

## **Warwickshire Way Forward – Staff Engagement Group**

Children and Families Transformation Programme

### **Terms of Reference**

#### **Purpose**

- Through a representation of staff, to provide a forum that enables all staff to identify & contribute to issues affecting the working and development of the Children & Families unit, and facilitate an effective dialogue between staff and the Children & Families Transformation Programme.
- To ensure the achievement of effective communication of information within Children & Families, both horizontally and vertically.
- To act as a reference group for the Children & Families Transformation Programme, providing feedback on proposals and issues which affect staff and their working environment.

#### **Structure & Membership**

- The Staff Engagement Group will consist of a core group of staff with diverse knowledge; skills and experience to best represent all staff and should ensure that all geographical areas of Warwickshire are represented.

#### **Key tasks and responsibilities of Staff Engagement Group members**

- To actively contribute to the discussions at the Staff Engagement Group meetings
- To represent the views of staff with whom the member may have contact, whether directly or virtually.
- To ensure effective feedback to colleagues and teams
- To support the engagement objectives and successful delivery of the Children and Families Transformation Programme
- To utilise the skills and experience within the group for benefit of the Children and Families Transformation Programme
- To promoting cohesion, coordination and sharing of ideas
- To actively participate in activities identified for the benefit of the Children and Families Transformation Programme
- To support the Children and Families Transformation Programme amongst relevant staff partners
- Identify learning from past programmes to instigate new projects based on that learning

#### **Key tasks and responsibilities of Staff Engagement Group**

- To represent the views of all staff in Children & Families in a fair and unbiased way.
- To ensure staff have the opportunity to be involved in, engaged with, and listened to, in relation to Children & Families Transformation Programme.
- To contribute ideas for the resolution of issues raised by either staff or Children & Families Transformation Programme.
- To provide recommendations to the Children & Families Transformation Programme on approaches to support the wellbeing of staff.
- Where appropriate, to establish short-life groups to respond to requests for work from the Children & Families Transformation Programme.

### **Roles & Responsibilities of the Children & Families Transformation Programme**

- A member of Children & Families Transformation Programme will prioritise attendance at the Engagement Group meetings wherever possible.
- The Children & Families Transformation Programme will engage, in a timely manner, with the Engagement Group for consultation on issues impacting upon staff and to undertake specific pieces when required.
- The Children & Families Transformation Programme member who attends the Engagement Group will ensure that items are raised and responded to in a timely manner.

### **Meetings**

- Meetings will be held on a monthly basis.
- Meetings will take place on the day identified, in the morning at Saltisford and in the afternoon at Hilary Road Centre or Hatters Space (unless an alternative venue is identified.)
- Meetings will usually be 2 hours long.
- A joint North & South meeting will be held periodically.

### **Administration**

- The Staff Engagement Group Chair will liaise with the Children & Families Transformation Programme and Staff Engagement Group members to collate items for the meeting agenda.
- The Staff Engagement Group Chair is a member of the Children & Families Transformation Programme Delivery Board.
- The agenda will be circulated at least three working days prior to the meeting.
- Minutes will be circulated to all Staff Engagement Group members within ten working days of the meeting and will be available on relevant intranet pages.

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**The Terms of Reference will be reviewed as required by the Group.**