



Wellbeing Committee Meeting

Friday, 16 October 2020, 1 p.m.
Meeting to be held remotely via Teams

Agenda

Committee Members:

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

1. Apologies for Absence

2. Minutes of the Last Meeting

To approve the minutes of the meeting held on 1 September 2020 for publication on the Committee website.

3. Situation Update

4. Update on Action Items

- i) *Central HR's Review of the Staff Review and Development (SRD) Process*
Quo Pham, HR Manager, had shared the feedback from central HR's recent SRD review, and Committee members had agreed to review the feedback in advance of this meeting. Committee members to share any comments on the feedback.
- ii) *Counsellor for the West Cambridge site*
JD planned to contact Daniella Manca, Secretary of the West Cambridge Advisory Board, in September for an update on this initiative once it had been considered by the Shared Facilities Hub Project Board. JD to update.
- iii) *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. ACR was going to set up a document of suggested survey questions for the Committee to review. ACR to report.
- iv) *Delegation of issues to the Workload Committee*
Before convening the next Workload Committee meeting, ACR was going to talk to the Head of Department who had been considering ideas about workload in general. ACR to report.

- v) *Safe Space Circles Guidance – Returning to Work*
 - (a) CS had agreed to talk to the Head of Department about communicating information to the department in terms of expectations relating to returning to the workplace. CS to report.
 - (b) It had been agreed that any future messaging about the Virtual Corridor drop-in sessions should include reference to the sessions being an opportunity to raise any potential concerns about returning to the workplace. CS/JD to report.
 - (c) The Committee had agreed to review the Safe Space Circles Guidance again at this meeting in the light of any concerns that might have been raised in response to department communication about returning to the workplace (<https://www.ourcambridge.admin.cam.ac.uk/resources/safe-space-circles-returning-work>). Committee members to review the guidance.

5. **Student Wellbeing Internal Audit—Executive Summary**

To discuss once circumstances are more normal.

6. **Expected Reports**

- i) *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 had agreed to address this issue with central HR and come back to the Committee with further information in September 2020. Quo to report.
- ii) *Research Staff Forum (RSF) – wellbeing-related suggestions*

The RSF has been asked to discuss wellbeing at its next meeting (on 6 November) and to provide some suggested issues for the Wellbeing Committee to consider.
- iii) *Research Staff Forum (RSF) Wellbeing Report*

A Wellbeing Report is expected after the RSF's next meeting (on 6 November).
- iv) *Graduate Student Forum (GSF) Wellbeing Report*

A Wellbeing Report is expected after the GSF's next meeting which will take place in Michaelmas term (date to be arranged).

7. **Composition of the Committee**

To discuss.

8. **Linkages with Wellbeing Initiatives in other Departments on the West Cambridge Site**

To discuss.

9. **Discussion Item(s)**

The Committee has agreed to leave discussion of more general wellbeing items until the COVID situation stabilises, and for now address the more pressing issues relevant to the COVID situation as they arise.

10. Next Discussion Item(s)

As item 8 above.

11. Any Other Business

12. Date of Next Meeting