

MINUTES OF THE WELLBEING SUB-COMMITTEE MEETING ON 21 January 2026

Present: [Jo Jones], James Chester, Sareen Galbraith, Jackie Hargreaves, Katie Hughes, Andrew Manley, Steve Mardy, Sarah Moore, Sarah Tomlinson, Lindsay Trelford

In attendance: Nicola Beaumont, Evelyn Mufushwa, Sharon Swales

Secretary note - the meeting was not quorate.

Minute	Paper Reference
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PRELIMINARY ITEMS

1. Apologies and Welcome

- 1.1. Apologies: Faisal Alsammarraie, Oliver Bray, Deveral Capps, Katie Davies, Vicki Johnson, Lee Jones, Gary Lawson, Gareth Robertshaw, Sue Smith, Daniel Stanley, Sarah Stone, Sarah Swales, Bryony Walker.

2. Declarations of interest

- 2.1. No declarations of interest were made.

3. Minutes

WSC-2526-01-21-P4

- 3.1. The quorum of members was not present at the meeting; therefore, the chair approved minutes from the 17 September 2025 meeting are to be taken forward to the next committee meeting on the 13 May 2026 for approval.

4. Matters arising

WSC-2526-01-21-P5

- 4.1. The following was noted:

Minutes 001a.2526.WSC and 080b.2425.WSC were still to be actioned. Minute 049f.2425.WSC would be covered in this meeting agenda.

5. Chair's Business

Verbal update

- 5.1. The Chair had no specific items to raise.

ITEMS TO CONSIDER

6. University Mental Health Charter Update

Verbal update

- 6.1. The following was reported:

- The University Mental Health Charter group met last week to discuss the reassessment of the Charter.
- Re-assessment is planned for March 2028, with preparation work taking place throughout 2027.
- There are currently 6 areas rated as emerging good practice; uplifting these should lead to an Award with Merit.
- A sub-group for the Learn domain is being set up, which is student focused.
- The main area of difficulty for the Charter across the sector is demonstrating impact i.e. is what our university doing making a positive difference.

- The Charter is looking for an embedded whole university approach.
- Student and colleague advisory groups had previously been established; these groups had not been maintained but had input previously into improvement plans and the assessment process. Either these groups will be re-established or other approaches, to capture colleague and student voice, will be taken.
- In terms of a call out for the Learn domain, the Wellbeing Manager offered to share the opportunity with the wellbeing and mental health network.
- Regarding demonstrating outcome, the employee survey questions included those about managers caring about wellbeing, engagement as well as an additional question about wellbeing.
- Encompassing wellbeing into the strategic plan would be beneficial.
- Psychoeducation had been cited as excellent practice nationally; It was acknowledged that psychoeducation is currently being delivered in some course that isn't explicitly recognised as this, and thoughts were that it would be doable for every course to include some element of psychoeducation.
- The last submission of the staff wellbeing assessment had been piloted, and any identified risks fed into the risk register; all step changing to show the embedding and journey.
- The wellbeing assessment was working well and was being used for return-to-work conversations.

6.2. The Committee **recommended that the Wellbeing Managers think about when a good time would be to reestablish the colleague advisory group, and Student Service will work with SU to either reestablish the student advisory group or capture student voice through an existing structure.**

7. Wellbeing and Occupational Health Update

Verbal update

7.1. The following was reported / presented:

- HR had started working with Lifetime, a financial advice and planning company, as part of the payroll consolidation project.
- 166 colleagues had set up an account, 97 colleagues are actively engaging with the content and tools on the app/hub, 25 have completed a financial plan and are working with coaches and financial planners. There have been 16 x 15-minute 1:1 calls with a money coach, and 72 times videos have been viewed on the hub.
- The contract with Lifetime comes to an end in February 2026 but there is a desire to continue due to positive feedback from staff.
- The Wellbeing Managers are working with the HR Business Partners to be able to offer advice during Management of Change programmes to help people if they are thinking of retiring.
- Regarding reasonable adjustments – Guidance for Managers; this was now published online under Wellbeing for Managers - Supporting your Team <https://www.leedsbeckett.ac.uk/peopledevelopment/wellbeing/wellbeing-for-managers/>; these had been created in collaboration with colleagues, managers and Trade Unions, and was to support managers in creating an inclusive and supportive working environment for disabled colleagues and those with long-term health conditions.

