

Terms of Reference – Reassurance Project

1. Purpose of Project

To provide assurance that the well being of the Staff and Members of CEC is aligned to best practice and organisational values.

2. Sub Group v Working Group

All Party Working Group

Format as resolved by Staffing Committee on 29.2.16. Formed to oversee the Project and provide appropriate direction and steer.

3. Membership

Group Membership

- Councillor B Moran (Chair)
- Councillor P Findlow
- Councillor J Jackson
- Councillor D Marren
- Councillor M Parsons
- Councillor R Fletcher

One trade union representative – C Nicholson (Unison)

4. Objectives

- i. To increase staff/member confidence of Council policies, procedures and practices by addressing behaviours thereby improving staff wellbeing.
- ii. To audit and review all existing HR policies which impact upon reassurance to ensure they operate cohesively.
- iii. To ensure all agreed HR policies are updated in line with legislative changes.
- iv. To seek feedback from staff and members in respect of agreed policies and procedures including staff exit interviews.
- v. To promote the Council's responsibilities to ensure all staff and members are aware of reporting procedures should they wish to raise a matter of concern/complaint.
- vi. To identify best practice from other organisations and consider adoption.
- vii. To develop future monitoring and reporting requirements.

- viii. To make recommendations to Staffing Committee, then to full Council.

5. Scope policy/procedure documents to be reviewed including:

- Grievance
- Bullying/Harassment
- Equality
- Disciplinary
- Code of Conduct
- Whistle Blowing
- Complaints

6. Resources and financial implications

CEC Officers/Members

Use of independent reviewer (NW Employers)

Cost to be determined when scope is agreed

7. Governance arrangements

Monthly/Six weekly meetings

- Meeting 1 – Scoping exercise
- Meeting 2 – Interim feedback on review
- Meeting 3 – Feedback and next steps

Substitutes are permitted as per Staffing Committee

Further meetings to be arranged if required.

8. Risks

Failure to adequately address reassurance issues may impact upon the reputation of Cheshire East Council.

9. Timescales

4 – 6 months from date of 1st working group.

Methodology for review (Independent reviewer)

- Desk based review – to include policies and performance information
- Research – ACAS, North West Employers and other organisations
- Staff Survey to inform review
- Identify and implement quick wins
- Staff/Member feedback – to include interviews and focus groups