



MINUTES of the 21 January 2021 meeting (held via Teams)

Present:

Sarah Swales* (Chair)

Andy Allison

Andrew Cooper

Sally Griffiths

Stephen Murphy

Susan Smith

Mobina Begum

Roland Cross

Andrew Manley

Annemarie Piso

Bryony Walker

Oliver Bray

Katie Davies

Steve Mardy

Gareth Robertshaw

Chris Watts

In attendance:

Nicola Beaumont (Secretary)

Ann Coulson

Paul Tyrer

Louisa Ashley

Cate Querin

Leigh Beales

Sarah Tomlinson

Apologies:

Dev Capps

Lee Jones

Jan Daley

Mphango Simwaka

Kate Davis

Corrie Staniforth

*Chaired the meeting

Part A: Preliminary Items

Welcome, Introductions and Apologies

061.2020.WSC The Chair welcomed all members to the Wellbeing Sub-Committee and apologies were reported by the Secretary.

Committee Terms of Reference and Membership 2020/21 – Further proposed changes

062.2020.WSC The Committee received a report (paper WSC-1920-020) and were asked for their thoughts and recommendations to the Terms of Reference and membership.

063.2020.WSC It was **noted** that:

- a) The Terms of Reference and membership needed to consider staff leavers; the former co-chair left the university in September 2020.
- b) A new Associate Director of Student Services would be joining the university soon, who will be a member.
- c) One of four members of SMG (two Deans and two Directors) had left the University; a replacement would need to be confirmed. Current

representation from Registry would be Stephen Murphy, in replace of Barbara Colledge, who had now left the university.

- d) UNISON asked if the committee would be co-chaired in future. It was agreed that Human Resources and Student Services would co-chair group, to ensure balance from a staff and student wellbeing perspective.
- e) It was noted that there wasn't representation from each School. UNISON advised that the former chair was trying to seek a balance to ensure that the subcommittee was not too large, and the rotating of representatives from Schools was to ensure different input from different schools through that rotation.

064.2020.WSC It was **RECOMMENDED** that:

- a) Both chairs of this committee also sit on the Health and Safety Consultative Committee in order to be able to feedback to the overarching committee.

065.2020.WSC It was **AGREED** that:

- a) The Deputy Director of Human Resources (HR) would review how subcommittee representation was created and confirm the periods of membership reporting back by correspondence.

Summary report of the last meeting - September 2020

066.2020.WSC The Committee received a summary report of the last meeting held by correspondence in September 2020 (paper WSC-1920-021).

067.2020.WSC It was **noted** that:

- a) The last meeting had limited substantive items.
- b) Both papers referred to in the report were on the agenda.

068.2020.WSC a) The Committee members present **AGREED** that the report of the meeting held by correspondence in September 2020 was an accurate record.

Matters Arising – From the 18 May 2020 meeting

069.2020.WSC The Secretary presented a report on the matters arising from the minutes of the last substantive meeting of the Committee held on 18 May 2020 (paper reference WSC-1920-022). It was **noted** that:

- a) Certain actions had been superseded or were out of date and several actions had been completed.
- b) Actions 037a.2019.WSC, 037b.2019.WSC, 037c.2019.WSC and 037d.2019.WSC would be updated by agenda item B1 from this meeting.
- c) UNISON asked if any progress had been made on i-Trent's capability for enhanced sickness reporting (action 032b.2019.WSC). COVID related

sickness is recorded in i-Trent and the university is recording a positive test result as well as periods of self-isolation.

- d) The Occupational Health Manager confirmed that a second menopause session will be arranged (in relation to action 050a.2019.WSC).

070.2020.WSC It was **AGREED** that:

- a) The Deputy Director of HR will investigate i-Trent's capability for recording multiple sickness absence criterion (previous minute references: 032b.2019.WSC 060d.219.HEA and 041.2019.HEA) and would respond via correspondence on this by the next meeting on the 13 May 2021.
- b) The Deputy Director of HR will provide an update and confirm to the group the range of COVID related absences recorded in i-Trent.

