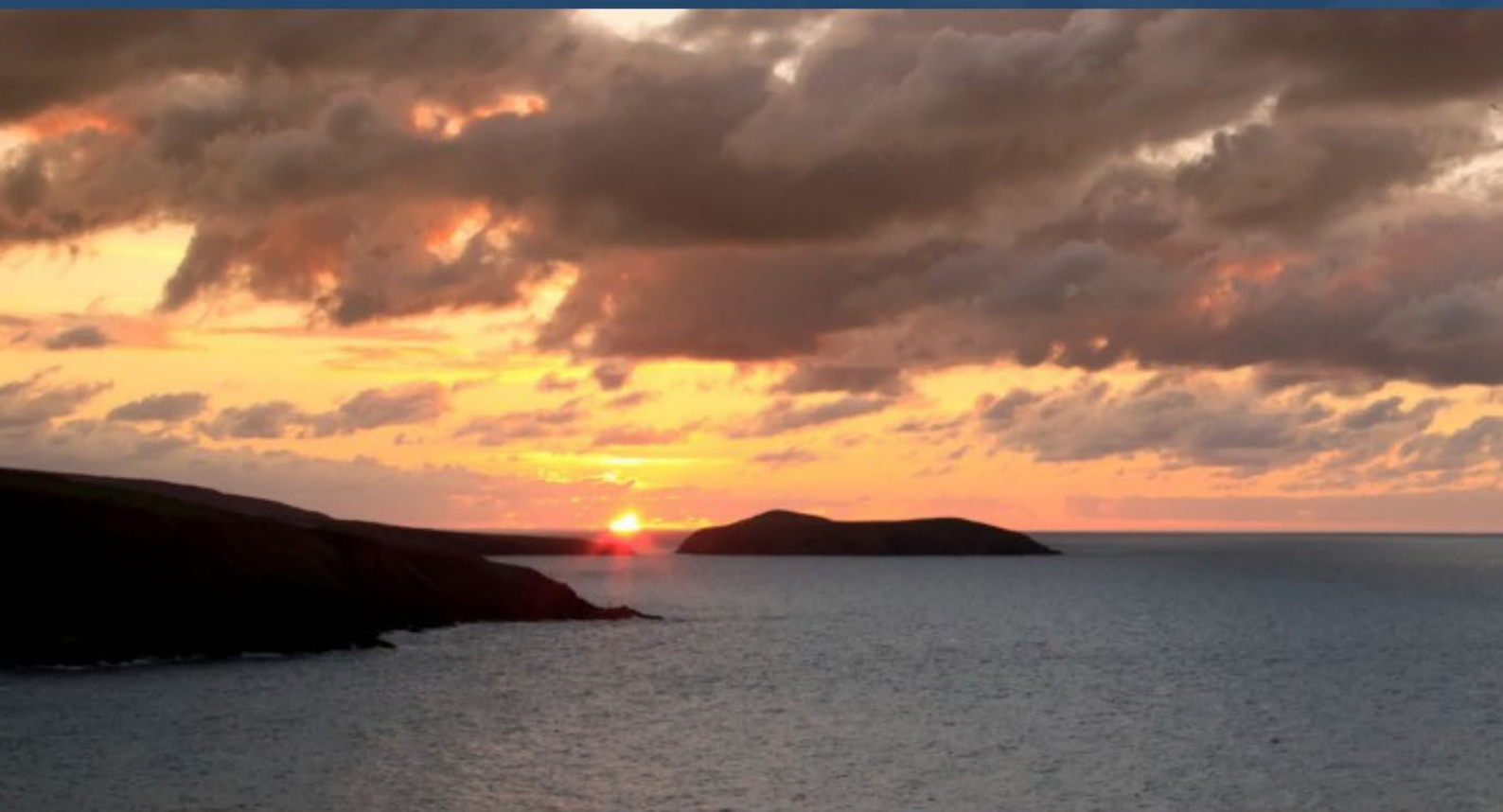




Cyngor Sir  
**CEREDIGION**  
County Council

# Polisi Atal a Rheoli Straen



Gwasanaeth Pobl a Threfniadaeth  
Ionawr 2024



**DYSGU PERTHYN LLWYDDO BYW**  
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# 1. Polisi

## 1.1 Cyflwyniad

- 1.1.1 Mae Cyngor Sir Ceredigion (y Cyngor) wedi ymrwymo i ddiogelu iechyd, diogelwch a llesiant ei weithwyr. Mae'r Cyngor wedi ymrwymo i greu gweithle iach a diwylliant lle y gall y gweithwyr siarad yn agored am eu hiechyd a'u llesiant a gofyn am gymorth heb ofni y gallent gael eu barnu neu eu cosbi.
- 1.1.2 Mae gan y Cyngor ddyletswydd gofal i sicrhau nad yw'n fwriadol yn rhoi gweithwyr mewn sefyllfa lle gallent wynebu amgylchiadau a fyddai'n peryglu eu gallu i gynnal eu hiechyd meddyliol a chorfforol.
- 1.1.3 Mae'r Cyngor yn cydnabod y gall straen sy'n gysylltiedig â'r gwaith roi pwysau enfawr ar iechyd corfforol a meddyliol y gweithwyr. Gall straen effeithio ar eu hymddygiad, eu perfformiad a'u perthynas â'u cydweithwyr, yn ogystal ag arwain at absenoldeb hirdymor o'r gwaith.
- 1.1.4 Mae gwybod sut i adnabod, rheoli ac atal y ffactorau a all achosi straen sy'n gysylltiedig â'r gwaith yn allweddol wrth reoli pobl yn effeithiol a sicrhau gweithle iach.
- 1.1.5 Mae'r Cyngor yn cydnabod y gall straen o'r tu allan i'r amgylchedd gwaith hefyd effeithio ar iechyd corfforol a meddyliol y gweithiwr. Er bod straen o'r math hwn y tu hwnt i reolaeth y Cyngor, fel rhan o'n hymrwymiad i ddiogelu iechyd, diogelwch a lles ein gweithwyr, bydd y Cyngor yn cynnig cymorth drwy ddarparu adnoddau priodol.

