



**LEEDS  
BECKETT  
UNIVERSITY**

# WELLBEING SUB-COMMITTEE

21 January 2021  
at 14:00 Teams meeting

Nicola Beaumont, Personal Assistant  
Human Resources

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## AGENDA for the Wellbeing Sub-Committee Thursday 21 January 2021 meeting

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The 4<sup>th</sup> meeting of the Wellbeing Sub-Committee will be held as an MS Teams meeting.

14:00	<b>Part A: Preliminary Items</b>	<b>Paper</b>	<b>Led by</b>
A1	Welcome, Introductions and Apologies	<b>Verbal</b>	Chair
A2	Committee Terms of Reference and Membership 2020/21 – Further proposed changes	WSC-1920-020 <b>OPEN</b>	Chair
A3	Summary report of the last meeting held by correspondence in September 2020	WSC-1920-021 <b>OPEN</b>	Chair
A4	Matters Arising – From the 18 May 2020 meeting	WSC-1920-022 <b>OPEN</b>	Chair & Secretary
14:15	<b>Part B: Main Item of Business: COVID-19</b>	<b>Paper</b>	<b>Led by</b>
B1	Covid -19 update data, cases, and work with the Trade Unions	<b>Verbal</b>	Chair
14:30	<b>Part C: Wellbeing Developments and Projects</b>	<b>Paper</b>	<b>Led by</b>
C1	Mentally Healthy Universities Project - Update	<b>Presentation / Verbal</b>	Cate Querin
C2	Wellbeing Development Offer	<b>Presentation / Verbal</b>	Cate Querin & Leigh Beales
14:50	<b>Part D: Reporting</b>	<b>Paper</b>	<b>Led by</b>
D1	'Occupational Health Update' Report	WSC-1920-023 <b>OPEN</b>	Ann Coulson
15:00	<b>Part E: Other Business</b>	<b>Paper</b>	<b>Led by</b>
E1	UCU - Monitoring teaching and research staff workloads in 2020-21	<b>Verbal</b>	UCU
E2	Any other business	<b>Verbal</b>	Chair
E3	Schedule of Business 2020/21	WSC- 1920-024	Chair & Secretary

## OPEN

**Date of the next H&S Consultative Committee meeting:** Thursday 11 February 2021 at 13.30 in G07, Old Broadcasting House, City Campus (room reserved)

**Date of the next Wellbeing Sub-Committee meeting:** Thursday 13 May 2021 at 14.00 and will be held as an MS Teams meeting. Room G06, Leighton Hall, Headingley Campus (room reserved)

	<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 2020/21 – Further proposed changes

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### 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 inter-related dimensions of wellbeing: physical, mental, financial and community. Our approach encompasses all areas of the University, its people, culture, policies, practice and environment, in order 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 and 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 (Priscilla Preston and TBC)
- b. Director of Human Resources; TBC
- c. Director of Student Services; Priscilla Preston
- d. AD Student Services; Jan Daley
- e. Deputy Director of Human Resources; TBC

- f. Director/Head of CARES; Kate Davis
- g. Director of Sport and Active Lifestyles; Sally Griffiths
- h. Director / AD Estates; Andy Allison
- i. 4 members of SMG comprising 2 Deans and 2 Directors, each from different Schools and Services; Dev Capps, Andrew Cooper, Barbara Colledge, Chris Watts
- j. 4 Schools (not represented by Deans); Oliver Bray, Gareth Robertshaw, Bryony Walker, Andrew Manley
- k. 2 representatives of the Student Union; Jess Carrier 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, Annemarie Piso, Steve Mardy.
- m. Co-opted members: Associate Director of the Centre for Learning and Teaching; Susan Smith. Internal Communications Manager; Corrie Staniforth.  
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, Student Wellbeing Team and Health and Safety Adviser.

## Summary Report of the Wellbeing Sub-Committee – 9 September 2020

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### ***Executive Summary***

This report provides the Committee with an update from the Wellbeing Sub-Committee. Due to current activity level across the University in terms of planning for our September intake and Covid measures, the agenda was limited, and a decision was taken by Priscilla Preston and Sarah Swales (as Co-Chairs) that the meeting take place by correspondence on this occasion. Papers were circulated to members who were asked to provide feedback. A summary is outlined in the attached report.

