



## OSIC Managers' Group: Terms of Reference

### 1. Purpose

The Managers' Group exists to support staff with line management responsibility by providing a forum to develop skills, share best practice, discuss challenges, and promote a consistent and effective approach to line management across the organisation.

### 2. Objectives

The group will aim to:

- Support the development of effective line management practice
- Identify and address common line management challenges
- Share knowledge, experience, and best practice across teams
- Facilitate the dissemination of information from the Senior Management Team (SMT), while also providing an opportunity for line managers to share feedback and insights with SMT.
- Provide opportunities for training and learning on management related topics
- Promote consistency, fairness, and good practice in managing staff
- Offer a safe and supportive space to raise issues, test ideas, and seek advice

### 3. Scope

The group will focus on:

- Day to day line management issues in the general sense (e.g. wellbeing, absence, development, communication)
- Training and development needs for managers
- Implementation of organisational policies and procedures related to staff management
- Sharing practical tools, resources, and approaches

The group is not a decision making body for individual staffing cases but may identify themes or issues that need to be escalated through appropriate channels.

### 4. Membership

- Open to all staff with line management responsibility
- Attendance is encouraged but recognised as subject to operational pressures
- The group by default will include a mix of experienced and less experienced managers to support peer learning

### 5. Chairing and Facilitation

- Meetings will be chaired or facilitated by the Head of Business Support with responsibility for setting agendas and ensuring meetings are focused and productive
- Responsibility for chairing or contributing agenda items may be shared or rotated

- As the group has no decision making function, formal minutes will not be taken  
Instead, any agreed actions will be followed up informally by email

## **6. Frequency and Format**

- Meetings will take place monthly
- Sessions may include a mix of discussion, training input, and peer support
- Meetings may be held in person, online, or in a hybrid format

## **7. Confidentiality**

- Discussions will be treated as confidential and handled sensitively
- Individual staff matters should not be discussed in a way that identifies individuals
- The group will operate in line with organisational policies on confidentiality and data protection

## **8. Outputs**

The group may:

- Identify training needs and recommend learning opportunities
- Develop shared guidance or good practice notes
- Feed themes or recommendations to the Senior Management Team where appropriate

## **9. Review**

- The Terms of Reference and effectiveness of the group will be reviewed after an initial 6 months and updated as required