

# Improving performance through wellbeing and engagement

## Steering Group

### Terms of reference

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#### **Purpose of the Steering Group**

The Project Steering Group exists to oversee and provide directional guidance on the national project.

#### **Frequency of Meetings**

The Steering Group will meet twice per year.

#### **Membership of Steering Group**

##### Non-Executive

Matthew Knight, Vice-Chair, Chair Universities Human Resources (UHR) and Director of HR, University of Leeds (Chair)

Michael Arthur, Vice-Chancellor, University of Leeds (lead institution)

Dame Carol Black, National Director for Health and Work, Department of Work and Pensions

Kate Byford, Equality Challenge Unit (ECU) representative and Senior Policy Adviser

Jean Harrison, Chair, Organisational Development in Higher Education Group (ODHE) and HR Director, University of Westminster

Alan Cowen, Chair, University Safety and Health Association (USHA) and Head of Health and Safety, University of Brighton

Dale Hall, Senior Institutional Assurance Manager, Higher Education Funding Council for Wales representative

Stephanie Marshall, Leadership Foundation for Higher Education (LFHE) representative and Programme Director

Beth Steiner, Higher Education Funding Council for England (HEFCE) representative and Senior Higher Education Policy and International Adviser

Kathleen McAdams, Scottish Funding Council (SFC) representative and Policy Officer

Albert McMenemy, Association of University Heads of Administration (AHUA) representative and Registrar, Secretary and Head of Administration, University of Manchester

Sarah Randall-Paley, British Universities Finance Directors Group (BUFDG) representative and Finance Director, University of Lancaster

Stewart Ross, British Universities and Colleges Sport (BUCS) representative and Director of Sport, University of Leeds

Paula Shelley, Universities and Colleges Employers Association (UCEA) representative and Senior HR Advisor

##### Executive

Gary Tideswell, Director of Wellbeing, Safety and Health, University of Leeds (lead English institution)

Selina Woolcott, Director of Health, Safety and Wellbeing, University of Glasgow (lead Scottish institution)

Jayne Dowden, Hr Director, Cardiff University (lead Welsh institution) or Terry Threadgold, Pro Vice Chancellor, Cardiff University (lead Welsh Institution)

Kim Shutler-Jones, Project Manager (Secretary)

### **Quorum**

Chair

in addition to

At least 3 Non- Executive members and at least 2 Executive members

Project Manager (Secretary)

### **Chairman**

Matthew Knight

### **Secretary**

Kim Shutler-Jones

### **Functions of the Steering Group**

1. Monitor project finances
2. Oversee and provide directional guidance
3. Monitor project progress against deliverables
4. Bridge the gap between the project and wider sector bodies including providing information on any related projects or organisations which may be of interest, and disseminating project information to associated sector bodies
5. Act as a source of guidance, information and support
6. Raise matters of concern
7. Act as ambassadors for the project and employee engagement, wellbeing and health in higher education