

**Finance Directorate
Employee Engagement Working Group
Terms of Reference**

Purpose

1. To work as a group to promote and steer the development of the Directorate's staff engagement strategy
2. To champion and promote awareness of staff engagement across the directorate by becoming Engagement Champions; helping to embed the vision, mission and engagement initiatives within your own teams and across the directorate.
3. The formal work of the working group will be complemented by the normal discussions that take place at all levels throughout the Finance Directorate on a day to day basis

Terms of Reference

1. Support the implementation of the Finance Directorate Vision and mission
2. Attend regular meetings to review progress, prioritise next steps, and inform the engagement strategy.
3. Participate in group discussions, generating and collating creative ideas to make the Finance Directorate an even better place to work.
4. Make recommendations on areas for improvement and possible solutions
5. Drive forward local activities and be involved in these as appropriate.
6. Build trust and develop good working relationships with other Engagement Champions
7. Demonstrate a burning desire for success and actively seek opportunities where the group may be able to add value
8. Represent own initiatives, actively seek and feed in ideas and suggestions from your teams.
9. Outcomes and actions from this group will be shared with the LICC and all staff.

Term

1. The work of the Working Group and the Terms of Reference will be evaluated within the first twelve months of the first formal meeting of the Employee Engagement Working Group and thereafter on an appropriate basis as agreed.

Personal Skills required

1. To take the initiative and demonstrate commitment to the overall vision
2. To actively contribute towards creating a great place to work
3. To have good communication and facilitation skills
4. To remain calm when dealing with conflict/difference of opinion
5. To be passionate about what the Employee Engagement Working Group can deliver and be able to engage others in the vision by talking
6. Positively promote the benefits of staff engagement to colleagues within own teams and area
7. To display energy and enthusiasm for the Employee Engagement initiative

Meetings

1. The group will meet monthly for the first 6 months. This will be reviewed at the end of this time period. The Facilitator shall be empowered to call additional or more regular meetings when appropriate.
2. Items for the agenda from any members of the Employee Engagement Working Group should be presented in to Facilitator at least 5 working days before the meeting. The agenda for each meeting will be approved by the Facilitator prior to the meeting.
3. Matters of urgency may be introduced at short notice as 'any other business'.

Meeting Guidelines

1. The group will have a shared responsibility for team process and the work of the working group.
2. Members of the group will respect the opinions of all members and treat each other with respect.
3. Participants will actively contribute to the discussions.
4. The group will keep an open mind to new and different ideas.
5. Confidentiality of all discussions in the meetings will be respected.
6. Open and honest communication will be used with each other at all times

Committee Membership

- Anna Wrigglesworth (Facilitator)
- Up to 15 Volunteer members from across Sheffield Hallam University Finance Directorate.
- Individuals can join the Employee Engagement Working Group and it is intended that anyone who wants to be a member can become one. Should the number of volunteers go above 15, the existing group may consider holding an election to ensure that the size of the group remains manageable.
- Although there are no quotas to represent particular parts of the organisation, the Employee Engagement Working Group aims to include staff from a variety of teams, across the Finance Directorate. Certain teams or groups of staff may be encouraged to join when there is a gap in some areas.