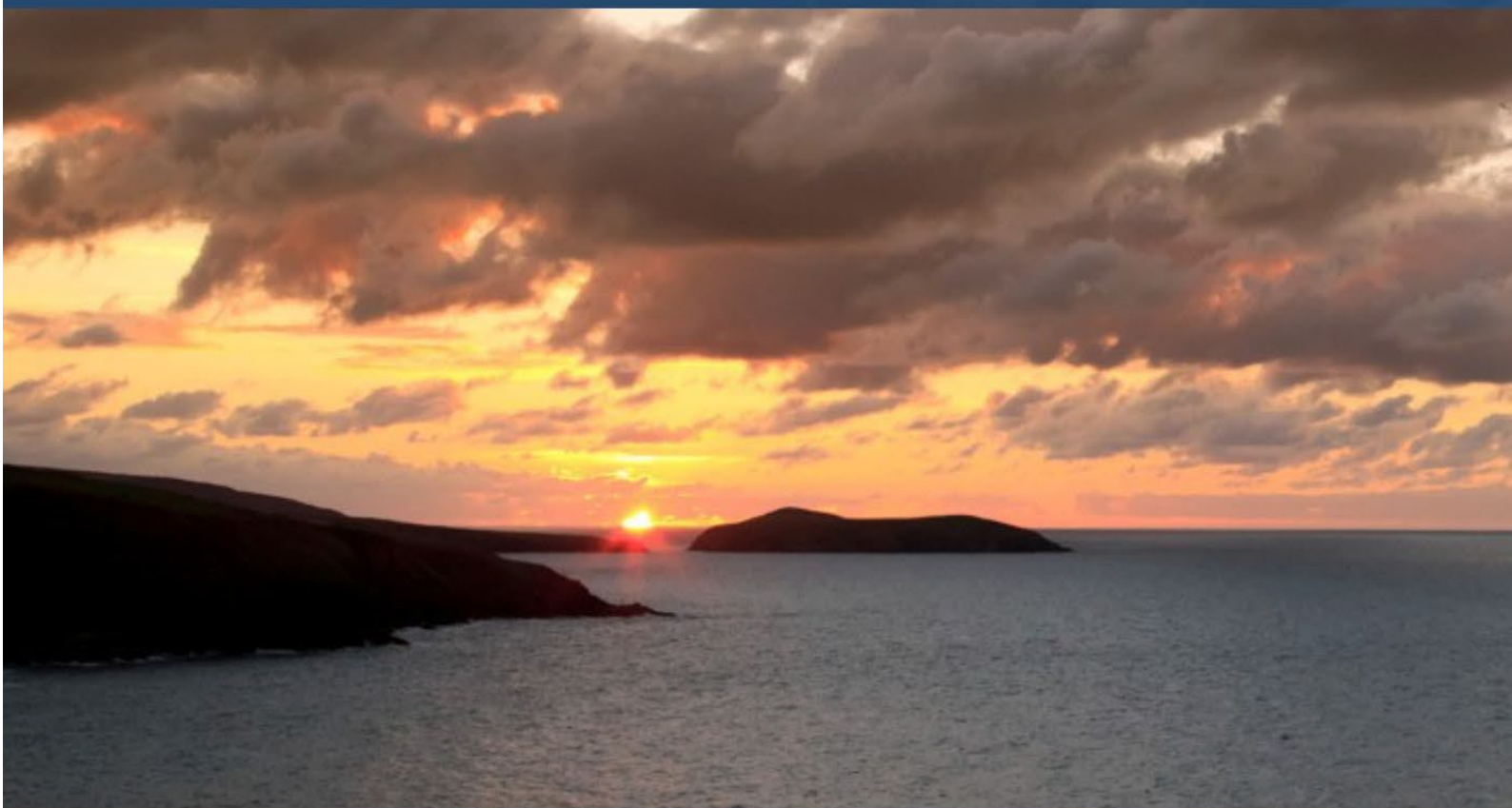




Cyngor Sir
CEREDIGION
County Council

Prevention & Management of Stress Policy



People & Organisation Service
2024



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1. Policy

1.1 Introduction

- 1.1.1 Ceredigion County Council's (the Council) is committed to protecting the health, safety and wellbeing of its employees. The Council is committed to creating a healthy workplace and a culture where employees talk openly about their health and wellbeing and ask for support without fear of judgement or reprisal.
- 1.1.2 The Council has a duty of care to ensure employees are not knowingly subjected to circumstances in which their ability to maintain their mental and physical wellbeing is compromised.
- 1.1.3 The Council recognises that work-related stress can place immense demands on an employee's physical and mental health. It can impact behaviour, performance and relationships with colleagues, as well as leading to long-term absence from work.
- 1.1.4 Knowing how to identify, manage and prevent the factors that can cause work-related stress is key to managing people effectively and ensuring a healthy workplace.
- 1.1.5 The Council recognises stress from outside of the working environment can also impact an employee's physical and mental health. Whilst stress of this kind is beyond the Council's control, as part of our commitment to protecting the health, safety and wellbeing of our employees, the Council will offer support, through appropriate resources.

1.2 Purpose

The purpose of this policy is to:

- Establish an effective and consistent approach to the prevention of work-related stress and to provide supporting services where cases of work-related and non-work-related stress are identified.
- Help managers and employees recognise and manage stress in a pro-active manner.

1.3 Scope

This policy applies to all employees other than those who are employed by School Governing Bodies.

1.4 Definition of Stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them." This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to a person's mental and physical health.

1.5 Legislative Context

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risk of stress-related ill health arising from work activities, as with any other hazard. The Health and Safety at Work etc Act 1974 requires an employer to take measures to control that risk.

1.6 Roles and Responsibilities

1.6.1 Employees

All employees are responsible for:

- Raising issues of concern with their manager or another manager within their service who they feel comfortable to express their concerns with.
- Considering opportunities for counselling and support when offered and recommended.
