

Staff Involvement Group

Terms of Reference

March 2019

1. Purpose

- a) The Staff Involvement Group (SIG), hereafter 'the group', has been formed as a key component of the CCG's Organisational Development (OD) Strategy. The group continues to play a role in the CCG's Organisational Development Plan (ODP) and will serve as a vehicle to improve the CCG's internal communications, consultation and engagement mechanisms. The group acts as an informal forum to encourage all staff to engage in, and take ownership of, all aspects of the CCG's work.
- b) The following aims have been devised by the group:
 - i. To give staff a platform to voice their opinions and concerns
 - ii. Over-seeing staff governance and reviewing staff-related policies
 - iii. Oversight of the implementation of the CCG Organisational Development Plan
 - iv. Organising social and staff well-being events
- c) Reference will be made to the CCG Constitution and Policies with the aim of driving a shared culture across the organisation. It is not a forum for formal consultation nor is it intended to replace or undermine existing methods and channels of communication but rather to enhance them.

2. Roles and Responsibilities

- Consultation on key policies/HR/OD developments such as appraisal systems, office moves and organisational change.
- Organising staff surveys and co-ordinating action in response to the outcomes.
- Organising expert speakers to brief staff on particular topics of interest (e.g. NHS Pension Scheme).
- Managing relevant projects
- Organising or overseeing in-hours and out-of-hours staff social and charitable events and award ceremonies, i.e. the "fun" side of working life.
- The staff forum will support a safe place for views and opinions to be raised, discussed and respected.
- Discussions will focus on the organisation as a whole and not about individual members of staff; any concerns or issues relating to individuals will follow normal line management procedures.

3. Membership

All teams working with the CCG are encouraged to elect a representative to take part in the group, with a deputy for attendance when needed. There should also be a member of the Executive Team in the group to be responsible for raising any appropriate topics, issues or staff concerns with the Executive Team.

Staff representatives will attend meetings of the group on behalf of staff in their teams. They will therefore need to canvass the views and concerns of their team members prior to meetings and provide feedback following the meetings. They will also be responsible for the actions agreed and assigned to them during each meeting.

SIG will be open to all CCG staff who wish to attend meetings to join in discussions or raise staff concerns. Meeting dates will be circulated or advertised to all staff to ensure they are aware of upcoming meetings, should they wish to attend.

There will be an HR representative and Trade Union representative assigned to SIG who will be invited to all meetings but can decide to attend accordingly.

4. Chairmanship

The group will elect a Chair and one Vice Chair from its membership. The Chair and Vice Chair will serve for a minimum of two years. Re-election of the same Chair and/or Vice Chair may be considered and will be dependent on the number of willing candidates at the time of election.

5. Note Taking

Arrangements for note-taking and responsibility of the SIG Action Log will be determined by the group. This could involve a member acting as a regular note-taker or this function could be done on a rotation around the group.

6. Meeting Frequency

Every second month.

7. Governance and Reporting Arrangements

Whilst it is envisaged that SIG will operate in a relatively informal and flexible manner, there are some basic governance requirements that will improve its function.

The group will report to the Governance Committee. This will involve a verbal update from the Chair, supplemented by a written progress report, if requested by the Governance Committee Chair, once or twice per year. SIG may be invited to write a brief article for inclusion in the CCG annual report summarising their progress and achievements during the year. The group will not have a delegated budget and any decisions that require financial resources will require the approval of a CCG budget holder or committee, in accordance with the Scheme of Delegation.

These terms of reference will be reviewed annually by the group and by the Governance Committee.

Next review date: Jan 2020