Part B: Main Item of Business: COVID-19

071.2020.WSC The Committee received a verbal update from the Deputy Director of HR on the University's response to Covid-19. This was broken down into an update on cases for both students and staff, the management of the pandemic by the University, lateral flow testing, and reflection on the work with the Trade Unions.

072.2020.WSC It was **noted** that:

- a) The Deputy Director of HR would confirm the verbal update on Covid 19 with a document if the committee members requested this.

Student cases:

- b) Since the start of September 2020 there had been 940 student cases, and of these, 689 were resident In Leeds. The University records information on the location of students, as this was one of the requirements of reporting to Public Health England.
- c) The peak of cases was the end of September and early October 2020, when students returned to Leeds for the start of term.
- d) There had been 16 student cases in the last 7 days, 6 of whom were based in Leeds. The University had 12 students self-isolating.
- e) The University is required to report a rate per 100,000 in the last seven days; this rate converted to 62 per 100,000 in the last seven days, and for Leeds student cases this was 23 per 100,000. This was significantly lower than the overall population of Leeds where there had been 2,280 cases reported in the last 7 days, and a rate of 291 per 100,000.
- f) UCU asked whether the University was anticipating a further peak as bad if not worse than that in September/October 2020 if the lockdown ends and the government encouraged students to return after the February 2021 half term break due to the new variant. UCU asked for sufficient notice be given to students and staff on the date of any return to campus in February 2021, as adjustments would need to be made.

- g) The Deputy Director confirmed the university was following government guidance. Whether an early decision would be made about further return to campus was unknown.
- h) Lateral flow testing was in place for students and staff who are required to be on campus.

Staff cases:

- i) Since the start of September 2020, there had been 78 staff cases of COVID. 61 of these were support staff and 17 academic staff. Of the 78 cases, 30 were people who had been active on campus, primarily support staff.
- j) There had been 5 staff cases in the last 7 days.
- k) As of mid-December 2020, of the support cases in total, 18 of these people had been from within Estates, Facilities and Cares and the next highest had been from University Recruitment, a wholly remote service with 5 cases; none of whom had been on campus.
- l) The areas with the highest number of incidences of positive cases on campus had been primarily support staff in Cares and Estates; people who had been on campus throughout the whole of the pandemic
- m) Instances of COVID did not necessarily result in a period of sickness absence and some could continue to work from home whilst working remotely and self-isolating.
- n) For both staff and students, the University were reliant on self-reporting. There are clear reporting lines for students and staff, so the expectation is for people to report symptoms and/or test results and adhere to government guidance on self-isolation where required.
- o) There is an expectation for staff and students to self-isolate if they had been contacted by NHS Track and Trace.
- p) UCU raised the potential for student under-reporting based on anecdotal feedback from within the Branch.

Background on how the pandemic had been managed:

- q) Management of the pandemic and the University's response had initially been through the Major Incident Team (MIT) group; a multi service team. The team planned for reopening of campus in late August/ September 2020 and ensuring that the campus was 'COVID secure'. Activity focussed on signage, one-way systems, ventilation in classrooms and other parts of the university, deployment of screens, face coverings, and social distancing protocols and communication.
- r) In September 2020 a subgroup formed from MIT, known as the Outbreak Response Group (ORG), which focused on management of student and staff cases, and reporting responsibilities to PHE and other organisations. Much of the ORG groups activity had been around supporting students in self-isolation and working with accommodation providers in the City. This group connected in with the gold command in the City of Leeds. The Vice Chancellor represents the University on gold command.
- s) In terms of different groups and ways of working, there was a multi University response in Leeds with the five other universities, as well as a local and national public health.

- t) Due to the current lockdown the student and staff population on campus was significantly different, and the ORG had been meeting less often. MIT continues to prepare for any reopening of the campus.