## 1.2 Pwrpas

Pwrpas y polisi hwn yw:

- Sefydlu dull effeithiol a chyson o atal straen sy'n gysylltiedig â'r gwaith a darparu gwasanaethau ategol lle gellir nodi achosion o straen sy'n gysylltiedig â'r gwaith a rhai nad ydynt yn gysylltiedig â'r gwaith.
- Helpu rheolwyr a gweithwyr i gydnabod a rheoli straen mewn modd rhagweithiol.

## 1.3 Cwmpas

Mae'r polisi hwn yn berthnasol i bob gweithiwr ar wahân i'r rhai sy'n cael eu cyflogi gan Gyrrff Llywodraethol yr Ysgolion.

## 1.4 Diffiniad o Straen

Mae'r Awdurdod Gweithredol Iechyd a Diogelwch yn diffinio straen fel "yr adwaith andwyol y mae pobl yn ei gael o ganlyniad i ormod o bwysau neu fathau eraill o alwadau a roddir arnynt." Mae'r diffiniad hwn yn amlygu'r gwahaniaeth sylfaenol rhwng pwysau, a all fod yn gyflwr cadarnhaol os caiff ei reoli'n gywir, a straen a all fod yn niweidiol i iechyd meddwl a chorfforol unigolyn.

## 1.5 Cyd-destun deddfwriaethol

Mae Rheoliadau Rheoli Iechyd a Diogelwch yn y Gwaith 1999 yn ei gwneud yn ofynnol i gyflogwyr asesu'r risg o salwch yn gysylltiedig â straen sy'n deillio o weithgareddau gwaith, fel y mae'n ofynnol iddo ei wneud yn achos unrhyw berygl arall. Mae Deddf Iechyd a Diogelwch yn y Gwaith etc 1974 yn ei gwneud yn ofynnol i gyflogwr gymryd camau i reoli'r risg honno.

