COMMITTEE	Staff Governance
DATE	26 June 2023
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Employee Mental Health Action Plan Annual Progress Update
REPORT NUMBER	CUS/23/187
DIRECTOR	Andy MacDonald
CHIEF OFFICER	Isla Newcombe
REPORT AUTHOR	Kirsten Foley
TERMS OF REFERENCE	3.2 iii

1. PURPOSE OF REPORT

1.1 The purpose of this report is to review the impact of the Employee Mental Health Action Plan and propose further amendments based on this review. The original plan was developed and approved by Staff Governance Committee on 3 February 2020. Following a review of the actions on the original plan, an analysis of the psychological absence data and feedback from the mental health action plan focus groups, a revised plan was developed and was approved by Committee on 21 February 2022.

1.2 The report also contains an update on the action taken to support employee mental health over the past 12 months.

2. RECOMMENDATIONS

That the Committee: -

2.1 approves the Mental Health Action Plan and supports the work outlined to address and improve employee mental health and wellbeing; and

2.2 notes the proactive actions carried out so far to address and support positive employee mental health; and reflects on the variety of initiatives, activities, training and support made available to employees during the last 12 months.

3. CURRENT SITUATION

3.1 The Mental Health Action plan was approved by Staff Governance Committee in January 2019.

3.2 Reports to the Staff Governance Committee in February 2020, June 2021 and February 2022 gave updates on the progress against the plan.

3.3 In February 2022, the Committee reviewed and approved a revised Employee Mental Health Action Plan. Accordingly, work was undertaken, as detailed in

the paragraphs below, to revise the Mental Health Action plan. SGC Report Feb 2022

3.4   The review of the mental health action plan was undertaken to assess the impact of the support already provided and identify, based on data and feedback, the most appropriate areas of focus for the year ahead.

3.5   Throughout 2021 and 2022 feedback was gathered from Focus Groups which were set up and which included employees from a range of frontline services (Education, Trades, Environmental, Waste and Community Empowerment) and including our Trade Union Representatives to ensure we had a broad understanding of the organisation's needs and wants.

Feedback gathered identified a need for additional support in the following areas:

Issues Requiring Additional Support	How we're addressing these
Work-Related Stress	QWL Stress Risk Assessments Mental Health First Aider Network Wellness Action Plans Reasonable Adjustment Passports Self Help Employee Assistance Service Able Futures
Training	Mental Health Awareness for Managers - ** Mandatory Training Mental Health Awareness Tools for Managers and Supervisors Mental Health First Aid QWL Stress Risk Assessment Menopause Awareness Sleep Awareness Alcohol and Drugs Awareness
Frontline Communications	Increased clear communications including: Posters Leaflets Yammer Teams Intranet Presence at service specific events Roadshows Employee Induction

3.6   As part of the previous review of the plan, a range of data, research and strategic drivers were reviewed and analysed to identify the most appropriate areas of focus and to target support where it is most needed and will be most effective. This review and analysis has been embedded into the improvement cycle as the various elements of the plan are targeted across the workforce.

<u>Current Strategic Context</u>

3.6.1   The Scottish Government Programme for Government continues to identify the need to improve national wellbeing by further increasing investment in mental health support and tackling and improving support for drug addiction and preventing drug deaths as key drivers for 2022/23. In addition, the Programme for Government includes the Creating Hope Together suicide prevention strategy, a national review of the Eating Disorder Services Implementation Group and the Learning Disability, Autism and Neurodiversity Bill.

3.6.2   A new poll in November 2022 by Mental Health Foundation shows that:

- more than one-third (34%) of UK adults are feeling anxious,
- almost three in ten (29%) are feeling stressed and
- one in ten (10%) are feeling hopeless about their financial circumstances in the past month

**Our new research reveals anxiety is gripping the UK as many people suffer in silence and struggle to cope**

ACC Context.

3.6.3 The ACC absence data for the period Jan 2022 to Dec 2022 identifies the following trends.

3.6.4 The top 3 absences show ACC Staff Absences by category with Psychological consistently remaining at the top of the top reason for the last 3 years.

1. Psychological
2. Musculoskeletal
3. Respiratory
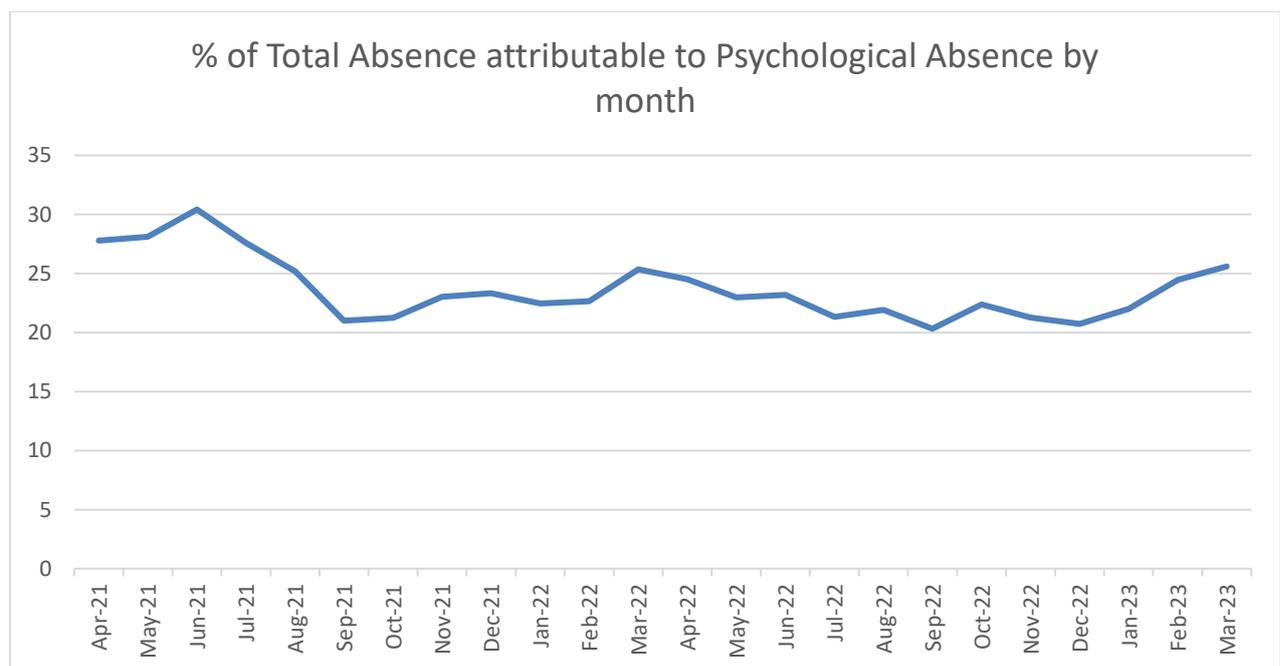
3.6.5 Overall, Psychological absence rates, which includes work and non-work related stress, anxiety, depression and mental health, remain steadily at the top of the overall absence figures at an average of 22.4% of total absences in 2022 which is a slight decrease on figures of 24.89% in 2021.

