

**Meeting Notes**

**Attendees:** (18) Nicole Waggitt, Sam Hall, Ian Heptonstall, Liz Holford, Saba Khan, James Hunt, Jayne Magee, Fiona Dowling, Eileen Donnelly, Ruairi Coffey, Chris Griffiths, Adrian Shah-Cundy, Jonathan Parker, Sarah Coughlan, Laura Bell, Rebecca Segal, Marian Garfield, Robyn Conway.

1. **Welcome** – Ian Heptonstall

2. **School Programme of Content** – Robyn Conway

See below for upcoming Wellbeing training sessions. A Lunch ‘n’ Learn (LnL) is a 1-hour long, presentation-style webinar. A Business Bytes session (BB) is a 2-hour long session with multiple presenters, panel discussions, Q&A and other interactivity.

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

**Action:** Please email Robyn to indicate any additional topics you think we should be covering.

Topic	Style	Delivered by	Date	Sign Up
Managing the impacts of Covid on employee wellbeing	LnL	Eileen Donnelly	19 July	<a href="#">Link</a>
Self Care	LnL	Lighthouse	19 August	<a href="#">Link</a>
<b>Wellbeing in the Workplace</b>	<b>BB</b>	<b>Lighthouse, Emcor</b>	<b>21 September</b>	
Covid 19 – Coping with Change	LnL	Lighthouse	27 September	
How to Develop a Wellbeing Strategy for your Site	LnL	Sam Hall	12 October	
Anxiety	LnL	Lighthouse	19 October	
Financial Wellbeing in the workplace	LnL	MAPS	TBC	

A summary of attendance at previous Wellbeing sessions can be seen in the following table. Multiple figures indicate the session has been delivered more than once.

Topic	Participants
Bang on Budget	58 / 31
Meditation – A Practical Session	50
Coping With Stress	77 / 82
Mindfulness & how it is implemented	114
Managing Remotely	61 / 39
Work-life balance	34
Financial Wellbeing in the Workplace	40

- Ian asked the group if there is anything we should be covering in the coming months.
- Fiona Dowling mentioned the [report published by Timewise & Build UK](#) on flexible working in the construction industry. Over the past 18 months...
  - Work-life balance has increased from half to 84%
  - Trust has increased with managers
  - No deadlines or budgets were exceeded
- Jayne Magee noted HE have experienced an uptick in Mental Health First Aid and anxiety conversations in the previous week; taking lessons, building resilience & self-care are important topics to cover.

Wellbeing Special Interest Group – 14<sup>th</sup> July 2021

- Sam Hall noted Mental Fitness and the positive side of building mental health is an important aspect to consider.
- Eileen Donnelly is seeing a massive increase in interest in Wellbeing training; highlighting the impact of stress, sedentary behaviour; Eileen emphasised the need for holistic integrated Wellbeing strategy – download her e-book on the topic [from this link](#).

3. **Reflection on last meeting** – Robyn Conway

In the previous meeting on 28<sup>th</sup> April 2021, the SIG attendees took part in a virtual whiteboard exercise. The exercise looked at 2 discussion topics – content for the Business Bytes session and outputs & outcomes for the SIG.

Three key points were clear from the outputs & outcomes discussion:

- It is essential to reach all audiences across the sector, from Tier 1 to SME, and from director to service provider.
  - We should define a wellbeing tool that spans all levels; It would be useful to have the ability to measure individual wellbeing in office/home/hybrid/site environments (as our teams are now based across a wider range of locations).
  - We must collaborate with and signpost to the Lighthouse Group.
- Sam Hall asked was the School considering returning to Face to Face (F2F) training. Ian Heptonstall informed the group that this was discussed at a School Board meeting on 13<sup>th</sup> July; the number of learners reached via virtual training has increased 3-fold (relative to pre-Covid events) and this was delivered with significantly less cost; the School has surveyed members and most respondents preferred a mix of F2F and virtual training; the Board decided that topics will be assessed on the basis of whether they benefit from being delivered F2F.
  - Eileen Donnelly noted that sensitive subjects can commonly raise triggering moments that would be helped through F2F training.
  - Adrian Shah-Cundy noted that depending on audience, the engagement in a virtual can vary widely.
  - Jayne Magee noted that a mix of F2F and virtual is essential to be inclusive for those who cannot attend in person.

