

# How to run a Senior Team Wellbeing Meeting



**THE  
WHOLE PICTURE  
TOOLKIT**

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Many of the decisions that will have an impact on the whole production are made in the pre-production stage. This is why it's the ideal time to discuss and agree your approach to wellbeing — and having a Wellbeing Meeting with your senior team is the ideal way to do it.

## **What's it all about?**

This meeting is about setting the right tone for the production and putting in place the foundations for respecting and protecting mental health. Your chosen approach can then become integrated into decision-making at every stage.

It's also an opportunity for the senior team to make sure they're aligned on what exactly that approach will be, and discuss ways in which they can communicate it and lead by example, remembering that they're in the best position to model and share best practice.

### **You can make a huge difference**

There is no *right* or *wrong* way to run a senior team wellbeing meeting; you might be working with a tiny team of just a few individuals, or a large project with many senior team members. Whatever the size of your production, and however much, or little, resources you have, making time and space for it can make a huge difference to everyone involved.

## **Planning a successful meeting**

Ideally, this meeting needs to happen before recruiting the rest of the crew or starting filming, so that you can properly discuss with the heads of department and other decision makers, what your approach to wellbeing will be.

This includes things like the policies and procedures of the production, attitudes towards inappropriate behaviour, mental health, and ways of working. Remember, this is also an opportunity for people to share their own thoughts.

The meeting should be led by someone who has a senior role on the production: for example, this could be a Production Exec, Head of Production or Executive Producer (or equivalent), and would ideally include Producers, Directors and heads of department. The same applies to those starting to work in post-production, so those in senior post roles should attend, e.g. Post-production Producer, Post Supervisor or equivalent.



If possible, invite commissioners and broadcasters too, as it breaks down the barriers of communication by having decision makers and senior leaders attend. They hold the purse strings and can make decisions about budgetary allowances for additional mental health support.

### **So... what's the aim?**

It's pre-empting and finding solutions to potential mental health issues. While you should aim for a solution-based approach, you are not expected to have all the answers. There may be certain challenges that cannot be resolved, e.g. weather conditions, hostile environments etc. However, you have the power to explore solutions together.

Communicate with respect and transparency, being aware of your tone and reminding others to do the same. Empower everyone to speak up, be it those in senior positions, or — perhaps even more crucially — those in junior roles.

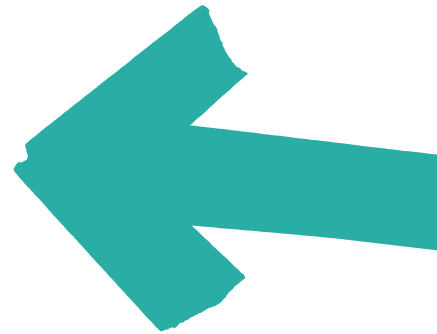
**TIP:** Make sure someone at the meeting takes notes, so that you have a record of all the agreed decisions, including who will be responsible for actioning them.

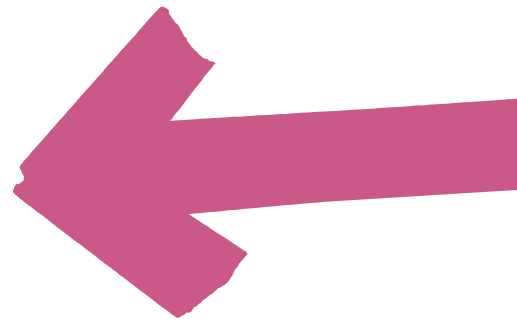
You should also nominate someone to circulate a summary of discussed points and action points following the meeting so everyone is on the same page.

For some extra help with your communication about mental health, take a look at [‘How to talk to your teams about mental health’](#).

Part and parcel of creating a **psychologically-safe** environment is creating an open and secure space for everyone. This senior team Wellbeing Meeting can be the first step to achieving this.

If possible, we suggest doing the meeting face-to-face, as you would a creative meeting. For convenience and to increase accessibility, the meeting could also be done via zoom.





