

## **Workload Steering Group**

### **Terms of Reference 2021**

#### **Purpose**

To provide guidance, support and challenge, where necessary, to the project lead in determining the extent and source of work activity that compromises staff wellbeing and adversely impacts on the time available to staff to support students.

#### **Social Partnership**

“Social partners work in a collaborative spirit, recognising and respecting each other’s interests, to deliver positive outcomes for all in a manner that recognises the value and well-being of members of the workforce and their contribution to delivering goals of their employing organisations and society as a whole. Social partners jointly adopt and adhere to the social partnership principles of co-operation, respect, trust voice and participation and mutual gains.” (Draft bill p5)

#### **Frequency of meetings**

For the month of March the meetings will be held weekly, thereafter as agreed by the project lead and steering group. Meetings to be arranged by Colegau Cymru as the project administrator. The final report will be submitted to Welsh Government when it has been agreed by the steering group.

#### **Communicating Decisions/Outcomes**

All communications from the group must be agreed prior to sharing. Any decisions made by the group must be made collaboratively.

#### **Membership**

Trade unions:	Employers:	Government:
Margaret Phelan	Mark Dacey	Marian Jebb
Chris Jones	Andrew Cornish	Karron Williams
Mererid Lewis Davies	Mike James	

There will be a facility for the Welsh government to bring to the meeting other policy leads who may be able to offer support to the steering group.

## **Quorum**

It will be advantageous to ensure that all members of the group can attend each session. However in order to cope with unforeseen circumstances it is advisable to stipulate a quorum. That will be at least two members each from the trade union and employer side and one from the Welsh government.

## **Ways of Working**

Using the definition of Social partnership above, a sustainable solution to the issues posed by workload must be acknowledged and agreed by all, to ensure its resilience long term. Partnership working is not always the easiest way to get decisions made, but research demonstrates that it is the most effective way to manage change. In doing so, the steering group will consider in the first instance the analysis from the EWC survey workload 2021.

## **Impact Assessment**

Consideration will be given to the equality act during our discussions and an equality and socio-economic impact assessments will be made prior to finalising any decision. These impact assessments will be included in the final report.

12 March 2021