3.6.6 The Workplace Health Report identifies stress as being the most prevalent reason for absence from work, (Stress Statistics UK | 2023 Data | Champion Health) with 76% of employees identifying moderate-high or high levels of stress, and 33% identifying that stress impacts their productivity at work.

3.6.7   The graph below shows the breakdown of the psychological absences recorded during 2022 by the absence reasons subcategories. This shows the highest level of psychological absences are attributable to stress, with the lowest level being related to depression.
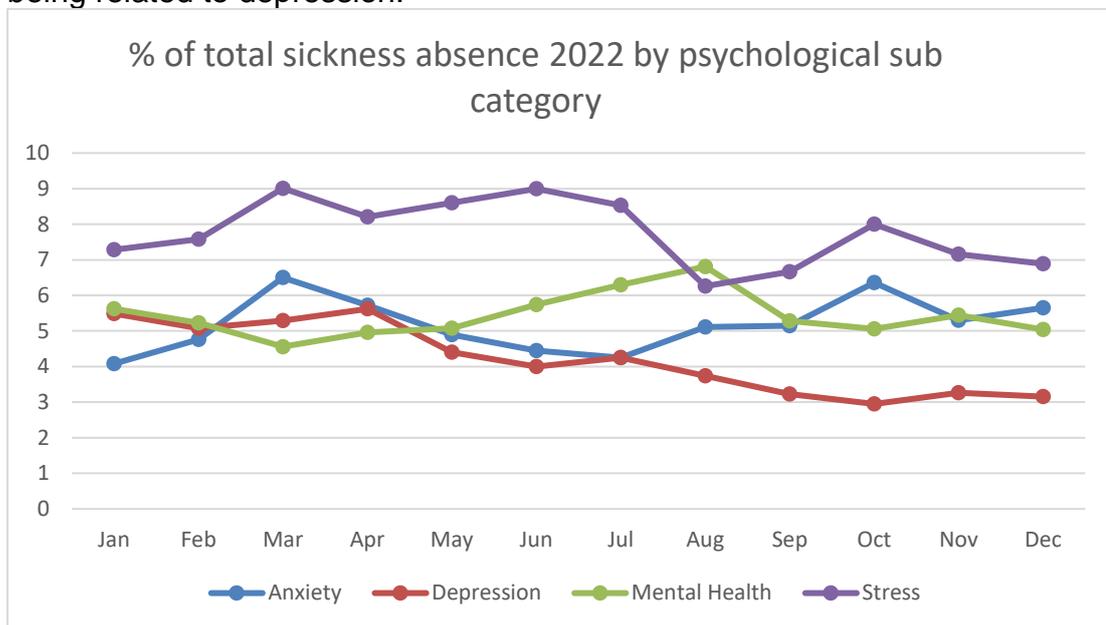
3.6.8   The Office of National Statistics reported that nationally the level of sickness absence increased in 2022 to 2.6%, which is 0.7% higher than the pre pandemic level and is the highest recorded since 2004. Sickness absence in the UK labour market - Office for National Statistics (ons.gov.uk)

