



Wellbeing Committee Meeting

3 pm, Thursday, 25 February 2021
(via videoconference)

Minutes

Present:

Dr Andy Rice (Chair, ACR)
Jo de Bono (JD)
Caroline Stewart (CS)
Celia Burns (Note taker, CB)

1. Apologies for Absence

None.

2. Minutes of the Last Meeting

The minutes of the meeting held on 11 January 2021 were approved for publication on the Committee website.

3. Situation Update

Committee members each gave a brief update on how they were coping in relation to the coronavirus situation.

4. Update on Action Items

- i) *Pulse survey about Department members' current wellbeing*
The pulse survey was discussed under item 6, 'Discussion Item(s)' below.
- ii) *Linkages with Wellbeing Initiatives in other Departments*
The Committee is continuing to share key points from our meetings with the Department of Physics. Following our meeting with Marie Edmonds (see item 6, below), ACR has proposed that we include the Department of Earth Sciences.

Action: JD

5. Expected Reports

- i) *Research Staff Forum (RSF) wellbeing report*
Nothing to report. A recent RSF meeting was held on 22 February but the minutes were not available.
- ii) *Postgraduate Students' Forum (PSF) wellbeing report*
Nothing to report. The next meeting of the PSF will be held in March.

6. Discussion Item(s)

(i) **Pulse Survey**

Committee members had circulated the survey response charts for discussion by the various groups (Wednesday meetings, Research Staff Forum, Postgraduate Student Forum and Professional Support Staff). Committee members had also had a useful meeting with colleagues, Marie Edmonds, Department of Earth Sciences and Queens' College, and Tim Harling, Queens' College, to discuss the results of the first survey.

Committee members discussed the next survey and how to proceed in terms of gauging interest in areas that might be addressed following the results of the first survey.

The following issues were discussed:

- **Initial survey responses:** some constituent groups had not yet met to discuss the initial survey results.
- **Survey questions:** it was agreed that, except for a change of wording to the stress and anxiety question (to 'I am not overwhelmed by stress and anxiety due to work,' the same questions would be used for the second survey.

Action: JD

- **Proposed actions in response to the survey results:** Committee members proposed three discussion points it would be interesting to take further.
 - Recognition
 - Resilience
 - Complaints

Workload model was also identified as an important topic but, since this already has lots of support and is already being addressed, it was agreed that it would not be included in the list of proposed action items above.

Bystander training was also considered to be an important resource and CS agreed to look into what training can be provided.

Action: CS

It was agreed that ACR would create a Google document showing the three proposed discussion points, for the Committee to input their thoughts on questions that could be posed to each group. The final document would be sent to the HoD Team for approval and then to the constituent groups, for discussion and feedback.

Action: AR

- **Timing of the next survey:** it was agreed that the second survey would be circulated early in the week commencing 1 March 2021 (mid-term) and would be closed a week later.

Action: JD

- **Engagement with the survey:**

To increase engagement with the survey, it was agreed that Wednesday group members would be asked to encourage their students and research staff to complete the next survey. As was the case for the first survey, two invitation emails would be sent: the first from JD, and the second from ACR, the latter to include a request for the recipient to follow up with their students and teams.

Action: ACR and JD

- **Communicating the scope of the survey:** it was agreed that the scope of the survey should be made clear—that it relates to the entire work role and not just the Departmental role.

(ii) Other discussion items

Other discussion items (saying thank you, Mental health first aiders, and mindfulness taster sessions), which were included on previous agendas but not yet discussed due to lack of time, have been moved to a separate ongoing list of potential future discussion items.

7. Next Discussion Item(s)

Committee members agreed that the discussion at the next meeting would focus on the feedback generated by discussion by the constituent groups of the pulse survey results and proposed action areas.

8. Any Other Business

There was no other business.

9. Date of Next Meeting

It was agreed that the next meeting would take place at 3 p.m. on Thursday, 25 March 2021.