



**LEEDS  
BECKETT  
UNIVERSITY**

# WELLBEING SUB-COMMITTEE

20 January 2022  
at 13:30 Teams meeting

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## Agenda for the Wellbeing Sub-Committee Thursday 20 January 2022 meeting

The 7<sup>th</sup> meeting of the Wellbeing Sub-Committee will be held as an MS Teams meeting.

13:30	<b>Part A: Preliminary Items</b>		<b>Paper</b>	<b>Led by</b>
	A1	Welcome, Introductions and Apologies	<b>Verbal</b>	<b>Chair</b>
	A2	Committee Terms of Reference and Membership 2021/22	WSC-2122-007 <b>OPEN</b>	<b>Chair</b>
	A3	Chair approved Minutes of the last meeting held on 16 September 2021	WSC-2122-008	<b>Chair</b>
	A4	Matters Arising – From the 16 September 2021 meeting	WSC-2122-009	<b>Chair &amp; Secretary</b>
	<b>Part B: Main Items of Business</b>		<b>Paper</b>	<b>Led by</b>
	B1	Colleague & Student COVID update (a substantive item for this meeting going forward whilst in the pandemic)	<b>Verbal</b>	<b>Sarah Swales / Jo Jones</b>
	B2	The University Mental Health Charter	WSC-2122-010 <b>OPEN</b>	<b>Jo Jones</b>
	B3	a) Top level themes from most recent Stress Risk Assessment discussions  b) Update on review of SRA process	<b>Verbal</b>	<b>Sarah Moore/ Paul Tyrer</b>
	B4	Absence Report	WSC-2122-011 <b>CONFIDENTIAL</b>	<b>Sarah Swales</b>
	B5	‘Occupational Health Update’ Report	WSC-2122-012 <b>OPEN</b> Paper attached for information and to note	<b>Ann Coulson</b>

	B6	Specific update regarding Active Care and Health Assured EAP <ul style="list-style-type: none"> <li>- Update &amp; promotion to date</li> <li>- Active Care</li> <li>- Future promotion – ideas &amp; discussion</li> </ul>	<b>Verbal</b>	<b>Sarah Moore and Ann Coulson</b>
	<b>Part C: Other Business</b>		<b>Paper</b>	<b>Led by</b>
	C4	Any other business	<b>Verbal</b>	<b>Chair</b>
	<b>C5</b>	<b>Schedule of Business 2021/22</b>	WSC- 2122-013 <b>OPEN</b>	<b>Chair &amp; Secretary</b>

**Date of the next H&S Consultative Committee meeting:** Thursday 10 February 2022 at 13.30.

**Date of the next Wellbeing Sub-Committee meeting:** Thursday 12 May 2022 at 13:30 and will be held as an MS Teams meeting.

	<i>Shaded items indicate that the Board / Committee is being asked to make a decision.</i>
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*\* 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 2021/22

### 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.

As part of our continued commitment to the wellbeing of our community, the University has developed Wellbeing & Mental Health Action Plans for Students and Colleagues focused upon four interrelated dimensions of wellbeing: physical, mental, financial and community. Our approach encompasses all areas of the University, its people, culture, policies, practice and environment, so that all students and colleagues are able to 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 with respect to the Colleague and Student Wellbeing Action Plans.

### Specific Areas of Responsibility

- a) As a sub-committee of the Health & Safety Consultative Committee, oversee the strategic direction, progress and impact of the Wellbeing and Mental Health Colleague Action Plan and the Mental Health and Wellbeing Student Action Plan 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 (mainly delivered by Human Resources, Student Services, the Students' Union, Trade Unions, Sport & Active Lifestyles and CARES).
- c) 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, in order to improve levels of wellbeing.
- d) Consider and determine our key measures of wellbeing with respect to the changing needs of our colleague and student populations.

