



Wellbeing Committee Meeting
Wednesday, 1 April 2020, 2 p.m.
Meeting remotely (via Teams)

Agenda

Members

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

1. Apologies for Absence

2. Minutes of the Last Meeting

To approve: the minutes of the meeting held on 9 January 2020 (2020-04-02).

3. Update on Action Items

i) *Student Wellbeing Audit:*

- CS to follow up with the School of Technology to obtain a report on the outcomes of the audit.

ii) *Webpages:*

- CB to move the A-Z list of wellbeing resources to the general Wellbeing webpage, and create links between the Wellbeing and Wellbeing Committee webpages.
- Provide a list of 'Who to contact when ...' in place of the A-Z list of resources. (The Committee agreed this was more a future ambition than a firm action).

iii) *Graduate Union Initiative on Departmental and Faculty Welfare:*

- CS to ask Lise Gough if she would be content for her graduate student support role to be formally recognised.
- If Lise is content with the formal recognition, CB to update the website accordingly and CS to respond to the author of the paper, advising them that we already have a member of staff undertaking the welfare role and that we have signposted this on the website.

iv) *Discussion Items 'Bucket List':*

- JD to set up a shared Google document to record existing discussion items and any new items that come up in meetings.

- v) *Preparation for Discussion on Wellbeing Clinics:*
- CS and JD to look into provision of support by other departments, particularly on the West Cambridge site
 - CS to raise this item at the next North West Cambridge Forum in February
 - JD to look into the possibility of having a counsellor who could be shared amongst the departments located on the West and North West Cambridge sites
 - ACR to look into the counselling service offered at Queens' College
 - ACR, CS and JD to ask colleagues their opinions on a wellbeing clinic
- vi) *Staff Review and Development (SRD) Process:*
- CS and JD to take the online trainings for both SRD Reviewers and Reviewees with a view to recommending the trainings to staff.
- vii) *ICE Wellbeing at Work course:*
- JD to register for the course on 20 April 2020.

4. Graduate Student Forum (GSF) Wellbeing Report

At its recent meeting, the GSF asked Forum members to bring any issues or concerns to the next meeting of the GSF (to be held at the end of the Easter term).

5. Research Staff Forum (RSF) Wellbeing Report

To receive a report on wellbeing from the 28 February 2020 RSF meeting (2020-04-05).

6. Keeping in Touch while Working Remotely

To discuss ideas the Department can implement for remote chats, etc.

7. Discussion Item: Wellbeing Clinic

To discuss.

8. Next Discussion Item

To decide on the item for discussion at the next meeting.

9. Any Other Business

10. Date of Next Meeting



Wellbeing Committee Meeting
Thursday, 9 January 2020, Room GC07, William Gates Building

Minutes

Present:

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

1. Apologies for Absence

None.

2. Minutes of the Last Meeting

The minutes of the last meeting held on 8 October 2019 were approved as a correct record. The Committee agreed that minutes would be made available on the webpage and provided to Faculty Board only once they had been approved by all Committee members.

3. Update on Action Items

- i) *CS to circulate any information available on the outcomes of the Student Wellbeing audit.*

CS had not been able to obtain the report from Deloitte, who had carried out the audit. However, the concerns reported verbally at the School of Technology Administrators' meeting had included concerns about support for graduate students, who are not so closely connected to their Colleges as undergraduates are. The Graduate Education Manager, Lise Gough, provides a lot of support for our graduate students, and the support available has now been made clearer in our documentation.

Difficulties for Masters students, who are here only for a short time, were also reported as concerns. The difficulties are made worse by the difference in support systems provided by the variety of Colleges.

CS will follow up with the School of Technology to obtain a report on the outcomes of the audit.

Action: CS

- ii) *CS to direct Stewart Carswell/Celia Burns to create a Wellbeing webpage to provide guidance, communicate wellbeing initiatives and act as a signposting service to members of the department to promote wellbeing.*

A webpage had been created with an A-Z list of resources as a starting point (<https://www.cl.cam.ac.uk/local/committees/wellbeing/>), but it was thought that it would be

more helpful to have a separate Wellbeing page (with a link from the Wellbeing Committee page, rather than having the wellbeing information within the Wellbeing Committee page). CB will work with Stewart Carswell to move the page accordingly.