## 1.6 Rolau a chyfrifoldebau

### 1.6.1 Gweithwyr

Mae'r holl weithwyr yn gyfrifol am y canlynol:

- Codi materion sy'n peri pryder iddynt gyda'u rheolwr neu reolwyr eraill yn eu gwasanaeth y maent yn teimlo'n gyfforddus i fynegi eu pryderon â nhw.
- Ystyried cyfleoedd ar gyfer cwnsela a chymorth pan gânt eu cynnig a'u hargymell.
- Nid oes rheidwydd ar weithwyr i gwblhau asesiad risg straen unigol, ond gall gwneud hynny eu helpu nhw a'u rheolwr i weithio gyda'i gilydd i asesu a chymryd camau priodol i leihau neu gael gwared â'r hyn sy'n achosi pwysau gormodol ar y gweithiwr yn y gweithle.
- Cymryd rhan mewn gweithdai a hyfforddiant ymwybyddiaeth straen a allai gael eu cynnig iddynt.

### 1.6.2 Rheolwyr Llinell

Mae Rheolwyr Llinell yn gyfrifol am y canlynol:

- Monitro llwythi gwaith i sicrhau nad yw pobl yn gorfod gweithio'n gyson ar lefelau nad oes modd ymdopi â nhw.
- Mynychu'r hyfforddiant a gynigir i reolwyr o ran rheoli iechyd meddwl a llesiant staff a chydabod a rheoli straen.
- Cynnal Asesiadau Risg Straen ac ymateb iddynt mewn modd amserol a chefnogol.

### 1.6.3 Swyddog Iechyd a Llesiant y Gweithwyr

Mae Swyddog Iechyd a Llesiant y Gweithwyr yn gyfrifol am y canlynol:

- Rhoi arweiniad i reolwyr ar weithredu'r Polisi hwn gan gynnwys cwblhau'r amrywiol asesiadau risg straen.
- Darparu cyngor arbenigol a hyfforddiant ymwybyddiaeth ar nodi a rheoli straen, gan gynnwys ffyrdd o gefnogi gweithwyr sy'n wynebu iechyd meddwl gwael oherwydd straen.
- Monitro ac adolygu effeithiolrwydd y mesurau sydd ar waith i leihau straen.
- Rhoi gwybod i'r grŵp llywio Iechyd a Llesiant am unrhyw newidiadau a datblygiadau ym maes straen yn y gwaith, ynghyd ag unrhyw dueddiadau sy'n dod i'r amlwg a meysydd sy'n peri pryder o fewn y sefydliad.

### 1.6.4 Adnoddau Dynol

Mae Adnoddau Dynol yn gyfrifol am y canlynol:

- Cyfeirio'r rheolwyr at y polisi hwn a'r asesiadau risg a'r pecyn cymorth sy'n gysylltiedig â'r polisi.

- Annog atgyfeiriadau at y Gwasanaeth Iechyd Galwedigaethol a chodi ymwybyddiaeth o'r Rhaglen Gymorth i Weithwyr y Cyngor a/neu gefnogaeth Swyddog Iechyd a Lles y Gweithwyr lle bo hynny'n briodol.

#### **1.6.5 Tîm Iechyd a Diogelwch**

Mae'r tîm Iechyd a Diogelwch yn gyfrifol am y canlynol:

- Ymgynghori â chydweithwyr ar fater straen gan gynnwys darparu cyngor ac arweiniad ar gynnal asesiad risg straen.
- Dylai'r tîm Iechyd a Diogelwch gynnal archwiliadau o'r gweithle ar y cyd i sicrhau bod straen o fewn yr amgylchedd gwaith yn cael ei reoli'n briodol.