Lateral Flow Testing:

- u) The University has two test centres for lateral flow testing at City and Headingley campus. The University had a very short timescale to open the centres for the student travel window in December. As of the 10 December 2020, (the day after the centres closed) 2410 students had been tested. There had been a significantly higher level of bookings, with an attendance rate of 63%. It was observed that students had been booking but not always attending.
- v) The University had also supported the testing of students from the Conservatoire and the Leeds University of Arts.
- w) Since Christmas 2020, 950 students and 110 staff had been tested. Regular testing for staff and students had been confirmed.

Work with the Trade Unions – The Health and Safety subgroup:

- x) The group work collaboratively; Health and Safety, the Trade Unions, HR and CARES/Estates meet weekly ensuring the PAN University risk assessment and local University risk assessments for specific tasks and services are in place and effective, and completing building inspections to ensure satisfactory measures were in place..
- y) Where there had been incidences of COVID cases and individuals had been on campus the group discussed action and any revisions to risk assessments.
- z) The group discussed guidance and its effectiveness; screens, one-way systems, face coverings and feedback from Trade Union colleagues particularly from colleagues on campus about the effectiveness of measures in place, before working together on any measures or changes that needed to be made.
- aa) The Health and Safety subgroup was another example of how the University were working together in terms of health and wellbeing matters in relation to the pandemic.
- bb) UNISON supported the value of the weekly health and safety subgroup meetings, as they allowed for risk assessments to be put into practice and hear from staff on the front line as to whether they were effective. The weekly meetings and being able to raise areas of concern speedily had helped the Trade Unions to address any local significant issues.
- cc) UNISON raised the need to review all local risk assessments, if students and staff do return to campus in February 2021, due to the increased numbers of people on campus.
- dd) UNISON recognised that the health and safety subgroup predominantly looked at on campus activity and proposed more focus around supporting colleagues and their health and safety in working remotely.
- ee) UNISON thanked and acknowledged the Health and Safety office for the support they had offered to local managers in producing local risk assessments and reviewing them.
- ff) UCU referred to a second JCC subcommittee, with representation from the Deputy Vice Chancellor Academic, Human Resources, UCU and UNISON. This

group met fortnightly to discuss academic planning for this year and was set up at the same time as the Health and Safety subcommittee.

gg) The JCC subcommittee group had considered changes to teaching that had been made, the changes to the structure of the academic year, many issues arising around lockdown in terms of pressures for those with caring responsibilities and had a large remit around wellbeing. UCU acknowledged this group as a welcome forum.

073.2020.WSC

It was **AGREED** that:

- a) The Deputy Director of HR would feedback UCU's concerns about any further re-opening of the campus after February half-term.
- b) The Deputy Director of HR will ensure the summary of student and staff data on COVID cases will be made available to the subcommittee members via the Teams site.
- c) UNISON to email the letter from DFE to the Deputy Director of Human Resources, regarding planning for staff and students returning to campus and increasing courses (already complete).
- d) The Deputy Director of HR to recommend (to the chair of the health and safety subgroup) that there be more focus around supporting colleagues and their health and safety in working remotely at this group, as recommended by UNISON.

Part C: Wellbeing Developments and Projects

Mentally Healthy Universities Project – Update

074.2020.WSC

The Committee received a verbal update and slides were shared by the Learning and Organisational Development Adviser that provided a summary of the work completed so far in relation to Mentally Healthy Universities Project.

075.2020.WSC

It was **noted** that:

- a) Goldman Sachs fund this national project taking place this academic year. Lots of collaborative work had taken place with 9 universities involved across the country; this allowed for good practice to be shared.
- b) There is a student and a staff element to the project. 2 Schools (School of Sport and Leeds School of Arts (LSA), and Libraries & Learning Innovation (LLI) are involved in the project with the support of Student Wellbeing and HR.
- c) 14 Mental health champions had been recruited across the 2 Schools and Service; their role was to undertake anti stigma activities and to promote national mental health campaigns locally. The mental health champions received the equivalent of one days training from Mind in December 2020.
- d) Mind are delivering a four-part course called 'Wellbeing Tools and Techniques' to students in the two Schools, that covers practical ways to manage mental health and wellbeing. Engagement on the four-part course had been good, with some courses being oversubscribed.
- e) Mind delivered a wellbeing essentials session to students and a quarterly report would be due on this in January 2021.