3.6.9   What ACC have done in 2022 under the 5 key outcomes of the plan:

3.6.10 Outcome 1. A targeted programme of support and tools which is easily accessible by all staff

3.6.11 Webpages comprising a range of support and tools available to all staff to access when they need it. Several projects have been undertaken to target specific groups of staff who have been identified through data analysis as requiring additional information and support on various wellbeing interactions including our Substance Misuse project and the Mental Health First Aid Network. These range from an increased amount of information on the support services available with a targeted communications plan to raise awareness not only digitally but by means of leaflet and poster campaigns. A full list of these can be seen in Appendix 2.
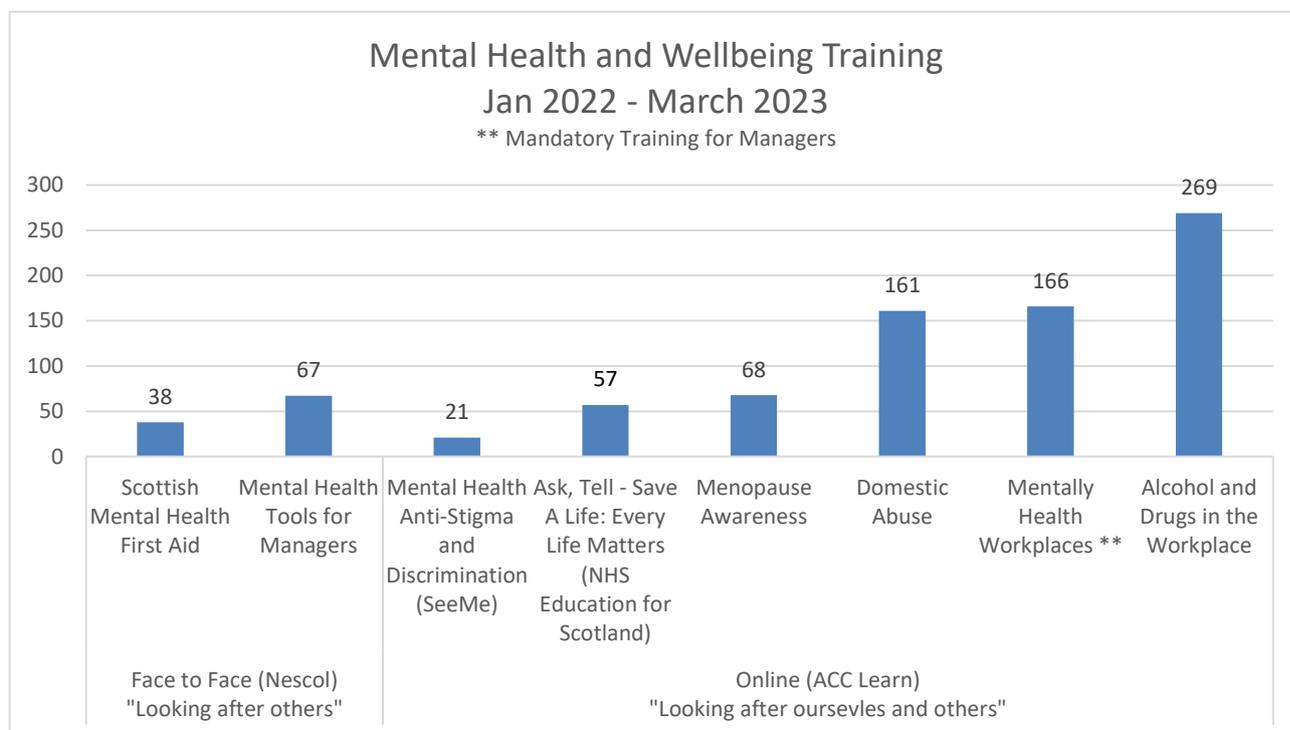
3.6.12 To ensure our communications reach the whole workforce, additional methods are also now being used and information is shared on specific channels known to be used and which already reach our frontline employees.

3.6.13 Outcome 2. A culture within which mental health and substance misuse issues are proactively supported and destigmatised

3.6.14 A working group was formed to review the policy and support available for staff on Substance Misuse. Updates on this working group are currently being reported back to the risk board on a quarterly basis, with the intention of a report being brought to Staff Governance Committee in November 2023

3.6.15 A significant amount of work has been undertaken to ensure managers are aware of the support available as well as increased communications to ensure staff and managers know where to turn to get additional support should they need it.

3.6.16 Communications about the policy and how to implement it including how to use 'With Cause Testing' were communicated out to ensure all our managers are empowered and confident to apply and that staff are aware of these proactive controls in place to ensure we support staff at the earliest stages.

3.6.17 Campaigns around Go Sober for October and Dry January are communicated to raise awareness and destigmatise the topic and encouragement to seek support and reduce intake is supported using these campaigns.

3.6.18 Information is provided about the in-house services available such as the Employees Assistance Programme from Vivup and Able Futures mental health support service as well as information on external professional services such as Alcohol and Drugs Action Aberdeen https://www.alcoholanddrugsaction.org.uk/ where employees can seek additional support for substance misuse.

3.6.19 Mental Health campaigns on a variety of topics are spread widely throughout the organisation by regularly blogging but also communicated by messaging individuals through Team. Staff are encouraged to participate in our Mental Health and Wellbeing Yammer channel with regular updates on a wide range of hot topics shared across the organisation. New channels reaching frontline teams have also been included to help us reach staff in all services.

3.6.20 Whilst there is on going analysis of absence data, this does not provide any data on the effectiveness and impact of the interventions on those employees who are in work. It is, therefore, intended that a Mental Health Wellness Pulse Check is carried out after the summer holiday period in 2023. The outcomes of this check will be used to inform further developments within the Mental Health Action Plan and will be reported to Committee in due course.

3.6.21 Outcome 3. Management training, support and development which empowers managers to support their teams confidently and appropriately

3.6.22 A suite of training available across the organisation ensures employees are empowered to maintain positive wellbeing and have access to tips and tools to build resilience.

3.6.23 In addition to this we continue to offer Mental Health First Aider training which is a vital frontline contact for employees experiencing emotional distress. This proactive approach for staff support works to prevent anyone suffering in

silence with mental health problems. Mental Health Tools for Managers increase our network of support across the organisation and empower managers to support their teams.

3.6.24 A graph with numbers of completion can be seen below:

Mental Health and Wellbeing Training
Jan 2022 - March 2023
** Mandatory Training for Managers

Category	Value
Scottish Mental Health First Aid	38
Mental Health Tools for Managers	67
Mental Health Anti-Stigma and Discrimination (SeeMe)	21
Ask, Tell - Save A Life: Every Life Matters (NHS Education for Scotland)	57
Menopause Awareness	68
Domestic Abuse	161
Mentally Health Workplaces **	166
Alcohol and Drugs in the Workplace	269

Face to Face (Nescol) "Looking after others"

Online (ACC Learn) "Looking after ourselves and others"

3.6.25 Outcome 4. Data reporting which allows the organisation to access and interrogate the data in order to target interventions proactively

3.6.26 Work continues on analysing the absence data which is reported in the Absence Report to Staff Governance committee to ensure we provide targeted interventions to areas of the organisation. Most recently the work on the substance misuse project throughout the Operations Function initially which is being rolled out across the organisation to increase awareness and ensure managers and employees are aware of where to get additional support on issues arising.

3.6.27 Analysing the data has led to specifically targeting various groups depending on the actual trend identified. For example, access to physical exercise opportunities for those working in sedentary positions and targeting those within certain age brackets. e.g. over 50's to encourage proactive measures are taken prior to issues arising e.g. Menopause awareness sessions.

