

## Board of Management Students, Staff & Equalities Committee

<b>Date of Meeting</b>	<b>Monday 1 February 2021</b>
<b>Paper No.</b>	<b>SSEC2-I</b>
<b>Agenda Item</b>	<b>5.8</b>
<b>Subject of Paper</b>	<b>HR Mental Health &amp; Wellbeing support</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>John Gribben</b>
<b>Date of production</b>	<b>22 January 2021</b>
<b>Action</b>	<b>For discussion</b>

### 1. Recommendations

Discuss the Mental Health & Wellbeing challenges and activity to give the Committee an overview of core activity and HR interventions.

### 2. Purpose of this report

On the 27<sup>th</sup> October 2020 the committee requested HR interventions/activity on Mental Health & Wellbeing Activity, an overview of this has been provided in this paper.

### **3. Key Points**

A range of good quality Wellbeing Services and practical support has been developed which are easy to access and responsive to meet the needs of staff. The attached document details support in place, support planned for future and the relevant activities and interventions detailed to address those needs.

**See table below**

## January 2021 – Current Mental Health & wellbeing challenges & activity to address

Theme - “Develop a range of good quality Wellbeing services and practical supports which are easy to access and responsive to meet the needs of staff”

MH/Wellbeing Challenge	Support	Activity planned	When	Impact	Team
MH related absence – address existing MH absences & support to prevent potential MH related absence occurring	PAM Assist counselling services	Group sessions facilitated by Pam Assist to promote the service to managers & HR team	January/February	More awareness of existing support, increased confidence in signposting to the service	Jill Loftus HR Pam Assist
Support for staff providing access to <b>online mental health support</b>	Togetherall	Social media promotion, Staff hub refresh, all staff email	January/February	Increased use of service measured through reporting	Jill Loftus Togetherall Communications team
Support for staff requiring focussed medical supervision & health surveillance	Occupational Health	Occupational Health services continue to support virtually for immediate support required & focusing on health surveillance requirements	ongoing	OH services continue to be available for staff particularly those who are absent through illness, to support them to return to work.  Health surveillance to ensure particular job roles have extra safety support in place.	Integral, HR team, H&S team, Jill Loftus

Access <b>information</b> to support wellbeing	Staff Hub	Refresh of current content  Additional National Resources added to the staff hub  Resources from Unions added to the staff hub	January & ongoing	Awareness of support available out with the college, provide an easy access to information on the Scottish Government national resources available and those being provided by the Unions	Alison Chapman  Jill Loftus  Union representatives
	Process flows	Process flows developed to speed up and simplify the processes which impact on wellbeing if they are delayed.	January & ongoing	Absence reporting process & risk assessment process flow already in place, transitions process flow further developed to include:  Access to College buildings  IT & equipment process  H&S/OH/DSE process  Access to Work process	Jill Loftus  H&S team  IT-Barry Ashcroft  Estates-Heather Taylor

	Wellbeing collective (new)	Group on MS Teams – to promote wellbeing activity & allow 2-way communication	January – content being added beginning with mindfulness channel, Healthy Working Lives project group, expand to other groups & promote	Create a wellbeing community across the college by providing a platform to communicate. Develop the collective to form the working group for the Healthy Working Lives Award programme	Jill Loftus Alison Chapman
	People Directorate Support & Wellbeing Officer	People support inbox – continue to promote	January / February	Increase awareness of using the People support inbox through all staff email	HR team
	Wellbeing Officer Support	Liaise with teams through team meetings, Teams calls, and email, to identify support required. Targeted support to teams highlighted as having a need.	ongoing	Working with individual teams to identify what support can be provided and signposting to various tools and resources. Specialist support & resources being provided where appropriate.	Jill Loftus

	Principal's weekly briefing	Wellbeing support referenced in weekly update, signpost to resources	ongoing	Increase awareness of wellbeing support available	Exec Comms Jill Loftus
Individual groups requesting support e.g. <b>Associate Deans &amp; CHs</b>	The Talking rooms with #Bring Your Own Bother (new)	Group work & trial programme of 1:1 structured support via The Talking Rooms	January – procurement process  February – sessions can begin	Addresses immediate need to support this group to equip them with tools to enable them to look after their own MH – stress level measurement will be shared through reporting	The Talking Rooms  HR-Jill Loftus, AD Forum, Martin Taylor
Provide colleagues with the <b>tools</b> to support each other's mental wellbeing	Mental Health First Aid & Awareness Training	Offer Mental Health First Aid training & mental Health Awareness sessions across the college - accredited programme of training via First Aid Awards using in-house trainers	January – source trainers – use existing trainers depending on availability & run a “train the trainer” to create more in-house trainers  February-training to start dependant on availability of existing college trainers	Network of trained mental health First Aiders, supported as a group with a programme to deliver training college wide.  Mental Health first Aiders would be visible to colleagues (as are physical First Aiders), as “listening ears” and available for staff in crisis.  Supervision for MH First Aiders	HR-Jill Loftus,  Health & early Years Faculty, OD

