



Wellbeing Committee Meeting

Monday, 30 November 2020, 1 pm
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 16 October 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

Committee members had agreed to review the feedback from central HR's SRD review. Committee members to share any comments.

ii) Counsellor for the West Cambridge site

This initiative was being considered by the Shared Facilities Hub Project Board, and JD was awaiting an update from Daniella Manca, Secretary of the West Cambridge Advisory Board. JD to report.

iii) Short staff survey about Department members' current wellbeing

The Committee had agreed to do a short staff survey about department members' current wellbeing, with the objective of finding out if more needs to be done to try and help people, as well as to guide supervisors. ACR to report.

iv) Proposal for an HR Committee

CS was going to pass on the proposal for an HR Committee to the HoD Team. CS to report.

- v) *Linkages with Wellbeing Initiatives in other Departments on the West Cambridge Site*
JD was going to send to Irene O'Flynn, Department of Physics, the top three agreed takeaways from the last meeting (linking with other depts on the West Cambridge site, developing a staff survey, and ideas for virtual social events/activities).
JD to report.
- vi) *Departmental social offerings – Wednesday Meeting breakout rooms*
The suggestion for post-Wednesday Meeting breakout rooms as a forum for more general conversations was passed to the HoD Team. JD to report on the feedback.

5. Expected Reports

- i) *Research Staff Forum (RSF): wellbeing-related suggestions*
The RSF discussed wellbeing at its meeting on 6 November and has suggested some issues for the Wellbeing Committee to consider (minute attached; see also Discussion Items 6 (ii) and (iii) below).
- ii) *Research Staff Forum (RSF) wellbeing report*
See item 5 (i) above.
- iii) *Graduate Student Forum (GSF) wellbeing report*
A wellbeing report is expected after the GSF's next meeting, in Michaelmas term (date to be arranged).

6. Discussion Items

- i) *Saying thank you*
<https://www.ourcambridge.admin.cam.ac.uk/resources/saying-thank-you>.
- ii) *Mental health first aiders*
A suggestion from the RSF (item 5 (i) above; minute attached). See <https://www.sja.org.uk/courses/workplace-mental-health-first-aid/>.
- iii) *Mindfulness taster sessions*
A suggestion from the RSF (item 5 (i) above; minute attached).

7. Next Discussion Item(s)

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

8. Any Other Business

9. Date of Next Meeting