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## Wellbeing Committee Meeting

10.30 on Wednesday, 28 July 2021  
(via videoconference)

### Minutes

#### Present:

Prof Andy Rice (Chair, ACR)  
Prof Paula Buttery (item 5i)  
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 June 2021 were approved for publication on the Committee website.

#### 3. Update on Action Items

*i) Proposed actions in response to the survey results*

- *Proposed wellbeing initiatives:* the meeting with ACR and newish academics to discuss the wellbeing initiatives took place on 28 June 2021. Notes of the meeting were circulated to attendees and Committee members (see item 5iii below).
- *Mandated training:* CS reported that the HoD Team were happy for the Wellbeing Committee to circulate the list of required and recommended training. However, the Wellbeing Committee considered this to be outside of its remit, and it was agreed that CS would ask Stewart Carswell to add a link to the HR webpage where the trainings could be listed (noting which trainings are required by the University and which are simply of interest). CS agreed to circulate an email, in her role as Department Secretary, advising staff of the list. The list could also be included in the induction pack.

**Action: CS**

ii) *Suggestion box for wellbeing*

JD included an announcement of the suggestion box in her June pulse survey email and CB has asked the Postgraduate Students and Research Staff Forums to advise their members of the box at their next meetings.

iii) *Invitation to Paula Buttery to join a meeting to talk about the Mediator training*

Prof Paula Buttery, who had recently done the Mediator training, agreed to come and talk to the Committee about mediation (see item 5i below).

iv) *Next pulse survey*

JD sent the third survey on Monday, 28 June and ACR sent a follow-up email a week later. ACR will produce some time-based graphs to include in the discussion at the next meeting.

**Action: ACR**

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

CB attended the Festival of Wellbeing session on 'Saying Thank You'. Notes were shared with Committee members. ACR's meeting with UTOs on 28 June had produced some feedback about this issue too (see items 5iii and 5iv).

vi) *Committee self-evaluations*

CS is going to ask the HoD Team to consider inviting the PSF, RSF and SSCOF committees to each do a self-evaluation (to review terms of reference, composition, and effectiveness, for example). ACR would be happy to join the HoD Team discussion.

**Action: CS and JD**

#### **4. Expected Reports**

i) *Research Staff Forum (RSF) wellbeing report*

There was nothing to report. The next meeting is not until the Michaelmas term.

ii) *Postgraduate Students Forum (PSF) wellbeing report.*

Due to lack of time, this item was not discussed and will be carried over to the next meeting.

#### **5. Discussion Item(s) for This Meeting**

i) *Mediation*

Prof Buttery joined the meeting to talk about the mediation training she had recently done. She summarised the mediation process, the role of the mediator, and the trajectory of conflict escalation; and noted that sharing some of the conflict resolution theory with people might help small conflicts to be addressed early, preventing them from evolving into something more serious, and thereby avoiding the need for mediation.

Committee members found the information very interesting and discussed possible actions, including how to communicate the information to the different staff categories. The following actions were agreed:

- Prof Buttery will be invited to do a Wednesday seminar in October on conflict escalation (subject to her availability as she will be on sabbatical leave).

**Action: CB**

- CS will talk to Lise Gough about how to convey the information to PhD students (for example, including something in the PhD programme induction pack/process or arranging a talk for PhD students).

**Action: CS**

- CS and JD will look at the Mediation workbook (provided by Prof Buttery) with a view to perhaps doing some training themselves, and to report back to the Committee.

**Action: CS and JD**

- The possibility of including information in the staff induction process highlighted the need to review the induction process, and it was agreed that this issue would be added to the Committee's list of future discussion items.

**Action: CB**

CS noted that many of the professional services staff are not part of the Wednesday group, so we need to consider how they will receive the information too.

*ii) Review of the results of the three pulse surveys*

Due to lack of time, this item was not discussed and will be carried over to the next meeting.

*iii) Meeting with new-to-the-department UTOS re Wellbeing Committee initiatives*

Due to lack of time, this item was not discussed and will be carried over to the next meeting.

*iv) Report from the 'Saying Thank You' session*

Due to lack of time, this item was not discussed and will be carried over to the next meeting.

**6. Next Discussion Item(s)**

See items 5ii, 5iii and 5iv above, which will be carried over to the next meeting.

**7. Any Other Business**

There was no other business.

**8. Date of Next Meeting**

The next meeting will take place at 10 a.m. on Friday, 24 September 2021.