



LEEDS
BECKETT
UNIVERSITY

WELLBEING SUB-COMMITTEE

23 September 2026
at 10am Bronte G13, Headingley Campus

Nicola Beaumont
Personal Assistant

Human Resources

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Agenda Item and Paper Reference		Timing
PRELIMINARY ITEMS		
1.	Apologies and Welcome	10am – 10:15am
2.	Declarations of Interest	
3.	Committee Terms of Reference and Membership 2026/27 (WSC-2627-09-23-P3)	
4.	Minutes of the previous meeting (WSC-2627-09-23-P4) To approve the minutes of the meeting held on 2025-05-13 Chair to lead item	
5.	Matters Arising (WSC-2627-09-23-P5)	
6.	Chair’s Business (Verbal) To include any Chair’s action taken since the previous meeting.	
ITEMS TO CONSIDER		
7.	University Mental Health Charter Update (verbal update) An update on University Mental Health Charter by the Director of Student Services	10:15am – 10:30am
8.	Sickness Absence Report (presentation/ verbal update) An update on Sickness Absence by the Deputy Director of Human Resources	10:30am – 10:45am
9.	Wellbeing Assessment report (WSC-2627-09-23-P6) The university wide report on wellbeing including stress, and the actions been taken to address it, collated and presented by the Wellbeing Team - confidential	10:45am – 11:05am
10.	Student data reporting (WSC-2627-09-23-P7)confidential An update from the Head of Student Wellbeing - standing item, presented at the September annual meetings	11:05am – 11:20am
11.	Menopause Action Planning (verbal update) An update on the university’s approach to menopause, including Menopause Action Plan	11:20am – 11:30am
12.	Looking ahead 26/27 (verbal update) An overview of the staff Wellbeing and Occupational Health priorities for this academic year	11:30am – 11:40am

Agenda Item and Paper Reference		Timing
ITEMS TO NOTE (FOR INFORMATION ONLY)		
13.	Schedule of Business 2026/27 (WSC-2627-09-23-P8)	11:40am – 11:50am
ANY OTHER BUSINESS		
14.	Any other urgent business	11:50am – 12pm
DETAILS OF THE NEXT MEETING		
12.	The next meeting of the Wellbeing Sub-Committee will be on – 20 January 2027.	

[Nicola Beaumont, Personal Assistant, 23 September 2026]

Committee Terms of Reference and Membership 2026/27

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 subcommittee will make recommendations for enhancements and act as a forum for co-ordination and cooperation 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 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) Director of Student Services; Jo Jones
- c) Deputy Director of Human Resources; Sarah Swales
- d) Director of Facilities; Victoria Johnson
- e) Head of Sport; vacancy
- 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, Erin Nephin
- k) 2 representatives of the Student Union; Katie Davies and Faisal Alsammarraie
- l) 4 representatives from our recognised Trade Unions:
 - i. 2 from UCU - Sareen Galbraith, Steve Mardy
 - ii. 2 from Unison - Gary Lawson, Lindsay Trelford
- m) Co-opted members:
 - i. 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 Student Wellbeing Team.

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

Total membership	22
Quorum	11

WELLBEING SUB-COMMITTEE ANNUAL SCHEDULE OF BUSINESS

WSC-2627-09-23-P8

Updated 17/09/26

Standing Items	Action	Substantive Item	Lead
Items presented at each meeting	To approve	• Terms of reference and membership	Chair
	To approve	• Minutes of the last meeting – held on 13 May 2026	Chair
	To consider	• Matters Arising	Chair
	To note	• Annual Schedule of Business	Chair

Meeting Date	Action	• Agenda Item	Lead
23 September 2026	To consider	• University Mental Health Charter	Director of Student Services
	To consider	• Sickness Absence Report	Deputy Director of Human Resources
	To consider	• Wellbeing Assessment Report	Wellbeing Managers
	To consider	• Student data reporting - a standing item at the wellbeing subcommittee, to be presented at the September annual meetings.	Head of Student Wellbeing
	To consider	• Menopause Action Planning (verbal update)	Wellbeing Managers
	To consider	• Looking ahead 26/27 (verbal update)	Wellbeing Managers

Meeting Date	Action	• Agenda Item	Lead
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Item Frequency	Cyclical	Ad hoc
Text Colour		

20 January 2027	To consider	University Mental Health Charter	Director of Student Services
	To consider	Wellbeing and Occupational Health Update	Wellbeing Managers
	To consider	Organisational Change and Wellbeing	Wellbeing Managers

Meeting Date	Action	Agenda Item	Lead
12 May 2027	To consider	University Mental Health Charter	Director of Student Services
	To consider	Wellbeing and Occupational Health Update	Wellbeing Managers
	To consider	Organisational Change and Wellbeing	Wellbeing Managers
	To consider	Financial wellbeing of students - a standing item on the agenda for the annual May wellbeing sub-committee meetings only.	Student Money Manager

Forward Items
<i>Financial wellbeing of students - a standing item on the agenda for the annual May wellbeing sub-committee meetings only.</i>

- *Student data reporting - a standing item at the wellbeing subcommittee, to be presented at the September annual meetings.*