

NHS Shropshire, Telford and Wrekin CCG Staff Health and Wellbeing Group

TERMS OF REFERENCE	
1.0 Purpose of the Group	
1.1	<p>The Staff Health and Wellbeing Group will be established to oversee and steer the development and implementation of the CCGs Health & Wellbeing Strategy.</p> <p>The Group will also have an insight of Health and Safety issues which will be reviewed should the need for a separate Health and Safety Group be required.</p> <p>The Group will consider experiences from staff and look to improve processes, explore health and wellbeing initiatives and support where appropriate.</p> <p>The Group will promote activities and best practice to help achieve excellent health and wellbeing of the CCG employees both for mental health and physical health.</p>
2.0 Responsibilities	
2.1	The group will provide leadership and direction in relation to staff health and wellbeing.
2.2	The group will receive internal and external reports and guidance on staff welfare and act upon recommendations.
2.3	The group will understand good practice in relation to staff health and wellbeing within and external to the NHS and support and oversee its implementation.
2.4	The group will develop a mechanism for staff to feed into the group with ideas and suggestions to support staff in the long term.
2.5	The group will champion and promote greater awareness of staff health and wellbeing across the CCGs in line with the Health and Wellbeing Policy.
2.6	The Group will complement and enhance the responsibilities of the appointed Health and Safety officer by promoting good practice in relation to Health and Safety and being a mechanism to highlight themes. This includes encouraging the raising of concerns through the appropriate channels such as the CSU Health and Safety team and the Executive Director of Corporate Affairs. The group does not have responsibility for the statutory legal requirements of Health and Safety.
3.0 Reporting Lines	
3.1	The group will be able to feed into the Executive Director of Corporate Affairs and the Governing Body as appropriate
3.2	Records of the meetings will be maintained by the Chair/Vice Chair in the form of action log and bullet points of discussions that will be shared to the core members of the group.

4.0 Membership	
4.1	<p>Core Members – As a staff only group the membership consists of :</p> <ul style="list-style-type: none"> • Staff Representatives x 11 • HR representative x1
5.0 Governance and Reporting Arrangements	
5.1	<p><u>Reporting arrangements</u> The group will report to the Executive Director of Corporate Affairs as appropriate</p>
5.2	<p><u>Quorum</u> The group will be considered quorate if there are at least six core members present.</p>
5.3	<p><u>Review</u> The Terms of Reference are to be reviewed when appropriate, but as a minimum, every 12 months at the first meeting in the financial year.</p>
5.4	<p><u>Establishment of Sub-Groups/Task and Finish Groups</u> The group shall establish sub-groups or Task and Finish Groups as and when necessary to support the delivery of the work required.</p>
5.5	<p><u>Items of a Confidential Nature</u> Agenda items of a confidential nature will be discussed by group members only with the inclusion as and when necessary of a confidential part to the meeting.</p>
6.0 Administration	
6.1	<p>The agenda for the meetings will be drawn up with the Chair of the Group. The agenda and any appropriate papers for meetings will be distributed five working days in advance of the meeting.</p>
6.2	<p>Information relating to the business of the group will be held electronically by the CCG.</p>
6.3	<p>An action log will be kept and bullet point meeting notes produced following each meeting of the group.</p>
7.0 Related Policies	
7.1	<p>Human Rights Equality and Diversity Organisational Change Risk Management Policy and Strategy</p>
8.0 Schedule of Meetings	
8.1	<p>Meetings will be arranged monthly.</p>