

TERMS OF REFERENCE**STAFF ENGAGEMENT EXECUTIVE GROUP****1. PURPOSE**

To oversee and steer the development of Staff Engagement in the Trust.

2. DUTIES/RESPONSIBILITIES

- a) To provide leadership and strategic direction on Staff Engagement to ensure the Trust meets regulatory guidance and standards
- b) To champion and promote greater awareness of Staff Engagement across the organisation
- c) To promote the link between engaging leadership and good staff engagement
- d) To oversee the implementation of the Staff Engagement Strategy
- e) To monitor and performance manage the implementation of the Trust's staff engagement action plan
- f) To receive internal and external reports on staff engagement, to include the annual CQC staff survey report.
- g) To understand good practice in staff engagement from within and external to the NHS in order to share across STHFT.

3. ACCOUNTABLE TO

The Staff Engagement Executive Group is accountable to the Finance and Performance Committee a sub committee of the Trust Board of Directors

4. REPORTS TO AND METHOD (INCLUDING MINUTES CIRCULATION)

Reports to the Finance and Performance Committee sub committee of the Trust Board of Directors.

Circulation:-

Minutes shall be circulated to Members of the Staff Engagement Executive Group and the chair of the Leadership Executive Group

MEMBERSHIP/DESIGNATION**➤ Members**

NAME	DESIGNATION	CHAIR
Mark Gwilliam	Director of HR and OD	Chair
Dave Lyon	Staff Side Representative	
Linda Crofts	Head of Learning and Development	
Rhian Bishop	Staff engagement Lead	
Karen Barnard	Deputy Director of HR & OD	Vice Chair
Claire Fretwell	Leadership and OD coordinator	
Steve Burgin	Head of Health and wellbeing	
Julie Phelan	Communication Director	
Mandy Yates	Nurse Director	
Michael Harper	General Manager	
Kevin O'Regan	Hotel Services Director	

Tracey Harding	Director of Informatics	
Phil Brennan	Estates Director	
Frank Edenborough	Foundation Trust Governor	
Chris Monk	Foundation Trust Governor	
Community representative	Penny Brooks	

The group may co-opt members as required.

➤ Serviced by

NAME	DESIGNATION
Joy Spotswood	PA to Director of HR and OD

➤ Lead Officer (If applicable)

NAME	DESIGNATION
Rhian Bishop	Staff Engagement Coordinator

6. QUORUM

A quorum shall be 6 members

7. MEETING FREQUENCY (MINIMUM IF APPLICABLE)

Quarterly
Meetings will be scheduled for two hours

8. DATE TERMS OF REFERENCE WERE APPROVED

To be approved

9. REVIEW DATE

April 2015

10. PROCESS FOR REVIEWING EFFECTIVENESS

Quarterly report to Finance and performance committee.

11. REPORTING STRUCTURE

(List of Groups/Committees which report to this Committee)

Staff engagement leads Forum
Health and Wellbeing Group