### ***Action Requested***

The report is **for information and to note**

On the 09 September 2020, the Wellbeing Sub-Committee met by correspondence and were invited to review the papers of the Sub-Committee and provide their endorsement where indicated no later than 22 September 2020.

The Wellbeing Sub-Committee approved the minutes from the last Wellbeing Sub-Committee meeting which took place on the 18 May 2020. The minutes were altered slightly pertaining to a minor amendment to committee attendance.

The Wellbeing Sub-Committee additionally received the following papers for their information and discussion:

- **Mentally Healthy Universities Project**  
This paper outlined the aim, goals and scope of the Mentally Healthy Universities Project which will be jointly delivered by Leeds Beckett University and Mind during the 2020/21 academic year.
- **Occupational Health Update Report**  
This paper provided an update of the University's Occupational Health activities.

The next Wellbeing Sub-Committee will take place on 21 January 2021 via Skype for Business.

### ***Author***

Name: Nicola Beaumont

Date: 22 September 2020

### ***Approval Route***

Name: Sarah Swales

Date: 02 October 2020







## Occupational Health Report

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### Purpose of Report

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

### Action Requested

The report is for discussion

### Key Issues

Review of the Occupational Health referrals during the reporting period and the management of the Occupational Health Service during the Covid-19 Pandemic.

### Author

Name: Ann Coulson

Date: 08/12/2020

### Approval Route

Name: Heather Paver

Date: 04/01/2021

## OCCUPATIONAL HEALTH UPDATE

### Occupational Health Statistics – 01/08/2020- 31/10/2020

1. During the reporting period there have been 77 management referrals. Taking aside the 28 Health Surveillance referrals, the main reason for colleagues to be referred to Occupational Health is Muscular Skeletal Disorders (MSD) and Mental Health, the latter been particularly around Anxiety and return to work during the Covid 19 Pandemic. There were 7 Coronavirus specific referrals.

Reason for referral	Number of referrals
MSD including, remote working DSE issues	14
Mental Health	13
Medical	11
Coronavirus specific	7
Surgical	3

2. The table below indicates the three highest areas of Occupational Health referrals; Estates has been removed from the list as their referrals were specific to mandatory Health Surveillance.

Area of referral	Number of referrals
Cares	8
School of Clinical and Applied Science	6
Leeds Business School	5
ETHM	5
CCTE	5

3. Overall, the percentage of Support colleagues referred remains higher than the number of Academic colleagues referred. The highest reasons for Academic colleagues to be seen in Occupational Health is consistent with the main reasons for referrals; MSD and Mental Health. There were however, more return to Campus based Covid related referrals for Academic colleagues, than Support colleagues.
4. During the reporting period, there were 11 colleagues absent at their time of referral (6 support, 5 Academics), with 8 of these absences been in October 2020. This again coincided with colleagues returning to Campus based work. Occupational Health remain proactive in reducing absences by encouraging early referral into the Service for long term absences, promoting the services offered through Health Assured to support colleague Mental Health and Wellbeing and supporting early referral to our Physiotherapy Service for MSD issues.

5. During this period, 12 University colleagues were re-referred to Occupational Health. There were no areas that were identified as been higher for these referrals than others and the spectrum of reasons remains consistent with previous findings; a change in the ongoing medical condition, an update regarding the case due to the timeframe from initial referral, a review of workplace adjustments, particularly so with colleagues with an underlying health condition who were returning to Campus based activities. Occupational Health continue to monitor and record the number of re referrals and follow up individual cases with HR colleagues as necessary.

