

HEALTH AND WELL BEING WORKING GROUP

Monday 23 July 2018, 13.30, CGA205 KCC

Minutes

Apologies: Grace, Laurie, Kamilla

In attendance: Steve, Lizzie, Amanda, Olena, Stacey, Sarah

1. Group membership:

On behalf of the group Olena said thank you to leaving members Clara, Nick, Sinead, Diane for their contribution to the group workings and thus to the health and wellbeing improvement of the Unit and welcomed new members Sarah and Stacey

2. Communication survey: tips and ideas for good practise

Steve raised and discussed a question on whether some of the issues with communication would be subject to the wider democratisation agenda discussion organised by Nick. The group agreed that this is certainly the case for some of the issues, but also supported the original intention of the HWB to provide an input on specific ideas for the MG to consider to improve the communication within the Unit.

The list of specific ideas (in the order of discussion, and not of priority) includes the following (with people involved in parenthesis):

- A. A regular update (e.g. bi-weekly) to the entire Unit from the Unit leadership (New director and Sarah to decide on the specifics, and the Unit to be asked on the information they would like to see in this update).
- B. Adjustment of the Branch meeting organisation:
 - a. Specific time allocated for an open discussion (15 mins) at each meeting
 - b. Agenda to be circulated 2 weeks before the meeting
 - c. Contribution to the topic to be discussed at the open discussion time to be sent to Sarah 1 week before the meeting.
 - d. Doodle poll to determine the topic relevant to the majority of the staff prior to the meeting.
- C. Informal discussion time – Coffee/tea morning once a month (good to start the practice with Shereen's arrival).
- D. Consider the communication training for the entire unit (Sarah mentioned a course run by Simon Black for the HR, check whether it is possible to have it for the whole unit, including the leadership).
- E. Consider the Project Management online tools to improve communication and free some time from the Branch meetings for the information which can be communicated in a different way, instead making more room for discussion.
- F. Intranet update to contain the following information:
 - a. The PRUs/projects and the people working on different work streams within them
 - b. Working groups within the unit and their membership

- c. The information from (a) and (b) connected to the individual profiles so that it is automatically updated when the membership changes in one place.
- d. To ease the process of update we suggest using a google doc survey which would be filled in by either a person involved or line manager/project manager to update the information on the movement within and between the projects or the working group leader regarding group membership. The information would get collected in the google doc which can then be used to update the Intranet information. Unless there is an easier way which the HWB group members are not aware of.

3. Confirming the tasks and their timeline for the next year:

- Review of ToR
- Away day
- Review staff charter and (possibly) authorship guidelines
- Mental health discussion session at the unit (sharing tips for our specific work circumstances)

The Group felt that we should postpone this discussion to the next meeting in September. And add to the consideration a social event in the summer time – something like an easy-going picnic on campus during the lunch time, when everyone brings own food to it.

4. Any other business

No other business.

5. Date of next meeting – September 25th, 10:30 am.