- f) 15 peer supporters are also being recruited who will be able to share their own lived experiences with other people in their areas. The mental health champions and peer supporters would share good practice with other Schools and Services
- g) Staff from LSA, Sport and LLI were surveyed in November 2020, in order to gain a snapshot of colleagues' experiences and their perceptions of mental health at Leeds Beckett. The results of the survey were shared with the project leads, their Senior Leadership Team, and the mental health champions for them to determine where they needed to focus their energies and what activities they would progress. LSA, Sport and LLI would be surveyed at the end of the project to measure progress.
- h) Time to Talk Day is taking place on the 4 February 2021, and Mental Health Awareness week in May 2021
- i) An action plan has been completed against the 6 'Mental Health at Work Commitment' standards. Leeds Beckett signed up to this commitment in November 2020. So far 665 organisations had signed up to this. It provides a good framework to be working with. Leeds Beckett have RAG rated where they are currently against the Mental Health at Work commitment standards and will use this to focus on areas where they would like to move forward.
- j) Mind affirmed that it was important that Leeds Beckett showed commitment to ultimately meet all the standards but there was an understanding that some of them may not be achievable this year.

076.2020.WSC

It was **RECOMMENDED** that:

- a) The committee provide information to the Learning and Organisational Development Adviser about any local activity in their areas that fits with the 6 'Mental Health at Work Commitment' standards.

077.2020.WSC

It was **AGREED** that:

- a) The Learning and Organisational Development Adviser to share the action plan for the 6 'Mental Health at Work Commitment' standards.

Wellbeing Development Offer

078.2020.WSC

The Committee received a verbal update and slides were shared by the Learning and Organisational Development Coordinator on the work completed to further develop the Wellbeing Development Offer.

079.2020.WSC

It was **noted** that:

- a) From September 2020, wellbeing is a key priority for the People and Organisational Development Team development offer. And rather than planning for a year (as when on campus) the POD team are planning by block.
- b) From September – December 2020, the POD team produced a range of new wellbeing resources available for colleagues that included webinar

- sessions, regular newsletters and tailored communications to internal networks and increased signposting and guidance through the microsite.
- c) 13 wellbeing webinars had run; these included topics on mindfulness, looking after your wellbeing, and for managers supporting team wellbeing. 155 colleagues attended these webinars.
 - d) POD had delivered tailored sessions to teams on request including for the Sports and Active Lifestyle team and Timetabling team.
 - e) The University's external partner Health Assured ran sessions on Men and Mental Health and the Menopause.
 - f) The wellbeing offer can now be found in one document including relevant sessions, resources, and support. A refreshed version is available for January 2021 – April 2021 with an expanded offer.
 - g) The Mental Health First Aid Champions Network had merged with the Wellbeing Network and had become a vital network for disseminating information. 460 colleagues were part of the network.
 - h) The POD team will relaunch the Working Carers network with the first meeting scheduled to take place on the 17 February 2021; as part of the launch the POD team are creating a Working Carers webpage. A training session was delivered by Carers Leeds on supporting working carers; and the POD team had also created a Working Carers action plan to aid colleagues to open a dialogue with their managers about their caring responsibilities.
 - i) The Learning and Organisational Development Adviser invited the committee to provide any anecdotal feedback about how colleagues were feeling in their areas; to allow for the offer to be tailored to best suit colleagues.
 - j) UCU queried whether the data showed a comparison pre pandemic and during the pandemic, and whether there had been a significantly higher take up on the wellbeing pages since the pandemic.
 - k) UNISON enquired whether it was worth cross referencing these initiatives with sickness absences, which were classified as due to mental health, anxiety or work related stress and seeing if there were any changes over a period with the introduction of these measures in order to see how effective these measures were being.
 - l) The Organisational Development Partner confirmed whenever there had been promotion of the wellbeing pages either via LBU Voices or via the POD Networks to Leadership or Alumni Networks, that it had led to a spike in engagement.
 - m) In terms of the increasing engagement, UCU asked if the webinars were advertised on the news section received by colleagues.
 - n) The People and Organisational Team were investigating suppliers for the workshops around preparing for retirement.
 - o) The Deputy Director of HR observed that the take-up for recent events had been limited, as people had multiple competing pressures due to the pandemic and may not have had the capacity to engage in the website, despite the courses being vital and useful.
 - p) The People and Organisational Team would value help and support with promoting online activity around wellbeing.