- e) 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.
- f) 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;
- g) 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 non-University staff members 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 of 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 the management, colleagues and students of 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/Head of CARES; Kate Davis
- e. Head of Sport, Health and Wellbeing; Daniel Stanley
- f. Director / AD Estates; Andy Allison

- g. Head of Health and Safety; Wendy Huntriss
- h. 4 members of SMG comprising 2 Deans and 2 Directors, each from different Schools and Services; Dev Capps, Andrew Cooper, TBC, Chris Watts
- i. 4 Schools (not represented by Deans); Oliver Bray, Gareth Robertshaw, Bryony Walker, Andrew Manley
- j. 2 representatives of the Student Union; Mphango Simwaka and Katie Davies

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

- k. 4 representatives from our recognised Trade Union (2 from UCU, 2 from Unison); Roland Cross, Mobina Begum, Annemarie Piso, Steve Mardy.
- l. Co-opted members: Associate Director of the Centre for Learning and Teaching; Susan Smith. Head of Creative; Dee Grismond.  
The Subcommittee shall have powers to co-opt at any time suitable persons for specialist or specific advice.
- m. Advisers to the Sub-Committee: Advice, support and guidance will be provided to the Sub-Committee by the Wellbeing Manager, Occupational Health Manager, and Student Wellbeing Team.



## The University Mental Health Charter Update

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### **Purpose of Report**

This report provides an overview of the University Mental Health Charter implementation plan.

### **Action Requested**

The report is for information and discussion.

### **Author**

Name: Jo Jones, Associate Director Student Services

Date: 05.01.2022.

### **1. Background Information**

Student Services, Human Resources and the Students' Union have committed to work together to drive a whole-university, strategic approach to promote the mental health and wellbeing of the University community. This will be achieved through supporting colleague and student engagement with the Charter Programme, the development of a whole institution Wellbeing Improvement Plan and a successful application to the University Mental Health Charter Award.

### **2. Project Roles and Responsibilities**

To ensure the success of the project, a University Mental Health Charter Working Group and several key roles have been established with responsibilities as detailed below –

#### **2.1. University Mental Health Charter Champion**

Phil Cardew, Deputy Vice Chancellor, will act as the University Mental Health Charter Champion with responsibility for -

- Advocating for and promoting The Charter vision.
- Supporting the Project Leads to remove barriers to the successful implementation of the Charter project.
- Communicating project results and efforts to the University Executive Team and the Board of Governors.

#### **2.2. University Mental Health Charter Award Lead, Deputy Lead and Student Lead**

The Charter Programme requires all universities to have an Award Lead, Deputy Lead and Student Lead. These roles have been developed to also steer this wider project.

### **2.2.1. Award Lead**

Jo Jones, Associate Director Student Services, will act as the Award Lead with responsibility for –

- Establishing the project infrastructure and ensuring that the project delivers to its objectives.
- Reporting to the Charter Champion and the Wellbeing Sub-committee.
- Co-ordinating the Lead group.
- Establishing and chairing the Charter Working group.
- Acting as theme lead as detailed below.
- Be the key point of contact between the University and the Charter programme team.
- Guide the University through the Charter Award application process.
- Coordinating the Self-Assessment and on-site visit in partnership with the Student Lead.
- Ensuring those involved in the assessment process at the University understand the purpose, nature, and scope of the assessment and their role within it.
- Ensure the University has a good understanding of the outcome of the assessment and that recommendations lead to improvements in practice.

### **2.2.2. Deputy Award Lead**

Sarah Swales, Deputy Director Human Resources, will act as the Deputy Award Lead with responsibility for –

- Deputising for the Award Lead.
- Establishing a Colleague Advisory group.
- Acting as theme lead as detailed below.
- Working with the Award Lead to ensure that colleagues have a good understanding of the outcome of the assessment and that recommendations lead to improvements in practice.



### 2.2.3. Student Lead

Lucy MacDonald, Welfare and Community Officer, Leeds Beckett Students' Union, will act as Student Lead with responsibility for –

- Establishing a Student Advisory Group.
- Acting as themes lead as detailed below.
- Coordinating the Self-Assessment and on-site visit in partnership with the Award Lead.
- Co-ordinating the student submission.
- Working with the Award Lead to coordinate student engagement in the Self-Assessment and the on-site visit.
- Being the key point of contact between the University and the Students' Union.
- Working with the Award Lead to ensure the wider student population have a good understanding of the outcome of the assessment and that recommendations lead to improvements in practice.

