

UHR Engagement Group Terms of Reference Agreed date 7 October 2024

Aim of Network

The UHR Engagement Group was initially created during the Covid pandemic to provide an online space for members to connect and discuss the various aspects of employee surveys and pulse surveys. Since 2022, the scope of the network has been extended to cover broader aspects of engagement. Based on survey responses from members, it has been determined that for the 2024-2025 year this approach will continue: the group will retain a key focus on employee surveys with opportunity to cover other topics that fall within Employee Engagement.

Purpose

- Provide a “safe space” for frank and honest discussions
- Facilitate sharing best practice and exchange of ideas.
- Consider areas of mutual benefit and potential collaboration
- Group members have scoped the following topics in relation to employee surveys and pulse surveys:
 - Action plans
 - Data analysis
 - Encouraging participation
 - Benchmarking
 - Question format
- In terms of broader Engagement topics, members have requested that the following are prioritised:
 - Employee voice / forums
 - Link between Engagement and Performance
 - Top 3 Engagement Challenges
- It should be noted that in previous sessions, the network had considered the following areas of Engagement practice:
 - Maintaining Engagement through Change
 - Benchmarking NPS and Focus on EVP/Brand
 - Employee Survey Deep Dive: this session included a presentation from Emma Brookes in relation to the data and analysis from a 2024 “[Survey about Surveys](#)”. Members can access a recording of this session and the Survey Report on the UHR website.
 - Connecting Engagement with Wellbeing
 - Early Days Engagement
 - Engaging On Campus Colleagues



- Employee Survey lifecycle (preparation, launch, data analysis, communicating results, creating action plans and evaluating effectiveness)
- Engagement throughout the employee lifecycle (starters, changes, leavers)

Term

This Terms of Reference is effective from 7 October 2024 and will be ongoing until terminated by agreement between the parties. A review will be undertaken after twelve months to determine the continuation of the group and whether any revisions to the Terms of Reference are required.

Membership

The UHR Engagement Group will comprise representatives from any UHR member organisations. There is no limit of attendees per institution.

Note: new members may be added and existing members may opt-out at any time

Confidentiality

The meetings will take place under [Chatham House Rules](#) unless a member has specifically provided consent for the sharing of information. The following confidentiality principles will apply:

- Application of Chatham House Rules
- No recording of meetings
- Anonymised minutes for discussion points and actions only
- Members attending ensure they are in a private space with no potential for discussions to be overheard
- Members are responsible for ensuring that any information shared complies with GDPR obligations.

Meeting Frequency and Dates

The group will usually hold four meetings a year.

Meeting Arrangements

The meetings will be hosted online using MS Teams and set up by a UHR support colleague.

Collaboration Arrangements

The group has agreed that an MS Teams site should be set up for discussion and sharing of documents between meetings.



It is intended that the Teams Channel can be used to ask questions and share information and resources, with a Files Area that can be used for sharing documents such as policies.

Accessing a Teams site that is external to your organisation can be a little bit complicated and so we have created a Guidance document which has answers to all the FAQs, including the key points outlined in the image below.

You can [download the Teams Guidance document from this webpage](#).

Please note that by joining this network, we will automatically add you to the UHR Engagement Group Teams Site. This means your name will be visible to other members of both the site.

If you do not want to be added to the Teams site then let me know and we can remove you, although this will mean that you lose access to this resource.

Duration of Meetings

The aim is for the meetings to be 90 minutes. However, this may be reduced depending on the meeting agenda.