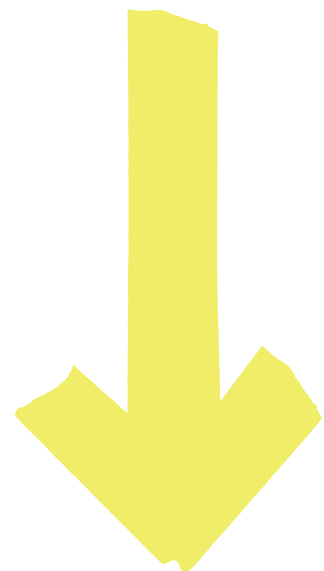
Please note: The below agenda is not exhaustive, but just a guide. You may wish (or only be able) to hold this meeting in a different way. You might be dealing with time pressures or tagging it on to the start or end of another meeting. Regardless of whether you're only able to grab a few minutes for an online meeting or manage to corral all the senior people for an in-person meeting, this is the first step in achieving the right mindset.

## Agenda ideas — what to cover

Your meeting should cover:

- **Assessment of the production's needs** – You may have already carried out a mental health risk assessment before this meeting, in which case this is your opportunity to discuss it. You might also decide to carry one out together.
- **Budgetary considerations** – If possible, discuss and agree what amount can be or has been ringfenced within the production's budget for additional mental health support. Are you bringing in an additional role to support the production, like a WellBeing Facilitator or an independent counsellor? Has this been factored in?
- **Schedule** – Are you working to an incredibly tight schedule? If so, it's important to acknowledge this. How are you managing the working hours of your crew? Are they getting sufficient rest days and time for sleep? Are you collectively agreeing to shorten prep & wrap times? Are you able to discuss communication boundaries, e.g. no emails/messages late at night or at weekends, unless it's an emergency?
- **Content** – Depending on your content, you might want to consider using an Intimacy Coordinator who will work to ensure that agreement and consent is adhered to at all times. Does your storyline include the portrayal of someone with mental health issues? You might need a consultation with Mind's media team who can offer advice about portraying mental health conditions to ensure they don't perpetuate stigma.

- **Bullying and Harassment** – Discuss policies and procedures. Make it very clear how racist behaviour e.g. interpersonal racism, microaggressions and other unacceptable behaviour will be handled. You and your team need to have a shared understanding of what racism is. You can find some useful information in [Mini Guide 2 - Be clear about bullying, racism, harassment and other forms of discrimination](#). Make sure you have a policy of listening to and believing targets, and make it clear who your team should speak to if there is an issue.
- **Core values** – Share your values and encourage all those at the meeting to do the same. This is a meaningful way to ensure you all know and agree on what matters.
- **Available support** – Discuss what support your teams can access. Do your senior team have any suggestions or needs? As a minimum, it might be helpful to mention the Film and TV Charity Support Line on 0800 054 0000. This is an independent, free 24/7 service which can provide counselling, as well as legal and financial advice.
- **Production Apps** – Agree on which Apps will be offered on the production – e.g. The Call It App, The Time project, etc.
- **Recruitment** – Remind senior team members that this is a great opportunity to reflect on how they put their teams together, including diversity. Are their hiring practices fair, open and transparent? Can they remove barriers, or widen their talent pool? Can they make sure that recruitment processes and procedures promote diversity?
- **Ways of working** – Discuss job sharing and flexible working as a way of creating more opportunities within each team. Be mindful of unmanageable workloads, especially for junior roles, who might find it particularly difficult to speak up.
- **Training** – What are the senior team’s training needs? Is there any particular training that all senior team members need to undertake? Has any training been organised? Who will be taking the mental health first aid training?



## After the meeting — what next?

At the end of the meeting, one person or a small team should take responsibility for putting the decisions into action and making sure everyone knows what happens next.

For example, do you need to sign off a bullying and harassment procedure for the production or a set of values to be shared with everyone? And most importantly, decide how you're going to communicate your approach to the team, and again, who will be responsible for it.

On a busy production, we know it's vital to make sure people aren't overloaded with even more tasks, so think about how to save time when communicating. Can important documents about welfare, wellbeing, mental health and a mentally healthy production culture be sent out together or included in emails about contracts?

**TIP:** Discover easy ways to simplify communication in [Mini Guide 4 - Create a wellbeing pack and send it out](#) and [Mini Guide 5 - Decide how to include wellbeing messages throughout production](#).

### **Glossary**

#### **Psychologically-safe**

Psychological safety refers to the belief that one will not be punished, ridiculed or rejected for speaking up with questions, ideas, concerns or mistakes.

