



## Minutes of the 18 September 2024 meeting (POD Training Room, Headingley Campus)

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**Present:** Sarah Swales (Chair)

James Chester, Nick Hatton (Part), Andrew Manley, Steve Mardy, Sarah Moore, Stephen Murphy, Sue Smith, Daniel Stanley, Sharon Swales, Sarah Tomlinson

**In attendance:** Donna Procter

**Apologies:** Mobina Begum, Oliver Bray, Deveral Capps, Katie Davies, Sareen Galbraith, Chris Goshomi, Dee Grismond, Katie Hughes, Victoria Johnson, Jo Jones, Lee Jones, Gareth Robertshaw, Sarah Stone, Bryony Walker

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### Preliminary Items

#### Terms of reference and membership

046.2425.WSC Terms of reference and membership were noted.

#### Minutes

047.2425.WSC The Committee **agreed** that the minutes of the meeting on 18 July 2024 were an accurate record.

#### Matters arising

048.2425.WSC The Committee reviewed the previous Matters Arising from the 18<sup>th</sup> July meeting, and the following actions were noted as outstanding:

Previous Minute Reference Number  
021.2324.WSC) Mental Health module ready for launch in October 2024.  
*The Deputy Director of Human Resources 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 031.2324.WSC) Change & Wellbeing – Look at improving and providing resources on preparing colleagues for retirement.  
*The Deputy Director of Human Resources confirmed this matter arising is to remain open.*

## Main items of Business

### Spectrum (EAP) Update

049.2425.WSC The Wellbeing Manager provided a verbal update:

- a) Received no further queries or complaints and have fully investigated those received to date.
- b) Completed changing the internal messages about the service, focusing on the in-the-moment support aspect.
- c) Highlighted the availability of management referrals to the service, and reminded managers they can use the service to debrief after a difficult conversation or during change.
- d) Increased use of the digital platform - 300 colleagues signed up.
- e) Looking at working more with Communications on wellbeing.
- f) Will invite Account Manager from Spectrum to future meeting.

### University Mental Health Charter Update

050.2425.WSC The Head of Student Wellbeing updated the Committee:

- a) Annual report submitted to Student Minds in June.
- b) Reviewed Wellbeing Improvement Plan in September and should be ready to be circulated shortly via Wellbeing Sub-Committee.
- c) Waiting on input from Comms regarding plan for updating students, colleagues and other stakeholders on progress.
- d) Will provide update on the UMHC programme from an event on the 18<sup>th</sup> September 2024.

### Staff Wellbeing Priorities

051.2425.WSC The Wellbeing Manager updated the Committee on priorities:

- a) Developing an integrated Wellbeing & Occupational Health service including managing relationships with relevant external partners.
- b) Develop a new Reasonable Adjustments Passport system.
- c) Produce wellbeing resources and deliver briefings and guidance on Wellbeing Assessment.
- d) Mental Health Module will be sent to Wellbeing Sub-committee members before full launch in November.

## **Student Wellbeing Priorities**

052.2425.WSC The Head of Student Wellbeing & Disability Service Manager presented:

- a) Increase referrals to appropriate external NHS Services
- b) Deliver therapeutic group work
- c) Provide clearer online information regarding support
- d) Increase student engagement in service improvement
- e) Address DNA's/last minute cancellations
- f) Increase disability declarations
- g) Increase number of students accessing Disabled Students Allowance
- h) Update Fitness to Study Procedure
- i) Equip all student facing staff with multi-disciplinary training
- j) Implement an integrated system to streamline data
- k) Adopt inclusive practices in every school
- l) Strengthen communication between Disability Services, Wellbeing and Schools
- m) Phase out RAP's for students whose needs can be anticipated
- n) Modify courses to offer alternative assessments
- o) Review and upgrade the physical environment
- p) Improve the virtual learning environment
- q) Improve communication with students

## **Disability/Reasonable Adjustment Passports**

053.2425.WSC The Wellbeing Manager presented:

- a) Consultation will take place in September/October regarding internal HR & Health and Safety, Wellbeing Sub-Committee, UCU members, Staff Network Members through EDI.
- b) Develop documentation in October/November
- c) Committee members discussed examples of reasonable adjustment/disability passports from other organisations in the meeting and provided feedback. The Wellbeing manager will review plans in light of the feedback given and consider next steps.

## **Occupational Health Update**

054.2425.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 Deputy Director of HR advised that because of changes in resource we are considering different ways in which the Occupational Health Service can be delivered and would give a further update at the next Wellbeing Sub-Committee meeting.
- b) Services currently available to colleagues are unaffected.

### **Organisational Change and Wellbeing**

055.2425.WSC The Deputy Director commented that there had been a transition over the summer as a result of VS and suggested that further discussions take place at the next meeting.

### **Other Business**

#### **Date of next meeting/schedule**

056.2425.WSC The next meeting is 22<sup>nd</sup> January 2025.

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

Signed: Jo Jones Date: 22/01/25