

## **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 1<sup>st</sup> 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