

## **ERSA HR Forum Terms of Reference**

The HR Forum is open to ERSA members. This document is intended to outline its terms of reference.

### **Purpose**

The HR Forum is established to undertake the following;

1. To work together generating discussion and ideas on how best through ERSA we grow, attract, retain, and develop our member's human resources which in return will sustain and grow the welfare to work market for contractors at every level including Prime Contractors, Sub- contractors and specialist providers
2. Developing a proactive approach for all members to facilitate a spirit of working together on all people related matters such as TUPE, salary reviews, development, etc increasing visibility for ERSA and its members
3. Establish through ERSA an agreed qualification framework that reflects and improves the quality of services we deliver within the welfare to work market, attracting and retaining the best people
4. Sharing best practice and establishing a proactive way of working together through ERSA to ensure that everything we do results in delivering excellent customer service
5. Reviewing and identifying the people issues of members concerning procurement, change programmes and contract management and agreeing approaches for resolving these issues with the contracting body through ERSA
6. Ensuring that the membership of the working group reflects the all types and different roles of organisations within the contractual supply chain – Primes, sub- contractors, charitable and voluntary organisations, specialist providers
7. All discussions and shared expertise within the group will be dealt with on a commercial in confidence basis to inform ERSA strategy, views and tactics
8. Inviting relevant HR experts, government departments, policy makers, to work with the group to share understanding and arrive at the solutions which best serve the industry whilst at the same time promoting the ERSA position as the premier body representing the voice, vision and expertise of the industry

### **Composition**

The HR Forum is open to all members. It will be chaired by one of the members who will be elected by the group on an annual basis.

### **Relationship with the board**

The group will have a direct link to the Board of ERSA via the Board Champion who will be the HR expert.

### **Meetings and online engagement**

Updated: November 2010

The group will meet face to face and virtually in response to issues arising which require a developed ERSA response.

The group will engage in membership debate via an online forum on the website to encourage dynamic and professional dialogue. This forum will be located within the membership protected area of the site

## **More information**

Any member wishing for more information or to register their interest in joining the Forum is asked to contact Philippa Russell on [Philippa.russell@ersa.org.uk](mailto:Philippa.russell@ersa.org.uk) / 020 7960 6318.