- Employees are not obliged to complete an Individual stress risk assessment, however doing so can help them and their manager to work together to assess and take appropriate action on removing or reducing the triggers of excessive pressure from the workplace which are affecting the employee.
- Participating in stress awareness workshops and training that may be offered.

1.6.2 Line Managers

Line Managers are responsible for:

- Monitoring workloads to ensure that people are not having to consistently work at unmanageable levels.
- Attending the training offered for managers in the management of staff mental health and wellbeing and recognising and managing stress.
- Initiating Stress Risk Assessments and responding to them in a timely and supportive manner.

1.6.3 The Employee Health and Wellbeing Officer

The Employee Health and Wellbeing Officer is responsible for:

- Giving guidance to managers on the application of this Policy including the completion of the various stress risk assessments.
- Providing specialist advice and awareness training on recognising and managing stress, including how to support employees experiencing poor mental health from stress.
- Monitoring and reviewing the effectiveness of measures to reduce stress.
- Informing the Health and Wellbeing steering group of any changes and developments in the field of stress at work, along with any emerging trends and areas of concern within the organisation.

1.6.4 Human Resources

Human Resources are responsible for:

- Signposting managers to this policy and associated risk assessments and toolkit.

- Encouraging referrals to Occupational Health and raising awareness of the Council's Employee Assistance Programme and/or the Employee Health and Wellbeing Officer where appropriate.

1.6.5 Health and Safety Team

The Health and Safety team are responsible for:

- Consulting with colleagues on the issue of stress including providing advice and guidance on carrying out stress risk assessment.
- The Health and Safety team should conduct joint inspections of the workplace to ensure that environmental stressors are properly controlled.

1.6.6 Health and Wellbeing Steering Group

The steering group will be responsible for:

- Overseeing and monitoring of the efficacy of this policy and procedure as well as other measures to reduce stress and promote workplace health and safety.
- Carrying out an advisory role in the prevention and management of stress in the workforce.

2. Procedure

2.1 Introduction

This procedure should be read in conjunction with the prevention and management of stress guidance found on CeriNet.

2.2 Stress Risk Assessment Framework

2.2.1 The Council has a legal obligation to assess the risk of stress-related ill-health arising from work activities and to take measures to control that risk.

2.2.2 The Council is also committed to approaching stress management proactively, focusing on prevention and early intervention.