- 080.2020.WSC It was **RECOMMENDED** that:
- a) The committee provide feedback to the Learning and Organisational Development Adviser regarding their ideas for increasing engagement with the online wellbeing modules on offer.
 - b) The committee provide feedback to the Learning and Organisational Development Adviser regarding senior leadership endorsement and role modelling in relation to wellbeing and mental health, to allow for personal experiences to be captured. Seeing this endorsement at a senior level had been known to have a significant impact.

- 081.2020.WSC It was **AGREED** that:
- a) The Learning and Organisational Development Coordinator would provide data around how many colleagues who engaged with the online wellbeing webinars were managers and non-managers.
 - b) The Organisational Development Partner would report on the diversity of those engaging with the initiatives that POD had put in place. UNISON wanted to ensure the link between Health and Safety, wellbeing and equality was being made.
 - c) As a way of increasing engagement, the Organisational Development Partner would send the webinar links to the Trade Unions for them to be able to advertise them to members in their weekly updates.
 - d) The Learning and Organisational Development Coordinator would share the Working Carers Network information with the Trade Unions.
 - e) The Deputy Director of HR and Occupational Health Manager will provide further analysis of sickness absences, which were classified as due to mental health, anxiety, or work-related stress, and OH referrals over a two-year period.

Part D: Reporting

'Occupational Health Update' Report

- 082.2020.WSC The Committee received a report from the Occupational Health Manager providing an update of the University's Occupational Health activities (paper reference WSC-1920-023).
- 083.2020.WSC It was **noted** that:
- a) The number of management referrals had reduced although Occupational Health were seeing more complex cases, around mental health and COVID related cases.
 - b) In August 2020 there had been an increase in the number of musculoskeletal cases for colleagues who were working remotely.
 - c) Occupational Health continue to monitor the number of referrals per area, and whether the colleague was absent or in work at the time of referral. Occupational Health encourage a referral for colleagues who are absent long term. Occupational Health are continuing to see re-referrals and are looking at exploring case conferences for such cases.

- d) The service is being provided remotely and there was still ongoing access to the University's physio provider during the lockdown period.
- e) Health Assured continue to provide valuable support to colleagues. A nutrition webinar hosted on the 20 January 2021 by Health Assured had been well attended with good initial feedback. A further Menopause session for both colleagues and managers will be offered in the coming months.
- f) Occupational Health had used their professional knowledge to work with colleagues and support the development of the vulnerable person risk assessment and elements of the COVID microsite ensuring that any updates were communicated to relevant parties.
- g) Occupational Health had supported the winter wellbeing initiative for colleagues and the government obesity strategy.
- h) The Occupational Health Manager was exploring the longer-term impact that COVID 19 may have on individuals.
- i) UCU asked if the reason for referrals had changed and whether calls to Health Assured had gone up compared to pre pandemic.
- j) Health Assured had expected an increase in calls when the national lockdown occurred, but this hadn't happened. It was around June 2020 and October 2020 when these increases were noticed, when people had returned for campus-based work.
- k) UNISON highlighted their concerns around the number of members who were not off work but who were unwell which went back to the issue UNISON raised about having more focus on supporting people who were working remotely.
- l) It was confirmed that support was also available for people in work who needed additional support and that people did not need to be absent from work to be referred to Occupational Health. In the most recent statistics, the Occupational Health Manager had seen more referrals from people who had been in work as opposed to those who hadn't been in work.
- m) To see a decrease in referrals during the most stressful period that the university had ever experienced was worrying for UCU and suggested a huge underreporting to them.
- n) UCU reported unprecedented levels of stress from their members and acknowledged that it would be helpful to communicate to subject groups that the Occupational Health service and Health Assured was available to staff before they went off sick.
- o) The Deputy Director of HR raised the importance of managers remaining connected to their staff and encouraging staff openness about challenges and concerns.
- p) UNISON referred to the regular wellbeing meetings which used to take place with HR, which provided an opportunity to look at some of the issues that had arisen and what could be actioned quickly. UNISON asked for these meetings to be re-instated as soon as possible.
- q) The Course Director within the School of Health and Community Studies referred to the biggest message being connection and the importance of acknowledging this is a complex and difficult time, and for managers to create space for staff to be more open.

