



LOCAL COUNCIL
AWARD SCHEME
QUALITY GOLD

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Employee Mental Health & Wellbeing Policy

Moulton Parish Council is committed to providing a working environment and management practices which promote positive wellbeing and good health and supports employees. We recognise the value of maintaining the health and wellbeing of our employees and recognise that employee's wellbeing and performance are linked.

The parish council recognises that working conditions and environment can have a huge impact on mental health and welcomes the continued involvement of employees in implementing this policy.

1. Purpose and Scope

The purpose of this policy is to encourage employees to achieve a healthy work life balance and enable them to gain access to appropriate support and opportunities when experiencing the effects of physical or mental health conditions.

Whilst exercising its duty of care towards employees, the parish council acknowledges that it should be encouraging employees to take more personal responsibility for their lifestyle choices, health, and wellbeing.

This policy provides guidance:

- to councillors and all employees on how to prevent, identify and manage wellbeing in the workplace
- to develop strategies intended to improve health at work
- on relevant support to employees ensuring that concerns are raised both proactively and in a timely manner

2. Legal Responsibility & Policy Support

Moulton Parish Council recognises its duty of care to its employees and its legal obligation to support employee wellbeing at work under the terms of:

[Employment Rights Act 1996 \(legislation.gov.uk\)](http://legislation.gov.uk)

[The Health and Safety at Work Act \(1974\) \(legislation.gov.uk\)](http://legislation.gov.uk)

[The Management of Health and Safety at Work Regulations \(1999\) \(legislation.gov.uk\)](http://legislation.gov.uk)

[Human Rights Act \(1998\) \(legislation.gov.uk\)](http://legislation.gov.uk)

[Data Protection Act \(1998\) \(legislation.gov.uk\)](http://legislation.gov.uk)

[Special Educational Needs and Disability Act 2001 \(legislation.gov.uk\)](http://legislation.gov.uk)

[Equality Act \(2010\) \(legislation.gov.uk\)](http://legislation.gov.uk)

3. Mental Well Being

The NHS identifies five helpful steps to positive mental wellbeing that, according to research, can really help to boost mental wellbeing:

- Connect – connect with the people around you: your family, friends, colleagues and neighbours. Spend time developing these relationships.
- Be active – you don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life.
- Keep learning – learning new skills can give you a sense of achievement and a new confidence.
- Give to others – even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering can improve your mental wellbeing and help you build new social networks.
- Be mindful – be more aware of the present moment, including your thoughts and feelings, your body and the world around you. Some people call this awareness "mindfulness". It can positively change the way you feel about life and how you approach challenges.

Taking care of your own mental health and wellbeing is extremely important to perform well at work and maintain a healthy life. The parish council is committed to tackling the stigma around mental illness and making accessing help easily available and confidential. If employees find themselves in a crisis and require assistance there are several options for help within Moulton Parish Council.

Talk to your us:

Where any employee feels unwell due to mental health issues, it is vital that they contact our trained Mental Health First Aider (see below), the Executive Officer, their Line Manager or, in the case of the Executive Officer, the Chairman of the Council to discuss the issue. They will then explore what options are available with you to address the issue.

Mental Health First Aiders (MHFA)

We offer mental health first aid training to our staff, which delivers a practical approach to mental health first aid, based on real life scenarios. Trained staff have the knowledge and skills to respond effectively to situations that they might face at work. Staff members trained to become Mental Health First Aiders identify, understand and help a person who may be developing a mental health issue. This could be staff, our customers or members of the public. If you think you may have a mental health issue or would like to talk to someone, confidentially contact one of our MHFA. The list of First Aiders and Mental Health First Aider is displayed behind the Welcome Desk in the library.

4. Stress

How to manage and reduce stress - stress is a feeling of being under abnormal pressure. This pressure can come from different aspects of your day-to-day life.

5. Resources

There are several specialist organisations which can offer help and advice in dealing with specific problems such as bereavement, debt, addiction and mental wellbeing.

6. Personal and Physical Health

Access to Free Eye Tests

While there is no medical evidence to show that use of computers causes any permanent damage to eyes or eyesight, free eye tests are provided to employees who regularly use computers. Please see our Display Screen Users Policy.

7. Responsibilities

Moulton Parish Council will:

- A safe and healthy working environment.
- Offer training and workplace support.
- Treat everyone with dignity as outlined in our Dignity at Work Policy.
- Be mindful of equality, diversity and inclusion as outlined in our Equality, Diversity and Inclusion Policy.
- Implement the agreed policies and procedures.

- Offer Health and Wellbeing information for employees via our Library.
- Specific training for all managers on preventing, recognising and managing cases of stress/ failing mental health via Mental Health First Aid training.
- Information and training to enable employees to develop their skills and experience and maximise their contribution to the parish council via 1:1's and performance reviews.
- Monitoring employee's health. This will be achieved by talking to staff both individually and in group settings and working with employees to help identify health problems and fitness for work issues at an early stage.
- Promoting wellbeing via training, the work culture and the resources available to all staff.
- Promoting a healthy work/life balance by offering flexible working – please see our Flexible Working Policy.
- Offering all full-time staff and an hour (pro rata for part time staff) a month to focus on positive mental and/or physical health.

Employees are to:

- Raise issues of concern with the trained Mental Health First Aider, the Executive Officer, their line manager or, in the case of the Executive Officer, the Chairman of the Council at the first opportunity. This allows the Executive Officer the opportunity to consider the workplace environment and offer support, resulting in reduced sickness absence and timely support
- Be committed to avoiding causing health and wellbeing problems for other employees, including acting in accordance with the principles of the Equality, Diversity and Inclusion Policy and Dignity at Work Policy.
- Take reasonable care of their own health and safety and co-operate with the Executive Officer in any measures taken to reduce stress.
- Consider granting permission to contact specialists or their GP for further information if the illness is persistent or would be considered under the Equality Act 2010 as a disability.

8. Related Policies

This policy applies to all employees of Moulton Parish Council and should be read in conjunction with our other policies and procedures. These policies have been written with the needs of the employee at the centre, and the council recognises that employees who are happy and well at work will perform at their best. Please refer to additional workplace policies:

- Managing Ill Health and Absence Policy.
- Dignity at Work Policy.
- Flexible Working Policy.
- Equality, Diversity and Inclusion Policy.
- Bereavement and Special Leave Policy.
- Working from Home Policy.
- Code of Conduct.
- Staff Training and Development Policy.
- Maternity, Paternity and Adoption Policy.
- Display Screen Users Policy.

This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.

Last Reviewed: January 2024
Review Due: January 2025