2.2.3 In response to this, the Council will apply a multi-level stress risk assessment framework which consists of the following tiers:

- Individual Stress Risk Assessment
- Team Stress Risk Assessment
- Workforce Risk Assessment

2.2.4 The Health & Safety Executive's (HSE) 'Management Standards' will form the foundation of this framework. The 'Management Standards' cover the following six areas of work design that, if not properly managed, are identified as the most significant contributors to workplace stress:

- **Demands:** Includes workload, work patterns and the work environment
- **Control:** The influence a person has in the way they do their work
- **Support:** Includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- **Role:** Whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
- **Change:** How organisational change (large or small) is managed and communicated in the organisation.
- **Relationships:** Promoting positive working to avoid conflicting and dealing with unacceptable behaviour.

2.3 Individual Risk Assessment

2.3.1 All employees may experience periods of pressure at work or their personal lives, and short periods of pressure are not necessarily of concern. Stress however can negatively impact an individual's health and wellbeing. Stress is not a sign of weakness and anybody at any time may experience stress for a variety of reasons.

2.3.2 Where it has been identified that an employee is suffering with symptoms of stress, or an employee has advised they are suffering from stress, an individual stress risk assessment process must be initiated by the manager to identify the root causes of the stress and to implement effective actions to mitigate and alleviate them.

- 2.3.3 The stress risk assessment process should be initiated as soon possible (and no later the 5 working days in all but exceptional circumstances).
- 2.3.4 Prior to undertaking the stress risk assessment process, managers should refer to the prevention and management of stress guidance found on CeriNet.
- 2.3.5 **Initial meeting:**
Prior to conducting the stress risk assessment, managers should meet with the individual to:
- explain the Stress Risk Assessment process, emphasising its collaborative and supportive nature.
 - signpost the employee to the Council's internal sources of advice and support.
 - ask the employee to complete the Employee Stress Self-Assessment Form (available on CeriNet) and agree the date for returning the form to the manager.
 - Agree a date to hold the Stress Risk Assessment meeting.
- 2.3.6 **Stress Risk Assessment meeting:**
- 2.3.6.1 Managers must be sensitive to the importance of ensuring the individual feels comfortable in discussing any health and wellbeing issues. As such, managers may need to consider additional support or adjustments, for example:
- sharing the Stress Risk Assessment template beforehand and signposting the employee to the employee guidance available on CeriNet.
 - allowing the employee to be supported by a colleague or Trade Union representative.
 - changing the physical arrangements of the meeting, for example, arranging to meet in person or through Teams depending on the employee's preference.
- 2.3.6.2 Managers should use the Stress Risk Assessment Form available on CeriNet to complete the risk assessment.
- 2.3.6.3 The risk assessment should be completed jointly by the manager and employee, and an action plan developed and agreed.
- 2.3.6.4 Where it is found that personal stress is having an adverse effect on the individual, they should be encouraged to access support through the Employee Assistance Programme, their GP or alternatively they may wish to seek advice from the Employee Health and Wellbeing Officer.
- 2.3.7 **Actions/Support Measures:**
- 2.3.7.1 Having completed the risk assessment form it is imperative that both the Manager and the individual take responsibility for implementing all agreed actions.
- 2.3.7.2 A copy of the agreed Stress Risk Assessment Form should be provided to the individual and a copy shared with the Health and Safety team for reviewing and recording purposes and, where necessary, to agree any further actions.

- 2.3.7.3 Regular reviews should be conducted to monitor the efficacy of the support measures identified. They should be mutually agreed and diarised for a minimum of three months following the initial completion of the risk assessment.
- 2.3.7.4 The risk assessment should be repeated if the employee continues to experience stress at work, so as to provide the opportunity to explore alternative or additional solutions and support.

