental Health –Manager's Guide