

Working Well Steering Group



Terms of Reference

1 Membership

The Working Well Steering Group will consist of:

- Caroline Sharp (Workforce Director)– Joint Chair
- Stephen Hare (Employee Director) – Joint Chair
- Ros Kelly (OHS Manager, Head of Service)
- Val Douglas (Staff Side Representative)
- Natalie Morel (OD & Learning Manager, Head of Service)
- Pamela Jamieson (HR Manager, Head of Service)
- Richard Smith (Health & Wellbeing Officer, Public Health)
- George Noakes / Laura Durling (Health Intelligence Analysts)
- Ashley Henderson or Kirsten Moffat (Communications Team Representative)
- Louise Cumbley (Director of Psychology)
- Ross McGaw (Service Representative)
- Alice Wilson (Deputy Nurse Director)
- Ellen Jardine (on maternity leave during 2018)

Meetings will be chaired either by alternation or other arrangement by mutual agreement, between the Workforce Director and the Employee Director.

Other staff may attend meetings for particular subjects as necessary.

2 Reporting Arrangements

The Working Well Steering Group reports to the Staff Governance Committee, and will provide regular updates on progress via the Area Partnership Forum.

3 Role and Function

The Steering Group shall oversee the prioritisation and implementation of the recommendations made in the Working Well report submitted to the Board's Staff Governance Committee in September 2017, which built on the Working Well Strategy and action plan agreed with the Staff Governance Committee in January 2017.

The steering group may establish sub groups, and / or commission existing groups to undertake and deliver on key pieces of work which it identifies as necessary in order to achieve this.

4 Objectives

The objective of the Steering Group is to lead the delivery of the strategic change programme and action plan for building health and wellbeing resilience within the workforce in NHS Dumfries and Galloway, as set out in the Working Well Paper submitted to Staff Governance Committee on 23 January 2017 and subsequent papers. This work may be offered for extension beyond the health workforce at a later date.

5 Agendas and Papers

All members have the opportunity to submit agenda items for meetings. Agendas will be agreed by the co-chairs in advance of the meeting and papers prepared using standard agreed formats (either Board Committee format, or SBAR). Papers will be circulated to members 5 working days in advance for each scheduled meeting.

The minutes will be agreed with the Chair and then distributed to the steering group members within 10 working days of the meeting .

6 Quorum

The steering group will be quorate with 4 members present, with at least one staff side representative and one management representative being present.

7 Frequency of Meetings

The Committee will meet 3 monthly. Other meetings may be agreed to discuss particular issues as required.

8 Support

Support will be provided from the Workforce Director's office.

9 Review

The Terms of Reference will be reviewed on an annual basis.

10 Best Value

The Steering Group is required to provide appropriate assurance with regards to the delivery of Best Value in compliance with the Board's annually approved Best Value Framework.

Author	Designation	Published	Review
Arlene Melbourne	Executive Assistant	March 2018	March 2019