2.4 Team Risk Assessment

- 2.4.1 There will be occasions where it will be necessary to conduct a stress risk assessment on groups of employees. For example, this may be in response to:
 - significant planned change e.g. restructure, changes in working practices
 - Employee Health and Wellbeing Survey findings
 - increased sickness absence or staff turnover
 - concerns raised by team members, the Employee Health & Wellbeing Officer, Health & Safety Officers, Human Resources, Occupational Health or Trade Union representatives.
- 2.4.2 Managers play a crucial role in identifying and mitigating stress risks within their teams. It is their responsibility to lead the risk assessment process and ensure its timely and thorough completion.
- 2.4.3 To conduct a comprehensive risk assessment, managers must proactively identify potential workplace stressors and root causes. This can be achieved by conducting a team stress survey (template available on Ceri Net), team discussions, or holding a focus group with employee representatives.
- 2.4.4 When ready to conduct the risk assessment the 'Stress Risk Assessment Form' available on CeriNet should be followed. This will ensure any stressors, existing precautions, necessary actions and their ownership are recorded.
- 2.4.5 It will be necessary to set a review date for all actions, ensuring review dates reflect the severity of the risk (see guidance on CeriNet).
- 2.4.6 The completed Stress Risk Assessment Form should be forwarded to the Employee Health and Wellbeing Officer for recording purposes and where necessary, to agree any further actions.
- 2.4.7 Managers should share any plan of action with the group of employees.

2.5 Workforce Risk Assessment

- 2.5.1 Workforce stress levels will be annually risk assessed using findings from the Employee Health and Wellbeing Survey conducted in alignment with HSE 'Management Standards'
- 2.5.2 The survey will be anonymous, but participants can choose to identify their service area and Corporate Manager.

- 2.5.3 Survey findings will guide both workforce-wide stress prevention and management initiatives, as well as inform the need for further risk assessment in specific service areas or teams, allowing for targeted interventions.
- 2.5.4 The People & Organisation Service is responsible for coordinating the annual survey and sharing survey findings with:
- Leadership Group
 - the workforce
 - the Employee Health and Wellbeing Steering Group
 - the Health & Safety Forum
 - Service Areas and Corporate Managers
- 2.5.5 The People & Organisation Service is responsible for completing a risk assessment form to ensure any stressors, existing precautions and any further actions and review dates are recorded.
- 2.5.6 In the event that participation rates in the annual Health and Wellbeing Survey are so low that findings cannot be relied upon, for example under 15%, then it may be necessary to conduct a Team Risk Assessment.



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Caru Love
Ceredigion



INTEGRATED IMPACT ASSESSMENT (IIA) TOOL

Proposal Details

Title of Policy / Proposal / Initiative	
Prevention and Management of Stress Policy	
Service Area	Officer completing IIA
People & Organisation	Angharad Rees
Corporate Lead Officer	Strategic Director
Geraint Edwards	James Starbuck
Please give a brief description of the purpose of the proposal	
The aim of this policy is to establish an effective and consistent approach to the prevention of work-related stress and to provide supporting services where cases of work-related and non-work-related stress are identified. The policy will also help managers and employees recognise and manage stress in a pro-active manner.	
Who will be directly affected by this proposal? HINT	
Corporate employees who may experience symptoms of stress or at risk of experiencing symptoms of stress, their colleagues and line managers.	
Have those who will be affected by the proposal had the opportunity to comment on it?	
The policy has been subject to consultation with the relevant Trade Unions, any suggested amendments have been considered and incorporated where appropriate.	

Version Control

The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision-making process. It is important to keep a record of this process so that we can demonstrate how we have considered and included sustainable development, Welsh language and equality considerations wherever possible.

Version Number	Author	Decision making stage HINT	Date Considered	Description of any amendments made HINT
1	Angharad Rees	Cabinet		

Council Corporate Well-being Objectives

Which of the Council's Corporate Well-being Objectives does this proposal address and how? Click here to read a summary of our [Corporate Strategy 2022-27](#)

Boosting the economy, supporting business, and enabling employment.	A key aim of this policy is to mitigate the risk of individuals experiencing stress-related symptoms and in turn reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short medium and long term.
Creating caring and healthy communities	A key aim of this policy is to mitigate the risk of individuals experiencing stress-related symptoms and in turn reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short medium and long term.
Providing the best start in life and enabling learning at all ages	
Creating sustainable, greener, and well-connected communities	

National Well-being Goal: A Prosperous Wales

An innovative, productive, and low carbon society where everyone has decent work and there is no poverty.

