
Terms of Reference: Staff Consultative Group (SCG)

Date of Approval:	June 2010, School Management Team
Last Reviewed:	May 2016
Date for Review:	May 2017
Version:	V4.0
Chair:	HR Manager
Secretary:	HR Assistant

Context

To provide a forum for staff consultation and participation, with specific responsibilities for health and safety and policy review.

Terms of reference

1. To be responsible to the Senior Management Team (SMT) for the effective dissemination of information to the University College of Osteopathy's (UCO's) employees and consultation with the UCO's employees on key issues, in line with best practice in HR.
2. The UCO (via the SMT) will inform and consult with staff via the Committee on the following matters:
 - a. Financial information and performance.
 - b. Strategic plans.
 - c. Market developments.
 - d. Planned or potential substantial changes to the nature of the organisation, including mergers and acquisitions and transfers of undertakings, collective redundancies and major changes to the structure of employment within the UCO.
 - e. New and substantial changes to policies and procedures within the remit of the contract of employment and Staff Handbook.
 - f. Remuneration process, to include the UCO's overall salary structure and platform for job evaluation, but **not** the remuneration of individual employees or roles, or appeals from individuals.
 - g. Health and safety, including fire safety.
 - h. HR practices, based on a termly report from the HR team including relevant best practice statistics (for example, staff turnover, recruitment costs).
3. To agree matters to be reported back to employees; representatives to disseminate this information or consult employees as agreed between meetings.
4. To review the list of matters for information & consultation on an annual basis and to report this to the SMT for review.

NB:

- All employees elected as representatives must agree not to divulge any confidential information that the UCO chooses to share with the Committee in order that informed consultation can take place.

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- 'Consultation' in this context means that the UCO's management team will inform staff, via the Committee, about the issues listed above; ask for their views, and take these into consideration when decision-making. Consultation should take place before decisions are made by management.

Frequency of meetings

The SCG meets once termly.

Composition and conditions of membership

- HR Manager (ex-officio) (*Chair*)
- Principal & Chief Executive (ex-officio)
- Two representatives from clinical faculty
- Two representatives from academic faculty (one from a practical-based, one from a lecture-based subject)
- Two representatives from the support staff
- HR Assistant (*Secretary*)

Additional members may be co-opted as appropriate.

Employee representatives will be elected by their particular groups. Elected representatives will serve for a term of two years. In the absence of the HR Manager, another member of the Senior Management Team can chair meetings of the Committee.

Quorum

A minimum of one representative per area is required at each meeting.

Reporting and subcommittees

Reports to:

The SCG reports to the SMT through recommendations and formal minutes of meetings.

Receives reports from:

The Staff Consultative Group (SCG) receives summary reports from a variety of meetings and committees, to include the Principal's Update to the Board of Directors and Finance Update.

Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
March 2014	Administrative - Amendments to committee titles to reflect current committee structure and role titles to reflect current roles	Committee Chair
May 2016	Minor – Amendments to reflect change in Chair and Secretary role titles and current committee titles.	SMT