



Wellbeing Committee Meeting

Monday, 11 January 2021, 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 30 November 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 and to share any comments at this meeting.
- ii) *Staff survey about Department members' current wellbeing*
JD circulated the Wellbeing Committee pulse survey on 15 December. A discussion item has been included in the agenda below to discuss the responses (item 6i).
- iii) *Proposal for an HR Committee*
The HoD Team will be discussing this proposal in January, after which time CS and JD will report to the Committee.
- iv) *Linkages with Wellbeing Initiatives in other Departments on the West Cambridge Site*
The Committee agreed two takeaways from the last meeting (exploring pulse surveys and feedback from the initiative introducing breakout rooms for informal discussion), to be sent to Irene O'Flynn, Department of Physics. JD to report.
- v) *Departmental social offerings*
 - (a) *Virtual carol concert*: JD made some enquiries into a possible virtual carol concert for Christmas but, mainly due to the time lag on Zoom/Teams etc, it is not technologically feasible.

- (b) *Post-Wednesday Meeting breakout rooms*: CS was going to share feedback regarding the breakout rooms with DHoDs in advance of the final Wednesday meeting of 2020. CS to report.

5. Expected Reports

- i) *Research Staff Forum (RSF): wellbeing-related suggestions*
The RSF discussed wellbeing at its meeting on 6 November and suggested some issues for the Wellbeing Committee to consider (mental health first-aiders and mindfulness taster sessions). These items are included in the Discussion Items below, items 6 iii) and iv).
- ii) *Research Staff Forum (RSF) wellbeing report*
The date for the Lent term RSF meeting has not yet been arranged.
- iii) *Postgraduate Students' Forum (PSF) wellbeing report*
A wellbeing report from the PSF's most recent meeting (20 November 2020) is attached.

6. Discussion Items

- i) *Results of the Pulse Survey*
Responses from the survey sent on 15 December 2020.
- ii) *Saying thank you*
<https://www.ourcambridge.admin.cam.ac.uk/resources/saying-thank-you>.
- iii) *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/>.
- iv) *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