



**LEEDS
BECKETT
UNIVERSITY**

WELLBEING SUB-COMMITTEE

7 September 2023
at 10am Jubilee Room, Headingley Campus

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Agenda for the Wellbeing Sub-Committee Thursday 7 September 2023 meeting

The 12th meeting of the Wellbeing Sub-Committee will be held in the Jubilee Room at Headingley Campus at 10am – 12 noon.

10:00	Part A: Preliminary Items			Led by
A1	Welcome, Introductions and Apologies		Verbal	Chair
A2	Committee Terms of Reference and Membership 2023/24 <i>Proposal for the Wellbeing Sub-Committee to approve the Wellbeing Manager role become a full member (rather than optional)</i>		WSC-2324-001 OPEN	Chair
A3	Chair approved Minutes of the last meeting held on 18 May 2023		WSC-2324-002	Chair
A4	Matters Arising – 18 May 2023 meeting		WSC-2324-003	Chair & Secretary
Part B: Main Items of Business				
B1	University Mental Health Charter Award		Verbal update	Jo Jones
B2	Embedding the work of the University Mental Health Charter working group		Verbal update	Jo Jones
B3	Report on the University Wellbeing improvement plan – year 1		WSC-2324-004 OPEN	Jo Jones
B4	Student Loneliness		Verbal update	Jo Jones
B5	Update on Wellbeing Assessment		Verbal update	Sarah Moore
B6	Update on Employee Assistance Tender		Verbal update	Katie Hughes
B7	‘Occupational Health Update’ Report		WSC-2324-005 OPEN	Ann Coulson
B8	Colleague Wellbeing Programme of Work		Verbal update	Sarah Swales/Katie Hughes
B9	Update on meeting with the Unions – collaborative working on wellbeing		Verbal update	Sarah Swales

	Part C: Other Business			
	C1	Any other business	Verbal	Chair
	C2	Schedule of Business 2023/24	WSC-2324-006 OPEN	Chair & Secretary

Date of the next H&S Consultative Committee meeting: Tuesday 3 October 2023 at 13.30

Date of the next Wellbeing Sub-Committee meeting: 11 January 2024 at 10am

	<i>Shaded items indicate that the Board / Committee is being asked to make a decision.</i>
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** Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate*



Committee Terms of Reference and Membership 2023/24

Purpose

The principal purpose of the Wellbeing Sub-Committee is to support the development of a thriving community which promotes and sustains colleague and student wellbeing. Wellbeing is a multidimensional concept which is defined in the Oxford English Dictionary as a state of being comfortable, happy and healthy. Wellness for individuals is dependent upon a balance between the following elements: physical, emotional, social, spiritual, intellectual and economic.

As part of our continued commitment to the wellbeing of our community, the University has developed Wellbeing & Mental Health Action Plans for Students and Colleagues focused upon four interrelated dimensions of wellbeing: physical, mental, financial and community. Our approach encompasses all areas of the University, its people, culture, policies, practice and environment, so that all students and colleagues are able to experience an individual sense of wellness.

In taking a strategic overview of the range of activity across campus to improve colleague and student wellbeing aligned to the changing needs of colleague and student populations, the sub-committee will make recommendations for enhancements and act as a forum for co-ordination and co-operation between Human Resources, Student Services, the Students' Union, Trade Unions, key services and Schools with respect to the Colleague and Student Wellbeing Action Plans.

Specific Areas of Responsibility

- a) As a sub-committee of the Health & Safety Consultative Committee, oversee the strategic direction, progress and impact of the Wellbeing and Mental Health Colleague Action Plan and the Mental Health and Wellbeing Student Action Plan with respect to their impact upon Colleague and Student Wellbeing.
- b) To receive and review the effectiveness and suitability of the University's integrated programme of wellbeing development, information and activities (mainly delivered by Human Resources, Student Services, the Students' Union, Trade Unions, Sport & Active Lifestyles and CARES).
- c) To enhance the culture and conversation about wellbeing at work and study, covering both a proactive and preventative approach; to promote and make recommendations regarding wellbeing and mental health considerations with respect to our University's policy and practice, in order to improve levels of wellbeing.
- d) Consider and determine our key measures of wellbeing with respect to the changing needs of our colleague and student populations.

