



Minutes of the 18 May 2023 meeting (held via Teams)

Present: Sarah Swales (Chair), Mobina Begum, Oliver Bray, Andrew Cooper, Roland Cross, Kate Davis, Jo Jones, Steve Mardy, Stephen Murphy, Gareth Robertshaw, Sarah Stone (*only in attendance for 30 minutes*)

In attendance: Dave Bunting, Darina Cairns, Ann Coulson, Sarah Moore, Sarah Tomlinson

Apologies: Andrew Cooper, Katie Davies, Lee Jones, Ashleigh Pinnock, Susan Smith, Bryony Walker

Attendees' apologies: Nicola Beaumont

Preliminary Items

Terms of reference and membership

035.2223.WSC

The following was noted:

- a) The Wellbeing Manager explained that there will be an additional Committee member in connection with her newly recruited job share.
- b) The Outdoor Development Manager introduced himself as a new Committee member.

Declaration of interest

036.2223.WSC

No declarations of interest were made.

Minutes

037.2223.WSC

The Committee **agreed** that the minutes of the meeting on 12 January 2023 were an accurate record.

Matters arising

038.2223.WSC

The Committee reviewed the previous Matters Arising from the 12th of January meeting, and the following actions were noted as outstanding:

(Previous Minute Reference
Number 019b.2223.WSC)

APPROVED

(Previous Minute Reference Number 034a.2223.WSC)

- a) The Deputy Director of Human Resources would consider the timely suggestion of the inclusion of the People and Organisational Team in this work.
The Deputy Director of Human resources confirmed this matter arising is to remain open.

(Previous Minute Reference Number 034b.2223.WSC)

- b) Occupational Health Update: The Committee agreed to share feedback about how EAPs can help.
The Deputy Director of Human resources confirmed this matter arising is to remain open.

(Previous Minute Reference Number 034c.2223.WSC)

- c) Occupational Health Update: The Committee agreed to feedback any other useful / relevant information for the retender.
The Deputy Director of Human resources confirmed this matter arising is to remain open.

- d) Occupational Health Update: The Committee agreed to identify any challenges.
The Deputy Director of Human resources confirmed this matter arising is to remain open.

Main Items of Business

The University Mental Health Charter – update on submission and Improvement Plan

039.2223.WSC

The Associate Director of Student Services reported on the following:

- a) The self-submission, student report, and supporting evidence had been submitted.
- b) The audit week took place in March over two days and consisted of different panels, focus groups including a meeting with the Chancellor and the Vice Chancellor.
- c) On the week commencing the May 22nd, we should be receiving the report, which we can accept or appeal. Accepting this report means we can move onto the next panel stage in July.
- d) The Charter Working group has had a discussion to meet quarterly, 3 weeks before the Wellbeing Sub-Committee.
- e) The working group will be focusing on the Improvement Plan, gap analysis, external annual update, and working on the recommendations from the outcome report.

040.2223.WSC

The Deputy Director of HR highlighted that governance and assurance can feed through this Committee structure, which will aid any future actions that are linked to the University Mental Health Charter Improvement Plan. Additionally, The Deputy Director of HR gave thanks to, and called

attention to, the dedication and planning from the Associate Director of Student Services and the University Mental Health Charter Group Secretary who were behind the organisation of the self-submission and audit week that occurred this year.

Stress risk assessment annual report

041.2223.WSC

The Wellbeing Manager reported on the following themes:

- a) Workload:
 - Inflexible work patterns and high demand.
 - Lack of control over workflow.
- b) Staffing/resourcing:
 - Internal factors contributing to this theme were noted, such as budgets and being unable to recruit to vacancies.
- c) Uncertainty:
 - External factors contributing to this theme were highlighted, such as the cost of living and where the sector is going in connection to the wider HE environment.
- d) Emerging theme:
 - Working relationships between schools and services, communications from different areas of the university are having an impact on wellbeing. Contrary to this, the Colleague Survey data states that more colleagues feel a strong sense of belonging to their team, highlighting that team dynamics are stronger with increased ways of working i.e., hybrid working.
- e) Good practice:
 - Messages and communications from UET are passed down to colleagues.
 - The introduction of local colleague engagement groups has been beneficial to wider colleagues.
 - Consistent review and colleague involvement for workspace provisions.
 - Increased conversations on wellbeing in local areas have been reported alongside those colleagues who took part in the Wellbeing Assessment pilot.

