

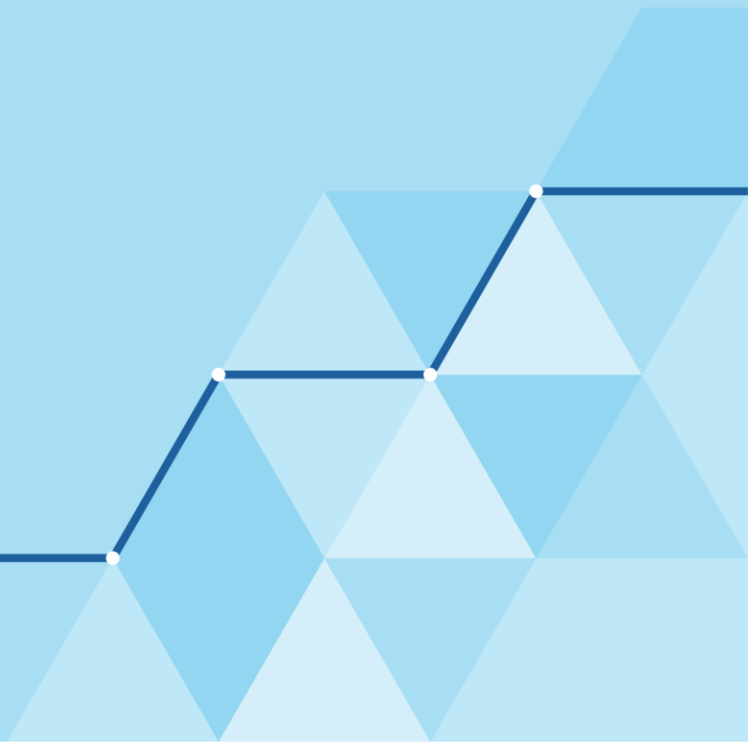


Ministry  
of Justice

# Voluntary reporting on disability, mental health and wellbeing.

Ministry of Justice workforce report 2019.

Date 22nd August 2019



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## **1. Introduction from Neil Wooding – Ministry of Justice, Chief People Officer.**

We value the contribution all our people make in bringing the principles of a fair and world-class justice system to the lives of our citizens. We recognise creating an inclusive culture and an environment, where people are able to be the best they can be and feel connected to the wider MoJ family, is the route map to delivering an exemplary service. The Ministry of Justice (MoJ) values reflect our wellbeing commitments and the disability and mental health support offered to staff. The wellbeing of our staff is a key priority and our wellbeing and mental health support is tailored to meet the very different challenges our people face, from supporting victims of crime, offering legal support and delivering justice to supporting the rehabilitation of the UK's prison population.

In November 2018, the government launched a new framework to encourage businesses to report on the number of staff with disabilities or health conditions and to provide information on the health and wellbeing of staff. This is the first of the department's published annual reports on, disability, mental health and wellbeing support for staff and has been produced in accordance with the guidance on voluntary reporting. We hope it provides an endorsement of those things we are currently doing well and a framework for understanding what we might do better in the future. – *Dr Neil Wooding, Chief People Officer.*

## **2. Disability.**

As at March 2018, 9% of MoJ staff identified themselves as having a disability; an increase of three percentage points from 2014. This compares to 10% of staff across the Civil Service in March 2018. As the figures for MoJ are based on personal data completion rates, these are just under 60% (which is our threshold for reporting), they should be considered as indicative only. This and further information about disability can be found within the MoJ Workforce Diversity Report 2017 - 2018 which is available here [www.gov.uk/government/publications/ministry-of-justice-workforce-monitoring-report-2017-to-2018](http://www.gov.uk/government/publications/ministry-of-justice-workforce-monitoring-report-2017-to-2018)

The MoJ Diversity and Inclusion Strategy 2017 – 2020, includes activities to make the department a more inclusive workplace for staff with disabilities, contributing to the Civil Service priorities on disability. More about our work on Diversity and Inclusion can be found [here](#).

The department achieved Disability Confident Leader accreditation in 2017, and work is ongoing to create a more inclusive workplace for staff with disabilities. Our priorities include: improving the workplace adjustment process, reducing the gap in engagement

between staff with a disability and staff without a disability, improving support for mental health (which is detailed further on in this report), building line manager disability confidence and providing targeted career progression support for staff of different grades who have a disability. The MoJ Diversity and Inclusion Team work with the department's staff network groups, internal stakeholders and external experts to achieve these objectives.