#### **1.6.6 Grŵp Llywio Iechyd a Llesiant**

Mae'r grŵp llywio yn gyfrifol am y canlynol:

- Goruchwyllo a monitro effeithiolrwydd y polisi hwn a'r weithdrefn hon yn ogystal â'r mesurau eraill sydd ar waith i leihau straen a hyrwyddo iechyd a diogelwch yn y gweithle.
- Cyflawni rôl gynghori wrth atal a rheoli straen o fewn y gweithlu.

## 2. Gweithdrefn

### 2.1 Cyflwyniad

Dylid darllen y weithdrefn hon ar y cyd â'r canllawiau atal a rheoli straen sydd i'w gweld ar CeriNet.

### 2.2 Fframwaith Asesu Risg Straen

2.2.1 Mae gan y Cyngor rwymedigaeth gyfreithiol i asesu'r risg o salwch yn gysylltiedig â straen sy'n deillio o weithgareddau gwaith ac i gymryd camau i reoli'r risg honno.

2.2.2 Mae'r Cyngor hefyd wedi ymrwymo i fynd i'r afael â rheoli straen yn rhagweithiol, gan ganolbwyntio ar fesurau atal ac ymyrryd yn gynnar.

2.2.3 Wrth ymateb i hyn, bydd y Cyngor yn defnyddio fframwaith asesu risg straen aml-haenog sy'n cynnwys y canlynol:

- Asesiad Risg o'r Straen ar Unigolyn
- Asesiad Risg o'r Straen ar y Tîm
- Asesiad Risg o'r Straen ar y Gweithlu

2.2.4 'Safonau Rheoli' yr Awdurdod Gweithredol Iechyd a Diogelwch fydd sylfaen y fframwaith hwn. Mae'r 'Safonau Rheoli' yn cynnwys y chwe maes canlynol o ran y gwaith. Os nad yw'r rhain yn cael eu rheoli'n briodol, cânt eu hystyried fel y meysydd sy'n cyfrannu fwyaf at straen yn y gweithle:

- **Gofynion:** gan gynnwys llwyth gwaith, patrymau gwaith a'r amgylchedd gwaith
- **Rheolaeth:** y dylanwad sydd gan unigolyn ar y ffordd y mae'n gwneud ei waith
- **Cefnogaeth:** gan gynnwys yr anogaeth, y nawdd a'r adnoddau a ddarperir gan y sefydliad a chefnogaeth rheolwyr llinell a chydweithwyr.
- **Rôl:** P'un a yw pobl yn deall eu rôl o fewn y sefydliad ac a yw'r sefydliad yn sicrhau nad oes ganddynt rolau sy'n gwrthdaro
- **Newid:** Y modd y mae newid sefydliadol (mawr neu fach) yn cael ei reoli a'i gyfleu o fewn y sefydliad.
- **Perthynas:** Hybu gweithio'n gadarnhaol er mwyn osgoi gwrthdaro a delio ag ymddygiad annerbyniol.

### 2.3 Asesiad Risg ar gyfer Unigolyn

2.3.1 Gall pob gweithiwr brofi cyfnodau o bwysau yn y gwaith neu yn eu bywydau personol, ac nid yw cyfnodau byr o bwysau o reidrwydd yn rhywbeth i bryderu yn ei gylch. Fodd bynnag, gall straen effeithio'n negyddol ar iechyd a llesiant unigolyn. Nid yw straen yn arwydd o wendid a gall unrhyw un ar unrhyw adeg brofi straen am amryw o resymau.

2.3.2 Lle nodwyd bod gweithiwr yn dioddef symptomau straen, neu os yw gweithiwr wedi rhoi gwybod ei fod yn dioddef o straen, rhaid i'r rheolwr gychwyn proses unigol ar

gyfer asesu risg straen gan nodi achosion sylfaenol y straen a rhoi camau effeithiol ar waith i liniaru a lleihau'r straen.

2.3.3 Dylid cychwyn y broses asesu risg straen cyn gynted â phosibl (dim hwyrach na 5 diwrnod gwaith ar ôl hynny oni bai bod yr amgylchiadau yn eithriadol).