### **Occupational Health Provision during Coronavirus**

6. Occupational Health continue to be actively involved in developing the information on the microsite, assessing the Government guidance on vulnerable colleagues, supporting H&S Risk Assessments, researching practitioner implications , monitoring developments on the ALAMA COVID age and updating guidance as the health advice from Public Health England (PHE) and /or Government changes.
7. All Occupational Health consultations continue to be carried out remotely (by video or audio telephone appointments) by our own Advisors and the Occupational Health Physician. The Occupational Health Physician continues to hold clinics as scheduled currently bi-monthly. Subject to colleague availability, the average wait for an Occupational Health appointment is around 3-5 working days, with some appointments been within 24 -48 hours of referral.
8. In August 2020, Occupational Health saw a peak in referrals related to issues with home workstations and subsequent MSD issues. This was felt to be attributed to colleagues who had been working from home initially, now planning for long term remote working. Occupational Health have been supported by colleagues in Space Planning and IT Services, to provide the necessary equipment for remote working.
9. Our Physiotherapy Service has remained open and Covid secure, allowing Occupational Health to refer colleagues promptly for assessment and treatments. This supported the peak seen in MSD referrals from remote working and for colleagues who had already returned to Campus based working.
10. Health Assured have continued to support colleagues throughout the lockdown and beyond. Since lockdown in March 2020, the number of counselling calls has remained steady, however there was a noticeable peak in calls in June 2020 and again in October 2020. The highest reason for work related calls is work related stress 39 out of the 51 calls, particularly high in October 2020 (12 cases).
11. The highest usage area of the EAP is Professional Services. Events, Tourism and Hospitality Management remains the School with the lowest usage of the EAP; yet they are the one of the areas identified to have the 3<sup>rd</sup> highest number of Occupational Health referrals. HR colleagues are aware of this information and are actively promoting EAP services in low usage areas.

12. Colleagues continue to have access to the EAP's 24-hour telephone line, additional resources through their website and by downloading their App, my Healthy Advantage. There have been no Manager Helpline Referrals; with colleague consent, Managers can refer individuals directly to Health Assured for counselling. Since the launch of Active Care, there have been 15 referrals to date.
13. The onsite gym has now re-opened, as part of a management referral, Occupational Health are able to refer both for in person programmes and access to online classes. In discussion with colleagues in SAL a standard form has been formulated for referrals into their service.
14. Mandatory Health Surveillance for targeted colleagues has been undertaken through paper screening and video consultations for those presenting symptoms. In line with professional guidance and further discussion with our Occupational Health Physician, face to face Spirometry has been postponed for a 12-month period and will be reviewed in May 2021.
15. As the University moved to re-open the Campuses, Occupational Health have continued to support Managers and colleagues who are both working on Campus and remotely, particularly those who are classed as Extremely Clinically Vulnerable and Clinically Vulnerable.

### **Winter Wellbeing**

16. It is thought that COVID-19 is likely to be co-circulating with Influenza. Though the Influenza vaccination will not protect against COVID-19; the Influenza programme for the 2020/21 Influenza season has been extended, with more groups eligible to receive Influenza vaccine than in previous years. The University will not be offering Influenza vaccinations to colleagues who are not eligible for an NHS vaccination.
17. Occupational Health are working in partnership with colleagues in the People and Organisational Development Team, to promote initiatives to improve colleagues Physical and Mental Health over the winter months. This will include signposting to appropriate pre-recorded webinars from Health Assured, links to PHE England Influenza campaign resources and advice to encourage colleagues to be proactive in the self-management of their own general health.

### **Obesity Strategy**

18. In line with the Government's Obesity Strategy, Occupational Health have been liaising with colleagues in HR, to discuss initiatives to support this strategy. It is proposed that these initiatives will be promoted during Obesity Awareness Week in January 2021 and will include a virtual Nutrition webinar provided by Health Assured; raising awareness around the impact of prolonged sitting on long term health and ongoing support for physical activity through SAL's.

## **Conclusion**

19. Occupational Health have continued to adapt to working remotely and have effectively managed the challenges that this has brought. Throughout lockdown Occupational Health have proactively adapted to changing guidance from PHE and the Government, used professional knowledge to support the development of the Vulnerable Persons COVID Risk Assessment and the Working Safely on Campus section within the University COVID Microsite. Occupational Health will continue to work collaboratively with colleagues in HR and Health and Safety.

## **Author**

Ann Coulson  
Occupational Health Manager  
08 December 2020



**Schedule of Business 2020/21**

Date of Meeting <b>21 January 2021</b>		Date of Meeting <b>13 May 2021</b>
Terms of reference and membership		Terms of reference and membership
Summary report of the last meeting – held by correspondence – September 2020		Minutes of the last meeting – held on 21 January 2021
Matters Arising – From the 18 May 2020		Matters Arising
'Occupational Health Update' Report		'Occupational Health Update' Report
Schedule of Business		Schedule of Business
<b>STANDING ITEMS</b>	Apologies Membership & terms of reference Minutes of the last meeting Matters Arising 'Occupational Health Update' Report Schedule of Business	
<b>Other Matters</b>		