**Terms of Reference for SCC College Group Workload Committee February 2018.**

**Background**

The SCC UCU branch undertook a workload survey in March 2017. The results of the Staff Survey indicated that staff felt:

* Their workload had increase by up to 50% compared to 2 years previous
* Excessive staff shortages and cover responsibilities impacted on their ability to perform their own responsibilities
* A confrontational culture increased feelings of alienation reducing job satisfaction and productivity

In November 2017, UCU requested:

* Commitment to the establishment of a joint forum to negotiate, review and monitor workloads.

The college is committed to tackling workload intensification and work-related stress at an organisational level and to joint working with recognised trade unions via a Workload Committee which shall be a sub-committee of JCC.

**Business case**

The Management of Health and Safety at Work Regulations 1999 require employers to assess the risk of stress-related ill health arising from work activities, as with any other hazard. The Health and Safety at Work Act 1974 requires an employer to take measures to control that risk.

Research has shown that work-related stress has an adverse effect for organisations in terms of:

maintaining business output and performance

staff performance and productivity

staff turnover and intention to leave

attendance levels

staff recruitment and retention

quality

organisational image and reputation

potential litigation

Prolonged periods of stress, including work-related stress, have an adverse effect on health, with strong links between stress and physical conditions, such as heart disease, back pain, headaches, gastrointestinal problems and psychological effects, such as anxiety and depression.

Stress can also lead to other behaviours that are harmful to health, such as drinking too much caffeine or alcohol, drug abuse or smoking.

Tackling the causes of stress before they lead to ill health can prevent harm.

**The purpose and scope of the Workload Committee is to:**

encompass the whole college group

provide a forum for joint working between the college group and recognised unions

identify, negotiate and agree measures to reduce workload intensification and improve staff productivity and performance

liaise with the college group H&S committee

**Constitution:**

The Workload Committee will include:

Chair (a college principal)

Members in attendance include:

* + SLT colleagues
  + HR colleagues
  + 2 UCU colleagues
  + 2 UNISON colleagues
  + 2 employee forum colleagues
  + Additional managers as required

Meet termly one month prior to JCC.

All members may submit agenda items in advance.

**Initial activities will include:**

Identify links between workload/stress and absenteeism.

Develop a centralised approach to ensure cover can be organised fairly.

Conduct a joint survey with UCU using the HSE management standards toolkit.

Joint investigation into duplication of tasks, communication systems, administrative support, change management and staff feedback.

**Ongoing key activities include:**

project management

planning

securing and managing resources

managing communications

monitoring progress

approving action plans

generating and approving management reports

invitation of expert speakers as necessary

data analysis