- e) To monitor and review the effectiveness of the University's Safety Health and Wellbeing Policy, in so far as work-related stress is concerned, recommending amendments to the Policy via the Health and Safety Consultative Committee. To monitor its compliance through supporting procedures including the review of audit results, reports and observations.
- f) To monitor and assess the impact of colleague wellbeing initiatives through the periodic review of relevant performance indicators which may from time to time include (i) colleague survey results (ii) absence statistics and trends, (iii) any other relevant reports and statistics;
- g) Identify and focus upon the wellbeing needs of specific groups of colleagues and students (e.g. carers, BAME, disabled) and make recommendations for enhancements and improvements as appropriate.
- h) Receive and consider reports from related groups including: The Equality & Diversity Committee and forums, Health & Safety Consultative Committee.
- i) Oversee wellbeing activity that is provided by non-University staff members on behalf of the University, for example the Employee Assistance Programme.
- j) To act as a forum for management to consult with colleagues and their recognised Trade Unions (Safety Representatives) on matters relating to their wellbeing, in accordance with the Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- k) To report upon the status of wellbeing matters to the Health and Safety Consultative Committee and the University Executive Team.
- l) Ensure that equal opportunities and diversity are promoted in relation to all of the above.

Reporting

The Sub-Committee will provide a report to each meeting of the Health and Safety Consultative Committee which reports directly to the University Executive Team.

Membership

The Sub-Committee will consist of members representing the management, colleagues and students of the University including:

- a. Co-Chairs (Sarah Swales and Jo Jones)
- b. Assistant Director Student Services; Jo Jones
- c. Deputy Director of Human Resources; Sarah Swales
- d. Director/Head of CARES; Kate Davis
- e. Head of Sport, Health and Wellbeing; Daniel Stanley
- f. Director / AD Estates; Andy Allison

- g. Head of Health and Safety; Wendy Huntriss
- h. Director of Quality; Lee Jones
- i. 4 members of SMG comprising 2 Deans and 2 Directors, each from different Schools and Services; Dev Capps, Andrew Cooper, Stephen Murphy, Sarah Stone
- j. 4 Schools (not represented by Deans); Oliver Bray, Gareth Robertshaw, Bryony Walker, Andrew Manley
- k. 2 representatives of the Student Union; Ashleigh Pinnock and Katie Davies

Note: colleagues appointed under J and K will be for two years. Student representatives will be for term of office.

- l. 4 representatives from our recognised Trade Union (2 from UCU, 2 from Unison); Roland Cross, Mobina Begum, Sarah Kelsey/Erika Laredo (sharing commitment), Steve Mardy.
- m. Co-opted members: Associate Director of the Centre for Learning and Teaching; Susan Smith. Head of Creative; Dee Grismond.
The Subcommittee shall have powers to co-opt at any time suitable persons for specialist or specific advice.
- n. Advisers to the Sub-Committee: Advice, support and guidance will be provided to the Sub-Committee by the Wellbeing Manager, Occupational Health Manager, and Student Wellbeing Team.



Occupational Health Report

Purpose of Report

This report provides an overview of the Occupational Health Service provisions.

Action Requested

The report is for information and to note

Key Issues

Annual overview of Occupational Health referrals and current Occupational Health provision.

Author

Name: Ann Coulson

Date: 08/08/2023

Approval Route

Name: Sarah Swales

Date: xx/xx/2023

OCCUPATIONAL HEALTH UPDATE

Occupational Health Statistics Annual Review - 01/08/22 – 31/07/23

1. In total there has been 303 colleagues referred to Occupational Health in the past year and 47 pre-employment health questionnaires have been assessed and any necessary adjustments advised. Less than 10% of the referrals are re-referrals, where further advice has been sought on an existing health issue. The number of referrals has increased from the previous year (267), this is likely to be due to more colleagues returning to campus-based work, however, referral numbers are still slightly lower than pre-pandemic.
2. Most colleagues referred to Occupational Health are in work, with 63 colleagues this year being absent at the time of referral. Colleagues do not need to be absent from work to be referred to Occupational Health, early interventions such as advised adjustments, physiotherapy referrals and access to EAP support can reduce the likelihood of absence and provide proactive management in some health conditions.
3. The table below shows the top 5 reasons for referral to Occupational Health.

Reason for referral	Number of referrals	Previous year comparison
MSD including DSE issues	109	71
Mental Health	85	76
Medical	81	75
Coronavirus	10	33
Surgical	10	6

4. There is still a high number of colleagues requiring DSE equipment to support remote working from home; the online DSE assessment for remote working is currently under review by colleagues in the Health and Safety team and will shortly be active. As part of the referral process, colleagues referred to Occupational Health with DSE related concerns, are required to complete a DSE assessment for their primary workstation(s), this provides Occupational Health with baseline on which to assess any required adjustments.
5. Occupational Health have made 48 referrals to our Physiotherapy provider to support Musculo-Skeletal Disorders (MSD) and other appropriate health conditions, such as long-standing headaches and migraines. Through the referral, colleagues have an initial assessment and then with Occupational Health approval up to 3 treatment sessions. 6 colleagues have had an assessment of their physical capabilities, which supports managers with advised adjustments to manual tasks. As the incidence of Covid 19 infections has dramatically reduced, though there were no new referrals to the Long Covid rehabilitation bespoke programme, 3 colleagues have continued to partake in the programme. The programme supports respiratory welfare, fatigue, musculo-skeletal issues and addresses personal motivation and approach to presenting conditions. Overall colleagues are satisfied with the physiotherapy service and any queries are addressed on an individual basis.

