**Department of Veterinary Medicine**

**Wellbeing and Mental Health Oversight Group**

**Meeting: Thursday 1st Feb 2024, 1.00 – 2.00pm Main Meeting Room**

**Present:**

Present: Katheryn Ayres (KA), Jane Dobson (JD), Mark Holmes (MAH), Joanna Hudson (JH), Julie Ingham (JI), Julian Parkhill (JP), Dan Tucker (DT), Bethany Guy (BG)

Apologies: Nick Bexfield, Nicola Bull, Mary Kate Burke, Sharon Chandler, Katie McCallum, Lucy Matthews

**Agenda:**

1. Apologies for absence
2. Minutes of meeting of 27th Nov 2023 – approved
3. Matters arising from previous meeting (not addressed elsewhere in the agenda):

**QVSH Clinical Staff Resilience booklet (Joanna, Nick, Dan)**

JH showed a draft version of the Staff Resilience Handbook. MAH agreed to put his name to the quote on the inside cover. Noted some amendments to make. Group agreed to update JH within the coming week of any further proposed edits.

**Quiet / reflection room update (Class of 2004 donation) (Joanna)**

JPupdated the group that Strategy & Executive Group have decided to approve the use of this room for a quiet / reflection room and add the room identically on the floor above for similar purpose as an additional space. JH To talk to facilities team about getting rooms cleared and re-painted / made fit for purpose.

**Update on draft welfare sign-posting tool for VSCSs and Student Pastoral Team (Dan)**

DT updated group on efforts to get support for the sign-posting tool from Senior Tutors’ Committee and Office for Intercollegiate Services (final approval received on 28/3/24). Plan for roll-out with VSCSs in September 2024.

**Mental Health First Aiders: training plan, awareness raising / accessibility. (Julie)**

JI updated group that two people are booked onto a 2xday MHFA course in February and charity MIND will be coming into department in April to train more staff – 14 people have expressed an interest in training.

**Student membership of WMHOG (Katheryn)**

Following the last meeting, KA asked the CUVS welfare reps about being part of this Group, and one of them, Sam Clarke, has been in touch with DT to discuss the work of the Group and CUVS are very keen to be involved in the wellbeing initiatives that are planned, although the students won’t usually be able to make it to the meetings.

**Reflective practice sessions for VSCSs and line managers (Dan, Julie/Nicola)**

All in meeting thought reflective sessions would be useful – but mindful about extra workload on staff / line managers.

MAH said that an organogram of staff managers is being put together for the RCVS visitation, this should be used to see the current line management structure, and to reinforce the roles and responsibilities for line managers. Development / training programmes can be discussed.

JH mentioned the University Staff Survey - This will be promoted throughout in the department and asked line managers to support and recommend their colleagues / staff to take part. The survey will be promoted in staff newsletter and in the internal comms within department (Staff screens, posters on notice boards etc)

1. **Main business:**
   1. **Annual Departmental W+MHOG event / week, Spring 2024 (Joana / Dan)**

* **Guest speaker and reception 4.45pm Weds 28 Feb**

Speaker has been booked as Dr Emma Tiffin – Local GP and NHS Associate Director for Adult Mental Health across Cambridgeshire & Peterborough.

* **Mindfulness training sessions 1-2pm Tues 27 Feb, Thurs 29 Feb**

JH will contact TinyPause Mindfulness company to confirm sessions. (MAH agreed budget)

* 1. **Proposals for a coordinated Departmental Wellbeing budget (Joanna, Dan)**

MAH agreed budget in principal and asked for spreadsheet to go to SEC next week for approval from SLT (JD, JP and MAH attending both meetings). JH/ DT to approach finance team to set up own cost code and ways to access.

* 1. **Dept Wellbeing communications (Joanna)**
     + Intranet staff wellbeing webpage – link sent to committee to read through web text and make any revisions within one week so can be launched during wellbeing week
     + Noticeboard – JH to discuss with facilities to have 2 wellbeing notice boards. JH to have one in department updated and BG agreed to duplicate messaging on a wellbeing notice board in QVSH. BG and JH to meet to discuss best placement for noticeboard in QVSH or repurpose one already there.
     + Upcoming events to bring to attention of Dept members

University staff survey - to be promoted to all staff

1. **Any other business**

* **Botanic garden visitor and family passes.** JI told committee about a yearly subscription designed for departments to give out to staff to visit the Botanical Gardens on a sharing basis – Emma Deans on reception has agreed to manage the waiting list. JH to add to budget spreadsheet to go to SEC next week.