

HEALTH AND WELL BEING WORKING GROUP

Monday 4 June 2018, 14.00, Rutherford Annex 112

Minutes

Apologies: Nick, Kamilla

In attendance: Lisa, Steve, Lizzie, Sinead (Minutes), Amanda, Laurie, Olena, Grace, Stacey

1. Group membership, new Chair

Clara is stepping down from the group. Lisa is stepping down as chair (temporarily) while she is on maternity leave, and Olena will be taking over the role. Sarah would be interested in joining but waiting to hear if there is space for new members. ON to email round current group members to ask if everyone would like to remain as members.

2. Taking stock:

- What has the group achieved?

The group has now been running for 2 years, so a good opportunity to take stock of what has been achieved. To date, this includes: development of the working definition of health and wellbeing; written up the terms of reference, introduction of wellbeing activities such as walking group and meditation; staff survey; communication mini survey; NHS healthchecks; and the health and wellbeing away day.

A summary of the communication survey has been fed back to the Senior Management group, which is based on the initial analysis of the responses carried out by CH. LC asked the group whether it is worth writing up the survey findings more fully. Comments in favour of this included that doing so would highlight the importance of wellbeing to the new Professor and Director, and to keep it on the management agenda. A document outlining tips and ideas for good communication would be helpful. Volunteers to take this forward to email Olena.

Four people gave feedback on the away day, all was positive. The mix of indoor and outdoor activities was enjoyed. It has been agreed with management that the event will happen again, and management were pleased with how little the day cost. DF noted that the University EDI group is asking for examples of good practice, so is planning to write up some information about the away day was made accessible and inclusive. DF will also send around an EDI update to the unit, which includes the current offer of a sports massage for £14 at Kent Sport.

- What should the group aim to do over the next year?

H&WB meetings to take place every other month with a break over the summer. Can also be scheduled around key events. Next meeting will be after the move.

Terms of reference to be reviewed every year. Another away day to be arranged next year. Agreement that staff survey should be carried out every 2 years. Staff charter was written up 6 years ago and needs reviewing.

Good practice guidelines for communication still needs to be done. The group agreed that buy-in from management is needed to develop the guidelines. ON suggested that issues (taken from communication survey) and possible suggestions to deal with these, are put forward to senior management. They can then say what is reasonable and practical from their viewpoint. This would need to wait until both the new Director and Professor are in post, but the document can be prepared before then. The next meeting (to be held mid-July, depending on group availability) will be used to brainstorm ideas for this, with an aim to get the guidelines prepared by September/October). All to look at the communication findings (on the U drive: U:\Minutes\Wellbeing group\Restricted view (data etc)\Communication) before the meeting.

ON mentioned the mental health training being held next week (w/b 11/6/18) for line managers. Also suggested that we could run sessions within the unit to discuss mental health issues specific to our work, for example managing workload, dealing with difficult interviews, and to share strategies for how individuals deal with these. AB and DF mentioned having been to a previous session on mental health at the university, but did not find it very helpful. SG reported having been on a good course, will check to find out which one it was and send round.

3. Any other business

SR informed the group about the University's Chaplaincy service, which sits under student support and wellbeing services, but is also available to staff. There is representation from most of the major faith groups in the team, but they can give information and advice on both faith and non-faith related issues. They hold social and educational events, and part of their role is to connect people to other services/people that can help them. Another part is to be a listening ear, and staff are welcome to go for coffee with members of the team just for a chat. One member, Joy, runs a transgender group and can also help with sexual issues.

The H&WB group had previously discussed whether members/an allocated member could act as a 'listening ear' to colleagues, however it was agreed that instead we should signpost people to the Chaplaincy service. SR can act as a link to the service, and will direct the wider unit to the support available. More information about the chaplaincy is available on their website. DF will send round a list of available resources at the university for H&WB.

Finally, we say goodbye to Lisa who will be going on a career break following her maternity. Thank you for running the group so well Lisa!