3.6.28 With the data showing a significantly higher ratio of staff absences in the Operations service, further analysis will be done to identify particular areas where interventions and initiatives can be targeted and Roads has been identified as one of the pilot areas for the Absence Improvement Project.

3.6.29 One such initiative is the Physical Wellbeing initiative in collaboration with Sport Aberdeen. We aim to go out to the depots to talk to staff directly about physical wellbeing opportunities with an offer of a health check to help staff realise potential problems and try proactive measures to counteract these.

Percentage of Staff Absent by Month, August 2019 onwards
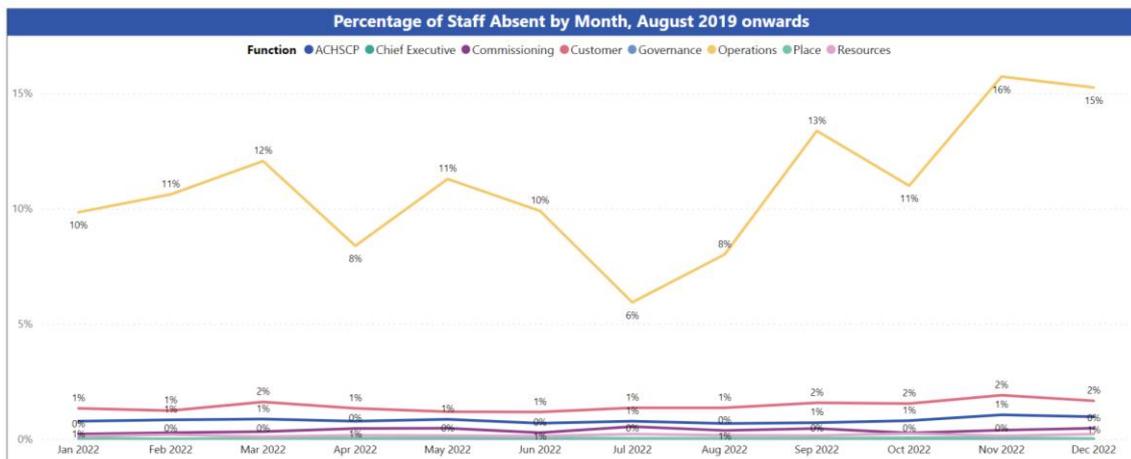
3.6.30 **Outcome 5. Reduce the total overall absences that are due to psychological reasons.**

3.6.31 Analysing the data, the overall absence rates for employees off due to psychological reasons has been steadily decreasing from 26.24% in 2020 to 24.89% in 2021 and to 22.4% in 2022). This is showing a steady trend of descent. The data will continue to be analysed and initiatives targeted at areas in most need.

3.6.32 During 2022 the Mental Health and Wellbeing Adviser joined the Disability & Inclusion and Age working groups under the **Equality, Diversity and Inclusion project** to ensure that our campaigns, training and activities were accessible to all. This has helped the mental health and wellbeing calendar to build significantly and has increased the number of communications going out across the organisation ensuring a more inclusive holistic wellbeing approach. We have also increased the number of channels we send out to and communicate with, giving us an extended reach to engage with frontline staff.
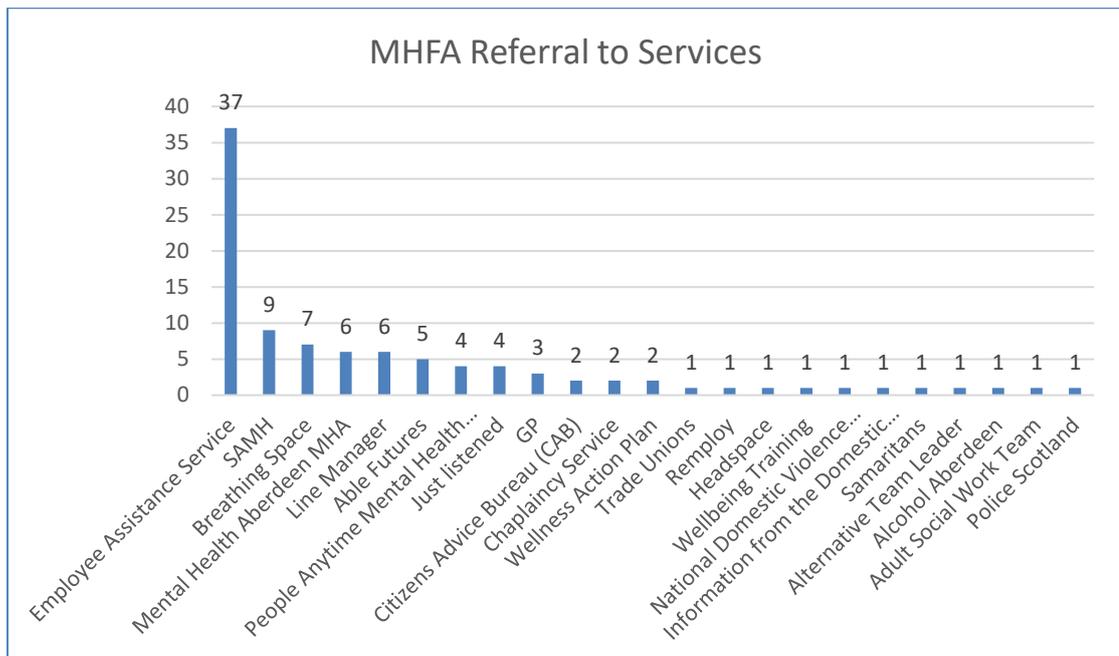
3.6.32 Albeit the need is to reduce the total of overall absences, feedback from users of the MH First Aid service suggests that the Mental Health First Aid network proactively supports staff to be able to remain at work whilst being supported and to not become an absence statistic. Interactions with the service are from offices and depots right across the organisation. This reassures us that this service does have a vital reach across the frontline and outlying venues to make sure all staff know where to turn for support if they need it. An example of some of the venues using the service are listed below.

