

## **Appendix C**

### **People Action Team**

#### **Team Members**

##### **Heads of Service**

**Line management representative(s) from each Service Unit**

**Trade Union Representative(s)**

**Communications Manager**

#### **Terms of Reference**

1. To provide objective feedback on proposed people management strategy.
2. To develop a clear, realistic project plan for implementing the people management strategy.
3. To measure progress on the delivery of the plan, and to report progress to Corporate Team, Portfolio-holder and Improvement Board.
4. To co-ordinate communication of key stages and decisions effectively to employees, members and the public via the media.
5. To contribute to reports, information briefs and presentations about implementation of people management strategy.
6. To raise the level of understanding of people management strategy and gain buy-in from key groups and increase everyone's awareness of the reasons for people management strategy and how it will achieve the Council's corporate aims.
7. To contribute to evaluation people management strategy and to ensure that learning from the project is implemented.