

HEALTH AND SOCIAL WELLBEING COMMITTEE



Introduction

Arising from a Team Effectiveness Event in October 2014, an Action Plan was developed and approved in January 2015. One action was the need to establish a Health and Social Wellbeing Committee with the objective of nurturing and improving staff relationships and supporting staff in accessing a range of activities aimed at improving their health and wellbeing.

Remit

The Committee was established in March 2015 with a remit to address the need within NIPEC to:

- provide direction and oversight for health and social wellbeing activities for staff
- develop, co-ordinate and monitor a programme of activities for the year which helps to improve health and wellbeing and develops mutual respect
- evaluate and review progress against the programme of activities, seeking feedback from staff
- where necessary, ensure that effective policies and procedures are in place to support the programme of activities and these are available to all staff
- provide regular updates and an end of year report to the Business Team and to the wider organisation.

Membership

Membership of the Committee is as follows:

- Corporate Services Manager
- Senior Professional Officer (NB will not be required to be Chair)
- 3-4 members of the Corporate Services Team

Membership and Chair of the Committee will be rotated within the organisation on an annual basis.

Frequency of meetings

The Committee will meet on a monthly basis with ad-hoc meetings in the intervening period as and when required.

Governance

General updates will be provided to the Business Team on a monthly basis and to wider organisation at staff meetings. Specific communication will be forwarded to all staff as and when required and information will be displayed on the staff notice board.

**3rd February 2015
(updated May 2016)**