Wellbeing Committee

The first meeting of the Wellbeing Committee was held on Thursday, 8th October at 11.00 am at the Department of Computer Science and Technology (GC07)

Minutes

Agenda:

- Committee Membership
- Reporting Structure
- Remit of the Committee

Membership

Wellbeing Advocates -   Andy Rice (ACR)
                            Jo de Bono (JD)
Departmental Secretary -   Caroline Stewart (CB)

Andy Rice agreed to Chair the Committee.
The Faculty Administrator will be asked to act as notetaker.

It was agreed that the Committee would meet twice per term (to reduce to termly in the future).

Composition of the Committee

The number of Committee members was discussed and whether more people should be on the Committee. It was suggested that it might be helpful to invite an early career UTO. However, in the short term, it was agreed that we would get the Committee and its aims established before including further members.

Reporting structure

It was agreed that the minutes of the meetings would be sent to the Faculty Board and the HR-Manager. Important issues would be raised with the HoD.

It was agreed that there should be a standing item on the agenda of the Graduate Student Forum (GSF) and Research Staff Forum (RSF) to discuss the issue of wellbeing and to report back to the Wellbeing Committee. CS Agreed to produce a draft brief.

Remit

After discussion of which groups of people the Committee would focus on to promote wellbeing, it was agreed that UTOs, research staff, professional services staff and research students should be considered.

The Committee should agree a definition of what 'wellbeing' in the department means and agree expectations and goals of the Committee and recommend actions to relevant members of the department.

Items to be discussed

It was agreed that the following items are possible areas for discussion at future Committee meetings.

- Respect in the workplace (E&D)

- Stress due to workload

- Childcare/family pressures

- Transport facilities

- Physical buildings and the environment

- Training of staff (e.g. health and safety officer, first aiders, management training)

- Mental health awareness

- Mentoring / appraisals

- Wellbeing initiatives and funding i.e. wellbeing lunch

- Wellbeing clinics

- University Counselling

It was also agreed that the Committee should begin by asking Stewart Carswell to create a Wellbeing webpage so that members of the department had a central point of reference. As a principle, the Committee agreed the webpage should provide guidance, communicate wellbeing initiatives and act as a signposting service to members of the department to promote wellbeing.

CS agreed to ask if there was any information available on the outcomes of the Student Wellbeing audit.

Actions
Date of next meeting	Action: JD to arrange meeting – end November
Wellbeing Audit	Action: CS to circulate
Set up 'wellbeing' page on the intranet	Action: CS to direct Stewart Carswell/Celia Burns
Agree briefing for GSF/RSF	Action: CS to circulate draft