

# LANGSIDE COLLEGE GLASGOW

*'Learn for Life'*

Minute of the meeting of the Healthy Working Lives Group held on Thursday 20<sup>th</sup> August 2009 at 3.00pm in the Boardroom.

**PRESENT:** J. Carrick, I. Campbell, L. Cunningham, J. Pugh

| ITEM | DISCUSSION AND ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ACTION BY                         | TIMESCALE                                   |
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| 1.   | <p><b><u>APOLOGIES</u></b><br/>I. Shackell, I. Peden, R. McIntyre, C. Milne, S. McNeill, D. Scott.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                   |                                             |
| 2.   | <p><b><u>MINUTES OF PREVIOUS MEETING AND REVIEW OF ACTIONS</u></b></p> <p>No issues.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |                                             |
| 3.   | <p><b><u>Update on HWL progress</u></b></p> <p>L. Cunningham updated the group on the meeting she had with Lindsay Jack, HWL Link Officer for the College and gave an overview of areas still to be covered for the assessment in November.</p> <p>For the additional activity, it was decided that the College would use the Ergonomics and Back Pain management sessions at the CPD conference in February.</p> <p>L. Cunningham confirmed that one place was booked on the Mental Health Awareness training for a manager to attend and would confirm if D. Scott wished to attend.</p> <p>J. Pugh and J. Carrick agreed to submit the sustainability/environmental action plan for the portfolio.</p> <p>L. Cunningham asked for information on how the College contributes to the community. The group to gather information on what the College does and why with evidence and send to L. Cunningham.</p> | <p>LC</p> <p>JP/JC</p> <p>All</p> | <p>Oct 09</p> <p>Sept 09</p> <p>Sept 09</p> |
| 4.   | <p><b><u>Update on HWL webpage</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                   |                                             |

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|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
|      | L. Cunningham and I. Shackell provided information and documents for the HWL webpage and Alex put them on the website. Group members to have a look on the website and provide feedback and further ideas.                                  | All       | Sept 09   |
| 5.   | <p><b><u>Creativity Day 2009</u></b><br/>L. Cunningham confirmed that the Creativity Day had been a success and many e-mails of appreciation had been sent thanked members of the group who ran events.</p>                                 |           |           |
| 6.   | <p><b><u>Update on activities from the activities team</u></b><br/>C. Milne completed his course to become a Jog Scotland leader and would discuss his intentions to run a 10 week jogging club at the next meeting.</p>                    | CM        | Oct 09    |
| 7.   | <p><b><u>Any other business</u></b><br/>J. Pugh confirmed bike storage was now in place in the new build, but no decision had been made on lockers for bikes. Showers are available in both the old and new buildings for staff to use.</p> |           |           |
| 8.   | <p><b><u>DATE OF NEXT MEETING</u></b><br/><br/>Thursday 8<sup>th</sup> December at 3pm.</p>                                                                                                                                                 |           |           |

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|------------|--|
| Checked    |  |
| Dispatched |  |