2.3.4 Cyn ymgymryd â'r broses asesu risg straen, dylai'r rheolwyr ddarllen y canllawiau atal a rheoli straen sydd i'w gweld ar CeriNet.

2.3.5 **Cyfarfod cychwynnol:**

Cyn cynnal yr asesiad risg straen, dylai'r rheolwyr gwrdd â'r unigolyn i wneud y canlynol:

- esbonio'r broses ar gyfer Asesu Risg Straen, gan bwysleisio natur gydweithredol a chefnogol y broses.
- cyfeirio'r gweithiwr at ffynonellau mewnol y Cyngor o ran cyngor a chymorth.
- gofyn i'r gweithiwr lenwi Ffurflen Hunanasesu Straen y Gweithwyr (sydd ar gael ar CeriNet) a chytuno ar ddyddiad i ddychwelyd y ffurflen at y rheolwr.
- cytuno ar ddyddiad i gynnal cyfarfod yr Asesiad Risg Straen.

2.3.6 **Cyfarfod yr Asesiad Risg Straen:**

2.3.6.1 Rhaid i reolwyr fod yn sensitif i bwysigrwydd sicrhau bod yr unigolyn yn teimlo'n gyfforddus wrth drafod unrhyw faterion iechyd a llesiant. O'r herwydd, efallai y bydd angen i reolwyr ystyried cymorth neu addasiadau ychwanegol, er enghraifft:

- rhannu'r templed ar gyfer Asesu Risg Straen ymlaen llaw a chyfeirio'r gweithiwr at y canllawiau i weithwyr sydd ar gael ar CeriNet.
- caniatáu i'r gweithiwr gael ei gefnogi gan gydweithiwr neu gynrychiolydd o'r Undebau Llafur.
- newid trefniadau'r cyfarfod, er enghraifft, trefnu cyfarfod yn y cnawd neu drwy Teams, yn dibynnu ar ddewis y gweithiwr.

2.3.6.2 Dylai rheolwyr ddefnyddio'r Ffurflen Asesu Risg Straen sydd ar gael ar CeriNet i gwblhau'r asesiad risg.

2.3.6.3 Dylai'r asesiad risg gael ei gwblhau ar y cyd gan y rheolwr a'r gweithiwr a dylid datblygu cynllun gweithredu a chytuno iddo.

2.3.6.4 Os canfyddir bod straen personol yn cael effaith andwyol ar yr unigolyn, dylid annog yr unigolyn i gael cymorth drwy'r Rhaglen Cymorth i Weithwyr, neu drwy fynd at y meddyg teulu. Hefyd, efallai yr hoffent ofyn am gyngor oddi wrth Swyddog Iechyd a Llesiant y Gweithwyr.

2.3.7 **Camau Gweithredu / Mesurau Cefnogi:**

2.3.7.1 Ar ôl cwblhau'r ffurflen asesu risg, mae'n hanfodol bod y Rheolwr a'r unigolyn yn cymryd cyfrifoldeb am weithredu'r holl gamau gweithredu y cytunwyd arnynt.

2.3.7.2 Dylid rhoi copi o'r Ffurflen Asesu Risg Straen y cytunwyd arni i'r unigolyn. Hefyd, bydd copi yn cael ei rannu gyda'r tîm Iechyd a Diogelwch at ddibenion adolygu a chofnodi ac i gytuno ar unrhyw gamau pellach, lle bo angen.



- 2.3.7.3 Dylid cynnal adolygiadau rheolaidd i fonitro effeithiolrwydd y mesurau cefnogi a nodwyd. Dylai'r ddwy ochr gytuno arnynt a dylent gael eu nodi yn y dyddiadur am o leiaf tri mis ar ôl cwblhau'r asesiad risg yn y lle cyntaf.
- 2.3.7.4 Dylid ailadrodd yr asesiad risg os yw'r gweithiwr yn parhau i brofi straen yn y gwaith, er mwyn rhoi'r cyfle i chi archwilio atebion a chymorth amgen neu ychwanegol.

