



Wellbeing Committee Meeting

Tuesday, 1 September 2020, 10.30 a.m.
Meeting to be held remotely (via Teams Channel)

Draft Agenda

Committee Members:

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

1. Apologies for Absence

2. Minutes of the Last Meeting

To approve the minutes of the meeting held on 28 July 2020 for publication on the Committee website.

3. Situation Update

4. Update on Action Items

i) Virtual Tea/Coffee Breaks

Following the malfunction of Zoom at a recent meeting, CS had agreed to arrange to have one of the 20 available Educational Zoom accounts allocated to the Tea/Coffee Break group, and to delegate the setting up of the account to one of the regular attendees. CS to report.

ii) Wellbeing Clinic/Virtual 'Corridor'

Although there had still not been any uptake on these slots, the Committee had agreed to continue to offer them, and JD had agreed to ask the Head of Department to mention the slots at the subsequent Wednesday meeting. JD to report.

JD had also agreed to arrange for a Wellbeing Committee email account to be set up so that any requests for meeting slots could be monitored by other Committee members in the absence of CS or JD. JD to report.

iii) West Cambridge shared counsellor initiative

JD was going to produce a list of wellbeing contacts in the West Cambridge departments and their amenability to having a meeting to discuss the shared counsellor initiative (and any other issues that might come up). JD to report.

- iv) *Central HR's Review of the Staff Review and Development (SRD) Process*
Quo Pham, HR Manager, had agreed to share the feedback from central HR's recent SRD review with the Committee if it was available for sharing. Quo has provided the feedback and CB has uploaded it to the committee's Teams site.
- v) *SRD processes for academic-related staff and professional services staff*
Following the Committee's recommendation in June 2020 for the SRD processes for academic-related staff and professional services staff to be reviewed and re-implemented, Quo Pham has agreed to address this issue with central HR and will come back to the Committee with further information in September 2020.
- vi) *Avoidance of formal meetings over various periods during the summer*
Committee members had highlighted the Vice-Chancellor's encouragement to Departments and Institutions to adopt a policy of avoiding formal meetings over various periods, and CS had agreed to bring this up at a HoD team meeting, suggesting that we follow the policy of avoiding formal meetings on Mondays and Fridays and designate a week in August where there would be no formal meetings. CS had reported that the HoD Team were in favour of not having meetings in August as well as avoiding Mondays and Fridays during September if possible, and JD had agreed to talk to the HoD about communicating this to the department. JD to report.
- vii) *Graduate Student Forum (GSF) suggestions for wellbeing:*
CB had agreed to feed back to the GSF that the Committee thought their suggestions for wellbeing buddies, one-to-one or small group online chats, and 'swap' meetings were good and to ask that they explore ways to facilitate these initiatives. In relation to the GSF's suggestion for a webpage for wellbeing resources, CB had agreed to provide the link to the existing wellbeing page and to invite any feedback on the page. CB to report.
- JD had agreed to highlight the suggestion for 'swap' meetings to the HoD as something the AI group was doing that the Committee felt was useful and suggested she share with others at the Wednesday meeting. JD to report.
- viii) *Research Staff Forum (RSF) Wellbeing Report*
AR noted that in the report from its Easter term meeting, the RSF had not made any suggestions for the Wellbeing Committee to consider. CB had agreed to ask the RSF to discuss this issue at a future meeting and provide suggestions for the Wellbeing Committee to consider. CB to report.
- ix) *Counsellor for the West Cambridge site*
JD had agreed to get back to Daniella Manca, Secretary of the West Cambridge Advisory Board, in September for an update on the initiative to have a Counsellor available in the Shared Facilities Hub.
- x) *Staff survey about Department members' experience since lockdown*
The Committee had discussed the possibility of running a staff survey with the aim of understanding the diversity or similarity of experiences in the Department since lockdown and to consider what we can do with any issues of particular concern. AR

had agreed to set up a document of suggested survey questions for the Committee to review, contribute to and subsequently decide whether to proceed with the survey. AR to report.

xi) Delegation of issues to the Workload Committee

The discussion about the survey had also raised issues about workload and line management, and the Committee had agreed to delegate these aspects to the Workload Committee. AR to report.

5. Graduate Student Forum (GSF) Wellbeing Report

Nothing to report. The next meeting will take place in Michaelmas term.

6. Research Staff Forum (RSF) Wellbeing Report

Nothing to report. The next meeting will take place in Michaelmas term.

7. Student Wellbeing Internal Audit—Executive Summary

To discuss once circumstances are more normal.

8. Safe Space Circles - Returning to Work

To help staff make the transition back into the workplace, the *ourcambridge* team have suggested that, as well as having discussions with their line managers, small groups of staff meet remotely to consider how to use the space safely and support each other to feel safe in the workplace (<https://www.ourcambridge.admin.cam.ac.uk/resources/safe-space-circles-returning-work>). The team has produced the Safe Space Circles Guidance (attached), which contains facilitation hints and tips and ground rules for running a Safe Space Circle, and a personal toolkit template to help facilitate these discussions (attached). To discuss.

9. Discussion Item(s)

To decide on the item(s) for discussion at this meeting, and to discuss.

10. Next Discussion Item(s)

To decide on the item(s) for discussion at the next meeting.

