



Minutes of the 15 September Wellbeing Sub-Committee meeting (held via Teams)

Present: Sarah Swales (Chair)

Andy Allison, Andrew Cooper, Katie Davies, Kate Davis, Dee Grismond, Sarah Kelsey, Andrew Manley, Steve Mardy, Ashleigh Pinnock, Sue Smith, Daniel Stanley

In attendance: Nicola Beaumont, Jenny Malcolm, Sarah Moore, Sarah Tomlinson, Fiona Riley, Dave Turner

Apologies: Mobina Begum, Oliver Bray, Dev Capps, Roland Cross, Wendy Huntriss, Jo Jones, Lee Jones, Erika Laredo, Stephen Murphy, Gareth Robertshaw, Sarah Stone, Bryony Walker

Attendees apologies: Ann Coulson, Cate Querin, Paul Tyrer

Preliminary Items

Terms of reference and membership

- 001.2223.WSC The report was received without discussion. The following was noted:
- Sarah Stone was now representing University Recruitment on the committee.
 - The membership representation from the Student Union were Katie Davies and Ashleigh Pinnock.
 - There were no changes to the Terms of reference other than the noted membership updates.
 - The Chair took the Terms of Reference as documented.

Minutes

002.2223.WSC The Committee **agreed** that the minutes of its meeting on 12 May 2022 were an accurate record.

Matters arising

003.2223.WSC The Committee **agreed** that the Matters arising were completed and accepted from the 12 May 2022 meeting, with commentary or an agenda action for follow up at the meeting on 15 September 2022.

Main items of Business

The University Mental Health Charter – Verbal update

- 004.2223.WSC The following was noted
- (a) The University Mental Health Charter working group and theme leads were progressing.
 - (b) A gap analysis had been uploaded to the committee teams site.
 - (c) The next phase was to move to an improvement plan; a five-year plan of activity to identify gaps.
 - (d) There were many stakeholders across the university inputting into this collaborative project.

- 005.2223.WSC The Committee **agreed** that
- (a) Members of the committee would look at the gap analysis and would share any further contributions ahead of the next meeting on the 12 January 2023.

Suicide Prevention Strategy

- 006.2223.WSC The following was noted
- (a) The underlying philosophy was to see suicide as preventable. The strategy followed evidence and government guidance. The strategy aligned with the University Mental Health Charter and required a whole university approach. The Head of Student Wellbeing will create a small group to review and develop our approach.
 - (b) From a Human Resources perspective colleague protocols and guidance had been updated in 2020. The highest suicide risk was in colleague demographics.
 - (c) The Employee Relations team, Chaplaincy, Occupational Health, and the Employee Assistance Programme (EAP) provided wrap around support for post intervention.
 - (d) A committee representative queried whether suicide intervention was an area that the People and Organisational Development team were on board with and whether there was any mentoring or upskilling for staff to deliver professional development on these key areas.
 - (e) One of the themes of the University Mental Health Charter would be looked at through the lens of suicide prevention, including staff development on mental health.

- 007.2223.WSC The Committee **agreed** that
- a) The Wellbeing Manager would work with the Head of Student Wellbeing on the strategy and provide feedback from Human Resources.
 - b) The Head of Student Wellbeing would contact the Student Union committee members to agree who from the Students Union could support the group developing the strategy.
 - c) Representatives of the committee would go back to their Schools and Services and share information to determine appropriate and interested people to support the group, and feedback names to the Head of Student Wellbeing by the 30 September 2022.

