



**Wellbeing Committee Meeting
Wednesday, 1 April 2020, 2 p.m.
Remote Meeting (via Microsoft Teams)**

Minutes

Present:

Dr Andy Rice (Chair)
Celia Burns (Secretary)
Jo de Bono
Caroline Stewart

1. Apologies for Absence

None.

2. Minutes of the Last Meeting

The minutes of the meeting held on 9 January 2020 were approved for publication on the Committee website.

3. Situation Update

AR invited committee members to each give an update on how they were managing working remotely and with the Coronavirus situation generally. Committee members were happy to provide an update.

4. Update on Action Items

i) *Student Wellbeing Audit:*

- CS had acquired the Executive Summary of the Student Wellbeing internal audit report and had emailed it to committee members shortly before this meeting. The report will be discussed at the next Wellbeing Committee meeting.

ii) *Webpages:*

- CB reported that she had moved the A-Z list of wellbeing resources to the general Wellbeing webpage, and created links between the Wellbeing and Wellbeing Committee webpages.
- CB reported that she had not taken any action on a list of 'Who to contact when ...' in place of the A-Z list of resources as the Committee had agreed this was more a future ambition than a firm action. AR noted that his preference for the Wellbeing Resources webpage would be for a list of contacts relevant to the Department in addition to the A-Z list. He suggested that CB could start a list of contacts that Committee members could add to (via the Wellbeing Committee Teams Chat). The relevant contacts would be contacted to agree their

involvement, and the contact list would subsequently be added to the webpage and updated as required.

Action: CB, Committee members

iii) *Graduate Union Initiative on Departmental and Faculty Welfare:*

- CS reported that Lise Gough was content for her graduate student support role to be formally recognised. CB will update the website accordingly and CS will respond to the author of the paper, advising them that we already have a member of staff undertaking the welfare role and that we have signposted this on the website. It was noted that this action would be subsumed by the list of contacts discussed above in item 4 ii.

Action: CS and CB

iv) *Discussion Items 'Bucket List':*

- JD had set up and circulated a shared Google document to record existing discussion items and any new items that come up in meetings. CB agreed to save a link to the Google document in the Wellbeing Committee folder in the deptadmin drive.

Action: CB

v) *Preparation for Discussion on Wellbeing Clinics:*

- CS and JD to look into provision of support by other departments, particularly on the West Cambridge site
- CS to raise this item at the next North West Cambridge Forum meeting
- JD to look into the possibility of having a counsellor who could be shared amongst the departments located on the West and North West Cambridge sites
- ACR to look into the counselling service offered at Queens' College

Committee members had not had an opportunity to address the above actions. The items will be discussed at the next meeting.

- ACR, CS and JD to ask colleagues their opinions on a wellbeing clinic

AR reported that very informal feedback from a small number of academic colleagues had been quite negative, with respondents unclear about the purpose of going to a wellbeing clinic—considering it more useful to find the right person to talk to for a particular situation than to drop-in to a clinic.

JD's feedback from talking to assistant and academic-related colleagues had identified an interest in a wellbeing clinic but for it to be an additional resource to (not a replacement for) a counsellor. It was suggested that a structured wellbeing clinic, with bookable appointment slots, would be more effective than an open drop-in event.

It was agreed that this item would be addressed at the next meeting.

vi) *Staff Review and Development (SRD) Process:*

- CS and JD to take the online trainings for both SRD Reviewers and Reviewees with a view to recommending the trainings to staff.
The Committee agreed to carry this item over to the next meeting.

Action: CS and JD

- JD reported that she had booked onto a Wellbeing advisory lunch as an opportunity to talk to other departments about their processes (though it was noted this would be cancelled or moved to an online event due to the Coronavirus situation).

vii) ICE Wellbeing at Work course:

- JD reported that she had registered for the course on 20 April 2020. Depending on whether the course is changed to an online event or cancelled due to the Coronavirus situation, JD will attend or re-book.

Action: JD

5. Graduate Student Forum (GSF) Wellbeing Report

CB reported that the GSF would provide a wellbeing report following its next meeting (to be held at the end of the Easter term).

6. Research Staff Forum (RSF) Wellbeing Report

Committee members received a report on wellbeing from the 28 February 2020 RSF meeting. Noting the Forum's comment on the mindfulness course, the Committee agreed there had not been enough uptake to warrant offering the course again; or, if we did offer it again, we would have to ask participants to pay. The Committee noted the Forum's suggestion to hold wellbeing events around the same time as the Friday Happy Hours. The Committee felt that wellbeing events should follow the University's core hours guidance and take place during core working hours.

7. Keeping in Touch while Working Remotely

The Committee discussed this issue and agreed that it was important that people are encouraged to connect with others during 'shutdown', both on a professional and a personal/social level, and that this message is communicated to the department by the HoD Team.

The Committee discussed various ideas for keeping open the lines of communication with the various categories of students and staff, and agreed to produce a document for the HoD Team, outlining the various recommendations.

Action: Committee members

8. Discussion Item: Wellbeing Clinic

Committee members agreed to discuss this item at the next meeting.

9. Next Discussion Item

As noted in item 7, the item for discussion at the next meeting will be a Wellbeing Clinic.

10. Any Other Business

CS reminded the Committee that the Head of Department had circulated an email to senior staff (with a request to senior professional services staff to circulate it within teams as appropriate), advising people to contact the Head of Department Team if they are having any difficulties.

11. Date of Next Meeting

Committee members agreed to hold the next meeting at 2 p.m. on Monday, 27 April 2020. In the meantime, the committee would communicate about the various actions via the Microsoft Teams Wellbeing Committee chat group.