042.2223.WSC

The Committee discussed how the variations within the individual schools and services were going to be addressed.

- a) The Wellbeing Manager confirmed this can be addressed by migrating or enhancing the Stress Management Assessment towards the Wellbeing Assessment.
- b) In support, the Deputy Director of HR added the Colleague Survey is being looked over by the schools and services and triangulating this data locally is an important aspect.

043.2223.WSC

The Committee discussed how the triangulated data could be explored through an inclusive lens.

- a) The Wellbeing Manager highlighted that the University Mental Health Charter Intersectionality Theme is included within the Improvement Plan, and this is an area which we will be focusing on going forward.

044.2223.WSC

The Committee discussed how resourcing and staffing levels will be fed back to the SMG Group.

- a) The Deputy Director of HR explained through the different formal and informal communication routes to flag these concerns.

045.2223.WSC

- a) The Deputy Director of HR confirmed that wellbeing focussed meetings will be introduced over summer between Trade Union representatives and Human Resources.
- b) The Committee agreed that having a manager focus group to look at good practice around wellbeing would be beneficial, and the Wellbeing Manager is going to take this concept away to explore further.

Wellbeing Assessment – update, launch and future reporting plans

046.2223.WSC

The following was reported by the Wellbeing Manager.

Main highlights:

- a) The simple format helps with localised actions
- b) Form format aids conversation starters and provides continuous actions.
- c) A further advantage is the increased university level monitoring which can be then fed into the University Risk Register.

Launch:

- a) The Wellbeing Assessment launch will be merged within the upcoming Mental Health Week messaging, including the SMG briefing and the 'all managers' email.
- b) Colleague communications will include LBU Voices and the Mental Health Network.

The Committee highlighted further benefits of the new Wellbeing Assessment such as, the increased shared responsibility, more flow and detailed conversations and more colleague voices were noticeably heard.

047.2223.WSC

The Deputy Director of HR recommended if anyone in the Committee has any queries regarding the transitional process of implementing the Wellbeing Assessment, the Wellbeing Manager will provide support.

'Occupational Health Update' Report

048.2223.WSC

The following was highlighted by the Occupation Health Manager:

- a) The Manager referrals have been steady.
- b) Anxiety has been the consistent reason for mental health referrals.
- c) There are more referrals from campus-based colleagues rather from those colleagues who work from home or do hybrid work.
- d) The Occupational Health Management Referral Form has been updated, and managers are encouraged to use the new format.

The Committee discussed feedback from referrals and the lack of action from managers.

049.2223.WSC

The Deputy Director of HR and the Occupation Health Manager will pick up with the HR Advisor Team what checks could be submitted when referrals are put in place.

Financial Wellbeing

050.2223.WSC

The Wellbeing Manager reported that the Financial Wellbeing week with the w/c 12th of June and more information will be shared post meeting.

Other Business

Schedule of meetings and business 2022/23

Date of next meeting/schedule

051.2223.WSC The Deputy Director of HR stated next meeting date will be confirmed asap.

052.2223.WSC The Deputy Director of HR confirmed that the 'Occupational Health Update' Report agenda item will be a standing agenda item.

Other business

053.2223.WSC The Outdoor Development Manager proposed an idea to develop a programme including outdoors and exercise for mental health, by liaising with Human Resources and POD.

- a) The Committee group members to send the Outdoor Development Manager any mental health programme ideas in connection to outdoors and exercise.

054.2223.WSC The Head of Student Wellbeing asked if anyone would like to be involved with the Suicide Implementation Plan or contribute any concepts, to inform her directly.

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

Signed: _____ Date: _____