3.6.33 The majority of staff engaging with the service have been looking for support with Anxiety, which is in line with the research from Mental Health Foundation has shown- [Mental Health Foundation](#). The second top reason for staff interacting with the Mental Health First Aid Network is for Workplace Stress which again is reflected in the data discovered from our Employee Assistance provider and again shows the vital need for this service to provide immediate support to anyone struggling.
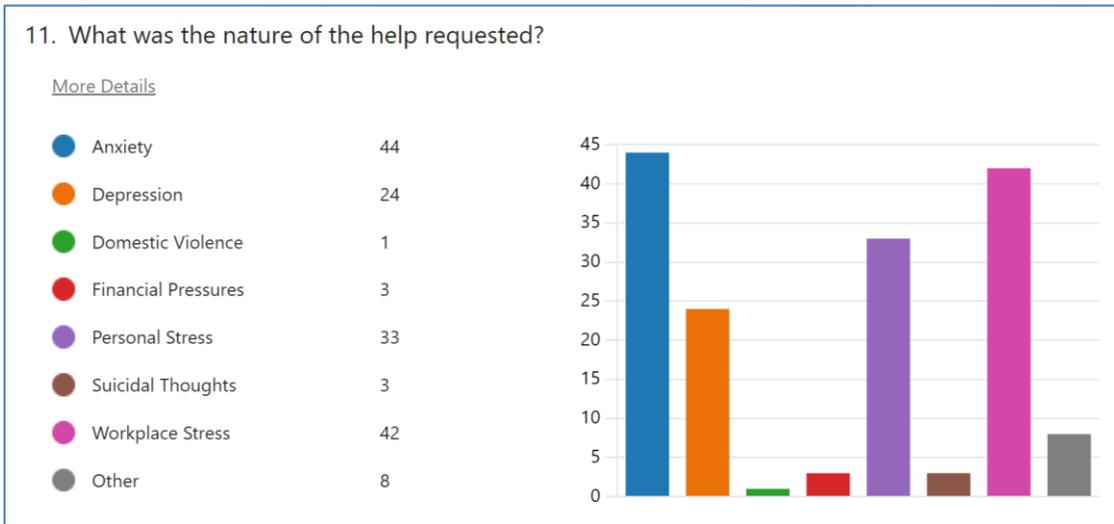
3.6.34 The majority of Mental Health First Aid referrals have been to our Employee Assistance provider with other external services also being referred to.

MHFA Referral to Services

A bar chart titled "MHFA Referral to Services" showing the following values:

- Employee Assistance Service: 37
- SAMH: 9
- Breathing Space: 7
- Mental Health Aberdeen MHA: 6
- Line Manager: 6
- Able Futures: 5
- People Anytime Mental Health...: 4
- Just listened: 4
- GP: 3
- Citizens Advice Bureau (CAB): 2
- Chaplaincy Service: 2
- Wellness Action Plan: 2
- Trade Unions: 1
- Remploy: 1
- Headspace: 1
- Wellbeing Training: 1
- National Domestic Violence...: 1
- Information from the Domestic...: 1
- Samaritans: 1
- Alternative Team Leader: 1
- Alcohol Aberdeen: 1
- Adult Social Work Team: 1
- Police Scotland: 1

4. FINANCIAL IMPLICATIONS

4.1 Mental health and wellbeing is increasingly becoming a core component of service delivery, linked to both staff retention and customer satisfaction. There is the potential to reduce direct and indirect costs in relation to sickness absence, low morale/engagement and increased turnover by supporting and promoting positive mental health. This can have a significant impact on Function / Cluster budgets.

5. LEGAL IMPLICATIONS

5.1 Failure to comply with legislation in ensuring a safe and healthy workplace has the potential to result in enforcement action by the Health and Safety Executive (HSE). Such intervention can result in potential prosecution (criminal) and employees (civil claims) are more likely to succeed following a successful HSE prosecution. Changes in the Sentencing and Fines Guidance for health and safety non-compliances are resulting in increased financial penalties. Fine starting points are based on an organisation's turnover. As Local Authorities do not have turnover; their Annual Revenue Budget is deemed to be the equivalent. This amount is then altered depending on the culpability of the organisation and harm factors to employees and members of the public.

5.2 Under the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999, there is a legal requirement to ensure the health, safety and welfare at work of our employees. This includes minimising the risk of stress-related illness or injury to employees.

6. ENVIRONMENTAL IMPLICATIONS

6.1 There are no direct environmental implications arising from this report.

7.   RISK

Category	Risks	Primary Controls/Control Actions to achieve Target Risk Level	*Target Risk Level (L, M or H) *taking into account controls/control actions	*Does Target Risk Level Match Appetite Set?
Compliance	Compliance with legal requirements ensures the health and safety of employees	Actions outlined in the appendix provide additional support for employees.	M	**Yes**
Financial	If no action is taken to support individuals and address trends, then the organisation will incur both direct and indirect costs.	Implementation of the Mental Health and Wellbeing in the Workplace Policy and supporting Stress Procedure. Effective management and maintenance of a mentally healthy workplace and provision of appropriate support.	M	**Yes**
Reputational	Without ensuring suitable employee support there is a risk of the organisation not becoming an employer of choice and having recruitment and retention issues.	Implementation of the Mental Health and Wellbeing in the Workplace Policy and supporting Stress Procedure. Effective management and maintenance of a mentally healthy workplace and provision of appropriate support	L	**Yes**

8. OUTCOMES

COUNCIL DELIVERY PLAN	
Aberdeen City Local Outcome Improvement Plan	
Prosperous People Stretch Outcomes	The Prosperous People theme in the LOIP indicates that all people in the City are entitled to feel safe, protected from harm and supported where necessary, which would include employees of the Council. Adopting the approach outlined int the report will support the workforce.

