



Wellbeing Committee Meeting

Tuesday, 23 June 2020, 3 p.m.
Meeting held remotely (via Teams Channel)

Minutes

Present:

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

Quo Pham, HR Manager, joined the meeting for item 8(i), 'Staff Review and Development,' which was discussed at the beginning of the meeting. Mr Pham accepted the Chair's invitation to stay for the rest of the meeting.

1. Apologies for Absence
None.

2. Minutes of the Last Meeting

The minutes of the meeting held on 26 May 2020 were approved for publication on the Committee website, subject to small amendments to item 9iii.

3. Situation Update

Committee members each gave an update on how they were doing in relation to the coronavirus situation.

4. Update on Action Items

i) Staff Review and Development (SRD) Process

Quo Pham, HR Manager, was invited to this meeting for a discussion about the SDR process (see item 8(i)).

ii) Wellbeing Advisory Lunch

JD has uploaded the presentation from the lunch to the Wellbeing Committee Teams channel.

iii) ICE Wellbeing at Work course

JD will try to do this course the next time it is offered.

- iv) *Research Staff Forum (RSF)—departmental announcements on wellbeing*
CB has asked the Chair of the RSF to make any departmental announcements about wellbeing at each RSF meeting (as is already the case in the Graduate Student Forum).
- v) *Virtual Tea/Coffee Breaks*
CS reported that when she had joined a virtual break last week, there were only a few staff members participating. Committee members agreed to continue with the Zoom meetings so that the opportunity is there for more staff members should they want to participate in the future. It was acknowledged that people were probably meeting separately within their own teams/groups.
- vi) *Wellbeing Clinic/Virtual ‘Corridor’*
Committee members agreed to continue offering and advertising the slots even though there had been no uptake so far. It was suggested that advertisements could be added to other announcements (for example, notifications for the Wednesday meetings). JD agreed to mention this to the Head of Department.

Action: JD

Committee members noted that it would be good if the Wednesday meetings could continue over the summer break, chaired by a DHD when necessary. This would provide continuity, and meetings would be particularly useful since there will be business to discuss over the summer (e.g., lecture recording, and other issues related to the current situation).

Committee members also highlighted the Vice-Chancellor’s encouragement to Departments and Institutions to adopt a policy of avoiding formal meetings, as much as is possible or practical, on Mondays and Fridays. The Vice-Chancellor had also encouraged colleagues to, over the month of August, proceed with formal meetings only when they are of an urgent or emergency nature. CS agreed to bring these issues to a HoD team meeting, to suggest we follow the policy of avoiding formal meetings on Mondays and Fridays and to designate a week in August where there would be no formal meetings.

Action: CS

- vii) *Counsellor initiative*
JD was to report on the list of wellbeing contacts in the West Cambridge departments and their amenability to having a meeting to discuss primarily the shared counsellor initiative but also for anything else that might come up.

This item will be addressed at the next meeting.

5. Graduate Student Forum (GSF) Wellbeing Report

There was nothing to report.

6. Research Staff Forum (RSF) Wellbeing Report

The Committee received a minute from the RSF meeting held on 22 May 2020.

7. Student Wellbeing Internal Audit—Executive Summary

Committee members agreed to discuss the Executive Summary at a subsequent meeting.

8. Discussion Items

i) Staff Review and Development (SRD)

Quo Pham, HR Manager, joined the meeting to discuss this item. He noted that central HR had recently carried out an SRD review across all staff types. The review had received a lot of feedback, with most people finding the SRD process to be helpful. Mr Pham agreed to share the feedback with the Committee if it was available for sharing.

Action: Quo Pham

The Committee discussed the pros and cons of the review processes, noting that, whereas the department has review processes for academics and post-docs, the processes for academic-related staff and research staff had lapsed due to the lack of staff resources. The Committee noted that, given current circumstances and remote working, as well as the differences in levels of supervision of these staff, these reviews could be a lot more important now.

The Committee also noted the importance of regular reviews, as well as training for both reviewers and reviewees. The benefit of joining up consecutive reviews was also noted (for example, referencing the paperwork from the previous review, and having a follow-up of the paperwork three or four months after the review meeting). In addition, the Committee noted the workload aspect of the review processes and was mindful that the processes should not create a burden for reviewers.

The Committee agreed to recommend that the SRD processes for academic-related staff and professional services staff be reviewed and re-implemented. Mr Pham was supportive of this and agreed to address the issue with central HR and come back to the Committee with further information in three months' time.

Action: Quo Pham

ii) Counsellor for the West Cambridge site

This item will be addressed at the next meeting.

9. Next Discussion Item(s)

This item will be addressed at the next meeting.

10. Any Other Business

There was no other business.

11. Date of Next Meeting

The Committee agreed to hold the next meeting via Teams from 3-4 p.m. on Tuesday, 28 July 2020.