Individual staff and managers in MoJ HQ, Executive Agencies and Arm's Length Bodies have access to the Cabinet Office Civil Service Workplace Adjustment Service (CSWAS) for advice and guidance on workplace adjustments. Staff in HM Prison and Probation Service (HMPPS) have support for workplace adjustments from the Disability Advocacy and Wellbeing Network (DAWN). All MoJ staff have access to the CSWAS Review Route – a service available to help to resolve difficulties implementing a workplace adjustment. All MoJ staff can make use of a Workplace Adjustment Passport to facilitate conversations with managers about adjustment requirements which are recorded and reviewed. We are improving processes, guidance and staff capability to make it faster and easier for staff to put adjustments in place.

Staff have access to Civil Service Disability Confidence Training. During 2018 - 2019, the department piloted a new career development programme for junior, management grade, staff that had a disability. MoJ will be working with experts on further training to boost line manager confidence. We regularly issue communications which challenge stereotypes, and raise awareness about disabilities. We celebrate the ability and achievements of disabled staff. We use opportunities to promote disability awareness and increase knowledge around specific themes or conditions e.g. Mental Health Awareness Week, National Inclusion Week, International Day of Persons with a Disability.

### **3. Mental Health and Wellbeing.**

#### **Overview**

MoJ recognises the importance of removing the stigma surrounding mental ill health and supporting mental wellbeing for all staff. The MoJ Health and Wellbeing Strategy was published in 2015 and a separate Mental Health Strategy and Action Plan was published in 2017. The Mental Health Strategy currently focuses on the four key areas of mental wellbeing: culture, intervention, line manager capability and sharing best practise. It is supported by a network of 681<sup>1</sup> Mental Health Allies (MHA), trained staff volunteers, working across MoJ offering peer support and sign-posting staff to specialist help and advice. We are currently in the process of refreshing both of our strategies. MoJ conducts self-assessments against the *Thriving at Work* standards (Stevenson/Farmer review of mental health and employers).

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<sup>1</sup> As reported in April 2019.

## **Support available to staff**

MoJ provides a wide range of mental health support to employees, some of which is tailored to specific job roles. All staff have access to an Occupational Health (OH) service. Staff working in HMPPS are also given access to specialist Mental Health Advisors. All MoJ staff have access to our Employee Assistance Provider (EAP). The service includes:

- six free counselling sessions per year (these can be extended in certain circumstances)
- Cognitive Behavioural Therapy (CBT) and Eye Movement Desensitisation and reprocessing (EMDR) - *where recommended by our OH providers.*
- trauma and critical incident support.
- a range of workshops covering mental health, resilience and stress support for staff and line managers.

HMPPS offer “Live Learning” programmes aimed at supporting the mental health of new Prison Officer recruits. Prison Officers also have access to peer support groups, for example, Wellbeing Champions, the Chaplaincy Team, and Care teams. MoJ has a dedicated intranet page providing access to the Charity for Civil Servants and its online Wellbeing Hub.

We have provided staff with the opportunity to be part of a pilot to evaluate the benefit of a stress management phone app. In August, MoJ launched a new wellbeing app designed and produced by our EAP. The free app includes mental health support, information on mindfulness, CBT and stress support. MoJ HQ hosts drop in mindfulness sessions delivered by trained members of staff.

## **Building trust and confidence**

The department regularly publishes blogs and personal stories on mental health from staff of all grades, including our Senior Health and Wellbeing Champion, with the aim of encouraging an open dialogue about mental health. Our Permanent Secretary has signed the “Time to Change” pledge and our MHA network lead on activities to promote National Time to Talk Day. In July 2018, we produced practical guidance for managers on managing and supporting staff with mental ill health.

In January 2019, MoJ held a senior civil servant (SCS) conference on wellbeing. The MoJ Senior Health and Wellbeing Champion and our Chief People Officer presented sessions on positive leadership behaviours, the MoJ values and wellbeing. The department is currently rolling out Wellbeing Confident Leader training to all SCS. The training is based on the principles of positive psychology, utilising the PERMA model. The aim is to encourage leadership discussion and actions that; create a culture of inclusivity, promote the benefits of open and regular conversations about staff wellbeing, and create an environment that encourages staff to flourish and grow. In April, MoJ ran a *Let’s Talk About Workplace Wellbeing* campaign for all staff based in MoJ HQ. The response rate

was high, seventy teams participated. The campaign encouraged team conversations, identified actions for local wellbeing plans and included a request for ideas to inform the department's future wellbeing strategy.