6. There have been 8 colleagues referred with neurodiverse conditions compared to the previous year (4); this increase is due to more colleagues been referred with a new diagnosis and colleagues with a diagnosis adapting to new ways of working and requiring additional adjustments to manage remote working.
7. Throughout the year, anxiety has remained the main reason for mental health referrals, which is also the highest colleague call reason to our EAP. In the last quarter there was a rise in referrals for perceived work-related stress, with role and relationships been the main reasons. Occupational Health are aware of some 'hotspots' in the university that may have added to this increase. The total number of mental health referrals for the year are recorded as per the table below. To maintain confidentiality where there has only been a single referral in a specific category, these have been grouped together under other.

8.

Reason for referral	Number of referrals	Previous year comparison
Anxiety	27	37
Work stress	24	20
Depression	15	12
Personal	10	11
Other	9	6

9. The table below shows the 5 highest Service/School areas for Management referrals.

Service /School	Number of referrals
Cares	38
Library/Student Services	33
Leeds Business School	23
Leeds School Arts	22
School Of Health	21

10. Historically, the percentage of support colleagues referred throughout the year is approximately double that of the number of academic colleagues. This year there has been an increase in academic colleague referrals (114) to support colleagues (189), with a noticeable number of academic referrals requesting support for remote workstations. The number of CARES, Library and Student Services colleagues referred reflects that most continue to work on campus and are unable to undertake their role solely from home.
11. Within the boundaries of confidentiality and impartiality, Occupational Health continue to work in partnership with HR colleagues to manage long term sickness absences, this has enabled several long-term absence cases to be moved forward. Occupational Health meet with the HR Advisers every 6 weeks and though this is a new initiative, both parties are finding the meeting to be beneficial. The monthly meetings between the Occupational Health Manager, HR Business Partners and HR Manager provide an opportunity to discuss wider University changes and their potential impact.

12. Occupational Health continue to work in partnership with Schools and Service areas to identify trends in referrals and be proactive in managing these. Currently Occupational Health are working in partnership with colleagues in CARES and our Physiotherapy service provider to explore initiatives around good physical health to support manual working, including advise on exercise, posture, and lifestyle.

Occupational Health Service – ways of working

13. Occupational Health continue to work hybrid, with around 95% of consultations within the past year been either through a telephone or virtual meeting. Though were clinically appropriate, Occupational Health can accommodate in person appointments; overall it has been found that colleagues value the flexibility of not having to attend in person, especially so, when a colleague is absent from work. For the time being, Dr Suleman's clinics will remain remote.

14. Following clinical guidance and the completion of a robust risk assessment, the annual health surveillance screening programme for Estates colleagues will take place in August 2023 and will be via in person appointments at both campuses. The risk assessment has identified the need for a well-ventilated room with extra cleaning of the room post each session, which has been arranged in conjunction with CARES colleagues and in case of a medical emergency access to immediate support from a first aider. Alongside their respiratory and skin surveillance health questionnaires, if clinically appropriate colleagues will now undertake a spirometry test (lung function).

Contracts

15. The process to complete the tender for the Employee Assistance Programme is in progress and until a decision and a contract is in place, the existing contract with Health Assured has been extended to the 31/10/23.

16. The contract for an external Physiotherapy provider is due for tender in September 2023, in line with procurement procedures this will be conducted through obtaining comparative quotes from 3 potential service providers.

Author

Ann Coulson

RGN, Specialist Community Public Health Nurse (OH)

NMC PIN: 82F1435E

Occupational Health Manager

8th August 2023

Schedule of Business 2023/24

Date of Meeting 7 September 2023		Date of meeting 11 January 2024
Terms of reference and membership		Terms of reference and membership
Minutes of the last meeting – held on 18 May 2023		Minutes of the last meeting – held on 7 September 2023
Matters Arising		Matters Arising
University Mental Health Charter Award		The University Mental Health Charter
Embedding the work of the University Mental Health Charter working group		‘Occupational Health Update’ Report
Report on the University Wellbeing improvement plan – year 1		Absence Report
Student Loneliness		Schedule of Business
Update on Wellbeing Assessment		
Update on Employee Assistance Tender		
‘Occupational Health Update’ Report		
Update on Wellbeing Priorities		
Update on meeting with the Unions – collaborative working on wellbeing		
Schedule of Business		
STANDING ITEMS	Apologies Membership & terms of reference Minutes of the last meeting Matters Arising The University Mental Health Charter ‘Occupational Health Update’ Report Schedule of Business	
Other Matters		