

Helping you stay in your job Resource Pack



Southdown works closely with individuals, employers and other third sector organisations to ensure individuals with mental health problems are able to either remain at work or to return to work.

We have collated this pack to provide you with some basic information which we hope you find useful.

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First, a quick disclaimer...

This Southdown Employment Support services resource pack is aimed to provide resources that you can use in a supportive manner.

These resources could be used to support both you and your employer in a non-judgmental and objective capacity. It is not designed to provide you with legal advice about your employment although it may make you aware of your fundamental rights and responsibilities. We would always encourage you to follow your company's existing policies and procedures in addition to gaining further support. All legal advice must be gained through a lawyer or a legal representative.

Although we try to ensure the resources are up to date, we are not responsible for third-party materials, including their accuracy, completeness, timeliness, validity, copyright compliance, legality, quality, or any other aspect thereof. The third-party materials and links are provided solely as a convenience to you, and you can access and use them entirely at your own risk and subject to such third parties' terms and conditions.



Workplace guidance

ACAS Resources

ACAS Advisory, Conciliation and Arbitration Service provides free and impartial information and guidance to employers and employees on all aspects of workplace relations and employment law:

www.acas.org.uk/index.aspx?articleid=1461



ACAS resources include the following:

- ✓ Information on employment rights, rules and best practice:
www.acas.org.uk/advice
- ✓ Guidance on how to raise and resolve problems at work, either informally or formally:
www.acas.org.uk/dealing-with-workplace-problems

Wellbeing in the workplace

Wellbeing resources in the workplace

Five Ways to Wellbeing

A set of evidence-based public mental health messages aimed at improving the mental health and wellbeing of the whole population:

www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/five-ways-to-wellbeing

Frontline worker self-care activities

This has a selection of activities to support wellbeing:

www.yumpu.com/en/document/fullscreen/63215228/frontline-keyworker-self-care-acts

Managing mental health at work – case studies:

www.mentalhealthatwork.org.uk/case-study

Mental health at work – tool kits:

www.mentalhealthatwork.org.uk/toolkit

Mental Health at work – resources:

www.mentalhealthatwork.org.uk/resource



Wellbeing in the workplace

Wellbeing resources in the workplace (cont.)

Mental Health Directory of Support

Offers various support services for overall wellbeing and positive mental health in Sussex:

For East Sussex:

www.eastsussex.gov.uk/socialcare/healthadvice/mental-health/directory

For West Sussex:

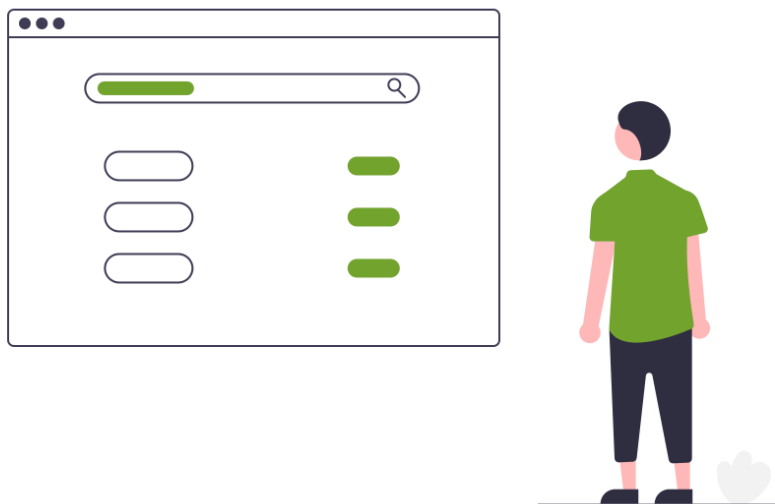
www.westsussex.gov.uk/education-children-and-families/your-space/health/emotional-wellbeing-and-mental-health/emotional-wellbeing-information-and-support

For Brighton and Hove:

www.mindcharity.co.uk/advice-information/directory-of-services

Across Sussex:

www.sussexcricket.frog.net



Sussex Mental Healthline - 0800 0309 500 (Freephone)



