



### Minutes of the 18 July 2024 meeting (Jubilee Room, Headingley Campus)

**Present:** Sarah Swales (Chair), Stephen Murphy, Sareen Galbraith, Steve Mardy, Sue Smith, Karen Carney, Sarah Stone, Sarah Tomlinson, Sarah Moore, Victoria Johnson, James Chester

**In attendance:** Ann Coulson, Donna Procter

**Apologies:** Jo Jones, Daniel Stanley, Oliver Bray, Gareth Robertshaw, Bryony Walker, Andrew Manley, Mobina Begum, Dee Grismond, Lee Jones, Deveral Capps, Katie Hughes, Sharon Swales, Katie Davies, Chris Goshomi

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#### Preliminary Items

##### Terms of reference and membership

037.2324.WSC                      Terms of reference and membership were noted.

##### Declaration of interest

038.2324.WSC                      No declarations of interest were made.

##### Minutes

039.2324.WSC                      The Committee **agreed** that the minutes of the meeting on 15 May 2024 were an accurate record.

## Matters arising

040.2324.WSC

The Committee reviewed the previous Matters Arising from the 15<sup>th</sup> May meeting, and the following actions were noted as outstanding:

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

Suicide Prevention Strategy: 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 Suicide Prevention Strategy Plan and Wellbeing report have been approved by H&S Consultative Committee. *The Deputy Director of Human Resources confirmed this matter is closed.*

COMMITTEE APPROVED

## Main Items of Business

### Spectrum (EAP) Update

041.2324.WSC            The Wellbeing Manager provided a verbal update:

- a) We have asked Spectrum about helping us to understand who does benefit from the service and what issues are arising.
- b) Data on Referrals – 13.1% of colleagues who contacted Spectrum were referred for counselling. Following assessment by a counsellor, 22.7% of callers were referred for short-term counselling.
- c) Risk Assessment – It is like the one being used by Student Services. It is helpful to understand that the level of distress does not equate to the level of risk. Spectrum have assured us that currently no colleagues must be monitored from a risk perspective.
- d) Deputy Director of Human Resources suggested inviting the Spectrum Account Manager to attend a committee meeting in future.
- e) Wellbeing Manager to send through link on Mental Health First Aid research to Committee.

### Management of Change Update

042.2324.WSC            Deputy Director of Human Resources led a discussion:

- a) VS Scheme is now closed, therefore, after 31<sup>st</sup> July, the University will be moving into a different management of change.
- b) Committee to report back with any feedback they may have with how to support any implementation of change. Looked at management change processes and received feedback from Unions.
- c) Committee members commented on the sense of loss as experienced colleagues leave the University. Need to look at how to support colleagues in the autumn.
- d) Work is ongoing to ensure commitment to publish the academic timetable is met. Deans/Directors will advise on how roles can be covered, and teams deployed.
- e) The discussion focussed on communication, and how to help people navigate through the changes with the right support. There was acknowledgement of the pressure on managers, as the decision makers, and also first point of contact for colleagues.

## Reasonable Adjustment Passport

043.2324.WSC      The Wellbeing Manager provided a verbal update:

- a) Looking at one document that can evolve in time. Specify a regular update of every 6 months or colleague could initiate the change.
- b) UCU and Unison are broadly supportive of the idea and suggested that it could be trialled as part of the development, and examples shared of how it could work.
- c) HR will take feedback and then develop templates and consider implementation and communication. Examples from other organisations to be provided at next meeting.

## Mental Health Module

044.2324.WSC      The Wellbeing Manager provided a verbal update:

- a) Waiting for feedback by the end of July and aim to implement any changes in early August. The mandatory nature of the training needs to be approved by UET.

## Other Business

### Ripple

The Student Wellbeing Manager asked for views on Ripple, a web browser extension, that provides a pop-up message designed to support suicide prevention, and whether we should seek to have this on all PC's. The Committee's views were that anything that could save one life was worth considering.

## Date of next meeting/schedule

045.2324.WSC      The next meeting is 18<sup>th</sup> September 2024.

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

Signed:

Date:

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COMMITTEE APPROVED