Click [here](#) for information about a prosperous Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

By proactively assisting managers and employees in recognising and managing stress, we anticipate a reduction in absenteeism and an increase in employee retention. Ultimately, this positive impact will extend to the overall economy.

What evidence do you have to support this view?

Our data in relation to the prevalence of stress-related absence isn't wholly reliable. Stress-related absences are recorded on Ceri, our HR Information System, but are grouped with depression, anxiety and other psychiatric illnesses. We must also be mindful of the possibility that absence reasons may be recorded as a separate issue even though the underlying cause may be stress related.

Nevertheless, we do know individuals are experiencing symptoms of stress within the workforce and it is well-recognised that whilst stress symptoms can vary from person to person, stress can result in absenteeism from work.

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

We will implement a tiered risk assessment framework. Additionally, we aim to enhance awareness among employees and managers regarding stress symptoms, stress mitigation strategies, and effective support for affected employees in the workplace.

National Well-being Goal: A Resilient Wales

A society where biodiversity is maintained and enhanced and where ecosystems are healthy and functioning.

Click [here](#) for information about a resilient Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

Does not contribute directly

What evidence do you have to support this view?

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

National Well-being Goal: A Healthier Wales

A society where people make healthy choices and enjoy good physical and mental health.

Click [here](#) for information about a healthier Wales.

Does the proposal contribute to this goal? Describe the positive or negative impacts. (Click [here](#) for information)

By proactively assisting managers and employees in recognising and managing stress, we anticipate a reduction in absenteeism and an increase in employee retention. Ultimately, this will contribute to improving physical and mental health generally.

What evidence do you have to support this view?

Our data in relation to the prevalence of stress-related absence isn't wholly reliable. Stress-related absences are recorded on Ceri, our HR Information System, but are grouped with depression, anxiety and other psychiatric illnesses.

Ceri data (Absence start date 2023):

Absence reason	Total days lost
Anxiety / Stress / Depression / Other Psychiatric Illnesses	2967
Anxiety / Stress / Depression / Other Psychiatric Illnesses (Work Related)	634

We must also be mindful of the possibility that absence reasons may be recorded as a separate issue even though the underlying cause may be stress related.

Nevertheless, we do know individuals are experiencing symptoms of stress within the workforce and it is well-recognised that whilst stress symptoms can vary from person to person, stress can negatively impact mental and physical health in a variety of ways.

What action(s) can you take to mitigate any negative impacts or better contribute to this National Well-being Goal?

We will implement a tiered risk assessment framework. Additionally, we aim to enhance awareness among employees and managers regarding stress symptoms, stress mitigation strategies, and effective support for affected employees in the workplace.

National Well-being Goal: A More Equal Wales

A society where everyone has an equal chance whatever their background or circumstances.

This section is longer because you are asked to assess the impact of your proposal on each group that is protected by the **Equality Act 2010**.

Click [here](#) for information about equality in Wales.

Do you think this proposal will have a positive or a negative impact on people because of their age? (Click here for information)	
Children and Young People up to 18	Positive
People 18-50	Positive
Older people 50+	Positive
Describe the positive or negative impacts.	
Symptoms of stress can detrimentally impact anybody regardless of age. This proposal will put in place a robust risk assessment framework to mitigate against the risk of stress and where symptoms of stress is prevalent will offer support.	
What evidence do you have to support this?	
The proposal should positively impact our entire corporate workforce which includes individuals from age 16+.	
CCC workforce (including staff employed by School Governing Bodies) is made up of the current age groups:	
<ul style="list-style-type: none"> • 15-19: 40 • 18-50: 2,038 • Over 50: 1,495 	
What action(s) can you take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	
Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.	

Do you think this proposal will have a positive or a negative impact on people because of their disability? (Click here for information)	
Hearing Impairment	Positive

Physical Impairment	Positive
Visual Impairment	Positive
Learning Disability	Positive
Long Standing Illness	Positive
Mental Health	Positive
Other	Choose an item.
Describe the positive or negative impacts.	
A positive impact on disabled employees who may face additional stress due to ongoing medical appointments, pain or other difficulties.	
What evidence do you have to support this?	
Employees with a disability can experience higher levels of stress than non-disabled employees. We are a Disability Confident employer. Our commitment to this scheme, coupled with the Prevention and Management of Stress policy, aims to create a comfortable and stress free work environment for disabled employees.	
What action(s) can you take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	
Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.	

