



LEEDS
BECKETT
UNIVERSITY

WELLBEING SUB-COMMITTEE

12 January 2023
at 13:30 Teams meeting

Estelle Campbell/Nicola Beaumont.
Personal Assistant. Human Resources

Headingley Campus, Leeds LS6 3QS
Email: E.Campbell@leedsbeckett.ac.uk Tel: 0113 81 23662



Agenda for the Wellbeing Sub-Committee Thursday 12 January 2023 meeting

The 10th meeting of the Wellbeing Sub-Committee will be held as an MS Teams meeting.

13:30	Part A: Preliminary Items			Led by
	A1	Welcome, Introductions and Apologies	Verbal	Chair
	A2	Committee Terms of Reference and Membership 2022/23*	WSC-2223-008 OPEN	Chair
	A3	Chair approved Minutes of the last meeting held on 12 September 2022	WSC-2223-009	Chair
	A4	Matters Arising – 12 September 2022 meeting	WSC-2223-110	Chair & Secretary
	Part B: Main Items of Business			
	B1	The University Mental Health Charter – update and discussion on leadership theme (verbal update)		Chair/Sarah Moore / All
	B2	Wellbeing Assessment (verbal update)		Sarah Moore
	B3	Financial Wellbeing (paper to follow)	WSC-2223-011 OPEN	Chair / All
	B4	‘Occupational Health Update’ Report	WSC-2223-012 OPEN	Ann Coulson
	Part C: Other Business			
	C1	Any other business	Verbal	Chair
	C2	Schedule of Business 2022/23	WSC-2223-013 OPEN	Chair & Secretary

Date of the next H&S Consultative Committee meeting: Thursday 9 February 2023 at 13.30.

Date of the next Wellbeing Sub-Committee meeting: Thursday 11 May 2023 at 13:30.

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. 4 members of SMG comprising 2 Deans and 2 Directors, each from different Schools and Services; Dev Capps, Andrew Cooper, TBC, Sarah Stone
- i. 4 Schools (not represented by Deans); Oliver Bray, Gareth Robertshaw, Bryony Walker, Andrew Manley
- j. 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.

- k. 4 representatives from our recognised Trade Union (2 from UCU, 2 from Unison); Roland Cross, Mobina Begum, Annemarie Piso, Steve Mardy.
- l. 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.
- m. 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.



Financial Wellbeing for Colleagues

Purpose of Report

This report demonstrates what is available for colleagues' financial wellbeing at Leeds Beckett University as at 5 January 2023. It is shown against a recognised matrix of all available interventions re financial wellbeing for employees.

The intent was to show 'at a glance' what is available, with further detail available on the [financial wellbeing pages](#) and the [reward pages](#) on the staff website.

Action Requested

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

It can also be shared more widely within Schools and Services.

Author

Name: Sarah Moore

Date: 5 January 2023

Approval Route

Name: Sarah Swales

Date: 10 January 2023

Financial Wellbeing for Colleagues

This table shows the availability of financial wellbeing resources for colleagues at Leeds Beckett University at 5 January 2023.

	Applied to all	Adaptable	Highly flexible
High	<ul style="list-style-type: none"> Inflationary increase to wages One-off cost of living payments Paying a fair and liveable wage Share purchase plan (N/A) Increasing pension contributions 	<ul style="list-style-type: none"> On-site childcare facilities Private medical insurance Targeted pay increases for lower paid staff Annualised or term time contracts 	<ul style="list-style-type: none"> Grants or one-off payments to support staff in need Holiday sell-back/purchase schemes
Medium	<ul style="list-style-type: none"> Paid absence e.g. sickness Discounted insurances (travel, car, pet, etc) Discounted meals/canteen Guaranteed contractual hours or increasing part-time hours 	<ul style="list-style-type: none"> Financial wellbeing assistance, e.g. via EAP Paid leave for caring responsibilities Employers Savings ISAs Access to financial advisors Discounted or reimbursed travel 	<ul style="list-style-type: none"> Cash back schemes for purchases and medical costs Retail discounts platform and savings schemes Salary drawdown scheme
Low	<ul style="list-style-type: none"> Signposting to financial education resources and budgeting tools Season ticket loans Eye care and childcare vouchers Payroll deduction for savings 	<ul style="list-style-type: none"> Money management sessions and debt advice Raising awareness of financial wellbeing support Salary sacrifice (cycle to work etc) Flexible arrangements to enable staff to save on travel costs 	<ul style="list-style-type: none"> Interest free loans for financial hardship Salary sacrifice schemes (car/EV, technology products etc)

Organisational investment

Flexibility

*Purple text denotes availability at LBU. Adapted from Innecto Insights financial wellbeing matrix 2022



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

Overview of Occupational Health referrals and current Occupational Health provision.