Action: CB

It was also thought that a list of 'Who to contact when ...' might be more approachable than an A to Z list of Resources, but it was acknowledged that this would take more effort to implement.

- iii) *CS to ask the Graduate Student Forum and Research Staff Forum to discuss wellbeing as a standing item on their agendas and report back to the Wellbeing Committee.*

CB had sent a request to the committee chairs, and agreed to paste the wellbeing reports from the minutes of the Forums, when available, in future Wellbeing Committee papers.

Action: CB

4. Graduate Union Initiative on Departmental and Faculty Welfare

Committee members considered an initiative from the University of Cambridge Graduate Union, which is campaigning for at least one Welfare Champion—a dedicated member of staff—in each department who would undertake welfare signposting, on top of their academic and other administrative activities, and who would be accessible to all students in the department.

The Committee noted that ACR and JD, as the Department's Wellbeing Advocates, are available for graduate students as well as for staff (albeit with a limited amount of resource and time). However, the Graduate Education Manager, Lise Gough, is the dedicated contact for graduate students. If Lise would be happy to have a more formal recognition of providing that support, she could be signposted as support for graduate students, and ACR and JD could be signposted as support for all members of the Department.

CS will ask Lise if she would be content for her graduate student support role to be formally recognised. If she is content with that, CB will update the website accordingly. CS will then respond to the author of the paper, advising them that we already have a member of staff undertaking the welfare role and that we have signposted this on the website.

Action: CS, CB

5. Discussion Items

It was agreed that JD would set up a shared Google document to record the existing discussion items (noted in the October meeting minutes), and to add any new discussion items that come up in meetings. The Committee agreed that their time is limited and they will have a long "bucket list" of things they would like to deal with. It was therefore agreed that at each meeting, Committee members would select an item from the list for discussion at the next meeting and identify any information that would be useful in advance of the discussion. ACR suggested we should add going on leave (e.g. maternity, paternity, sabbatical etc). It was felt there should be a procedure to make things less stressful for the person due to take the leave.

It was agreed that we should discuss wellbeing clinics at the next meeting. CS and JD will look into how, and to whom, other departments provide this support, particularly on the West Cambridge site; and CS will raise this item at the next North West Cambridge Forum in February. JD will look into the possibility of having a counsellor who could be shared amongst the departments located on the West and North West Cambridge sites, and ACR will look into the counselling service offered at Queens and ask how much it is used. Committee members will ask colleagues their opinions on a wellbeing clinic (e.g., whether they would be interested in a non-professionally-trained 'friendly ear' or would prefer to be provided with an email address for an alternative counselling contact).

Action: ACR, JD, CS

The Committee also briefly discussed Continuing Professional Development (CPD) and the Staff Review and Development (SRD) process. It was agreed that CS and JD would take the online trainings for both SRD Reviewers and Reviewees, with a view to recommending the trainings to staff.

Action: CS and JD

6. Any Other Business

It was agreed that JD would attend an Institute of Continuing Education course on Wellbeing at Work on 20 April 2020. CS agreed that the Department would pay the course fee.

Action: JD

7. Date of Next Meeting

Since ACR will be on leave during the Easter term, the next meeting will take place at the end of the Lent term, at 3.30 p.m. on Wednesday, 11 March 2020 in Room GC07.

Excerpt from the 28 February 2020 Meeting of the Research Staff Forum**5. Wellbeing**

CS reported that a Department Wellbeing Committee had been set up to explore what kinds of wellbeing issues might be addressed and possibly funded by the Department (for example, drop-in sessions with a member of staff, a counselling service on the West Cambridge site). A wellbeing webpage had been created with links to various wellbeing resources, and the Wellbeing Committee had requested that wellbeing issues are regularly considered by the Research Staff Forum and the Graduate Student Forum, and subsequently reported to the Wellbeing Committee.

It was agreed that wellbeing would be included as a standing item on the RSF agenda. In addition, any ideas or feedback should be submitted to CS or CB, who are both on the Wellbeing Committee.

ZS enquired about the success of the mindfulness study, which had been carried out last year, and CS reported that 20 participants had started the course but only three had completed it. MD suggested holding wellbeing events around the same time as the Friday Happy Hours, and which could perhaps be funded by the Department.