This offers support and advises you on where to get help for yourself or someone you are concerned about. For callers whose first language is not English, a telephone interpreter can be arranged for other community languages, by phoning the helpline and letting them know the language needed. There's more information about the service here:

www.sussexpartnership.nhs.uk/sussex-mental-healthline

Wellbeing in the workplace

Disclosure information

Disclosure relates to whether to tell your employer about your mental health condition. You can find out more about some of the advantages and disadvantages of disclosure: www.theconversation.com/to-disclose-or-not-to-disclose-mental-health-issues-in-the-workplace-52980

Access to Work

If you are disabled or have a physical or mental health condition that makes it hard for you to do your job, Access to Work can talk to your employer about changes they could make in your workplace: www.gov.uk/access-to-work

Wellness Action Plans

Wellness Actions Plans (WAPs) are an easy, practical way of helping you to support your own mental health at work.

Find out more at: www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-your-staff/employer-resources/wellness-action-plan-download



Absence through sickness

Reporting sickness

- ✓ If you are not familiar with your company's procedure ask for a copy for their staff absence policy

Fit notes

A fit note could be required if you are off sick from work (they used to be called sick notes). A fit note is an official written statement from a doctor giving their medical opinion on a person's fitness for work. You must give your employer a fit note if you are off sick for more than 7 days in a row (including non-working days).

Your GP may also make recommendations on how your employer could support you. The fit note will say whether you are considered 'fit for work', and may also give details of any relevant restrictions. Your employer can then consider any potential short or long-term support to enable a return to work, if appropriate.



For guidance on the Fit Note see: www.gov.uk/taking-sick-leave

More information is available from ACAS, including:

- ✓ Absence from work
- ✓ Fit notes and proof of sickness
- ✓ Off sick seven days or less
- ✓ Off sick for more than seven days

www.acas.org.uk/absence-from-work/fit-notes-and-proof-of-sickness

Understanding your employer's responsibility

Further information about sickness absence can be found on the government link below. This may help you to understand your employer's obligations:

www.gov.uk/government/collections/fit-note

Sick pay and benefits

Statutory Sick Pay

What is Statutory Sick Pay (SSP)?

Statutory Sick Pay is money paid to you by your employer if you are sick and unable to work:

www.turn2us.org.uk/Benefit-guides/Statutory-Sick-Pay/What-is-Statutory-Sick-Pay

More information is available from the government website, including:

- ✓ Eligibility
- ✓ How to claim

www.gov.uk/statutory-sick-pay

Information about your eligibility for occupational or Statutory Sick Pay (SSP) should be available in your contract of employment, so consult this and your company's policies and procedures.

Benefits resources

Some useful resources to assist with benefits:

General benefits advice:

- ✓ www.gov.uk/browse/benefits
- ✓ www.citizensadvice.org.uk/benefits
- ✓ Your local Jobcentre Plus

For older people:

- ✓ www.ageuk.org.uk/information-advice/money-legal/benefits-entitlements

Eligibility for benefits:

- ✓ www.citizensadvice.org.uk/benefits/benefits-introduction/what-benefits-can-i-get

Benefits calculators available at:

- ✓ www.entitledto.co.uk
- ✓ www.benefits-calculator.turn2us.org.uk/AboutYou

Mental health and welfare benefits:

- ✓ www.mentalhealthandmoneyadvice.org/en/welfare-benefits

If you become disabled:

- ✓ www.gov.uk/if-you-become-disabled



Occupational health

What is occupational health?

Occupational health is a type of medical service for:

- ✓ supporting employees and employers
- ✓ encouraging a focus on wellbeing in the workplace

Occupational health teams aim to support people to stay well at work. Occupational health services will help keep you safe as an employee by managing any risks in the workplace that are likely to give rise to work-related ill health.

They can be used for both physical and mental health. It would be good to check your organisations policies to see if they use services such as these.

The occupational health report is a thorough overview of the employee's current medical status and their future capacity to return to work in a successful manner.

It should only focus on the employees' fitness to return to work, and should not include other performance issues unrelated to their health issues.