11. Any Other Business

12. Date of Next Meeting

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Safe Space Circles Guidance

Safe Space Circles – facilitated meeting with peers



The purpose of the Safe Space Circle is to collectively address concerns, share ideas and promote peer to peer support prior to returning to the office. The session should be facilitated by either the line manager or an independent third party, according to the needs of the team. Further guidance on facilitating this session is available in the following slides. It is also suggested that local a Health & Safety Trade Union representative is invited to support this session, if appropriate. Staff may choose which group session they wish to attend but the sessions will be most productive where space is shared with other participants



The size of the group will vary depending on the size and shape of the team but should not exceed 12 people. Line managers review the responses from the staff and list those activities which generate the most concern. Examples are likely to include team members failing to observe social distancing, interacting with other teams in shared spaces, forming negative judgements of team members depending on how they spend their free time, etc.

As a group, work through each activity and discuss and agree how you can collectively reduce levels of apprehension for each activity. This will help form a team toolkit. The group can meet again as required and stop meeting when agreed.



It might also be necessary to run a Safe Space Circle with other units in shared buildings and construct a building charter for all occupants and visitors

Staff should feel free to discuss and review their personal toolkit with their line manager and the team toolkit with the group as required and as circumstances change.

Safe Space Circles – ground rules



- The aim of the sessions is to help staff return to work and feel comfortable in their working environment.
- Feeling apprehensive about their return is perfectly normal.
- There is no such thing as a risk-free working environment.
- The aim of the sessions is to be constructive, not a vehicle for complaints.
- We will work collaboratively to identify solutions.
- All members the team have a voice and the right to express their concerns without judgement.
- We will be respectful and courteous to our colleagues at all times.
- All team members can approach their line manager at any time for a 1:1 conversation.
- Participation is not mandatory.

Harassment and Discrimination



- In preparing for these meetings, managers must also ensure that the workplace is free from any harassment and discrimination.
- There has been a global increase in reported cases of racism towards BAME people during the COVID pandemic, ranging from anti-Chinese sentiments relating to the origin of the disease, to a perception that BAME staff and students pose an increased risk of infection to other members of staff.
- It is the managers' responsibility to discuss issues of inclusivity within individual return to work meetings and Safe Space Circles and not to act reactively to discriminatory responses
- Managers and staff need to model appropriate behaviour, be vigilant to discrimination and actively step in to challenge racist attitudes and behaviours in the workplace.
- Please see the [Dignity @ Work](#) pages on the HR website for more information and take the time to watch the [Be An Active Bystander](#) webinar.



Safe Space Circles – facilitation hints and tips



Ensure ground rules are in place – all attendees know how to behave – take the time to establish these! (See slide three)



Keep to the subject in hand. If there's a tangent – steer back, “car park” issues outside of scope



Think about timings – you don't want to be in a rush to cover all the material.



If a virtual meeting, encourage the use of chat to make a point if not confident in speaking out



Ensure everyone is aware of the purpose of the session



Everyone's opinion matters



Think about how you are going to capture feedback e.g. MIRO board?



Keep an eye on all attendees, make sure everyone is having their say

Please contact the [ourcambridge](#) team for more support and tips on facilitation or find us on Yammer ('ourcambridge')

More resources:

[ourcambridgeGuide to Online Meetings](#)

LinkedIn Learning – A course on this topic can be found in the [UoC: Professional Development Effective Meeting Learning Path](#)

Using Miro



What is it?

- A virtual whiteboard

How do I access it?

- There is a [free version](#) with a small number of boards, or you can apply for an [education plan](#) (free)

What can I do in it?

- Capture ideas and thoughts on “sticky notes” – invite all attendees to take part

When will it be available?

- Once you have set up your account, you can create a board in advance of the session and access a sharing link.

Who is it available to?

- Everyone can access Miro when they receive a sharing link
- Free version allows you to have your own 3 boards
- Education account (free) is also available

Miro – hints and tips



The screenshot shows the Miro interface with several callouts and annotations:

- Export to PDF/JPEG**: Callout pointing to the export icon in the top right corner.
- Select a sticky note**: Callout pointing to the sticky note icon in the left toolbar.
- Add Text by typing on the note**: Callout pointing to a yellow sticky note on the canvas.
- Add other shapes**: Callout pointing to a diamond shape on the canvas.
- Create frame to group content**: Callout pointing to a frame containing a sticky note and a diamond shape.
- Share with others**: Callout pointing to the share icon in the top right corner.
- Useful Help**: Callout pointing to the 'Learn & Inspire' sidebar.
- Public Edit links are available with Education account**: Text annotation pointing to the 'Public link to board' section in the share dialog.
- Zoom in or out (or roll mouse)**: Callout pointing to the zoom controls in the bottom right corner.



Returning to the Workplace – Your Personal Toolkit

Please consider the following questions and complete the table before your meeting with your manager as part of Session One of Safe Space Circles.

Imagine your first day back in the office and think through the details of your day. Please do this as fully as possible, so you are mentally rehearsing the whole day.

Please add any additional activities you carry out during the day.

During the meeting with your manager you will discuss each of the comments you have made and discuss your strategy for dealing with these scenarios. You will complete the “Your Strategy” column with your manager, during the meeting.



To be completed prior to your meeting with your manager.		To be completed at the meeting with your line manager.		
Question	Comments	How apprehensive do you feel on a scale of 1 to 10 (low to high)	Your Strategy	How apprehensive do you feel on a scale of 1 to 10 (low to high) after discussing your strategy?
How will you travel to work?				
Which entrance will you use?				
Which doors will you go through?				
Where will you be based during the day?				



Where will you take breaks for coffee, lunch etc? How will you prepare your food and drink?				
Which toilet facilities will you use?				
Where will you be sitting? Where will any colleagues be sitting?				
Is there any equipment you will be sharing?				