



**LEEDS  
BECKETT  
UNIVERSITY**

# WELLBEING SUB-COMMITTEE

22 January 2025  
at 10.00am Cavendish 207, Headingley Campus

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## Agenda for the Wellbeing Sub-Committee Wednesday 22 January 2025 meeting

The 17<sup>th</sup> meeting of the Wellbeing Sub-Committee will be held in Cavendish 207 at Headingley Campus at 10.00am – 12.00pm

<b>Part A: Preliminary Items</b>			<b>Led by</b>
<b>A1</b>	Welcome, Introductions and Apologies	Verbal	<b>Chair</b>
<b>A2</b>	Committee Terms of Reference and Membership 2024/25	WSC-2425-006	<b>Chair</b>
<b>A3</b>	Chair approved Minutes of the last meeting held on 18 September 2024	WSC-2425-007	<b>Chair</b>
<b>A4</b>	Matters Arising – 18 September 2024 meeting	WSC-2425-008	<b>Chair</b>
<b>Part B: Main Items of Business</b>			
<b>B1</b>	University Mental Health Charter Update	Verbal	<b>Jo Jones/ Sarah Tomlinson</b>
<b>B2</b>	Wellbeing and Occupational Health Update	Verbal	<b>Sarah Moore/Katie Hughes</b>
<b>B3</b>	Organisational Change and Wellbeing	Verbal	<b>All</b>
<b>B4</b>	Annual Absence Report	Verbal update/ presentation of data	<b>Sarah Swales</b>
<b>B5</b>	Ripple suicide prevention	Verbal	<b>Sarah Tomlinson</b>
<b>Part C: Other Business</b>			
<b>C1</b>	Any other business	Verbal	<b>Chair</b>
<b>C2</b>	Schedule of Business 2024/25	WSC-2425-009 <b>OPEN</b>	<b>Chair &amp; Secretary</b>

**Date of the next H&S Consultative Committee meeting:** Tuesday 11 February 2025 at 13.30

**Date of the next Wellbeing Sub-Committee meeting:** Wednesday 21 May 2025 at 10:00

*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 2024/25**

### **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.

Our approach encompasses all areas of the University, its people, culture, policies, practice and environment, so that all students and colleagues can 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.

### **Specific Areas of Responsibility**

- a) As a sub-committee of the Health & Safety Consultative Committee, oversee the strategic direction, progress and impact of wellbeing and mental health priorities 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.
- c) To support development and improvement activity in relation to the University Mental Health Charter.
- d) 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, to improve levels of wellbeing.
- e) Consider and determine our key measures of wellbeing with respect to the changing needs of our colleague and student populations.
- f) 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

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policy via the Health and Safety Consultative Committee. To monitor its compliance through supporting procedures including the review of audit results, reports and observations.

- g) 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.
- h) 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 third parties 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 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 management, colleagues and students at 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 of Facilities; Victoria Johnson
- e) Head of Sport (Health and Wellbeing); Daniel Stanley
- f) Head of Health and Safety; James Chester
- g) Wellbeing Manager; Sarah Moore/Katie Hughes

- h) Head of Student Wellbeing; Sarah Tomlinson
- i) 3 members of SMG; Dev Capps, Oliver Bray, Lee Jones
- j) Schools and Services representatives; Gareth Robertshaw, Bryony Walker, Andrew Manley, Sarah Stone
- k) 2 representatives of the Student Union; Harish Jayaseelan and Katie Davies
- l) 3 representatives from our recognised Trade Unions:
  - i. 2 from UCU - Sareen Galbraith, Steve Mardy
  - ii. 1 from Unison - Mobina Begum
- m) Co-opted members:
  - i. Associate Director of the Centre for Learning and Teaching; Susan Smith
  - ii. Head of Creative; Dee Grismond
  - iii. Senior Lecturer - Carnegie School of Sport; Jackie Hargreaves

The Subcommittee shall have powers to co-opt at any time suitable persons for specialist or specific advice.

- n) Advice, support and guidance will be provided to the Sub-Committee by the Wellbeing Manager, Occupational Health Manager, and Student Wellbeing Team.

Note: colleagues appointed under K and L will be for two years. Student representatives will be for term of office.

**Schedule of Business 2024/5**

Item	Date of meeting 22 January 2025	Date of meeting 21 May 2025	Date of meeting TBC July 2025 (additional meeting if required)
	<b>PRELIMINARY ITEMS</b>	<b>PRELIMINARY ITEMS</b>	<b>PRELIMINARY ITEMS</b>
A1	Terms of reference and membership	Terms of reference and membership	Terms of reference and membership
A2	Minutes of the last meeting – held on 18 September 2024	Minutes of the last meeting – held on 22 January 2025	Minutes of the last meeting – held on 21 May 2025
A3	Matters Arising	Matters Arising	Matters Arising
	<b>STANDING ITEMS</b>	<b>STANDING ITEMS</b>	<b>STANDING ITEMS</b>
B1	University Mental Health Charter	University Mental Health Charter	University Mental Health Charter
B2	Occupational Health Update	Occupational Health Update	Occupational Health Update
B3	Organisational Change	Employee Assistance (Spectrum)	Employee Assistance (Spectrum)
		Organisational Change	Organisational Change
	<b>MAIN ITEMS OF BUSINESS</b>	<b>MAIN ITEMS OF BUSINESS</b>	<b>MAIN ITEMS OF BUSINESS</b>
B4	Annual Absence Report	Wellbeing Assessment Annual Report	
B5	Ripple suicide prevention		
	<b>Other Matters</b>		