Do you think this proposal will have a positive or a negative impact on people who are transgender? (Click here for information)	
Trans Women	Positive
Trans Men	Positive
Non-binary people	Positive
Describe the positive or negative impacts	
Employees who are transgender or non-binary can experience higher levels of stress. This policy aims to alleviate stress experienced by all employees but is likely to be of more benefit to those at risk of more stress due to their personal circumstances.	

What evidence do you have to support this?

[Equality and Human Rights Commission report, "Is Wales Fairer?" 2023](#) notes that trans people face distinct forms of discrimination and disadvantage in the workplace, this inevitably results in higher levels of stress.

What action(s) can you take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.

Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Click [here](#) for information)

Bisexual	Positive
Gay Men	Positive
Gay Women/Lesbian	Positive
Heterosexual/Straight	None / Negligible

Describe the positive or negative impacts

Employees who bisexual or gay can experience higher levels of stress. This policy aims to alleviate stress experienced by all employees but is likely to be of more benefit to those at risk of more stress due to their personal circumstances.

What evidence do you have to support this?

[Equality and Human Rights Commission report, "Is Wales Fairer?" 2023](#) notes that lesbian, gay and bisexual people are at risk of experiencing a range of discriminatory or bullying behaviours while at work. They experience poorer physical and mental health than heterosexual adults.

What action(s) can you take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.

Do you think this proposal will have a positive or a negative impact on people who are married or in a civil partnership? (Click [here](#) for information)

People who are married	None / Negligible
People in a civil partnership	None / Negligible

Describe the positive or negative impacts

This policy will support all employees and is unlikely to have more of an impact on people who are married or in a civil partnership than those who are not.

What evidence do you have to support this?

There is little evidence to suggest that people who are married or in a civil partnership experience more stress than the general population.

What action(s) can you take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.

Do you think this proposal will have a positive or a negative impact on people who are pregnant or on maternity leave? (Click [here](#) for information)

Pregnancy	Positive
Maternity	None / Negligible

Describe the positive or negative impacts

Avoiding symptoms of stress pregnancy is critical. Stress can negatively impact both the mother's health and the developing baby.

This proposal will put in place a robust risk assessment framework to mitigate against the risk of stress and where symptoms of stress is prevalent will offer support.

What evidence do you have to support this?

What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.

Do you think this proposal will have a positive or a negative impact on people because of their ethnic origin? (Click [here](#) for information)

Asian / Asian British	Positive
Black / African / Caribbean / Black British	Positive
Mixed / Multiple Ethnic Groups	Positive
White	None / Negligible
Other Ethnic Groups	Positive

Describe the positive or negative impacts

Ethnic minority workers can experience higher levels of stress. This policy aims to alleviate stress experienced by all employees but is likely to be of more benefit to those at risk of more stress due to additional factors.

What evidence do you have to support this?

[Equality and Human Rights Commission report, "Is Wales Fairer?" 2023](#) notes that ethnic minority groups are more likely to report experiences of discrimination and bullying in the workplace.

What action(s) can you take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?

Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.

Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs, or non-beliefs? (Click [here](#) for information)

Buddhist	Positive
Christian	None / Negligible

Hindu	Positive
Humanist	Positive
Jewish	Positive
Muslim	Positive
Sikh	Positive
Non-belief	None / Negligible
Other	None / Negligible
Describe the positive or negative impacts	
Religious minority workers can experience higher levels of stress. This policy aims to alleviate stress experienced by all employees but is likely to be of more benefit to those at risk of more stress due to additional factors.	
What evidence do you have to support this?	
There is a substantial overlap in the data between religion and ethnicity. Between some religious groups (such as Hindus and Muslims) there is very little variation in the data. Many people consider their religion to be an important part of their ethnic identity and it is difficult to separate the impact of the two in the data (McMaster, 2020).	
Equality and Human Rights Commission report, "Is Wales Fairer?" 2023 notes that the number of racially or religiously aggravated offences recorded by the police has increased but the proportion of offences resulting in a charge has decreased.	
What action(s) can you to take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	
Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.	