- d) The Deputy Director of Human Resources would consider the timely suggestion of the inclusion of the People and Organisational Team in this work

Update on the SRA/ Wellbeing Assessment

008.2223.WSC The following was noted

- (a) Many stakeholder conversations had taken place and feedback already received from the committee had been recognised and appreciated.
- (b) Five Schools and Services were testing the new Wellbeing Assessment process and had been instrumental in getting to the current stage, these were Human Resources, CARES, Leeds School of Arts, Libraries and Student Services and Quality Assurance Services.
- (c) The new approach had been endorsed by Health and Safety Consultative Committee.
- (d) The aim was to move the whole of the university across to the new Wellbeing Assessment approach from the 1 January 2023.
- (e) The Wellbeing Assessment was not ignoring stress; identifying stress and stressors is an important part of the assessment; the approach had broadened to include ongoing wellbeing and for a more holistic conversation to take place.
- (f) There was greater clarity around the guidance about what actions could be taken at a more local level and when things needed to be reported and collated upwards.

009.2223.WSC The Committee **agreed** that

- a) The Wellbeing Manager would liaise with the Deputy Director of Human Resources and Head of Health and Safety to look at how the Health and Safety coordinators could be briefed and engaged with the manager's guidance module, to ensure they could provide support to manager's should this be needed.
- b) The Wellbeing Manager would ensure that the Wellbeing Assessment would become part of the mandatory Health and Safety training modules.
- c) Representatives from the committee would contact the Wellbeing Manager directly should they have feedback, comments, or observations about the Wellbeing Assessment.

'Occupational Health Update' Report

010.2223.WSC The following was noted

- (a) There were no questions or points for clarification within the report.

Financial Wellbeing – Verbal update

011.2223.WSC The following was noted

- (a) Financial Wellbeing was one of the four themes in the University Wellbeing Strategy.
- (b) There is a clear link between mental health, mental wellbeing, and financial health.
- (c) Costs were rising and inflation was at the highest it had been in 40 years. The Bank of England were forecasting that this would last until 2024.
- (d) The university wanted to do more signposting about free confidential independent money and debt advice through the Employee Assistance Programme; the university wellbeing pages were being updated to reflect this.
- (e) There were several employee benefits and discounts, including Discounts for Teachers, the Totum and NUS card schemes.
- (f) A Leeds money week was taking place week commencing the 17 October 2022, where there would be information available across the city. A national Talk Money week was taking place week commencing the 7 November 2022.
- (g) Committee representatives were noticing that more conversations were taking place with colleagues in difficult and challenging situations, including the potential need to move out of accommodation and back with parents whilst dealing with finances.
- (h) Conversations had taken place within Quality Assurance Services regarding the reduced dedicated space in terms of on campus facility in the shared Bronte hub.
- (i) Committee representatives acknowledged people procuring things for themselves and highlighted a need with purchase of the peripheral things they need.

012.2223.WSC

The Committee **agreed** that

- a) Representatives of the committee would reflect on the discussions and think of ideas and suggestions to help colleagues, and send these suggestions to the Deputy Director of Human Resources and Wellbeing Manager to help build into their thinking, to look at focusing on more targeted support in the areas of the greatest need.
- b) The Deputy Director of Human Resources would liaise with the finance team to see if support was available for colleagues procuring items for work needs.
- c) Financial wellbeing would remain on the agenda for the next wellbeing sub-committee meeting on the 12 January.

Other Business

Date of next meeting

013.2223.WSC The next meeting of the Committee would be held on 12 January 2023 at 13:30 [via teams].

Other business

- 014.2223.WSC The following was noted
- (a) Chaplaincy services are available to all colleagues and students.
 - (b) Dr Gillian Dyson-Moss in the Leeds School of Arts had run several menopause cafes within the School.
 - (c) In a period of national mourning, there was a piece regarding bereavement and loss that was accessible for people on the wellbeing webpage.

- 015.2223.WSC
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| <p>The agreed that</p> <ul style="list-style-type: none">a) The Wellbeing Manager would share information on the chaplaincy services and information on world marker days (including a day regarding menopause on the 18 October 2022) with the secretary to circulate with the chair approved minutes.b) The Wellbeing Manager would connect with Dr Gillian Dyson-Moss in Leeds School of Arts regarding planned activity in connection with the menopause. |
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Confirmed by the Committee as a correct record and signed by the Chair:

Signed: J.Jones Date: 12.01.2023