

## Terms of Reference (ToR) — Rapid Response Group

### 1. Purpose

The Rapid Response Group (RRG) is established to review, analyse, and respond promptly to concerns and themes identified in the Workplace Stress & Wellbeing Survey. The group will develop and oversee targeted actions aimed at reducing work-related stress, improving staff wellbeing, and fostering a supportive organisational culture.

### 2. Objectives

- **Analyse** survey findings to identify priority areas for action.
- **Develop** short-term, high-impact measures to address urgent issues.
- **Coordinate** with managers and staff to ensure interventions are implemented effectively.
- **Monitor** progress and provide feedback to staff on actions taken.
- **Recommend** longer-term initiatives for sustained improvement.

### 3. Scope

- Focus on immediate actions within the college's control.
- Address both individual and organisational stressors.
- Ensure responses are inclusive and consider all staff groups and working patterns.
- Avoid duplication with existing committees or wellbeing programmes.

### 4. Membership

- **Chair:** Director of People & Culture
- **Core Members:**
  - SMT representative x 2
  - Health & Safety representative
  - Union representatives 1 EIS & 1 Unison
  - Staff representatives x 6
  - Administrator - HR
- **Ad hoc contributors:** Subject matter expert as needed.

### 5. Roles & Responsibilities

- Chair – Set agenda, facilitate meetings, ensure timely decision-making.
- Members – Review data, contribute ideas, implement and monitor agreed actions.
- Administrator – Prepare minutes, maintain action log, circulate updates.

### 6. Ways of Working

- Meetings will be held weekly initially, reducing to two weekly.
- Decisions will be made by consensus wherever possible; otherwise, the Chair and the Executive Leadership Team will determine the final decision.
- Actions will be recorded with clear timelines, responsibilities, and success measures.

**7. Reporting**

- The RRG will report progress to the Executive Leadership Team at agreed intervals.
- A summary of actions and progress will be communicated to staff monthly (or more frequently if needed).

**8. Duration**

- The RRG is a time-limited group, in place for an initial period of 6–12 months, subject to review.

**9. Review of ToR**

The Terms of Reference will be reviewed after 3 months to ensure they remain fit for purpose.