

Meeting Notes

Attendees: (16) Andrew Day (*Telford Homes UK*), Lewis Chenery (*Bouygues E&S*), Karla Clarke (*Speedy Services*), Ruairi Coffey (*Danny Sullivan*), Eileen Donnelly (*Ripple & Co.*), Fiona Dowling (*VGC Group*), Dola Fowokan (*Alstom Group*), Sam Hall (*SI Partnership*), Bill Hill (*Lighthouse Club*), Yuliya Khilko (*National Grid*), John McGrath (*O'Neill & Brennan*), Katerina Robinson (*NG Bailey*), Rebecca Segal (*NG Bailey*), James Timon (*Bouygues E&S*), Louise Watmough (*ENGIE UK*), Robyn Conway (*SCSS*)

1. **Welcome and Introductions** – Andrew Day

2. **Actions & outcomes from previous meeting on 14th July** – Robyn Conway

Wellbeing Moment

At the previous meeting, it was proposed that every Wellbeing SIG meeting conclude with a Wellbeing Moment, a little like a Safety Moment. The group were asked to consider this during today's meeting and contribute at the end, if they can.

Output planning and email survey

- a) Survey Tool – this proposal received support at the last meeting and so a sub-group was set up to work on this.
- b) Case Study hub – the proposal to set up a SCSS hub was discussed but not fully endorsed because there are a number of other useful collections available from other organisations. However, it was agreed that it would be useful to enrich the range of case studies that are already in the SCSS resource library with some Wellbeing examples. The outstanding **action** for this group remains to please share case studies with Robyn Conway – see template included with these notes.
 - Andrew Day reminded the group that there are a number of excellent Wellbeing case studies contained within the [Wellbeing In The Built Environment report](#).
 - Louise (*ENGIE UK*), Yuliya (*National Grid*), Ruairi (*Danny Sullivan*), Bill (*Lighthouse Club*) and Lewis (*Bouygues E&S*) volunteered to contribute case studies.

Action: Robyn to circulate template.
- c) Animation – this proposal received support at the previous meeting and so a sub-group was set up to work on this

3. **Business Bytes – Wellbeing in the Workplace** – Robyn Conway

- This virtual event took place on 21st September 2021. Chaired by Andrew Day, the speakers were:
 - [Hayley Farrell, EMCOR UK](#) - Levelling up workplace mental and physical health, including how implementing ISO 45003:2021 Occupational Health and Safety Management can help
 - [Eileen Donnelly](#) - Drivers of wellbeing in the workplace & how to adapt them to the new world of work
 - [Tom Hitchener, Welfare Hire](#) - Welfare & Wellbeing
 - [CITB](#) - Mental Health & Wellbeing in Construction

Wellbeing Special Interest Group – 10th November 2021

- The link to view the Recording of this event is here: [Wellbeing in the workplace](#)
- There were 79 participants (with 140 registrations). The School team experienced a high drop out rate and low attendance rate for many of our events during September and October. This is likely due to a number of factors including: the return to the office for many, a very full calendar of School training activities during these months. Eileen Donnelly noted that she has experienced a similar pattern with drop-out rates at virtual events, owing to the fact that interested delegates can listen to/watch the recording at a time that suits them better.
- Feedback for the event was excellent, with:
 - 86% of respondents rating the session’s content as “Good” or “Excellent”
 - 95% of respondents rating the session’s speakers as “Good” or “Excellent”
 - 86% of respondents “likely” or “very likely” to implement the training given
 - 100% of respondents rating the organisation of the session as “Good” or “Excellent”

4. Working Group 1 – Animation – Sam Hall

- “Wellbeing - what is it and why should I bother?”
- Group members: Sam Hall, Fiona Dowling, Marian Garfield.
- The group has met three times, developed a brief, which has been approved by SCSS management, and the script is in the final stages of review. A storyboarding session has taken place also.
- Next steps: to finalise the script, and send for production.
- The animation should be ready to publish before Christmas
- Sam gave a quick run-down of the script content:
 - Definition of Wellbeing
 - Three pillars of wellbeing (mental, physical and financial) and how they are linked
 - How to realise when one pillar is struggling
 - Tips and helpful links
- James Timon reflected that the pillars are a great way to breakdown wellbeing and suggested some visual ideas that would link in with the construction industry
- Louise Watmough explained what ENGIE UK are also doing in terms of Wellbeing Animations for their internal staff.