### **Promoting national campaigns**

The department has a wellbeing calendar and promotes a number of mental wellbeing campaigns, including Time to Talk and Mental Health Awareness Week. Events are led by our network of MHAs. We promoted Mental Health Awareness week in 2019 with a news article on our intranet that linked to the Civil Service, *This is Me*, video campaign. Our MHAs held a conference on mental health during the week and the MoJ HQ building in 102 Petty France was lit up green.

## **4. Our data.**

### **Wellbeing data - a snapshot of wellbeing in MoJ**

The MoJ People Survey data for 2018, reported on two new indices - the PERMA index and the Proxy stress index. PERMA is a model of positive psychology. The acronym stands for: positive emotion, engagement, relationships, meaning and accomplishments, all of which help to build resilience. A copy of MoJ's survey results capturing the stress and PERMA indices can be found within Annex 1. The data also includes the three positive wellbeing measures used by the Office of National Statistics (ONS) for the UK population, these are: life satisfaction, sense of purpose - "activities in life are worthwhile", and happiness, along with one negative measure "anxiety".

Our data shows that there has been a 2 percentage point (pp) decrease in staff reporting low levels of anxiety since 2016, from 50% to 48%, but a 6pp increase in staff reporting high levels of life satisfaction since 2014, from 58% to 64%. The happiness score for 2018 (61%) is 1pp lower than 2016 (62%) but 4pp higher than 2014 (57%). The PERMA index figures for 2018 are 3pp higher than in 2014, moving from 69% to 72%. Stress index scores remain relatively low (a high stress index represents a more stressful environment). There has been a decrease of 2pp and then 1pp in the stress index since 2014, moving from 35% to 33% and then 32%.

## **5. Next steps.**

We plan to report annually on disability mental health and wellbeing. Over the next six months we will be refreshing our health and wellbeing strategy expanding the wellbeing categories to include financial wellbeing and the workplace environment which will include workplace culture. The strategy will draw on the links between PERMA, good leadership behaviours and the MoJ values. There are also plans to extend the reach of the MHA network. Throughout 2019, the workplace wellbeing team have been working with departmental analysts on the development of a dashboard which captures meaningful information that can be used to inform local wellbeing activity. In addition to People Survey

results, the data includes high level information on EAP usage. The dashboard will be used to inform local wellbeing activities and interventions.

## Annex 1.

### Wellbeing data

**Table 1:** Personal wellbeing questions as used by ONS.

Ministry of Justice	*2014	2016	2018
Overall, how satisfied are you with your life nowadays? (%high)	58%	64%	64%
Overall, to what extent do you feel the things you do in your life are worthwhile? (%high)	66%	70%	70%
Overall, how happy did you feel yesterday? (% high)	57%	62%	61%
Overall, how anxious did you feel yesterday? (% answering low)	50%	50%	48%

**Table 2:** PERMA index - Positive psychology in the workplace this index measures the extent to which staff are flourishing.

Ministry of Justice	*2014	2016	2018
Positive Emotion score	58%	64%	64%
Engagement score	86%	88%	88%
Relationships score	80%	83%	82%
Meaning score	66%	70%	70%
Accomplishment score	70%	73%	74%
PERMA index**	69%	72%	72%



**Table 3:** Stress Index - This index aligns to the Health and Safety Executive (HSE) stress management tool. A higher index score represents a more stressful environment.

<b>Ministry of Justice</b>	<b>*2014</b>	<b>2016</b>	<b>2018</b>
<b>Demands</b>	52%	54%	57%
<b>Control</b>	59%	63%	65%
<b>Support - manager</b>	60%	65%	67%
<b>Support - colleagues</b>	79%	82%	82%
<b>Role</b>	71%	75%	75%
<b>Relationships - team</b>	80%	83%	82%
<b>Relationships – bullying and harassment (percentage stating no bullying and harassment)</b>	77%	79%	79%
<b>Change</b>	28%	29%	31%
<b>Stress Index**</b>	35%	33%	32%

\*2014 data is not directly comparable with other years due to Machinery of Government changes.

\*\* the PERMA and Stress indices for 2014 are based on the MoJ Corporate report and have been rounded.



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