



EMPLOYEE FORUM

TERMS OF REFERENCE

1. Overall Philosophy

- The Company wants to further develop our culture and ensure that the views of all the staff are taken into account.
- The recent employee engagement survey has provided a great deal of feedback which will help to inform the areas of the Company that need to be improved.
- To aim is to create an Employee Forum made up of staff members, who will use this feedback to work to propose and help deliver a series of action plans to address these areas.

2. What will the Employee Forum achieve?

The Forum will:

- Contribute to the improvement of staff engagement and Company culture, to help develop the key engagement factors:

My Manager - How you feel about and communicate with your direct manager/line manager.

Leadership - How you feel about the head of the organisation, senior managers and 3aaa values and principles.

My Company – The level of engagement you have with your job and the Company.

Personal Growth – What you feel about training and future prospects.

My Team – How you feel towards your immediate colleagues and how well you work together.

Giving Something Back – The extent to which you feel the Company has a positive impact on society.

Fair Deal – How happy you are with your pay and benefits.

Wellbeing – How you feel about stress, pressure at work and work-life balance.

- Develop proposed action plans, involving stakeholders as appropriate with details of delivery expectations, ownership and timescales.
- Provide regular communication to the area they represent and to the senior management team on progress.
- Promote communication and positive employee participation at all levels of the Company.

3. Make Up of Employee Forum

The Forum will consist of no more than **10** nominated members to cover a number of Clusters, Sales, Delivery and Customer Experience functions and Head Office Departments.

The Forum will also be supported by the Head of Organisational Development and may be attended by the Chief Operating Officer on an ad hoc basis.

4. Nomination Process

- Those wishing to be a member should complete a nomination form giving their name, department and location. The nomination should also be endorsed by their respective Director or senior manager. The completed form should then be sent to alan.fitzgerald@3aaa.co.uk.
- If more than one person stands as a representative in an area or function, then the senior management team will make a final decision on who will be the Forum member.

5. Member's Role

The primary duty of all members will be to contribute in a constructive manner to the aims of the Forum. They will seek the views of the staff in their area and bring these to the discussion.

Members must feel able to speak freely in the interests of finding the best solution to a problem. The Company gives its assurance that members will not be prejudiced by any views expressed in good faith.

The Forum will not be a place for people to simply air problems - the Company expects members to be solution focussed and have the commitment and ability to positively contribute to the improvement of the business.

Employee representatives will be responsible for keeping their colleagues informed of matters arising from the Forum.

6. Meetings

The Forum will meet on a monthly basis, at various geographical locations, to be confirmed.

The expected time commitment is expected to be approximately 1 day per month, although this may vary.