Action: Louise to share some links with the sub-group so they can compare with the content of our script before finalising it.

Action: Sam and Louise to liaise.
- Bill Hill indicated that Lighthouse MindBuilder app should be signposted at the end of the animation as a resource for assessing your Wellbeing.

Action: Sam and Robyn to add this to the links of resources

5. Working Group 2 – Survey Tool – Eileen Donnelly

- Workplace Wellbeing Questionnaire
- Group members: Eileen Donnelly, Adrian Shah-Cundy, Jayne Magee, Lucy Davies, Denise Southward, Sam Hall
- Eileen updated the group on progress:

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- A question set has been developed by the What Works Centre for Wellbeing in 2017 for DWP, combining research from many sources to ask the correct questions. It currently exists in spreadsheet form
 - The proposal from this sub-group is to fund the digitisation of this questionnaire into a freely-accessible tool that organisations can roll out internally, share with supply chain, etc, and will enable the gathering of anonymised data for the purpose of benchmarking, which is where the critical value would lie
 - Eileen has been in discussions with Innovate UK and also Essex University about collaboration
- James Timon and Andrew Day both suggested that their organisations might be in a position to support this development through funding
 - **Action:** Robyn and Eileen to continue discussion on funding options
 - Louise Watmough noted the importance of reaching non-connected staff
 - **Action:** Louise and Eileen to liaise to discuss this and more
 - James Timon questioned whether the School has reached out to the Financial sector to investigate what they are doing in relation to wellbeing
 - **Action:** Robyn to investigate

6. **Training Update** – Robyn Conway

Recent Sessions

| <u>Date</u> | <u>Topic</u> | <u>Participants</u> | <u>Recording</u> |
|-----------------------|-----------------------------------------------------|---------------------|----------------------|
| 19 th July | Managing the impacts of Covid on employee wellbeing | 79 | Link |
| 19 th Aug | Self-Care | 51 | Link |
| 27 th Sep | Covid-19 – coping with change | 28 | Link |
| 19 th Oct | How to Cope with Anxiety | 94 | Link |
| 21 st Oct | Financial Wellbeing in the Workplace | 20 | Link |
| 25 th Oct | Driver Wellbeing | 36 | Link |

Upcoming Sessions

| <u>Date</u> | <u>Topic</u> | <u>Sign Up</u> |
|---------------------|---------------------------------------------------|----------------------|
| 3 rd Dec | How to Develop a Wellbeing Strategy for your Site | Link |
| 8 th Dec | Bang on Budget | Link |

Action: Please promote upcoming sessions and watch out on the [Events Calendar](#) for further sessions.

Peer Support Networks

- Eileen Donnelly & Adrian Shah-Cundy (VolkerWessels) have been following up on a discussion point from a previous meeting where it was suggested that we should run a session on Mental Health First Aiders Networks. They are now developing 2 sessions to take place in the New Year:
 1. **Should you implement a peer support network for mental health?** for organisations who are considering training up mental health first aiders or any other kind of peer support network as a mental health intervention

2. **How to improve a peer support network for mental health?** for organisations who already have mental health first aiders or any other kind of peer support network as a mental health intervention

7. **Business Planning** – Robyn Conway

During the SIG meeting, we ran out of time to take a look at Business Planning for the next financial year (to commence April 2022).

The School would like to gain the input of the Wellbeing SIG Partners to assist us in prioritising focus areas for our work next year.

Action: Please respond to this survey if you'd like your opinion to be included by **Friday 26th November 2021** – it's very short, only 2 questions.

[SURVEY LINK](#)

8. **AOB** – Andrew Day

Date of next meeting

- The group would like to meet again in early 2022.
- **Action:** Robyn and Andrew to set date

Wellbeing Moment

- Sam Hall: taking functional breaks from devices/screens – let's consider how to give our minds and eyes a break from screens – his solution is to put up a dart board
- Louise Watmough: functional break idea is to simply take a pen and paper and write down something positive; a memory, the best thing ever; this can allow your mind to experience the positive feelings associated with that thing all over again and take a break from the current situation
- James Timon: Download the Mind app to access mental health management tips and techniques