## 2.4 Asesiad Risg ar gyfer Timau

- 2.4.1 Bydd yna adegau lle bydd angen cynnal asesiad risg straen ar gyfer grwpiau o weithwyr. Er enghraifft, gall hyn fod mewn ymateb i'r canlynol:
- newid sylweddol sydd wedi'i gynllunio e.e. ailstrwythuro, newidiadau mewn arferion gwaith
  - canfyddiadau Arolwg Iechyd a Llesiant y Gweithwyr
  - cynnydd mewn absenoldeb oherwydd salwch neu drosiant staff
  - pryderon a godwyd gan aelodau'r tîm, Swyddog Iechyd a Llesiant y Gweithwyr, y Swyddogion Iechyd a Diogelwch, yr Adain Adnoddau Dynol, y Gwasanaeth Iechyd Galwedigaethol neu Gynrychiolwyr yr Undebau Llafur.
- 2.4.2 Mae rheolwyr yn chwarae rhan hanfodol wrth nodi a lliniaru risgiau straen o fewn eu timau. Eu cyfrifoldeb nhw yw arwain y broses asesu risg a sicrhau ei bod yn cael ei chwblhau'n amserol ac yn drylwyr.
- 2.4.3 Er mwyn cynnal asesiad risg cynhwysfawr, mae'n rhaid i reolwyr nodi'r ffactorau posibl sy'n peri straen yn y gweithle a'r achosion sylfaenol gan wneud hynny mewn modd rhagweithiol. Gellir gwneud hyn drwy gynnal arolwg straen ar gyfer y tîm (gweler y templed ar Ceri Net), drwy gael trafodaethau gyda'r tîm, neu drwy gynnal grŵp ffocws gyda chynrychiolwyr y gweithwyr.
- 2.4.4 Pan fydd y sawl sy'n cynnal yr asesiad risg yn barod, dylai ddilyn y 'Ffurflen Asesu Risg Straen' sydd ar gael ar CeriNet. Bydd hyn yn sicrhau bod unrhyw ffactorau sy'n achosi straen, y rhagofalon presennol, y camau angenrheidiol a manylion y sawl sy'n gyfrifol am y camau hynny yn cael eu cofnodi.
- 2.4.5 Bydd angen pennu dyddiad adolygu ar gyfer pob cam, gan sicrhau bod y dyddiadau adolygu yn adlewyrchu difrifoldeb y risg (gweler y canllawiau ar CeriNet).
- 2.4.6 Dylid anfon y Ffurflen Asesu Risg Straen wedi'i chwblhau at Swyddog Iechyd a Llesiant y Gweithwyr fel y gellir ei chofnodi. Bydd hyn hefyd yn caniatáu i chi gytuno ar unrhyw gamau pellach, lle bo angen.
- 2.4.7 Dylai'r rheolwyr rannu unrhyw gynllun gweithredu gyda'r grŵp hwn o weithwyr.



