



Minutes of the 15 May 2024 meeting (Jubilee Room, Headingley Campus)

Present: Sarah Swales (Chair), Jo Jones, Stephen Murphy, Sareen Galbraith, Daniel Stanley, Oliver Bray, Bryony Walker, Sue Smith, Karen Carney, Lee Jones, Jonathan Holland (On Sarah Stone's behalf), Sarah Moore, Katie Hughes, Odususi Blessing, Sharon Swales

In attendance: Ann Coulson, Donna Procter

Apologies: Steve Mardy, Daniel Stanley, Andrew Manley, Mobina Begum, Deveral Capps, Sarah Stone, Sarah Tomlinson, Victoria Johnson, Katie Davies, Chris Goshomi, James Chester, Gareth Robertshaw, Dee Grismond

Preliminary Items

Terms of reference and membership

026.2324.WSC Terms of reference and membership were noted.

Declaration of interest

027.2324.WSC No declarations of interest were made.

Minutes

028.2324.WSC The Committee **agreed** that the minutes of the meeting on 11 January 2024 were an accurate record.

Matters arising

029.2324.WSC

The Committee reviewed the previous Matters Arising from the 11th January meeting, and the following actions were noted as outstanding:

(Previous Minute Reference Number 038a.2223.WSC)

The Deputy Director of Human Resources would consider the timely suggestion of the inclusion of the People, Organisational & Development Team in this work.
The Deputy Director of Human Resources confirmed this matter arising is to remain open.

(Previous Minute Reference Number 038b.2223.WSC)

Occupational Health Update: The Committee agreed to share feedback about how EAP's can help.
The Deputy Director of Human resources confirmed this matter arising is to remain open.

(Previous Minute Reference Number 049.2223.WSC)

Occupational Health Update: The Deputy Director of HR & the Occupational Health Manager will pick up with the HR Advisers in the Employee Relations Team what checks could be submitted when referrals are put in place.
The Deputy Director of Human resources & Occupational Health Manager confirmed this matter arising is to remain open.

(Previous Minute Reference Number 020.2324.WSC)

University Mental Health Charter Award Update – Standing item on the Agenda.

(Previous Minute Reference Number 021.2324.WSC)

Colleague Wellbeing Programme of Work - Wellbeing Managers
The Committee confirmed this matter arising is to remain open

(Previous Minute Reference Number 023.2324.WSC)

Absence Report – Reviewing with Employee Relations Team
The Deputy Director of Human resources confirmed this matter arising is to remain open.

(Previous Minute Reference Number 024.2324.WSC)

Suicide Prevention Strategy Implementation Plan – Discuss with the Board the Strategy
The Deputy Director of Human resources confirmed this matter arising is to remain open.

Main Items of Business

Occupational Health Update Report

030.2324.WSC The Deputy Director HR provided a verbal update alongside the written report attached to the agenda on behalf of the Occupational Health Manager:

- a) The Associate Director, Student Services asked for the number of situations which were being referred to Occupational Health for Counselling. The Deputy Director of HR advised that the Wellbeing Manager provide feedback.

Change & Wellbeing

031.2324.WSC The Wellbeing Managers reported on the below:

- a) Looked at management change processes and received feedback from Unions.
- b) There are new supporting roles available around Change and understanding the impact of change. There is development around Change from a Senior Leadership perspective.
- c) Look at improving and providing some resources on preparing colleagues for retirement.
- d) Concerns have been raised over who is managing which process in line with the VS Scheme. The Deputy Director of HR will have a think about how communication should be received around the impact of the VS Scheme.
- e) Also need to look at how we are supporting colleagues that have not been accepted for the VS Scheme.
- f) Concerns have been raised over leaving publications and projects halfway through. The Deputy Director of HR to review and look for resources on assisting people that have accepted the VS Scheme along with ones that are staying.
- g) Sent out links into resources that are leaving or on email to employees regarding Leading Change, Delivering Change and Experiencing Change
- h) Link sent to access regarding Zero Suicide Alliance Training

Spectrum (EAP) Update

032.2324.WSC The Wellbeing Managers reported on the below:

- a) Questionnaire has been sent out to Committee members and feedback will be sent through to Spectrum.

Wellbeing Assessment Annual Report

033.2324.WSC The Wellbeing Manager updated on the attached report and The Deputy Director of Human Resources confirmed this could go through to H&S Committee.

- a) Need to find if there is a way that Trade Unions can access Wellbeing Assessment for the Group. The Deputy Director of HR advised to approach their Manager and if any problems to go back to the Wellbeing Department.

Colleague Declaration & Disclosure

- 034.2324WSC a) The Deputy Director of HR advised that the Declaration had been sent through to the EDI Committee to present gender pay gap and ethnicity/disability.
- b) Disability Records - There are low levels of disclosure either not declared or not known. Are there any reasons why this information is not communicated.

Approval of the Updated Suicide Prevention Strategy

035.2324.WSC The Associate Director, Student Services to send attached report to H&S Committee

- a) It was agreed that communication could be sent out to advise Unison was available to contact.
- b) The Wellbeing Managers to help Managers support staff that are anxious.

COMMITTEE APPROVED

Other Business

Schedule of meetings and business 2024/25

Date of next meeting/schedule

036.2324.WSC

The Deputy Director of HR as agreed with the Committee to confirm date in late June/early July for next meeting.

Other business

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

Signed:

Date:

COMMITTEE APPROVED