



Wellbeing Committee Meeting

1.45 p.m., Friday, 25 June 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 29 April 2021 were approved for publication on the Committee website.

3. Situation Update

Committee members each gave a brief update.

4. Update on Action Items

i) Pulse survey results

ACR had emailed Department members on 12 May 2021 to share the results from the two surveys. Next steps were considered under item 6 below.

ii) Proposed actions in response to the survey results

- *Proposed wellbeing initiatives:* JD confirmed that she had set up a meeting for 28 June for ACR and early-in-the-department academics to discuss the proposed wellbeing initiatives (recognition, resilience, and complaints) and, particularly, to explore the peer recognition issue. CB agreed to attend the meeting to take notes.

Action: ACR and CB

- *Mandated training:* CB had created and circulated a shared Google document of potential mandatory and recommended training. Committee members discussed the document and agreed to send an updated version to the HoD Team for their

consideration. Subject to agreement from the HoD Team, the list would be put on the website and announced to the Department, inviting suggestions for other recommended trainings. Later, the Committee might send the list to the centre for information and follow up on training uptake.

Action: CB, JD

iii) Postgraduate Students' Forum (PSF)

In their feedback relating to the wellbeing initiatives discussion document, the PSF had suggested some activities. CB confirmed that she had fed back to the Secretary of the PSF the Wellbeing Committee's encouragement for the PSF to initiate those activities.

iv) Suggestion box for wellbeing

JD reported that Stewart Carswell had set up a suggestion box for wellbeing and added a link to it from the Wellbeing Committee webpage. The Committee agreed that JD would announce the suggestion box in the next Pulse Survey email and include a reminder about the suggestion box in any future Wellbeing Committee emails. CB would ask the RSF and PSF Chairs to announce the suggestion box at their next meetings.

Action: JD and CB

v) The University's Draft Mutual Respect Policy

Comments from Committee members on the draft policy had been consolidated and sent on to the Head of Department who had forwarded them on to Miriam Lynn.

5. Expected Reports

i) Research Staff Forum (RSF) wellbeing report

Committee members noted the excerpt from the minutes of the RSF meeting held on 17 May 2021.

ii) Postgraduate Students' Forum (PSF) wellbeing report

Committee members discussed the feedback from the PSF relating to the wellbeing initiatives discussion document. In connection with the comment in favour of a clear and well publicised complaints procedure, ACR suggested inviting Paula Buttery, who has recently done the Mediator training, to come and talk to the Committee about what she had learned about wellbeing and particularly the complaints procedure. CB agreed to invite Paula to the next meeting.

Action: CB

6. Discussion Item(s) for This Meeting

i) Next pulse survey

JD agreed to send the next survey on Monday, 28 June, giving two weeks for responses. ACR would send a follow-up email a week after JD's email.

Action: JD and ACR

ii) 'Saying Thank You: Getting Better at Appreciating Our Colleagues'

A Festival of Wellbeing session on 'Saying Thank You' would be taking place on 5 July. As recognition was one of the Committee's proposed wellbeing initiatives, it was agreed that CB would attend the session and report back to the Committee, especially regarding what other departments are doing in this area. There had been a mixed response about recognition at the wellbeing initiatives discussion with Professional Support Staff, but ACR hoped to get more feedback about this from the discussion with UTOs on 28 June (item 4 ii above).

Action: CB

iii) Workload

ACR shared a suggestion he had received regarding a 'To Do List' system for UTOs, a mechanism for tracking when job requests are declined as well as accepted, to formalise the route for asking people to take on jobs. The Committee discussed whether this would be beneficial.

ACR noted that he has delegated some workload-related things to Matthew Patterson, Project Coordinator for the Isaac Online Learning Platform, and hoped Matthew would be able to continue this work over the summer.

iv) Committee self-evaluations

The Committee discussed whether it might be useful to invite the Postgraduate Student Forum, the Research Staff Forum and the Student Staff Consultative Forum to each do a self-evaluation (to review the terms of reference, composition, and effectiveness, for example). It was agreed that CS would take this idea to the Head of Department Team for consideration.

Action: CS

7. Next Discussion Item(s)

It was agreed that the following items would be discussed at the next meeting:

- Mediation (subject to Prof Buttery's agreeing to join the meeting)
- Review of the results of the three pulse surveys
- Report from the 'Saying Thank You' session.

8. Any Other Business

There was no other business.

9. Date of Next Meeting

The Committee agreed to meet again before the end of July. CB agreed to send a Doodle poll and include Paula Buttery if she was willing to come and talk about her Mediator training (see item 5 (ii)).