9. IMPACT ASSESSMENTS

Assessment	Outcome
Integrated Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	not required
Other	N/A

10. BACKGROUND PAPERS

10.1   Stress Statistics UK | 2023 Data | Champion Health
10.2   Mental Health Foundation Survey and Research
10.3   EAS Annual Progress Update, Occupational Health and Absence Annual Update January 2022 - December 2022 - CUS/23/080

11. APPENDICES

11.1   Appendix 1 – Mental Health Action Plan
11.2   Appendix 2 – Mental Health and Wellbeing Activities Update

12. REPORT AUTHOR CONTACT DETAILS

Name	Kirsten Foley
Title	Employee Relations and Wellbeing Manager
Email Address	KFoley@aberdeencity.gov.uk

Appendix 1

2022 Mental Health Action Plan

Focus Areas

1. A targeted programme of support and tools which is easily accessible by all staff
2. A culture within which mental health and substance misuse issues are proactively supported and destigmatised
3. Management training, support and development which empowers managers to support their teams confidently and appropriately
4. Data reporting which allows the organisation to access and interrogate the data in order to target interventions proactively
5. Reduce the total overall absences that are due to psychological reasons

Initiative	Organisation Needs	Delivery	Update 2022
A targeted programme of support and tools which is easily accessible by all staff	Managers are informed and open to conversations with staff	Deliver new QWL Risk Assessment training to managers	In collaboration with the Health and Safety Team Employee Relations and Wellbeing offer individual managers and teams support to complete QWL Risk Assessment
	Deliver Domestic Violence training	New Domestic Violence training available for staff to undertake through our online pages	Domestic Violence training has been extensively communicated across the organisation with MHFA attending virtual training

Initiative	Organisation Needs	Delivery	Update 2022
			sessions Online training is also available on this subject.
	Mental Health Awareness training delivered 'virtually' by SamH. Creating a pool of Mental Health Champions across the organisation	Continue delivering Health and Wellbeing sessions to Pupil Support Assistants in Education cluster Continue to deliver on current training programme including increasing the number of trained MHFA across the organisation to provide frontline support to employees	Training opportunities regularly communicated to network on hot topics and other relevant updates
	Employee Assistance Service (Vivup)	Continue to communicate access to service and focus on getting out to Frontline Deliver webinar type sessions and record particularly for frontline employees	Large communication plan to share information widely across the whole organisation
	Able Futures	Continue to communicate new partnership with Able Futures across the organisation to encourage uptake with tailored advertising materials created for frontline employees	A great build on to the employee assistance service and good feedback received
	Additional needs interpreter, information in easy read, languages, signing, braille etc	Information about how to upload documents from SharePoint in to google documents to help employees translate information although include messaging to be careful with personal sensitive information Should someone require additional support it can be sought from Intertrans who are also available to translate documents at a cost InterTrans is a service that provides confidential translation, interpreting and communication support services to users and providers of Aberdeen City Council's services. The service aims to	Captions have been switched on in Teams and additional support for highlighting signing on Teams also available

Initiative	Organisation Needs	Delivery	Update 2022
		offer improved access to users of council services whose first language is not English and / or have other communication needs. Where possible caption readers on animations and also use PDF rather than screenshots to ensure staff using screen readers can see these. Encourage use of caption reader on Teams meetings for those harder of hearing. Use Plain English in campaigns to make it easy to follow	
	Additional support signposting to external professional organisations providing support - Breathing Space - Samaritans - SamH - Ready Scotland - Parent Club	Continue to communicate support services by creating one place to find them all and link to this in regular communications. Increase information about new Able Futures partnership – Mental Health Support through "Access to Work (DWP)" with particular emphasis on Frontline employees	Regular communication campaigns around professional services available for support
	Employees are self-aware and ask for help when needed	Continue to deliver personal development courses through SAMH with additional new content from Thrive (online learning materials). Short, sharp messaging to support supervisors and front-line team leaders to deliver short sessions to workforce. Look to deliver face to face session for frontline employees who are not confident in the use of technology. Create short, recorded sessions that team leaders and supervisors can deliver directly to their teams during toolbox talks to ensure frontline staff have the same knowledge on the support available to them.	Continuing to look at Thrive for new materials to support learning
	Employees can identify personal stress triggers	Stress Risk Assessments – communicate and raise the awareness of the importance of these.	Increased referral to Wellness Action Plans

Initiative	Organisation Needs	Delivery	Update 2022
		Encourage the use of Wellness Action Plans for employees to share with managers before there's a crisis	have been met positively and are well used
	Deliver proactive and early interventions sessions to help build resilience and prevent overload	Variety of self improvement training Include online resources for managers to share with staff	
	Financial Wellbeing	Launch Salary Finance support on VIVUP Employee Benefits site Promote internal and external sources of budgeting and financial wellbeing information via a range of media to ensure easy accessibility for all staff	Increased communications around the cost of living crisis and details of where to find support
A culture within which mental health and substance misuse issues are proactively supported and destigmatised	Mental Health First Aider support available for all employees, including managers	The list of MHFA - Update list and consider how categories i.e. Education staff don't necessary recognise Operations as their Function Training to be available to both primary and secondary schools Physical poster campaigns to raise the profile of the MHFA in outlying workplaces and details on how to contact these	Increased reach of Mental Health First Aiders with many now trained throughout school settings
	Blog posts/newsletters	Continue to write regular blogs on hot topics and raise awareness, piggybacking on national wellbeing campaigns	Increased number of messages have gone out this year using other platforms including social media for maximum reach
	Visible commitment to positive mental heath	Continue communication of initiatives in line with national programmes and deliver training and information campaigns as appropriate	Mental Health and Welleing Adviser present at various