Author

Name: Ann Coulson

Date: 19/12/2022

Approval Route

Name: Sarah Swales

Date: 20/12/2022

OCCUPATIONAL HEALTH UPDATE

Occupational Health Statistics 01/08/2022 – 31/10/2022

1. In total 74 colleagues have been referred to Occupational Health in the reporting period, which is similar to the number of referrals for the same period in the previous year (72). Most colleagues referred to Occupational Health are in work, with only 20 being absent at the time of referral. Early referrals for both long- and short-term health issues enables colleagues to access the necessary support and advice including onward referrals to our physiotherapy service provider and access to our Employee Assistance Programme (EAP). For those in work, these early interventions, and other advised adjustments such as ergonomic equipment can support their continuance in work.
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)	33 (17)	19 (3)
Mental Health	22	18
Medical	16	21
Coronavirus	3	9
Surgical	3	5

3. There has been an increase in colleagues with muscular skeletal disorders, a high number of which have been related to DSE issues. This increase in DSE related issues is often due to colleagues requiring ergonomic equipment for both at home and on campus use when hybrid working. Where deemed necessary, such items of support include duplicate chairs, sit/stand desks or platforms, laptop raisers, mice, and keyboards.
4. As we have moved to living with COVID, the number of Occupational Health referrals for colleagues with COVID related issues has significantly decreased. Where necessary through an Occupational Health referral, we offer advice for colleagues returning post an acute infection. For those experiencing long term symptoms, support continues to be accessed through our Long COVID Rehabilitation Programme, provided through our external physiotherapy service.
5. *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	8
Work Stress	4
Depression	4
Personal	4
Stress	3
Other	2

Referrals for mental health conditions are becoming more complex and can often be interlinked, for example personal issues can in turn lead to anxiety and depression. Overall anxiety remains the main reason for mental health referrals, which is also the highest colleague call reason to our EAP. To support mental health at work, the use of a Wellbeing Action Plan (WAP) is a recommended proactive resource to help colleagues reflect on their wellbeing and identify strategies to stay healthy. More information can be found on the Wellbeing for Managers intranet page.

6. Issues around role and demands remain the highest causes of perceived work-related stressors. To enable workplace stressors to be identified and an action plan to be formulated, an Individual Stress Risk Assessment should continue to be completed. This document utilises the HSE six Management Standards (Demands, Control, Support, Relationships, Role and Change) and as a working document, periodic reviews between all parties is advisable.

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

Service /School	Number of referrals
Library/Student Services	11
Cares	9
Leeds School Arts	6
Secretary Registrar Office	5
Leeds School of Social Sciences	5

8. The percentage of support colleagues referred to Occupational Health has for the past year been constantly double the number of academic colleagues referred. In this quarter 29 academic colleagues have been referred and 45 support colleagues, with referrals from both groups for a broad spectrum of health conditions with no specific factors identified in either group.

Occupational Health Service – ways of working

9. The Occupational Health team remain hybrid working, with most Occupational Health appointments conducted remotely either by phone or video calls. Where it is deemed clinically appropriate to meet in person or to view/try equipment prior to ordering, then colleagues are offered an on-campus appointment. This approach continues to work well, however there have been several ‘Did Not Attend’s’ this quarter, particularly scheduled telephone appointments with our Occupational Health Physician. Colleagues who are unable to attend any appointment should let Occupational Health know as soon as possible, failure to attend without good reason may incur a charge to the School or Service area.

Contracts

10. Following the completion of the tender process for the Occupational Health Physician in December 2022, Dr Asim Suleman, (MBChB, MRCP, MSc, DOccMed, IRMPS WYPF) will continue in this role. This will be a 2-year initial contract with a further 2-year extension available. Dr Suleman will provide 2-3 clinics per month and though

most will be held remotely, should it again be deemed clinically appropriate then there is the option for campus based in person appointments.

Author

Ann Coulson

RGN, Specialist Community Public Health Nurse (OH)

Occupational Health Manager

19th December 2022

Schedule of Business 2022/23

Date of Meeting 12 January 2023		Date of meeting 12 May 2023
Terms of reference and membership		Terms of reference and membership
Minutes of the last meeting – held on 15 September 2022		Minutes of the last meeting – held on 15 September 2022
Matters Arising		Matters Arising
The University Mental Health Charter		The University Mental Health Charter
Suicide Prevention Strategy		‘Occupational Health Update’ Report
Update on the SRA review/Wellbeing Assessment		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	Suicide Prevention Strategy Update on the SRA review/Wellbeing Assessment Financial Wellbeing	