4. **Output planning** – Robyn Conway, group discussion

**Question 1:** Should the WSIG create a Wellbeing Survey Tool for School members to roll out within their own organisations? What should this survey look like? Are there existing examples?

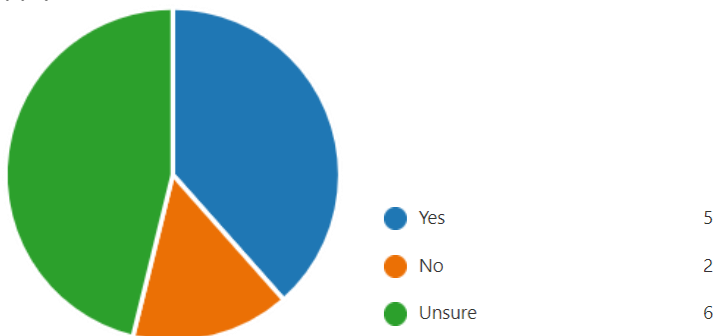


Wellbeing Special Interest Group – 14<sup>th</sup> July 2021

- Eileen confirmed there are a lot of Wellbeing Surveys out there, a lot available for free; an MOD-funded survey could have an appropriate set of questions, further development is ongoing; A survey Eileen has created on Mental Health First Aiders is [available online](#).
- Adrian Shah-Cundy has used Microsoft Forms to survey Mental Health First Aiders and received excellent results; suggested this would be a useful medium.
- Ian Heptonstall proposed to run a LnL on Mental Health First Aider Networks, with input from Eileen and Adrian; Robyn Conway to follow up with Eileen and Adrian.
- Sam Hall suggested the Mind Survey is worth looking at.
- Jayne Magee, Eileen Donnelly, Sam Hall and Adrian Shah-Cundy will take part in the working group on collating survey questions.

**Action:** Please [email Robyn](#) if you would like to join this working group.

**Question 2:** We aim to collate and share a collection of Wellbeing case studies and best practice guides. Can your organisation provide an example, either from your organisation or from your supply chain?



The WSIG is committed to not duplicating work that has already been done so are seeking to signpost to useful collections of best practice.

- Marian Garfield suggested looking at Employee Assistance Programs for their collections of blogs, resources, videos and podcasts that include best practice examples.
- Sam Hall suggested the CIRIA Guide to Wellbeing on Site has lots of case studies and good practice; Robyn Conway to investigate.
- Robyn Conway to download data from School maturity assessment on Wellbeing to share at next meeting.

**Action:** Please [email Robyn](#) with suggestions of case study sources.

**Action:** Please [email Robyn](#) if you can share any of your case studies.

Wellbeing Special Interest Group – 14<sup>th</sup> July 2021

**Question 4:** We plan to create a 3-5 minute animated video on Wellbeing - what subject should it cover? What should the learning outcome be?

**Question 5:** At which audience should we aim this animation?

- Sam Hall volunteered to help with creating the animation; emphasised the need to use the words wisely as the duration is so short.
- Liz Holford suggested that Wellbeing is a very broad subject to cover so perhaps should be split into themes and audiences.
- School videos already produced include:
  - [FIR Toolbox Talk: Wellbeing](#)
  - [FIR: Mental Health & Well being](#)

**Action:** Watch the 2 videos listed above; [email Robyn](#) with any comments or suggested updates.

A second working group will be set up to design this animation.

- Sam Hall and Marian Garfield volunteered to take part in the animation working group.

**Action:** Please [email Robyn](#) if you would like to join this working group.

**Question 6:** Are there any other outcomes you'd like the SIG to achieve?

No comments in addition to the survey responses.

---

5. **AOB** – Ian Heptonstall

- Date of next meeting – early October; to include updates from both working groups and update on the case study collection.
- A Wellbeing Moment was proposed by Ian Heptonstall; Eileen suggested SLEEP, Matthew Walker: [Why We Sleep](#); Jayne Magee's suggestion centred around Health & Safety outside of work (on holiday) – never say to yourself "It's OK; I will be Careful".