Initiative	Organisation Needs	Delivery	Update 2022
		Continue to deliver Mental Health Awareness events to encourage open conversations and make talking about mental health the norm.	public events. Year of Disabled Worker, Childrens Services Development Day to increase awareness of support and initiatives available to staff
	Employees take notice and support colleagues	Continue increasing the number of MHFA across organisation to champion mental health and make finding support accessible to all	Additional Mental Health First Aid sessions booked
	Raise the profile of mental health issues and wellbeing in the workplace.	Continue to promote wellbeing initiatives with the use of the new "Mental Health and Wellbeing" Yammer channel in particular to reach frontline employees through the new F1 licenses.	Communications significantly increased this year using a variety of methods including poster and leaflet and social media campaigns to spread the word
	Substance Misuse Action Plan	Through the Substance Misuse Action Plan Working Group, roll out the actions identified within the plan Continue to support the roll out of the Naloxone project across identified areas of the city	Work commenced to cascade awareness throughout the rest of organisation.
Management training, support and development which empowers managers to support their teams confidently and appropriately	Managers can handle difficult conversations effectively	Alternative line managers who can take on the responsibility of these conversations where there's a breakdown or element of strain. Building positive relationships with managers and staff Access to team building and additional training to support strengthening teams	A variety of training and information available to support managers to have sensitive conversations positively.

Initiative	Organisation Needs	Delivery	Update 2022
	Organisation tackles the causes of workplace stress	Continue work towards improving data recording reasons for absences and reporting on this Trigger of Absence management letters to be communicated as more of a support than a punitive exercise Staff off on long term sick leave – managers to communicate more regularly with employees and agree how this will be done at early stage	Work continuing to analyse the data and target initiatives according to where the data leads
	The organisation provides support and trains managers to identify, understand and address mental health factors in the workplace.	Deliver Mental Health Awareness for Managers and Supervisors through NESCol so managers can have the full knowledge to support staff without the ongoing commitment of becoming MHFA	Additional dates secured for the forthcoming period for managers to attend
	Managers communicated with and supported regularly	Continue to offer direct support to managers and employees from the Mental Health and Wellbeing Adviser	Mental Health and Wellbeing Adviser in regular contact with managers across the organisation to provide 1-2-1 support where needed
	Build managers confidence and skills in providing support to team members who may be suffering from Domestic Violence	Continue regular communications on topics to help build confidence and knowledge	Additional virtual training offered to groups to enhance the online training available and to allow more in depth conversations on the subject

Initiative	Organisation Needs	Delivery	Update 2022
	MHWB Representative at Function Health and Safety Committee Groups and Senior Management Team Meetings	Attend Health and Safety Committee Groups and SMTs to discuss data and identify potential supports to be implements in targeted areas.	Regular updates send to H&S groups. Current report will be distributed to groups.
	Tablet devices being rolled out across operations services to allow staff access to teams	Improve the messaging to frontline staff to encourage them to come forwards and get help before problems become bigger. More proactive campaigning around frontline services to make talking the norm.	Significantly increased communication to frontline employees using their own channels initiated
	Managers have mental health rapport with employees	Build in an Employee Wellbeing section on templates for 1-2-1's and Continuous Review & Development	Ongoing
Data reporting which allows the organisation to access and interrogate the data in order to target interventions proactively	Analyse the absence data to identify trends and hot spots across the organisation	MHFA Recording Tool – encourage recording of interactions to show the demand on the network and help build data trends on where staff are contacting from

Refresh and resend the staff wellbeing survey/introduce pulse checks Look at tailoring surveys to gather information on mental wellbeing in the same way as the body mapping Musculoskeletal ones. https://www.hse.gov.uk/msd/pdfs/body-mapping-questionnaire.pdf Also, more focus on the Musculoskeletal health after two years of working from home | Discussions around potential Pulse Check underway. |
| | Emerging Trends | Analyse and interrogate the new Power BI Absence data and use this information to target areas with various initiatives depending on what the data reveals | Continuing analysis of the data to identify trends in the organisation |
| | The organisation understands the impact personal issues can have on mental wellbeing | Analyse absence data available and target initiatives and interventions where appropriate across the organisation. | Continue to target areas where the data takes us |

Initiative	Organisation Needs	Delivery	Update 2022
		Continue to communicate support services for not only use with work issues but available for employees and household members to be able to access to help improve mental wellbeing Increase access to financial wellbeing information and where to get support on issues relating to this	
Reduce the total overall absences that are due to psychological reasons	Training on Wellness Action Plans	Continue to train new MHFA to add to the network to increase coverage across the organisation to 2.5% Continue running peer group training sessions to upskill and develop current knowledge of MHFA and provide a supportive place to come for debriefing and sharing best practice. Introduce a more formal method of supervision by way of 1-2-1 meetings with MHFA's across the organisation when required Provide training to MHFA on completing Wellness Action plans to be able to support colleagues with completing	New course dates advertised

Appendix 2

Mental Health and Wellbeing Activities Update – 2022

CONNECT | TAKE NOTICE | BE ACTIVE | GIVE | KEEP LEARNING

Contents

Communications

There continues to be a significant increase in communications, e.g. intranet blogs, yammer, teams and social media posts, that have been being shared across the organisation about the various initiatives and support services that are available to employees during this time. The frontline employees now have access to more communications due to the rollout of the F1 license and evidence can be seen of them interacting on various yammer posts. In addition to this, we have been given access to the frontline services Teams channels so we can post initiative directly to them ensuring better communication.

We have been delivering awareness raising sessions using the NHS Ask, Tell, Save a Life Mental Health Animation during Employee Inductions and on other presentations and have been emphasising the our Employee Assistance Service, Vivup, is not only there to help you with work issues, but is there for any employee to use to support them no matter what the issue is whether it be something at home or at work.

Substance Misuse

Substance Misuse Awareness Campaign
A working group was established with members of staff across the organisation to improve knowledge of our Managing Substance Misuse Policy and have been working to increase awareness of the support available to employees by means of a physical poster, leaflet campaign and intranet/Teams/Yammer posts.

