



**LEEDS  
BECKETT  
UNIVERSITY**

# WELLBEING SUB-COMMITTEE

18 May 2023  
at 13:30 Teams meeting

Darina Cairns  
Administrator

Library & Student Services

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## Agenda for the Wellbeing Sub-Committee Thursday 18 May 2023 meeting

The 11<sup>th</sup> meeting of the Wellbeing Sub-Committee will be held as an MS Teams meeting.

13:30	<b>Part A: Preliminary Items</b>			<b>Led by</b>
	A1	Welcome, Introductions and Apologies	<b>Verbal</b>	<b>Chair</b>
	A2	Committee Terms of Reference and Membership 2022/23	WSC-2223-014 <b>OPEN</b>	<b>Chair</b>
	A3	Chair approved Minutes of the last meeting held on 12 January 2023	WSC-2223-015	<b>Chair</b>
	A4	Matters Arising – 12 January 2023 meeting	WSC-2223-016	<b>Chair &amp; Secretary</b>
	<b>Part B: Main Items of Business</b>			
	B1	The University Mental Health Charter – update on submission and improvement plan	<b>Verbal</b>	<b>Jo Jones</b>
	B2	Stress risk assessment annual report	WSC-2223-017 <b>CONFIDENTIAL</b>	<b>Sarah Swales/Sarah Moore</b>
	B3	Wellbeing Assessment – update, launch and future reporting plans	Verbal update	<b>Sarah Moore</b>
	B4	‘Occupational Health Update’ Report	WSC-2223-018 <b>OPEN</b>	<b>Ann Coulson</b>
	B5	Financial Wellbeing	<b>Verbal OPEN</b>	<b>Chair</b>
	<b>Part C: Other Business</b>			
	C1	Any other business	<b>Verbal</b>	<b>Chair</b>
	C2	Schedule of Business 2022/23	WSC-2223-019 <b>OPEN</b>	<b>Chair &amp; Secretary</b>

**Date of the next H&S Consultative Committee meeting:** Tuesday 6 June 2023 at 13.30.

**Date of the next Wellbeing Sub-Committee meeting:** To be agreed.

*Shaded items indicate that the Board / Committee is being asked to make a decision.*

*\* 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 2022/23**

### **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**

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**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**

Overview of Occupational Health referrals and current Occupational Health provision.

**Author**

Name: Ann Coulson

Date: 19/04/2023

**Approval Route**

Name: Sarah Swales

Date: 15/05/2023

# OCCUPATIONAL HEALTH UPDATE

## Occupational Health Statistics 01/11/2022 – 31/01/2023

1. In total there has been 73 colleagues referred to Occupational Health in the reporting period, which is slightly higher than the number of referrals for the same period in the previous year (63). There are no noticeable trends in referrals to Occupational Health, MSD and mental health conditions continue to be the main reasons for colleagues to be referred, further information on both is provided in the tables below. Most colleagues referred to Occupational Health are in work, with only 17 been absent at the time of referral. The monthly long term sickness absence report over this period is indicative that around a third of colleagues who were absent had been referred to Occupational Health. Early referrals for long term absences may enable colleagues to access support and advice including onward referrals to our physiotherapy service provider and access to our Employee Assistance Programme (EAP). For those in work, early interventions and advised adjustments such as ergonomic equipment can be proactive measures to support their continuation in work.

In addition, Occupational Health undertook 12 telephone pre-employment health assessments: thus, providing advice to managers on adjustments to support colleagues once they have started in post.

2. *The table below shows the top 5 reasons for referral to Occupational Health. Some colleagues may be referred with more than one health issue.*

Reason for referral	Number of referrals	Previous year comparison
MSD including (DSE issues)	23 (14)	19 (4)
Mental Health	22	18
Medical	20	12
Coronavirus	4	7
Surgical	1	4

3. Though the number of referrals for DSE issues is continual, there has been a decrease compared to the last quarter and overall, since covid measures ended. The main DSE related issues are for colleagues requiring ergonomic equipment for both at home and on campus use when hybrid working, either to support a long-term health condition or their current remote workstation is unsatisfactory for their needs. Colleagues who are referred with DSE issues are requested to submit a DSE assessment for their primary workstation/s.
4. *The table below shows the main reasons for mental health referrals, where there has only been one referral for a specific health issue, for confidentiality these have been grouped under other.*

Reason for referral	Number of referrals
Anxiety	5
Work Stress	3
Depression	4
Personal	4
Stress	2
Other	4

Anxiety remains the main reason for mental health referrals, which is also the highest colleague call reason to our EAP.

