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**Terms of Reference for the**

# Members’ Council

**Staff Survey Sub-Committee**

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| **1.** | **INTRODUCTION** |
| 1.1 | The Foundation Trust Members’ Council (MC) takes the results from the annual staff survey seriously as an indication of the overall wellbeing of staff and their ability to deliver high quality patient care. As such they have agreed to set up a sub-committee to review actions and monitor progress towards continuous improvement of the staff survey results. This committee is the Members’ Council Staff Survey Sub-Committee. |
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| 1.2 | The Sub-Committee shall review the Trust’s Wellbeing Group and Divisional / Directorate action plans, receive the results of the annual staff survey and monitor progress. The Sub-Committee shall report to the Council on the progress being achieved and to support the work undertaken within the Trust to improve survey outcomes. |
| **2.** | **MEMBERSHIP** |
| 2.1 | The Sub-Committee shall be co-chaired by CEO/DoHR and a representative from the MC. In their absence the Chairs shall nominate one of the other members to chair the meeting. |
| 2.2 | The other members of the Sub-Committee are as follows:* Chief Executive
* Director of Human Resources
* Jacqui Bourton MC representative
* Pat Armstrong MC representative
* Jayne Champion MC representative
* Pam Norton
* Representatives from the Staff Wellbeing Group
* Any Representatives from Staff Governors who wish to attend
* Communications
* Occupational Health
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| 2.3 | The Sub-Committee may also seek the advice of external advisors as appropriate. |
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| **3.** | **ATTENDANCE AT MEETINGS** |
| 3.1 | The minimum number of members required at a meeting (the quorum) to allow business to be undertaken shall be the Chair (or in their absence a nominated Chair from the MC representatives on the Sub-Committee) and 4 other members, to include at least 2 MC representative. |
| **4.** | **FREQUENCY OF MEETINGS** |
| 4.1 | The Committee shall meet at least quarterly and more frequently as may be necessary. Meetings will need to be coordinated to ensure they take place ahead of the next appropriate full Members’ Council meeting. |
| **5.**  | **CALLING MEETINGS** |
| 5.1 | Meetings will be called and conducted in accordance with the Members’ Council Standing Orders. The notice of the meeting, specifying the business that it is proposed to be considered, will be sent so as to be available to members at least 5 clear days before the meeting. Written reports are, wherever possible, to be sent with the notice of the meeting but will certainly be despatched no later than 5 days before the meeting, save in the case of emergencies. |
| **6.** | **REMIT** |
| 6.1 | To review the results of the annual staff survey. |
| 6.2 | Review action plans associated with improving staff survey results. Monitor their effectiveness and make recommendations for improvement where appropriate. |
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| 6.3 | In reporting progress to the Members’ Council, the Sub-Committee shall provide an update on current actions being undertaken within the Trust and the outcomes from local staff surveys. These will take place 4 times per year. |
| **7.** | **REPORTING** |
| 7.1 | The Sub-Committee co-chairs will report to the Members’ Council on its proceedings after each meeting.  |
| 7.2 | The Sub-Committee shall make a statement in the annual report about its activities. |
| **8.** | **LIMITATIONS OF AUTHORITY** |
| 8.1 | The Committee is authorised to obtain, at the Trust’s expense, outside professional support or advice on matters within its terms of reference. |