			9-11 March Train the Trainer for 6x college instructors including 2 dedicated to staff		
Address the Immediate <b>impact of remote working</b> is having on mental Health	Winter Wellbeing Programme of virtual workshops	<u>Digital Wellbeing Workshops</u>  Offer 4 x virtual digital wellbeing talks with Alex la Via (key note speaker) for up to 200 attendees hosted by COGC	9 <sup>th</sup> February,  24 <sup>th</sup> February,  11 <sup>th</sup> March,  24 <sup>th</sup> March	Addresses immediate impact of remote working & provides tools to improve digital wellbeing –  “Thriving in a Digital Age”, “Effective digital productivity”, “Caring for your Digital balance”, “Virtual Connection & Engagement”	Alex la Via-“Live More Offline”,  Jill Loftus,  Martin Taylor
		<u>Energy MOT Workshops</u>  Dr Sarah Taylor – 4 x sessions	29 <sup>th</sup> January,  1 <sup>st</sup> February,  15 <sup>th</sup> February,  19 <sup>th</sup> February	Sessions will help identify major energy drains, how to reduce them as well as building more energy-boosting habits	Dr Sarah Taylor- “Thrivewise”,  Martin Taylor,  Jill Loftus
		<u>Charlie Waller memorial Trust</u>  Mental Health workshops	tbc	45 min Workshops provided by the charity Charlie Waller memorial Trust on Mental Health topics	Charlie Waller Memorial Trust,  OD,  Jill Loftus,  Lisa Hardy

Signposting to <b>Scottish Government wellbeing resources</b>	Scottish Government Wellbeing support through  <a href="https://clearyourhead.scot/">https://clearyourhead.scot/</a> & the National helpline	Signpost colleagues to Scottish Government wellbeing resources via the Staff hub, internal communications	January & ongoing	Tips shared on the “Clear your Head” website on keeping active, feeling calmer, supporting each other etc. and the national helpline is available for those who do not have family or community support.	Jill Loftus,  Alison Chapman
Financial benefit offered to staff when purchasing a bike & <b>cycle facilities</b> allow staff to cycle to work with reassurance their bike is secure	Cycling benefits – cycle to work scheme & campus cycling facilities available to staff	Continue to collaborate with Cycling officer to promote existing facilities & working with the Environmental & Sustainability working group on future Green travel plans for staff.	Cycling activity planned when staff begin to return to campus working	Increase in cycling during the pandemic will potentially lead to more staff hoping to cycle to work on return. Our facilities will allow them to do this safely, securely & saving money by utilising the benefits through the cycle to work scheme.	Cycling Officer,  Jill Loftus,  Environmental Sustainability group
Mental health & physical health benefits through <b>mindfulness &amp; yoga</b>	Mindfulness & yoga programmes	Mindfulness & yoga sessions continue virtually. Our mindfulness instructor has joined the wellbeing collective team and will be sharing resources on mindfulness online and signposting to further support available	January through MS Teams	Increase interest in mindfulness & yoga and create a community of “like minded” colleagues. Giving them a space to communicate and share ideas and resources.	OD,  Laura Buchanan,  Yoga instructors

Introduce a baseline on wellbeing at an individual & organisational level through a <b>staff survey</b>	Wellbeing & Engagement survey in partnership with Robertson Cooper	Continue planned activity for survey build, communications plan, survey live through to addressing the key findings	Initial launch 26 <sup>th</sup> January now on hold until all staff have returned from furlough to allow everyone the opportunity to complete. Continue to build ready to launch around mid-April or earlier depending on Covid restrictions	We will utilise the Asset model to generate an evidence base upon which we can align plans, create measures of effect and impact and engage people in action project groups to address key findings. Developing from an evidence base rather than assumed knowledge is key to this whole process.	Robertson Cooper, John Gribben, Martin Taylor, Alison Chapman, Jill Loftus, Michelle Watt, Union representatives
Ensuring staff & students are safe & secure on <b>return</b> to the buildings	Health & Safety Committee	Health & safety committee continue to meet regularly addressing immediate concerns & planning for future safety needs	ongoing	Immediate health & safety concerns addressed. Health & safety training planned through leadership sessions to give managers the tools to protect all in future	H&S Committee
Staff have been provided with physical equipment & IT equipment to allow them to work comfortable from home. Some ongoing needs will continue including <b>medical needs</b>	Ongoing equipment needs	Process flows being developed to allow equipment needs to be addressed faster & to simplify the process in obtaining equipment	January	Staff with medical issues requiring specialist equipment will be assessed with the resources we have available through DSE, Occupational Health, Access to work & Health & Safety to equip them to continue to working from home safely	H&S team HR-Jill Loftus Estates – Heather Taylor IT-Barry Ashcroft

<p><b>requiring specialist equipment</b></p>					
<p>Continued development of wellbeing activity through <b>sharing good practice</b> with other colleges</p>	<p>CDN Virtual bridge session</p>	<p>COGC Jill Loftus, Wellbeing Officer &amp; Kirsty McLeod, student wellbeing co-ordinator in collaboration with South Lanarkshire college will be sharing our Wellbeing activity to the CDN</p>	<p>21<sup>st</sup> January 21</p>	<p>Sharing our wellbeing journey through the pandemic for staff &amp; students will open discussion with other colleges around good practice and sharing of ideas.</p>	<p>HR-Jill Loftus &amp; Kirsty McLeod, Student wellbeing co-ordinator</p>
<p>Create opportunities to <b>"listen"</b> to colleagues</p>	<p>Virtual space sessions</p>	<p>An open forum to allow people the chance to talk about their current experiences</p>	<p>February - March</p>	<p>Colleagues will be invited to attend a virtual space to talk about how they feel at this time, using a method such as "Spoons Room"</p>	<p>Martin Taylor, Jill Loftus</p>