Belfast Health and Social Care Trust

caring supporting improving together

TERMS OF REFERENCE

COMMITTEE	**STAFF EXPERIENCE & WELLBEING**
PURPOSE	The Staff Experience and Well-being group is one of four People and Culture work streams. The focus of the group is staff engagement and well-being: improving how it feels to work in Belfast Trust, so that all staff enjoy a positive working experience to improve and maintain positive health and wellbeing, and optimising attraction and retention. The group will report to the People and Culture Steering Group and provide assurance that the programme of work pertaining to Staff Experience and Well-is making sufficient progress towards realising a more consistent and positive experience for all staff.
DUTIES	**Key duties include**: ▪ An annual staff experience surveys to capture staff feedback and use this feedback to inform organisational culture change priorities and initiatives. ▪ Improving the culture of recognition by developing a range of recognition tools and approaches that builds on the success of the recognition certificates. ▪ Shape and guide staff experience and Well-being activity, driving forward the promotion of a productive and healthy workforce, including a refresh of B Well staff health and wellbeing initiative. ▪ Promote the Health and Wellbeing of staff by addressing basic needs such as the access to water, food and rest areas. ▪ Scope the provision of a single point of contact for staff Health and Wellbeing queries in order to: - enhance access to information - reduce inequity of provision - de-medicalise wellbeing issues ▪ Shape and drive improvements arising from the triangulation of feedback from staff surveys, exit interviews and other sources. ▪ Ensure that Staff Experience & Well-being key risks and challenges are identified and appropriately escalated through the existing assurance framework.
AUTHORITY	This group is authorised by the People and Culture Steering Group to consider any matter within its Terms of Reference.
REPORTING	Formal minutes will be recorded of each meeting of the Staff Experience and Wellbeing Group and will be distributed to the members of the Staff Experience and Wellbeing Group. The Group will report to the People and Culture Steering Group on a quarterly basis.

<table>
<tr><td>LEAD RESPONSIBILITY</td><td colspan="2">Co-Chairs:
Deputy Medical Director
Organisational Development & Change Manager</td></tr>
<tr><td rowspan="3">MEMBERSHIP</td><td>Co-Chairs:</td><td>Deputy Medical Director
Organisational Development & Change Manager</td></tr>
<tr><td>Membership:</td><td>Co-chairs of work stream or their designed representative
A Trade Union representative
Directors/Co-Directors/Divisional Nurse/ Chair or member of Divisional Team (each Directorate must be represented).</td></tr>
<tr><td>Quorum:</td><td>At least one of the Co-Chairs of the Group, and at least three other members.</td></tr>
<tr><td>MEETINGS</td><td colspan="2">Frequency of Meetings
The Staff Experience and Wellbeing Group will meet every two months.

Secretarial Support
Formal minutes will be taken to include the following:
The names of all present at the meeting, and those from whom apologies have been received.
A record of the decisions made and any dissent.
Details of how the group was assured and the evidence on which this was based.
Details on any issues needing escalation. An action log will be provided, detailing who is responsible for each action.
Draft minutes and an action log will be issued no more than seven working days following each meeting.
The agenda and papers will be distributed electronically to members no later than five working days in advance of the date of the meeting. Members will be expected to have undertaken the necessary preparation for the meeting.
Papers
Agenda for the meeting.
Minutes of the previous meeting.
The Steering Group report tabled at the most recent Assurance Committee, and details of any considerations by the Committee.
An update report from each of the subgroups including actions taken from last meeting and clear plan for next quarter.
Work stream report on identified learning, with proposals as to how, and to whom such learning should be disseminated.
Withdrawal of individuals
From time-to-time members will be called away to attend to urgent matters. This will be clearly documented in the minutes.</td></tr>
<tr><td>CONFLICT / DECLARATION OF INTEREST</td><td colspan="2">The Chair shall seek and record any declaration or conflict of interest from members prior to every meeting of the group.</td></tr>
<tr><td>REVIEW</td><td colspan="2">These terms of reference and operating arrangements will be reviewed on at least on annual basis by the group.</td></tr>
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