

**Imperial College Union**

**Health and Safety Committee**

5 June 2019

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| **AGENDA ITEM NO.** | 11 |
| **TITLE** | Staff Wellbeing |
| **AUTHOR** | Jarlath O’Hara |
| **EXECUTIVE SUMMARY** | Concerns have been raised about staff wellbeing as a result of being over capacity on their workload. In addition to that which is available through the College, this has been addressed locally so far through three main pillars:   * Empowering staff to work more effectively * Assessing capacity and prioritisation with a particular focus on 19/20 * An extensive wellbeing programme since 1 April 2019 with a plan to expand |
| **PURPOSE** | To inform the committee of the steps that have been taken to address concerns regarding staff wellbeing. |
| **DECISION/ACTION REQUIRED** | None required. |

## Staff Wellbeing Update

**Introduction**

Arising from 121s, surveys, exit interviews etc, concerns have been aired that many staff are attempting to work above their capacity and that this risks or already is affecting their wellbeing.

As a part of Imperial College, there are significant resources and services available to all staff. We have reinforced the availability of these and have pursued further steps within the Union. This has consistently been on the agenda of our People, Appointments & Remuneration Committee (PARC) throughout the year.

**Effective ways of working**

Addressing these concerns was a major factor in the prioritisation of project management work throughout 18/19 and this has been the priority on the Business Plan for 18/19. This later became known as ‘effective ways of working’ and has seen considerable time invested into moving the staff team into more collaborative ways of working together.

All staff are now integrated into Office 365 tools on Microsoft Teams in particular and further strands remain in active progress around a project management framework.

**Capacity and prioritisation planning**

Linked to and building upon an initial mapping exercise as part of the above, the Leadership team has put very significant time into addressing the capacity and prioritisation work. This time has been primarily aimed at developing a clear and sustainable plan for 19/20 that can be delivered within capacity and included:

* Meetings changed from monthly to a minimum of weekly including replacing separate OT and SMG meetings
* A one-day exercise run with the assistance of College Operational Excellence – 20 March
* Intensive week focused on Strategic Problem Solving approach – w/c 8 April
* Six Leadership Planning meetings between 1 and 14 May

**Wellbeing programme**

Following staff consultation, a programme of workshops and sessions has been developed and has been on offer to staff. The programme (active since 1 April) includes:

* Stress Management Workshop
* Chair Massage
* Isha Yoga / Fitness Yoga / Laughter Yoga
* Aerobics
* Meditation
* Nutrition Workshop
* Zumba
* Circuit training

Subject to budget approval, there is an extended plan in place for 19/20 which includes additional sessions and initiatives such as fresh fruit, meals for late working and other stress busting activities.