084.2020.WSC

It was **AGREED** that:

- a) The Occupational Health Manager would update the group when further information emerged and became available regarding the longer-term impact that COVID may have on individuals.
- b) The Occupational Health Manager would review communication to provide clarity for Trade Union members about what Occupational Health and Health Assured dealt with, and to confirm a referral could be made before a colleague goes off sick.
- c) The Deputy Director of HR will consider future activity for this group in terms of looking at remote working, the longer-term impact of the pandemic on mental health and wellbeing, and how staff were supported on return to campus (should that happen) or not. The Deputy Director of HR to report back on what the university had done to reach out to people.
- d) Regular wellbeing meetings between the Trade Unions and HR will be re-instated.

Part E: Other Business

UCU - Monitoring teaching and research staff workloads in 2020-21

085.2020.WSC

The Committee received a verbal update from UCU regarding monitoring teaching and research on staff workloads in 2020 – 21.

086.2020.WSC

It was **noted** that:

- a) UCU Branch meetings are well attended in the current circumstances, and branch members had reported concerns in terms of issues associated with the change of work patterns, at times leading to mental stress, with workloads appearing to be unmanageable.
- b) The branch had conducted a short survey with members in November 2020 asking what members had considered to be the three instances where they had noted a rise in the workload levels since the return in the previous September.
- c) The survey return had been good and reflected the verbal concerns that had been raised at monthly branch meetings.
- d) The Trade Union representatives had tried to find an internal solution rather than go through the normal negotiating channels with the employer on behalf of members by firstly informing this subcommittee before reporting back at the May 2021 Wellbeing Subcommittee in terms of what had changed for members if anything.
- e) UCU would follow the Independent Stress Risk Assessment (ISRA) for any of the circumstances that members raised regarding their workplace and their duties.
- f) Within the sector staff and students were experiencing record highs of stress levels, and UCU welcomed the support that was available and the range of opportunities that would help members.
- g) UCU asked if there a collective response from the floor, managers or teaching and research related staff, in terms of some offering to move

forward with coping mechanisms in the intervening time before the next committee in May 2021.

- h) UCU had carried out a survey on the proposal that had come from the Deputy Vice Chancellor to continue the three-block structure into the next academic year. The survey had been completed by 253 people. The level of stress around workload and work life balance compounded by the three-block structure had been significant.
- i) UCU had shared the survey results with the Vice Chancellor, the Deputy Vice Chancellor, and the Executive Director of Human Resources.
- j) The three-block structure had been imposed without consultation from UCU at the time. As well as having to adapt to online teaching, a huge compounding of that had been the three-block structure.
- k) Individual areas needed to monitor their team stress risk assessments, to ensure that members contributed from the bottom up so that a genuine discussion could take place and consider the isolation and building up of stress that had not been formally reported.
- l) The Deputy Director of HR acknowledged UCU's feedback about the impact of changing the structure of the academic year but stated that this committee was not the forum to alter this structure.
- m) UNISON reported issues with the stress risk assessment process in the university where schools and services were not reflective on what was happening on the ground and therefore appropriate migrations were not being put in place.
- n) UNISON requested that focus be given to the stress risk assessment process to ensure that managers carried out team stress risk assessments and put in appropriate actions at a local level, and then to escalate them into the school or service risk assessment if they could not be resolved at a local level.
- o) Colleagues from HR and the Trade Unions were looking at stress risk assessments jointly and work was being carried out independently on the process to review this.
- p) The Dean of School for Cultural Studies and Humanities confirmed that as the situation was constantly changing that they were doing everything possible to increase discussion and dialogue amongst colleagues as well as using the formal mechanisms.
- q) The Head of Subject within Carnegie School of Sport highlighted the importance of encouraging people to listen to others and themselves and make judgments and well-informed decisions for themselves with confidence.
- r) The Associate Director for the Centre for Learning and Teaching (CLT) highlighted the stress levels encountered within CLT due to the move to online learning. CLT had carried out the stress risk assessments more frequently than recommended and had used them as a tool to generate discussion. The paperwork for the team stress risk assessment was repetitive and cumbersome with overlap between the areas, and it was suggested that one side of A4 with a series of questions on would encourage teams to use the tool more frequently.
- s) The Director of Sport and Active Lifestyles (SAL) added that SAL had sent out a short survey about how colleagues wanted to be communicated

