

HEALTH AND WELL BEING WORKING GROUP

Tuesday 13 June 2017, 10.00, PSSRU Meeting and Conference Room

MINUTES

Apologies: Olena and Kamilla

In attendance: Lisa, Grace (minutes), Amanda, Sinead, Diane, Clara, Nick, Laurie

1. Group membership

Sinead joined the group.

Wondering whether we need to increase male representation on the group. **Lisa said she would email around the unit asking if any of the male colleagues want to join.**

2. Feedback from Away Day (23 May)

Good session and a lot of people got involved. If anyone wants to add to Lisa's notes, then please do (saved in U:\Minutes\Wellbeing group\Away Day 2017).

Communication improvement is key but not sure how to improve it. Group plan to conduct a mini survey to flesh it out – what communication is good and bad. It was discussed that bad examples might make it too negative, and it might be better to focus on positive examples. An example that was noted in the meeting was that JB has been sharing funding opportunities around the unit. Communication around teams was also mentioned. Sometimes joining a new team, you get forgotten on emails or if they think it's not relevant but good practice to involve everyone.

It was questioned if the negative responses to the survey were from particular individuals all the way through, and they were. Around five people had 17-20ish negative responses out of a possible 52, and even a couple in the high 20s. There was also discussion around the format of the survey and whether some people may not have reported their negative experiences for fear of responses being traced back to individuals.

Leading on from this it was suggested we make it aware that staff can talk to anyone in the HandWB group, if they do not feel comfortable talking to their line manager. However, this is a lot for someone to take on and we are not trained counsellors, our role would be as a 'listening ear'. We need to sign post people to the relevant university services such as mediation or counselling if appropriate.

NS found the most concerning element of the communication is the team level of problems that have been seen. For example, some people reported that they did not feel trusted by colleagues. Only one or two people felt this way but that is something we can do something about – our interaction with colleagues. Activities could help that we have planned in the future (see below). The end of the process could also include rules of how to behave and reiterate what's expected

colleague to colleague. Summer social is important also for helping this but not sure at the moment who is going to organise this. In the meantime, lunch in the rose garden and smaller activities could help.

All of this lead into good communication and we need survey to work out guidelines and steps that people can take. We need further follow up and feedback after away day. Formalisation.

Next steps:

- Short written report on results of the survey – **LC to draft this based on away day presentation.**
- Short follow up survey – suggested not to label it as a survey but a 1 question comments box (felt this was best instead of being face-to-face). **LC to draft question.**
- This will then feed in to a **communication guidelines document.** The guidelines could include examples of good practice, protocol to follow (e.g. when communicating management decisions, in dealing with conflicts etc.) and some 'golden rules' for colleague-to-colleague communication.
- Following this the overall H and WB strategy will be developed.

3. HWB annual report

As the group has been operational for a year now, it was felt it would be a good time to do an annual report to document the work of the group to date. DF has started the outline for this. On agenda to remind us we need to do it! The timeframe is as soon as possible but we need to do the survey report more urgently. **CH is happy to take DF work so far, forward.**

4. Feedback from meeting with Kent Union

Meeting with KU was really useful in giving us ideas to bring to the unit. There are so many to choose from it may be best to do a doodle poll. Firstly, however, we need to take it to the management group to see how much they will approve, both time and money as some activities do cost and we would need some time off work. **Lisa is going to discuss this at the next management group meeting (20 June).**

Suggestions included a HandWb afternoon with knowledge activities (e.g. mental health awareness) alongside some 'fun' activities. Afternoon compulsory potentially to make sure as many people come as possible. We can still do things in the meantime that are free and in lunchbreaks – e.g. eating outside, bluebell walks.

A suggestion of a board game lunchtime and colouring was suggested. Everyone just brings a game in. Time restrictive games such as operation and card games were suggested. This could be a good way of settling into the new offices. **LC will look at the rooms available in our new offices to see if this is possible.**

5. Health & Wellbeing activities

Just a reminder that the walk is available every Tuesday and KR is still organising her meditation session. Let's Play is also being run by the KentSPORT at the moment for anyone interested in playing a new sport for £1 (poster in the kitchen)

6. Any other business

No AOB.