Some of the referrals for mental health conditions are more complex ; colleagues may be experiencing mental health conditions secondary to physical health conditions, for example there is a recognised link between chronic pain and depression.

The impact of work demands which includes issues such as workload, work patterns and the work environment and maintaining working relationships are noted reasons for colleagues referred with perceived work-related stress.

5. *The table below shows the 6 highest Service/School areas for Management referrals.*

Service /School	Number of referrals
Library/Student Services	10
Cares	7
Built Environment, Engineering and Computing	6
Leeds School of Arts	5
Estates	5
School of Health	5

6. The percentage of support colleagues referred to Occupational Health is normally double the number of academic colleagues referred, in this quarter there has been 25 academic colleagues referred and 48 support colleagues. Colleagues in the highest service areas for referrals are in predominantly campus-based roles and may require additional adjustments to enable them to attend work, these could include functional assessments to establish physical capabilities, (undertaken through our physiotherapy service provider) Occupational Health supported car parking and adjustments to start /finish times.

### **Occupational Health Management Referrals**

7. The Occupational Health management referral form has been updated to include preferred method of contact and a copy of the Occupational Health appointment letter for colleague information at the end of the referral form. Referring managers are asked to use the new form format, a copy of the form can be found [here](#). Colleagues are unable to self-refer into the Occupational Health service.



8. Overall Occupational Health referrals are completed to a satisfactory standard. Before completing the referral form, managers are encouraged to undertake the online Occupational Health referral training available through POD and reminded that it may be helpful to discuss the referral with their HR adviser so that the questions asked are relevant to the nature of the health condition. Where advised, accompanying documentation such as DSE or an Individual Stress Risk Assessment should be submitted with the referral form. The role of Occupational Health is then to advise management on reasonable adjustments, the decision to implement the adjustments lies with the line manager.
  
9. There have been 7 rereferrals in the reporting quarter, the majority of which were related to ongoing mental health conditions. When colleagues are rereferred an overview of current adjustments and their impact should be outlined in the background section on the form. On the occasion when a review appointment is requested by the Occupational Health clinical team, an updated management referral form will need to be submitted prior to the appointment.

### **Contracts**

10. The contract for the Employee Assistance Programme has been reviewed and updated to reflect the current service requirements. Invitations to tender will be called for in June 2023, with a contract renewal date of early August 2023.

### **Health Surveillance**

1. The annual health surveillance programme for identified Estates colleagues is due to commence in May 2023, Deborah Caspi, OHA will lead the programme. This year for our ground maintenance colleagues, the Health Surveillance for Hand Arm Vibration Syndrome (HAVS) will be their 3 yearly face-to-face Tier 3 assessment. This assessment will consist of a questionnaire and several physical tests which will check grip strength and manual dexterity. On campus appointments are currently being scheduled.

### **Author**

Ann Coulson  
RGN, Specialist Community Public Health Nurse (OH)  
Occupational Health Manager  
19<sup>th</sup> April 2023

**Schedule of Business 2022/23**

Date of Meeting <b>18 May 2023</b>	Date of meeting <b>To be agreed</b>
Terms of reference and membership	Terms of reference and membership
Minutes of the last meeting – held on 12 January 2023	Minutes of the last meeting – held on 18 May 2023
Matters Arising	Matters Arising
The University Mental Health Charter – update on submission and improvement plan	The University Mental Health Charter
Stress risk assessment annual report	'Occupational Health Update' Report
Wellbeing Assessment – update, launch and future reporting plans	Absence Report
'Occupational Health Update' Report	Schedule of Business
Financial 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**