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## Wellbeing Committee Meeting

10.00 on Friday, 24 September 2021  
(via videoconference)

### Agenda

#### Committee 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 28 July 2021 for publication on the Committee website (available in Teams for Committee members).

#### 3. Update on Action Items

*i) Proposed actions in response to the survey results*

- *Mandated training:* CS was going to ask Stewart Carswell to add a link to the HR webpage where the trainings could be listed (noting which trainings are required by the University and which are simply of interest). CS was then going to circulate an email to advise staff of the list. The list could also be included in the induction pack. CS to report.

*ii) Next pulse survey*

ACR was going to produce some time-based graphs to include in the next pulse survey discussion. ACR to report.

*iii) Committee self-evaluations*

CS was going to ask the HoD Team to consider inviting the PSF, RSF and SSCOF committees to each do a self-evaluation (to review terms of reference, composition, and effectiveness, for example). CS to report.

*iv) Mediation and conflict resolution*

- CB was going to invite Prof Buttery to do a Wednesday seminar in October on conflict resolution (subject to her availability as she will be on sabbatical leave). CB to report.

- CS was going to talk to Lise Gough about how to convey the conflict resolution information to PhD students. CS to report.
- It was noted that many of the professional services staff are not part of the Wednesday group, so consideration needs to be given to how they will receive the information too.
- CS and JD were going to look at the Mediation workbook with a view to perhaps doing some training themselves, and to report back to the Committee. CS and JD to report.
- Review of the induction process has been added to the Committee's list of future discussion items.

#### **4. Expected Reports**

*i) Research Staff Forum (RSF) wellbeing report*

Nothing to report. The Michaelmas term meeting has not yet been scheduled.

*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) Review of the results of the three pulse surveys*

Results of the December 2020, March 2021 and June 2021 surveys are attached.

*ii) Meeting with newish UTOS re Wellbeing Committee initiatives*

Meeting notes are attached.

*iii) Report from the 'Saying Thank You' session*

Notes are attached.

*iv) Mental Health First-Aid*

A suggestion has been received for a basic course on mental health first-aid for offering support to students (The email is available in Teams for Committee members. See also <https://mhfaengland.org/online-mental-health-courses/>).

#### **6. Next Discussion Item(s)**

#### **7. Any Other Business**

#### **8. Date of Next Meeting**