

**Planning  
Comms & Engagement Group  
Terms of Reference**

**Purpose**

- To work as a group to promote, steer and develop communications and staff engagement within Planning.
- To foster a culture that enables people to feel valued, recognised, motivated and happy at work by having a clear direction, shared goals, supportive colleagues and managers and good communication.
- The formal work of the working group will be complemented by the normal discussions that take place at all levels throughout Planning on a day to day basis.

**Terms of Reference**

- Attend regular meetings to review progress and prioritise next steps.
- If unable to attend a deputy should be sent to ensure all teams are represented at each meeting.
- Participate in group discussions, generating and collating creative ideas to make Planning a better place to work.
- Make recommendations on areas for improvement and possible solutions.
- Drive forward local activities and be involved in these as appropriate.
- Build trust and develop good working relationships with other members of the Group.
- Demonstrate a desire for success and actively seek opportunities where the group may be able to add value.
- Represent own initiatives, actively seek and feed in ideas and suggestions from your teams.
- Work with the Finance Engagement Working Group on joint Directorate wide initiatives.
- Outcomes and actions from this group will be shared with the LICC and all staff.

**Term**

- The work of the Group and the Terms of Reference will be evaluated every twelve months in October, or thereafter on an appropriate basis as agreed.

**Communications**

- The work of the Group and key actions/discussion points from the meeting will be communicated to staff within Planning within 4 weeks of each meeting.
- A summary of the meeting will be communicated to the whole Directorate via the blog.
- The Comms and Engagement Champions will give a face to face update / ask for feedback at their regular team meetings.
- The Planning Comms and Engagement Yammer group will be used by the group to communicate outside of the formal meetings.

### **Personal Skills required**

1. To take the initiative and demonstrate commitment to the group.
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 Comms and Engagement Group can deliver and be able to engage others in the vision of the group.
6. Positively promote the benefits of the group to colleagues within own teams and area.

### **Meetings**

1. The group will meet for 2 hours each month. The frequency and length of the meetings will be reviewed with the group after 3 months.
2. The facilitator will suggest an agenda in advance of the meeting based on discussion from the previous meetings. Any additional items can be suggested by the group at least 5 working days before 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 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**

- Facilitator
- Volunteer members from across Planning, representing each team.
- Director of Strategic Planning to attend on request