### 2.3. Theme Leads

Colleagues with the required expertise will act as Theme Leads, in line with the 18 themes of the Charter –

Theme Lead	Theme Lead for
John Goodwin, Head of Membership Engagement, Leeds Beckett Students' Union  Lucy MacDonald, Welfare and Community Officer, Leeds Beckett Students' Union	Social integration and belonging  Student voice and participation
Kate Grafton, Principal Lecturer, School of Health  Susan Smith, Associate Director Centre for Learning and Teaching (CLT)	Transition into University  Learning, teaching, and assessment  Progression
Victoria Johnson, Associate Director CARES	Residential accommodation  Physical environment
Jo Jones, Associate Director Student Services	Information sharing  Research, innovation, and dissemination

Fiona McClement, Associate Director Equality, Diversity, and Inclusion	Inclusivity and intersectional mental health
Sarah Moore, Wellbeing Manager, Human Resources	Staff wellbeing Staff development
Sarah Swales, Deputy Director of Human Resources	Leadership, strategy, and policy
Hannah Taylor, Senior Wellbeing Practitioner (School Based)	Proactive interventions and a mentally healthy environment Cohesiveness of support across the provider
Sarah Tomlinson, Head of Student Wellbeing	Support services Risk External partnerships and pathways

The Theme Leads will have responsibility for –

- Harnessing the expertise, skills and experiences of colleagues and students either through existing structures or through the establishment of sub-groups.
- Conducting a systematic gap analysis against the Charter Theme’s principles of good practice.
- Contributing to an improvement plan to address identified gaps.
- Contributing to the completion of the Charter Award self-assessment.
- Ensuring lessons learnt through the Charter audit are fed into a process of continuous improvement.

#### **2.4. University Mental Health Charter Working Group**

The University Mental Health Charter Working Group will provide the infrastructure to organise and deliver the objectives of the project. Through engagement with the Charter Programme and Charter Award, the Group will drive ongoing improvements, collaboration, and a structure, through which the efforts of the whole University can come together for the benefit of everyone in its community.

#### **2.5. Colleague Advisory Group and Student Advisory Group**

To provide an infrastructure for co-production, a Student Advisory Group and Colleague Advisory Group will be established. These groups will ensure that the project benefits from the diverse experience, insights and expertise of our colleagues and students. This will, in turn, improve relevance of strategy, policy and practice and therefore increase the success of the project.

### 3. Project Timeline

The University is currently working to apply for the University Mental Health Charter Award in September 2022. However, this date is set by the University and can be postponed if necessary. The project timeline, detailed below, is based on this submission date.

Project Activities	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22
Set up project infrastructure												
Establish Charter champions												
Establish Charter Working Group												
Establish Theme Leads												
Establish sub-groups												
Establish Student Advisory Group												
Establish Colleague Advisory Group												
Produce Charter campaign												
Complete gap analysis												
Produce improvement plan												
Implement improvement plan												
Write self-assessment												
Submit self-assessment												

### 4. University Mental Health Charter Communication Plan

The project Leads are working with External Relations and the SU to develop a communication plan with a focus on increasing the communities understanding of the Charter, the work that's being undertaken to improve health outcomes and ongoing achievements.



**Occupational Health Report**

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**Purpose of Report**

This report provides an overview of the Occupational Health Service provisions.

**Action Requested**

The report is **for information and to note**

**Key Issues**

Overview of Occupational Health referrals and Occupational Health provision.

**Author**

Name: Ann Coulson

Date:13/12/2021

**Approval Route**

Name: Sarah Swales

Date: 17/12/2021

# OCCUPATIONAL HEALTH UPDATE

## Occupational Health Statistics 01/08/2021 -31/10/2021

1. In the last reporting quarter, there were 72 Management referrals, which is around the same number of referrals as in the same quarter last year (75). There were 23 colleagues absent at the time of referral, for those referred who were in work, proactive Occupational Health advise on reasonable adjustments enabled the majority of these colleagues to continue in work. The main reason for colleagues to be referred to Occupational Health this quarter was due to Medical conditions, both existing and some newly diagnosed. Those Medical conditions specifically associated with Covid are recorded under Coronavirus. Muscular Skeletal Disorders (MSD) and Mental Health remain as significant reasons for referrals. The number of colleagues who require support with remote workstation issues remains ongoing; with some colleagues reaching out for additional support and equipment.
2. There have been 9 Coronavirus specific referrals, including colleagues returning post-acute Covid infection, adverse vaccination reactions and those experiencing the impact of Long Covid.