Do you think this proposal will have a positive or a negative impact on men or women? (Click here for information)	
Men	None / Negligible
Women	Positive

Describe the positive or negative impacts

Female workers can experience higher levels of stress than male workers. This policy aims to alleviate stress experienced by all employees but is likely to be of more benefit to those at risk of more stress due to additional factors.

What evidence do you have to support this?

[Equality and Human Rights Commission report, "Is Wales Fairer?" 2023](#) notes that the majority of single-parent households are headed by women. Women still earn less than men, despite men being less likely to have higher level qualifications than women. Women are more likely to be unpaid carers than men. Women continued to report poorer mental health outcomes than men, in 2018/29.

What action(s) can you to take to mitigate any negative impacts?

Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between men and women?

Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.

Do you think this proposal will have a positive or a negative impact on people from the Armed Forces Community? (Click [here](#) for information)

Members of the Armed Forces	None / Negligible
Veterans	None / Negligible
Spouses	None / Negligible
Children	None / Negligible

Describe the positive or negative impacts

This policy will support all employees and is unlikely to have more of an impact on people from the Armed Forces community than those who are not.

What evidence do you have to support this?

There is little evidence to suggest that people from the Armed Forces community experience more stress than the general population, unless they share one or more of the characteristics covered above.

What action(s) can you to take to mitigate any negative impacts?

Socio-economic Duty

Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, making it more difficult to access basic goods and services.

Family background or where a person is born still affects their life. For example, a child from a wealthy family often does better at school than a child from a poor family, even if the poorer child is more naturally academic. This is sometimes called socio-economic inequality.

Do you think this proposal will have a positive or a negative impact on people experiencing socio-economic disadvantage?	Positive
Describe the positive or negative impacts	
The proposal aims to implement robust measures for preventing and managing stress-related symptoms. Individuals facing socio-economic disadvantages will benefit, as the proposal is expected to enable them to remain employed even when it might not have been feasible without the support provided. Prolonged sickness absence can significantly affect their income.	
What evidence do you have to support this?	
What action(s) can you take to mitigate any negative impacts?	
Is there an opportunity to use this proposal to eliminate unlawful discrimination, advance equality of opportunity or encourage good relations between people in this group and the rest of the population?	
By introducing the policy and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.	

National Well-being Goal: A Wales of Cohesive Communities

A society with attractive, viable, safe, and well-connected communities.

Click [here](#) for information about cohesive communities.

Does the proposal contribute to this goal? Describe the positive or negative impacts. <u>HINT</u>
This proposal will contribute to a healthier workforce and, consequently, a more cohesive community.

What evidence do you have to support this view?

Policies related to stress prevention and management directly impact the well-being of individuals and communities.

What action(s) can you take to mitigate any negative impacts or better contribute to the goal?

Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.

National Well-being Goal: A Wales of Vibrant Culture and Thriving Welsh Language

A society that that promotes and protects culture, heritage, and the Welsh language and which encourages people to take part in the arts, sports, and recreation.

Click [here](#) for information about culture and the Welsh language

Does the proposal contribute to this goal? Describe the positive or negative impacts.

We believe this comprehensive stress policy is significant contributor to positive health and wellbeing. Positive health and wellbeing can foster a society where people thrive creatively and culturally. Further a less stressed population is more receptive to language learning.

What evidence do you have to support this view?

What action(s) can you take to mitigate any negative impacts or better contribute to the goal?

Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.

With reference to the following, do you think this proposal will have a positive or negative effect on the Welsh language?

Click [here](#) for information

Opportunities for people to use the Welsh language

Positive

Treating the Welsh language, no less favourably than the English language

Positive

What evidence do you have to support this view?

What action(s) can you take to increase the positive impact or mitigate any negative impact on the Welsh language?

The policy is bilingual policy and any engagement, communication or training will be delivered in both Welsh and English.

Employees will have the same opportunity to the Welsh language whether this is by virtual means or face to face interaction

National Well-being Goal: A Globally Responsible Wales

A society that considers how our actions might impact on other countries and people around the world.