There is more information available from ACAS about how they can be used and the types of assessments available:

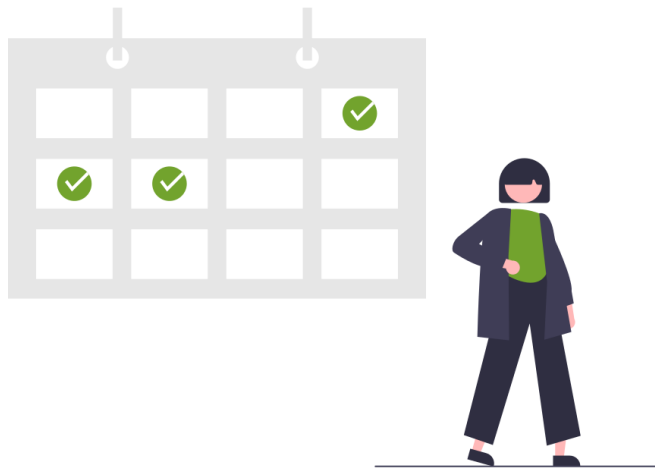
www.acas.org.uk/using-occupational-health-at-work



Restrictions and Adjustments

Restrictions and adjustments

Assuming that you are able to return to work, it is important for your employer to know in advance about any restrictions and adjustments that may be needed (e.g. changes to hours/duties, additional training, equipment or help with travel). Many employers have a set policy on return to work (e.g. phased return) after illness or injury which may start with a return to work interview.



Information about employee rights and responsibilities can be found here:
www.gov.uk/definition-of-disability-under-equality-act-2010

Reasonable adjustments

A 'reasonable adjustment' is a change to remove or reduce the effect of:

- ✓ an employee's disability so they can do their job
- ✓ a job applicant's disability when applying for a job

The reasonable adjustment could be to:

- ✓ the workplace
- ✓ the ways things are done

Reasonable adjustments can also be made to agree additional support for an employee or job applicant.

There is guidance available on reasonable adjustments through ACAS. This includes ideas on what an employer could consider changing, examples of reasonable adjustments and good practice for employers:

www.acas.org.uk/reasonable-adjustments

Further useful information

Coronavirus (Covid-19) guidance for employers and employees

ACAS offers some regularly updated guidance:

www.acas.org.uk/coronavirus

The government offers advice around support if someone is working less hours than usual, or not working:

www.gov.uk/coronavirus/worker-support

Other sources of information and support

Employee Assistance Programme

Confidential advice and support may be available if your employer pays into a scheme like this. An Employee Assistance Programme (EAP) is an employer funded benefit that can offer employees confidential counselling and advice on a wide range of work and personal issues. Check if your employer provides this service. If you do have an EAP check what it covers, and if you are unsure, search your company intranet or contact your HR department.



Employment contract, HR, policies and procedures

If you feel your personal circumstances are not being taken into account by your employer, check your own employment contract, staff intranet (if you have this) or HR department for up to date policies and procedures.

Further useful information

Other sources of information and support

Protected characteristics

To identify whether you have protected characteristics check here:

www.equalityhumanrights.com/en/equality-act/protected-characteristics

Equality Act 2010

You can check employee rights and responsibilities against the legal framework, the Equality Act 2010 here:

www.gov.uk/guidance/equality-act-2010-guidance

Work buddies and mental health champions / Mental Health First Aiders

This support can often be found in medium to larger sized organisations. A workplace mental health champion is an employee or volunteer who acts as an advocate within the workplace to raise awareness of mental health problems. They challenge the way people think and act in relation to mental health, breaking down stigma, and encouraging positive dialogue around mental wellbeing. More information can be found here:

www.time-to-change.org.uk/champions



General information about looking after your mental health

From Mind:

www.mindcharity.co.uk/advice-information/how-to-look-after-your-mental-health

Mental health and wellbeing hub approved by Sussex Partnership NHS Foundation Trust:

www.sussexcricket.co.uk/news/explore-sussex-cricket-brand-new-mental-health-wellbeing-hub

General advice:

A good source of general information about employment, benefits, government law and rights, and many other categories can be found here:

www.advicenow.org.uk

Southdown's employment services are provided in partnership with Sussex Partnership NHS Foundation Trust and funded by Brighton & Hove City Council, East Sussex and West Sussex County Councils.



For further information about Southdown's
employment services please visit:
www.southdown.org/employment-support