- Regarding reasonable adjustments, communications are being prepared and will go out alongside the HR hybrid working update and will feature on the LBU news site.
- The HR Wellbeing team are feeding into Timetabling with the Time Edit project regarding consideration of reasonable adjustments.
- The Mental Health Awareness Module had been completed by 208 colleagues, and since the launch 77 were in progress.
- The general overview is that engagement and training completion is low, but the impact is positive, resulting in sustained improvement in knowledge, confidence and behaviour; the wellbeing team would like to increase the completion rates.
- The HR Wellbeing team are willing to put together a bespoke briefing for any School / Service and have completed sessions for Estates & Facilities. The sessions typically aim to raise awareness of the resources that are available within LBU.
- Regular communications are in place around engagement and training, including features in Beckett Voices in November and December 2025, a Wellbeing & Mental Health network email sent in September and November 2025, and through the HR Business Partners – e.g. Financial Wellbeing.
- The utilisation of Spectrum (the Employee Assistance Programme - EAP) is down from the previous academic year (13.3% down to 10.7%). The recommendation from HR is for earlier signposting to EAP and to increase the use of the managers referral (with the individual's consent), as earlier intervention produces better results.
- The Benchmarks for the EAP are based on all of Spectrum's clients, not just the HE's. The committee would appreciate knowing how many of Spectrum's other clients are HE, and whether they would agree to an HE benchmark group for meaningful comparison.
- For colleagues accessing interventions – 92% of colleagues who were experiencing moderate mental health symptoms pre intervention had a reduction in symptoms to a mild level (measured by either CORE10, GAD7 & PHQ9).
- Regarding Occupational Health – in the last reporting quarter, there were 48 Management referrals, which is slightly lower than the same quarter last year (60).
- The main reason for colleagues being referred to Occupational Health this quarter was due to medical conditions, both existing and some newly diagnosed. Muscular Skeletal Disorders (MSD) and Mental Health remain as significant reasons for referrals.
- Due to the awareness of neurodivergence, Occupational Health are seeing colleagues of all ages coming forward and receiving support from Occupational Health.

7.2 The Committee **recommended:**

7.3 The Wellbeing Managers share 'The Guidance for Managers' link with the committee.

7.4 The Wellbeing Managers pull the information regarding retirement together and share this information with the HR Business Partners and the unions (so they can circulate this information with colleagues).

7.5 The Head of Health and Safety would mention the bespoke briefings being run by the HR Wellbeing Team to RSO, as a matter of consideration.

7.6 The Wellbeing Managers contact Spectrum to ask if they would be open to contact their other HE clients to enquire if they would be part of a benchmark group.

7.7 The Wellbeing Managers to reconvene and have further discussions around presenting the data on the EAP for greater clarity.

7.8 The Wellbeing Managers and HR consider the possibility that the Trade Unions at Leeds Beckett University could also use the Spectrum 'manager' referral form.

7.9 HR Wellbeing and Occupational Health team to deliver / run a mental health development session with the Employee Relations team and invite the Trade Unions along to this session.

7.10 The Wellbeing Managers share the full set of data from Spectrum with the Chairs of the committee and schedule a review meeting on outcome measures.

8. Organisational Change and Wellbeing

Verbal update

8.1. The following was reported:

- a) Members of the subcommittee expressed the view that the wider impact of service-to-service working needs to be considered, particularly the lack of communication of new structures once finalised, including people who have left.
- b) There is concern particularly around disabled students losing vital specialist support from staff who have left, and it is important that this is being considered in the impact assessments.
- c) There was uncertainty around whether the wellbeing impact on people going through Management of Change was being captured properly, so the need to ensure wellbeing assessments are taking place is paramount from a wellbeing perspective.

8.2 The Committee **recommended:**

8.3 That any key observations that are useful to note (from colleagues working on Management of Change) be shared with the Wellbeing Managers.

8.4 The Wellbeing Managers to contact the HR Business Partners to pull out the Management of change (MOC) risk assessments and to share these with the Trade Union representatives of the wellbeing subcommittee.

9. Macmillan Cancer Training

Verbal update

9.1 The following was reported:

- A member suggested that it would be beneficial for colleagues/line managers to have some compulsory training from Macmillan in how managers can support staff with cancer.
- Cancer is a disability under the equality act.
- A colleague had reported (to the UCU representative) how they were very well supported by a Manager in their School, which could be seen as a useful anonymous case study, when linked with the guidance, which could be pushed out and signposted to Schools.

9.2 The Committee **recommended:**

9.3 The Wellbeing Managers consider the implementation of line managers having some compulsory training from Macmillan in how to properly support staff with cancer.

9.4 The Wellbeing Managers share the link to the resource on the Wellbeing for 'Managers page' in relation to a managers guide for supporting colleagues with cancer (which would help to some extent in the interim to responding on the first point of 9.1).

9.5 The Unison representative share with the committee a link referring to a particular cancer case, where a cancer survivor won an unfair dismissal appeal against Ofsted.

10. Reasonable adjustments

Verbal update

10.1 The following was reported:

- Currently there is a template at the end of the adjustments guidance which is a halfway step to a passport template; should more feedback be received along the lines of the need for a passport, the Wellbeing Managers can reconsider this.

10.2 The Committee **recommended:**

10.3 The UCU representative to share a folder with the Unison representative in relation to reasonable adjustments, which was collated at the beginning of the project.

ITEMS TO NOTE (FOR INFORMATION ONLY)

11. Item title

WSC-2526-01-21-P6

11.1 The Schedule of Business was noted.

12. Any other urgent business

12.1 There was no other business.

DETAILS OF THE NEXT MEETINGS

11. The next meeting of the Board / Committee would be held on [13 May 2026] at [10am] in [Bronte G13, Headingley campus].

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

Signed: Sarah Swales Date: 13 May 2026