Click [here](#) for information about global responsibility.

Does the proposal contribute to this goal? Describe the positive or negative impacts. [HINT](#)

Although the policy may not directly advance this well-being goal, it is anticipated that it will foster a workplace culture that, in turn, influences broader society to prioritise health and empathy on a global level.

What evidence do you have to support this view?

What action(s) can you take to mitigate any negative impacts or better contribute to the goal?

By introducing the policy and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.

Strengthening the Proposal

If you have identified any negative impacts in the above sections, please provide details of any practical changes and actions that could help remove or reduce the negative impacts.

What will you do?	When?	Who is responsible?	Progress
Educate and inform managers and colleagues about the potential symptoms of stress,			

and how they can best support affected employees at work.			
If no action is to be taken to remove or mitigate negative impacts, please justify why. <i>(If you have identified any unlawful discrimination then the proposal must be changed or revised.)</i>			
It is believed the policy will only have positive impacts.			
How will you monitor the impact and effectiveness of the proposal?			
The policy will be reviewed periodically to ensure that it remains fit for purpose.			
Prevalence of stress will be monitored via: <ul style="list-style-type: none"> - workforce surveys - absence data - risk assessments 			

Sustainable Development Principle: 5 Ways of Working

Describe below how you have implemented the five ways of working in accordance with the sustainable development principle of the Well-being of Future Generations (Wales) Act 2015

<p>Long term Balancing short-term needs with long-term need and planning for the future.</p> <p><u>HINT</u></p>	<p>The aim of this policy is to establish an effective and consistent approach to the prevention of work-related stress and to provide supporting services where cases of work-related and non-work-related stress are identified. The policy will also help managers and employees recognise and manage stress in a proactive manner. We anticipate that this policy will result in a higher number of employees experiencing stress-related symptoms remaining in work over the short, medium, and long term</p>
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<p>Collaboration Working together with other partners to deliver.</p> <p><u>HINT</u></p>	<p>Our trade union partners have been involved in the development of this policy.</p>
<p>Involvement Involving those with an interest and seeking their views.</p> <p><u>HINT</u></p>	<p>Key stakeholders have been involved. Our trade union partners have also been involved in the development of this policy.</p>
<p>Prevention Putting resources into preventing problems occurring or getting worse.</p> <p><u>HINT</u></p>	<p>The aim of this policy is to establish an effective and consistent approach to the prevention of work-related stress and to provide supporting services where cases of work-related and non-work-related stress are identified. The policy will also help managers and employees recognise and manage stress in a proactive manner. We anticipate that this policy will result in a higher number of employees experiencing stress-related symptoms remaining in work over the short, medium, and long term</p>
<p>Integration Considering the impact of your proposal on the four pillars of well-being (social, economic, cultural and environment) the objectives of other public bodies and across service areas in the Council.</p> <p><u>HINT</u></p>	<p>The primary goal of this policy is to cultivate a healthy workforce that experiences minimal stress-related absences. Ensuring well-being among employees will positively impact social, economic, and cultural wellbeing. Further, the intended outcomes of this policy align with the objectives outlined in the Ceredigion Local Wellbeing Plan. By achieving these outcomes, we anticipate reduced strain on Hywel Dda services and sustained service delivery across CCC service areas.</p>

Risk

Summarise the risk associated with the proposal.

	1	2	3	4	5
Impact Criteria	Very Low	Low	Medium	High	Very High
Likelihood Criteria	Unlikely to occur	Lower than average chance of occurring	Even chance of occurring	Higher than average chance of occurring	Expected to occur
Risk Description	Impact	Probability	Score (Impact x Likelihood)		
Inconsistency in the support offered to individuals suffering from stress symptoms	2	2	4		
Failing to prevent or identify cases of stress	3	4	12		

Sign Off

Position	Name	Signature	Date
Corporate Manager	Angharad Rees		23/02/2024
Corporate Lead Officer	Geraint Edwards		23/02/2024
Corporate Director	James Starbuck	X _____	Click or tap to enter a date.
Portfolio Holder	Cllr. Bryan Davies	X _____	Click or tap to enter a date.

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¹ Last updated 20/10/2023