

Stress Policy Statement

Policy Number: RTC 12	Issue Number: 01
Issue Date: July 19 th 2016	Review Date: 21 st May 2019
Originator: L McCormick	Agreed: RTC Monthly Meeting 15 th May 2018

BACKGROUND

POLICY

Ripley Town Council has adopted this Stress Policy Statement to provide a sound structure to the way it conducts its business

STRESS POLICY STATEMENT

The Town Council is committed to promoting a healthy and supportive working environment. The Town Council believes that its people are its most important asset and that their well-being is essential to effective work performance and the provision of high quality services.

The Town Council recognises the responsibility not to make employees ill through their work, and the fact that many employees are under pressure in their own lives from factors other than work.

The aims of the Town Council is to recognise that action to prevent stress is far more effective than dealing with it once it has arisen. Guidelines have been established for managers on the prevention and identification of work-related stress, and to encourage members of staff that are experiencing unacceptable levels of stress to seek assistance and receive the advice and support they need.

The Town Council wants to maximise the physical and psychological well-being of all members of staff and encourage the creation of a working environment in which employees and managers actively identify opportunities to enhance employee well-being.

Promotion of a healthy and safe environment which fosters a culture of trust, co-operation and mutual respect, and within which all members of staff treat each other with dignity is a very high priority.

The Town Council has developed a culture that is supportive and non-judgemental of people with mental health problems and will reduce as far as reasonably practicable and, where possible, prevent risks to mental health in relation to work.

The Town Council aim to reduce work related stress levels by:

- By following good principles of job design, allowing individuals some control over their work and the ability to call upon support and advice when necessary.
- By providing a safe and healthy environment in which to work.
- By providing a workplace free from harassment, bullying and victimisation.
- By sound management practice based on equality of treatment and respect for diversity.
- By effective planning, workload allocation and feedback on performance.
- By encouraging staff to maintain and improve their physical and psychological health.
- By offering support to staff ,
By ensuring good communication throughout the Town Council.
- By providing information and training to enable staff to develop their skills and confidence and hence maximise their contribution to the success of the Town Council.

Procedure

- If, from their own observations the Clerk or a Councillor considers, or is made aware, that an employee may be suffering from workplace stress, a confidential discussion will take place with the employee. The Council will offer confidential counselling if appropriate. The discussion will cover any aspects of the job that the employee may wish to bring up.
- If an employee is diagnosed by a medical practitioner as suffering from work related stress, a confidential interview will take place with the Clerk and / or Chair of the Employment Committee. Counselling will be offered and the employee encouraged to take up the offer of this meeting. If the employee has taken sick leave, they will not recommence work until the confidential discussion has taken place and steps taken to change the employee's job or the way they work to reduce the stress.

Stress objectives are regularly monitored and reviewed.

The Chairman and members are fully committed to the maintenance, review and improvement of the Town Council's Stress Policy.