

MBC Best Practice Guidelines – Checklist

Using this checklist

This checklist is intended to be a living document to be updated on a regular basis and used as a check on progress against the Best Practice Guidelines. We recommend that this checklist is used alongside the Best Practice Guidelines and the Guidelines are referred to for further detail on the points in the checklist (to assist with this, the relevant Guideline number is provided).

It can also be provided to clients/suppliers as evidence of the organisation's progress in achieving the best practice recommendations.

The key to the coloured columns is as follows:

Red – we are not doing this at the moment

Amber – we are making progress

Green – we are compliant with this and can demonstrate compliance

The evidence column is included for you to explain why you have scored yourself in a particular way and, in the event of ticking amber or green, to point to clear evidence of your compliance.

The notes section is included for you to make any notes which might include steps currently underway, why you do not feel this is relevant to your organisation or other relevant information.



Guideline	Guideline number				Evidence	Notes
Culture						
Wellbeing is at the heart of our business strategy and is recognised at board level as intrinsic to high performance and ethical standards.	1					
We regularly assess the demands we place on our people and proactively adopt measures to address the risks those demands create.	1					
Senior leaders consistently role model and demonstrate care for their own mental health and wellbeing.	2					
We have and support a senior level sponsor who champions mental health and wellbeing within the organisation.	3					
We recognise that there are additional risk factors inherent in the personality characteristics of many lawyers, as well as the nature of the work lawyers do, that create additional risk factors for lawyers' mental health. We take meaningful steps to understand these factors and to support our people in understanding and managing them.	4					

be brave.



We provide ongoing training and resources to all staff on understanding mental health and how to nurture and support good mental health.	5					
We provide regular training and/or coaching to leaders and managers on how to promote and maintain positive mental health in their teams and provide adequate support.	6					
We have effective performance assessment systems that value individuals' behaviours as well as results and recognise actions that support colleagues' wellbeing and promote sustainable high performance.	7					
We have effective promotion systems that value individuals' behaviours as well as results and recognise actions that support colleagues' wellbeing and promote sustainable high performance.	7					
We have effective reward systems that value individuals' behaviours as well as results and recognise actions that support colleagues' wellbeing and promote sustainable high performance.	7					
We promote the adoption of the Mindful Business Charter by and throughout our organisation.	8					

Reporting						
We have systems to report to an appropriate senior level board member on the extent of mental health related illness and absence within the organisation [on a quarterly/annual basis].	9					
We have systems to report to an appropriate senior level board member on the risks identified as a result of the risk assessment steps we take (under Guidelines 4, 14–18 and 21–22) [on a quarterly/annual basis].	9					
We have a suitably senior individual(s) who will be responsible and accountable for the mental health and safety of our organisation and we give them the resources and authority to exercise that responsibility and accountability meaningfully.	10					
Support						
We take reasonable steps to ensure that all members of staff have adequate regular contact with appropriately trained line managers to discuss any wellbeing needs or support that may be required.	11					
	12					

be brave.



We have adequately trained and well publicised individuals in the organisation (at a ratio of at least 1:20) that staff members can talk to confidentially and access mental health support if needed.						
We actively monitor how effectively the mental health support we are providing is working and how often it is being accessed.	12					
We have a wellbeing buddy system for people at all levels, including senior leaders, so that everyone has a nominated person to check in with on a regular basis.	13					
Risk assessment and intervention on an individual basis						
We include appropriate questions and information relating to mental health in our onboarding of new staff.	14					
We provide regular opportunities for individuals to disclose known mental health conditions and make requests for support and adjustments needed.	15					
We have systems in place for an individual with wellbeing concerns about another individual to raise those concerns with an appropriate person on a confidential basis.	16					

If concerns about an individual's wellbeing are raised by their family, a third party or colleagues, those concerns are acted upon without delay.	17					
We have systems in place to measure the hours people are working (chargeable and non-chargeable) and over what periods to identify if these cause concern. [We have an alert system where there is cause for concern.]	18					
We have systems in place to make sure an appropriate person checks in with an individual we have wellbeing concerns about.	19 (see guideline for further details on what checks to carry out)					
Where we identify an individual with poor mental health or wellbeing risks, an appropriate person will consult with the individual (and where appropriate relevant professionals) over how we can help.	20 (see guideline for what help should be offered)					

be brave.



Risk assessment and intervention at an organisational level						
We appropriately assess work related psychosocial risk factors to understand the likelihood of mental ill-health arising from or being compounded by these factors.	21					
We use surveys or other data gathering methods to understand and identify risk to particular demographic groups.	22					
Where risk is identified as above, we actively and proportionately manage that risk. Where interventions are implemented, we monitor their effectiveness through appropriate measures and data analyses.	23					
Third party organisations						
We are mindful of demands placed upon our clients, suppliers and fellow professional organisations and if concerns regarding their welfare arise, we proactively and appropriately raise that concern with them.	24					

As a private practice law firm, we have honest and open discussions with our clients as to how to meet their requirements within the scope of the Best Practice Guidelines.	25					
As an in-house legal team, we have honest and open discussions with our internal clients as to how to meet their requirements within the scope of the Best Practice Guidelines.	26					
As an in-house legal team, we use our influence to encourage and support our external law firm suppliers to adopt and follow the Best Practice Guidelines, and to the extent reasonably possible, hold them accountable for its implementation.	27					
As a private practice law firm, we reference our adherence to the Best Practice Guidelines in our pitches, proposals and tender documents and the measures we take to give it effect in our proposed work.	28					
As an in-house legal team, we include reference to our adherence to the Best Practice Guidelines in RFPs and tenders, request the tendering party's adherence to the Guidelines and confirm our support to them in doing so.	29					
We hold regular review meetings with clients and suppliers in which adherence to the Best Practice Guidelines is a key agenda item.	30					