## 2.5 Asesiad Risg ar gyfer y Gweithlu

- 2.5.1 Bydd y risg sy'n gysylltiedig â'r straen ar y gweithlu yn cael ei asesu'n flynyddol gan ddefnyddio canfyddiadau Arolwg Iechyd a Llesiant y Gweithwyr sy'n cael ei gynnal yn unol â Safonau Rheoli'r Awdurdod Gweithredol Iechyd a Diogelwch.
- 2.5.2 Bydd yr arolwg yn ddienw, ond gall y sawl sy'n llanw'r arolwg ddewis nodi eu maes gwasanaeth a'u Rheolwr Corfforaethol.
- 2.5.3 Bydd canfyddiadau'r arolwg yn cyfrannu at y cynlluniau ar gyfer atal a rheoli straen ar draws y gweithlu. Caiff y canfyddiadau hefyd eu defnyddio wrth ystyried yr angen am asesiadau risg pellach mewn meysydd gwasanaeth neu dimau penodol a bydd hyn yn ei dro yn caniatáu ymyriadau wedi'u targedu.
- 2.5.4 Mae'r Gwasanaeth Pobl a Threfniadaeth yn gyfrifol am gydlynu'r arolwg blynyddol ac am rannu canfyddiadau'r arolwg â'r canlynol:
- Y Grŵp Arweiniol
  - Y gweithlu
  - Grŵp Llywio Iechyd a Llesiant y Gweithwyr
  - Y Fforwm Iechyd a Diogelwch
  - Y Meysydd Gwasanaeth a'r Rheolwyr Corfforaethol
- 2.5.5 Mae'r Gwasanaeth Pobl a Threfniadaeth yn gyfrifol am lenwi ffurflen asesu risg i sicrhau bod unrhyw ffactorau sy'n peri straen, rhagofalon presennol, camau gweithredu pellach a dyddiadau adolygu yn cael eu cofnodi.
- 2.5.6 Os bydd y nifer sy'n ymateb i'r Arolwg Iechyd a Llesiant blynyddol mor isel fel na ellir dibynnu ar y canfyddiadau (er enghraifft os bydd llai na 15% wedi ymateb), efallai y bydd angen cynnal Asesiad Risg ar gyfer Timau.



Cyngor Sir  
**CEREDIGION**  
County Council

Gwasanaeth Pobl a Threfniadaeth

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[cerinet.ceredigion.gov.uk](http://cerinet.ceredigion.gov.uk)

01970 633949

[adnoddadynol@ceredigion.gov.uk](mailto:adnoddadynol@ceredigion.gov.uk)

[iechydalles@ceredigion.gov.uk](mailto:iechydalles@ceredigion.gov.uk)



Caru·Love  
**Ceredigion**



# INTEGRATED IMPACT ASSESSMENT (IIA) TOOL

## Proposal Details

<b>Title of Policy / Proposal / Initiative</b>	
Prevention and Management of Stress Policy	
<b>Service Area</b>	<b>Officer completing IIA</b>
People & Organisation	Angharad Rees
<b>Corporate Lead Officer</b>	<b>Strategic Director</b>
Geraint Edwards	James Starbuck
<b>Please give a brief description of the purpose of the proposal</b>	
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.	
<b>Who will be directly affected by this proposal? <a href="#">HINT</a></b>	
Corporate employees who may experience symptoms of stress or at risk of experiencing symptoms of stress, their colleagues and line managers.	
<b>Have those who will be affected by the proposal had the opportunity to comment on it?</b>	
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.

<b>Version Number</b>	<b>Author</b>	<b>Decision making stage</b> <a href="#"><u>HINT</u></a>	<b>Date Considered</b>	<b>Description of any amendments made</b> <a href="#"><u>HINT</u></a>
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](#)

<b>Boosting the economy, supporting business, and enabling employment.</b>	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.
<b>Creating caring and healthy communities</b>	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.
<b>Providing the best start in life and enabling learning at all ages</b>	
<b>Creating sustainable, greener, and well-connected communities</b>	

## 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)

<b>Children and Young People up to 18</b>	Positive
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<b>People 18-50</b>	Positive
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<b>Older people 50+</b>	Positive
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**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:

- **15-19:** 40
- **18-50:** 2,038
- **Over 50:** 1,495

**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 people because of their disability?** (Click [here](#) for information)

<b>Hearing Impairment</b>	Positive
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<b>Physical Impairment</b>	Positive
<b>Visual Impairment</b>	Positive
<b>Learning Disability</b>	Positive
<b>Long Standing Illness</b>	Positive
<b>Mental Health</b>	Positive
<b>Other</b>	Choose an item.
<b>Describe the positive or negative impacts.</b>	
A positive impact on disabled employees who may face additional stress due to ongoing medical appointments, pain or other difficulties.	
<b>What evidence do you have to support this?</b>	
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.	
<b>What action(s) can you take to mitigate any negative impacts?</b>	
<b>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?</b>	
Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.	