Reason for referral	Number of referrals	Previous year comparison
Medical	21	11
MSD including, remote working DSE issues	19	14
Mental Health	18	13
Coronavirus	9	7
Surgical	5	3
Specific Learning Difference	1	1

3. Since 01/07/21, Occupational Health have further categorised Mental Health referrals, as per the table below. To maintain confidentiality where there has only been a single referral in a category, these have been grouped together under Other. Anxiety is currently the main reason for Mental Health referrals, with the cause of the Anxiety been attributed to varying reasons, including personal, work and Covid related.

Reason for referral	Number of referrals
Anxiety	16
Work Stress	10
Personal	4
Other	3

4. Issues around role and demands were noted to be the highest causes of perceived work-related stressors. Health Assured are moving to using the HSE Management Standards to further categorise calls relating to work related stress. Alongside Individual Stress Risk Assessments, Occupational Health continue to promote the use

of Wellbeing Action plans (WAP's) to colleagues and were actively involved with reviewing the University's own newly launched WAP.

5. The table below shows the 5 highest Service/School areas for Management referrals

<b>Service /School</b>	<b>Number of referrals</b>
CCTE	9
CARES	8
LLI	8
HCS	7
LBS	7

6. The percentage of Support colleagues (48) referred is double that of the number of Academic colleagues (24). Referrals remain complex with some colleagues been referred through one referral with several issues including both physical and Mental Health, which may be interlinked or separate concerns.

### **Occupational Health support during Coronavirus**

7. In line with Government guidance on working from home, Occupational Health will continue to provide their services remotely. From January 2022, Occupational Health were looking at undertaking some in person meetings on Campus, which would be targeted at those colleagues who are working on Campus or where it is identified that an in-person meeting would be more beneficial for both parties, these are now on hold. For the time being, Dr Suleman's clinics will also remain remote. Should on Campus appointment be possible in the future, Occupational Health will have access to their own offices at Headingley Campus, appointments at their City Campus office and Home Visits would not be feasible.
8. Joanne Benson, Occupational Health Advisor will be leaving the University in January 2022. The intention is that until a permanent replacement for the role can be recruited, an appropriate Occupational Health Advisor will be appointment through an agency, 2 days per week. The main remit of their role will be Case Management. Dr Suleman's Occupational Health Physician contract has been renewed until December 2022.

### **Long Covid Rehabilitation Programme**

9. The Long Covid Programme has been specifically targeted at colleagues who are known to have Long Covid. The programme information has been discussed with the Business Partners and HR colleagues and a communication was shared with Managers and the wider University. Currently there are 8 colleagues engaging at different stages of the 12-week programme, supporting both those yet to return to work and those in work. To date, overall general feedback on the programme has been positive.

## **Occupational Health Software**

10. Having reviewed several Occupational Health software systems on the Market, Occupational Health have chosen to stay with their current provider (Cohort). To ensure minimal disruption to the Occupational Health Service, an upgrade of the system would likely be undertaken between Quarters 2 and 3 of 2022.

### **Author**

Ann Coulson

RGN, SCPHN (OH)

Occupational Health Manager

13<sup>th</sup> December 2021

**Schedule of Business 2021/22**

Date of Meeting <b>20 January 2022</b>		Date of Meeting <b>12 May 2022</b>
Terms of reference and membership		Terms of reference and membership
Minutes of the last meeting – held on 16 September 2021		Minutes of the last meeting – held on 20 January 2022
Matters Arising		Matters Arising
Colleague & Student COVID update		Colleague & Student COVID Update
The University Mental Health Charter		The University Mental Health Charter
Top level themes from most recent Stress Risk Assessment discussions plus update on review of SRA process.		‘Occupational Health Update’ Report
Absence Report		Absence Report
‘Occupational Health Update’ Report		Update on Colleague Survey
Specific update regarding Active Care and Health Assured EAP		Stress Risk Assessment review
Schedule of Business		Schedule of Business
<b>STANDING ITEMS</b>	Apologies Membership & terms of reference Minutes of the last meeting Matters Arising Colleague & Student COVID Update The University Mental Health Charter ‘Occupational Health Update’ Report Schedule of Business	