



Wellbeing Committee Meeting

10.30 on Wednesday, 28 July 2021
(via videoconference)

Draft Agenda

Members:

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

1. Apologies for Absence

2. Minutes of the Last Meeting

To approve the minutes of the meeting held on 25 June 2021 for publication on the Committee website.

3. Update on Action Items

i) Proposed actions in response to the survey results

- *Proposed wellbeing initiatives:* the meeting with ACR and newcomer academics to discuss the wellbeing initiatives took place on 28 June. Notes of the meeting have been circulated to attendees and Committee members (see item 5iii below).
- *Mandated training:* the list of required, requested, and recommended training was going to be considered by the HoD Team. CS to report.

ii) Suggestion box for wellbeing

JD included an announcement of the suggestion box in her June pulse survey email and CB has asked the Postgraduate Students and Research Staff Forums to advise their members of the box at their next meetings.

iii) Invitation to Paula Buttery to join a meeting to talk about the Mediator training

ACR had suggested inviting Prof Paula Buttery, who has recently done the Mediator training, to come and talk to the Committee about what she had learned about wellbeing and particularly the complaints procedure. Prof Buttery has agreed to join this meeting (see item 5i below).

- iv) *Next pulse survey*
JD sent the third survey on Monday, 28 June and ACR sent a follow-up email a week later.
- v) *'Saying Thank You: Getting Better at Appreciating Our Colleagues'*
CB attended the Festival of Wellbeing session on 'Saying Thank You'. Notes are available for Committee members. ACR's meeting with UTOs on 28 June produced more feedback about this issue (see items 5iii and 5iv).
- vi) *Committee self-evaluations*
CS was going to ask the HoD Team to consider inviting the PSF, RSF and SSCOF to each do a self-evaluation (to review the terms of reference, composition, and effectiveness, for example). CS to report.

4. Expected Reports

- i) *Research Staff Forum (RSF) wellbeing report*
Nothing to report. The next meeting is not until the Michaelmas term.
- ii) *Postgraduate Students Forum (PSF) wellbeing report.*
Marketa Green has sent the following report:
The PSF last met on 6 May and no wellbeing concerns were raised at the meeting. Although some students did mention that the response rate to their emails is probably lower than it would normally be so I do wonder how the students who didn't engage were doing. The students present at the meeting showed interest in some outdoor activities (treasure hunts in groups of 6) and another online quiz at the end of June to cheer them up but paying for the treasure hunt proved difficult (not preferred suppliers) and students who volunteered to organise the online quiz suddenly got very busy so the quiz didn't happen. We are planning to bring it back at the start of the next academic year if possible.

5. Discussion Item(s) for This Meeting

- i) *Mediation*
Discussion with Prof Paula Buttery.
- ii) *Review of the results of the three pulse surveys*
Results of the December 2020, March 2021 and June 2021 surveys are attached.
- iii) *Meeting with new-to-the-department UTOS re Wellbeing Committee initiatives*
Meeting notes are attached.
- iv) *Report from the 'Saying Thank You' session*
Notes are attached.

6. Next Discussion Item(s)

7. Any Other Business

8. Date of Next Meeting