<b>Do you think this proposal will have a positive or a negative impact on people who are transgender? (Click <a href="#">here</a> for information)</b>	
<b>Trans Women</b>	Positive
<b>Trans Men</b>	Positive
<b>Non-binary people</b>	Positive
<b>Describe the positive or negative impacts</b>	
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 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 people with different sexual orientation? (Click [here](#) for information)**

<b>Bisexual</b>	Positive
<b>Gay Men</b>	Positive
<b>Gay Women/Lesbian</b>	Positive
<b>Heterosexual/Straight</b>	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 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 people who are married or in a civil partnership?** (Click [here](#) for information)

<b>People who are married</b>	None / Negligible
<b>People in a civil partnership</b>	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)

<b>Pregnancy</b>	Positive
<b>Maternity</b>	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?**

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**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)**

<b>Asian / Asian British</b>	Positive
<b>Black / African / Caribbean / Black British</b>	Positive
<b>Mixed / Multiple Ethnic Groups</b>	Positive
<b>White</b>	None / Negligible
<b>Other Ethnic Groups</b>	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)**

<b>Buddhist</b>	Positive
<b>Christian</b>	None / Negligible

<b>Hindu</b>	Positive
<b>Humanist</b>	Positive
<b>Jewish</b>	Positive
<b>Muslim</b>	Positive
<b>Sikh</b>	Positive
<b>Non-belief</b>	None / Negligible
<b>Other</b>	None / Negligible
<b>Describe the positive or negative impacts</b>	
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.	
<b>What evidence do you have to support this?</b>	
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).	
<a href="#">Equality and Human Rights Commission report, "Is Wales Fairer?" 2023</a> 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.	
<b>What action(s) can you to take to mitigate any negative impacts?</b>	
<b>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?</b>	
Educate and inform managers and colleagues about the potential symptoms of stress, and how they can best support affected employees at work.	

<b>Do you think this proposal will have a positive or a negative impact on men or women? (Click <a href="#">here</a> for information)</b>	
<b>Men</b>	None / Negligible
<b>Women</b>	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)**

<b>Members of the Armed Forces</b>	None / Negligible
<b>Veterans</b>	None / Negligible
<b>Spouses</b>	None / Negligible
<b>Children</b>	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.

<b>Do you think this proposal will have a positive or a negative impact on people experiencing socio-economic disadvantage?</b>	Positive
<b>Describe the positive or negative impacts</b>	
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.	
<b>What evidence do you have to support this?</b>	
<b>What action(s) can you take to mitigate any negative impacts?</b>	
<b>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?</b>	
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.

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

### 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><b>Long term</b> 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><b>Collaboration</b> Working together with other partners to deliver.</p> <p><u><a href="#">HINT</a></u></p>	<p>Our trade union partners have been involved in the development of this policy.</p>
<p><b>Involvement</b> Involving those with an interest and seeking their views.</p> <p><u><a href="#">HINT</a></u></p>	<p>Key stakeholders have been involved. Our trade union partners have also been involved in the development of this policy.</p>
<p><b>Prevention</b> Putting resources into preventing problems occurring or getting worse.</p> <p><u><a href="#">HINT</a></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><b>Integration</b> 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><a href="#">HINT</a></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
<b>Risk Description</b>	<b>Impact</b>	<b>Probability</b>	<b>Score (Impact x Likelihood)</b>		
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
<b>Corporate Manager</b>	Angharad Rees		23/02/2024
<b>Corporate Lead Officer</b>	Geraint Edwards		23/02/2024
<b>Corporate Director</b>	James Starbuck	X _____	Click or tap to enter a date.
<b>Portfolio Holder</b>	Cllr. Bryan Davies	X _____	Click or tap to enter a date.

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<sup>1</sup> Last updated 20/10/2023