with, covering both formal and informal notifications. This had generated good feedback, an 18-point communication and engagement plan. The SAL Stress Risk Assessment was formed from a matrix which was created to look at all the team stress risk assessments (around 8 in the service); this allowed for key issues and themes to be highlighted.

- t) UCU supported a slimmed down stress risk assessment as the key focus was to get the involvement from staff.
- u) At the last SHWAG the school of Events Tourism and Hospitality Management (ETHM) had recognised the importance of being creative to address stress and isolation, and as such had set up a social network involving quizzes and other ways to involve and include people.
- v) Human Resources had done two things to address the social aspect and the sense of isolation, the first being 'Elevenses'; a half an hour social catchup within the Human Resources team, and the second was 'random coffee' meetings; pairing people up who would not necessarily regularly come into contact. These things had a positive impact on the sense of team and keeping people connected.

087.2020.WSC It was **RECOMMENDED** that:

- a) The ideas presented at this meeting in dealing with social aspects and the sense of isolation be shared more widely with managers, and for managers to be encouraged to undertake these as a way of keeping people connected and a positive way forward.

088.2020.WSC It was **AGREED** that:

- a) UCU share the survey results on the three-block structure with the Deputy Director of HR.
- b) The Associate Director for the Centre for Learning and Teaching (CLT) would send feedback on the structure of the Stress Risk Assessment form to the Deputy Director of HR.

Any other business

089.2020.WSC It was noted that:

- a) The Organisational Development Partner had observed and found it helpful how colleagues from different areas were responding to wellbeing matters.

090.2020.WSC It was **RECOMMENDED** that:

- a) The sharing of good practice about what was working well across the university in terms of responding to wellbeing matters become a standing agenda item.

091.2020.WSC It was **AGREED** that:

- a) The Chair would ensure that sharing good practise was included in future meetings.

Schedule of Business 2020/21

092.2020.WSC The Chair presented the Schedule of Business to the committee (paper reference WSC-1920-024).

093.2020.WSC It was **noted** that:
a) The Schedule of Business presented the standard items for the next Wellbeing Sub-Committee meeting on the 13 May 2021.

094.2020.WSC It was **RECOMMENDED** that:
The following substantive agenda items be included on the agenda for the next Wellbeing Sub-Committee meeting on the 13 May 2020:
a) A further COVID update (to become a substantive item for this meeting going forward whilst in the pandemic).
b) The UUK Step Change Report, analysis of where the university stands in relation to the recommendations and actions from this report.
c) Stress Risk Assessments; report on action from the joint HR and Trades Union group.
d) Student wellbeing – update on issues and activity.
e) The longer-term impact of remote working, mental health, stress and anxiety on both staff and students.

Date of next meeting

095.2020.WSC The date of the next Wellbeing Sub-Committee meeting is the 13 May 2021.

Confirmed by the Committee/Board as a correct record and signed by the Chair:

Signed: _____ Date: 04/06/2021