



Wellbeing Committee Meeting

2 pm, Thursday, 29 April 2021
(via videoconference)

Minutes

Present:

Prof Andy Rice (Chair, ACR)
Jo de Bono (JD)
Caroline Stewart (CS)
Celia Burns (Notetaker, CB)

1. Apologies for Absence

None.

2. Minutes of the Last Meeting

The minutes of the meeting held on 25 February 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) *Linkages with Wellbeing Initiatives in other Departments*

JD confirmed she will continue to share the Committee's key points from our meetings with the Department of Physics and the Department of Earth Sciences. The key points from this meeting were:

- meetings with pulse survey constituency groups to discuss proposed actions
- Trialling a suggestion box for wellbeing
- Mechanisms for peer recognition.

ii) *Second pulse survey*

ACR reported that JD had sent out the second survey in the first week of March, and ACR had sent a follow up reminder email. Response rates had been reasonable. The results appeared slightly worse than the December 2020 survey, but it was noted that the last survey had been conducted at a peak of the pandemic and some key groups had not filled out the first survey. Committee members noted that there was nothing new in the results to affect how we are already responding, and agreed to run

another survey, after which ACR would produce some graphs to show the results over time.

ACR agreed to share the results from the two surveys with the Department.

Action: ACR

iii) Proposed actions in response to the survey results

- *Proposed discussion points:* ACR had created a discussion points document (on recognition, resilience, and complaints) as proposed and, following feedback from Committee members, the document had been sent to the HoD Team for approval and then to Professional Services Staff (PSS), the Research Staff Forum (RSF) and the Postgraduate Students' Forum (PSF) for discussion and feedback. The Wellbeing Committee had held a discussion meeting with PSS, with the main takeaway being peer recognition, which the Committee would like to explore (see item 6 (i) below).

The Committee noted that the RSF and PSF had not yet discussed the discussion points and considered whether the groups would benefit from a discussion meeting like the one with PSS. Due to the low survey turnout from the RSF and the PSF, a discussion group with academic staff was considered more of a priority, and it was agreed that it would be useful to convene a meeting with academic staff who have been in the Department for five years or less, with the hope that this grouping by tenure would bring a diversity of views. CS agreed to provide JD with a list of appropriate academic staff so that she could set up the meeting to take place before this Committee next meets.

Action: CS and JD

- *Bystander training:* CS reported that Bystander training is currently available from the University. The discussion of this item led to discussion of the lack of a list of mandated training and it was agreed that CS and CB would create a shared Google document of mandated and recommended training to discuss at the next meeting with a view to sending it to the Head of Department for her input.

Action: CS and CB

5. Expected Reports

i) Research Staff Forum (RSF) wellbeing report

An excerpt from the minutes of the RSF meeting held on 22 February was received.

ii) Postgraduate Students' Forum (PSF) wellbeing report

A report from the PSF (general comments and suggestions) was received.

The Wellbeing Committee noted the reports from the RSF and the PSF. The PSF had suggested some actions around activities, which the Wellbeing Committee would encourage them to initiate. CB agreed to send this feedback to the Secretary of the PSF.

Action: CB

6. Discussion Item(s)

i) Feedback from the Pulse Survey and Proposed Wellbeing Initiatives

Committee members discussed the feedback from the survey and the proposed wellbeing initiatives, and the next steps. As noted in item 4 (iii) above, the Committee agreed to convene a meeting of early-in-the-department academics and to explore the peer recognition issue, for example thinking about mechanisms for peers to recognise one another.

ii) Suggestion Box for Wellbeing

JD had proposed a suggestion box for wellbeing. Committee members discussed the proposal and agreed to implement a suggestion box on the Wellbeing Committee webpage, with links to the Pulse Survey Results documents. The possibility of a departmental suggestion box (with suggestions being routed to relevant department committees) was discussed, but it was decided to start with a suggestion box specific to wellbeing and see how it goes.

JD agreed to liaise with Stewart Carswell to set up the suggestion box (with an image or logo, and to forward suggestions to wellbeing-committee@cam.ac.uk) and CB agreed to upload the Pulse Survey Results to the webpage. ARC would then send a departmental email to announce the initiative.

Action: JD, CB, ACR

iii) The University's Draft Mutual Respect Policy

The Head of Department had asked the Committee to review the draft mutual respect policy and provide any general feedback. Due to lack of time at this meeting, Committee members agreed to consider the draft policy outside of the meeting and provide any comments to CB to consolidate and send on to the Head of Department.

Action: Committee members

7. Next Discussion Item(s)

This item was not discussed.

8. Any Other Business

There was no other business.

9. Date of Next Meeting

The next meeting will take place from 10.00 – 11.00 on Wednesday, 9 June 2021.