Support

Vivup **-** Our employee assistance service, Vivup offers a free, confidential, 24-hour counselling service 365 days a year.
Mental Health First Aid Network **–** our training programme will continue to grow the number of Mental Health First Aiders available across the organisation
Able Futures – our new partnership with DWP Able Futures organisation to provide additional Mental Health support to our workforce
Drugs and Alcohol Awareness **–** campaign to ensure employees know what support is available to them and where to find the policies relating to this
Bereavement Support – pages to signpost employees to various bereavement support services
People Anytime Mental Health and Wellbeing Pages - Our People Anytime pages continue to migrate across from the old WordPress site to our new space on SharePoint. Anything new is being added directly to SharePoint

Training

Scottish Mental Health First Aid Training Course
We continue to train staff to become Mental Health First Aiders for the organisation with a further 32 employees trained in the period 2022/23. Further courses are planned for the forthcoming year and the feedback suggests this is a vital frontline service used by many staff.

Mental Health Tools for Managers/Supervisor
This 3½ hour course shares good practice in identifying common mental health problems and making adjustments and is designed for anyone who is responsible for staff and is not wishing to become qualified as a Mental Health First Aider

Mental Health Anti-Stigma and Discrimination
Our E-Learning gives you all you need to know to start taking action to tackle stigma in work.

Ask, Tell, Save a Life
Mental health and suicide prevention learning resources. NHS Health Scotland and NHS Education for Scotland (NES) were jointly commissioned to develop these as part of the Scottish Government's 'Suicide Prevention Action Plan'.

Menopause Awareness
The course is aimed at line managers, team leaders, supervisors, HR personnel and all other employees to find out how they can support women at work who go through this phase in their lives, and to women employees themselves, to make them aware of the fact that they can seek support if required.

Domestic Abuse Training (DAART)
An awareness-raising resource which serves as an introduction to domestic abuse and coercive control. The tool provides an overview of the main considerations when responding to domestic abuse.

Mentally Health Workplaces (Mandatory Managers Training)
This training is for anyone who wants to learn more about mental health in the workplace. Everyone has a role to play in creating a mentally healthy workplace and it can have benefits for you and your colleagues.

Alcohol and Drugs in the Workplace
A training programme for managers and staff on awareness and the impact of alcohol and drugs in the workplace.

Physical Wellbeing Partnerships – Sport Aberdeen and Aberdeen Sports Village
Sport Aberdeen - A free 12 wellbeing programme offered to all employees across the organisation has had 26 successful applicants apply. The programme is designed to work closely with participants to engage with them and change their behaviour towards physical activity and to encourage them to make lifestyle changes that will last. The sessions will be supported by a personal coach and have been targeted to over 50's and frontline sedentary staff although not exclusively.

In addition, the usual 25% discount on membership fees was also on offer.

<div style="border:1px solid blue; padding:1em;">

Sport Aberdeen

Free Sport Aberdeen Wellbeing Package

Aberdeen City Council are working with Sport Aberdeen to help staff #getactive and feel good in 2023.

Aberdeen City Council has teamed up with Sport Aberdeen to offer 30 colleagues the opportunity to access a free Wellbeing Package which includes:
- Lifestyle evaluation and goal setting
- Gym induction
- 2 free activities (fitness class, gym session or swim)
- Lifestyle review

</div>

Aberdeen Sport Village – Free lifestyle passes were made available for Aberdeen City Council and Aberdeen City Health and Social Care Staff employees to to obtain with access to a full range of facilities over two separate weeks to ensure maximum accessibility for all staff.

In addition, the usual 25% discount on membership fees was also on offer.

<div style="border:1px solid blue; padding:1em;">

Aberdeen Sports Village

Work it out with ASV
ASV Corporate Week | 27 March - 2 April

FREE Access during Corporate Week – 27th of March – 2nd of April

Sign up for a free lifestyle pass and try out various activities at Aberdeen Sport Village during corporate week.

</div>

Awareness Raising Campaigns

A series of campaigns in collaboration with Equality, Diversity and Inclusion working groups have seen an increase in communications across the organisation. The collaboration ensure our focus is broadened with more inclusivity with minority groups.

Alcohol Awareness Campaign – Sobering Thought and Alcohol Tips and support
Baby Loss Awareness – campaign to ensure that employees know what support is available to them
Blue Monday Campaign – 3rd Monday in January - saddest day of the year
Cancer Awareness and Support
Deaf Awareness and BSL for Beginners
Deaf Awareness Week Intranet awareness post and Yammer channel created to encourage peer support among colleagues and share of best practices
Dementia Awareness
Employee Assistance Programme – awareness campaign and comms plan
Eye Health – awareness raising campaign about eye health checks and financial support available
Fibromyalgia Week Awareness Campaign
Financial Wellbeing / Employee Benefits and Cost of Living Support
Flu Vaccination Awareness
Health and Wellbeing Sessions
Menopause Matters - CE Blog
Menopause Support and Awareness
Mental Health Awareness Week – Campaign and Events
Mind to Mind – Dealing with Anxiety Information Campaign
Mindfulness Meditation
Multiple Scleorisis Week
Naloxone – Save a Life – Aberdeen City Council's commitment to training up employees in front facing services
Naloxone Distribution Campaign
No Smoking Day Awareness Campaign – Access and Signposting to support
Parkinson's Awareness Week
Physical Activities Awareness and Opportunities
        Preventing Suicide
Scottish Learning Disability Week
Stress Awareness Month – Risk Assessments, policies, materials, support
Suicide Prevention – training opportunities to build confidence to have conversations around suicide
Suicide Prevention Campaigns, support and advice
        Suicide Prevention Training
Time to Talk Day – Awareness Campaign and signposting to local support
Tinnitus and Hearing Loss Awareness – creation of new Yammer Peer Support Group
World Health Day Campaign
World Mental Health Day Awareness
World Sleep Day – access to online training and support
Young Minds Matter Campaign – Support and Information for Young Colleagues

<u>Random Acts of Kindness</u> Campaign
<u>Holiday Stress</u> Busting Tips
<u>Walking Football</u> – access to walking football sessions