



Team Pulse – Staff Wellbeing Strategy Steering Committee Agenda (60min)

Vision: “Maximising The Health of Every Team & Staff Member in Our Organisation”

Location:

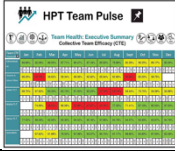
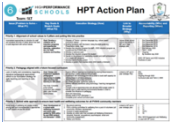
Date & Time:

Chair:

Moderator:

Live Notes / Minutes:

Attendees / Apologies:

Pre-Work	<i>Each representative to prepare a brief update noting progress and challenges on (1) staff uptake of pulse survey, (2) staff engagement with team health scorecards & debrief conversations, and (3) use of extra tools (meeting warm-ups, self-reflection tool, benchmarking conversations).</i>	All	2 min	
Item 1 Inclusion	<p>Vision: Maximising The Health of Every Team & Staff Member in Our Organisation.</p> <p>Steering Committee Scope: To implement the Team Pulse system to maximise team health and staff wellbeing.</p> <p>Meeting Team Purpose & Outcomes: To fast-track the growth in team health and engagement of staff in data trends / debrief conversations / use of team wellbeing strategies.</p> <p>Moderator Cards & Ground Rules: as per HPT protocols.</p>	Chair		
Item 2 Support & Proactive	<p>Steering Committee Member Updates</p> <p><i>Each representative to provide an update across the 3 areas (using pre-work doc):</i></p> <ol style="list-style-type: none"> Staff uptake of pulse survey; Staff engagement with team health scorecards & debrief conversations; and Use of extra tools (meeting warm-ups, self-reflection tool, benchmarking conversations). <p><i>Live Notes:</i></p>	All	10 min (2 min max per rep)	
Item 3 Strategic 1	<p>Team Pulse Dashboard Review: Part 1 (3 min): Review monthly dashboard data (elbow partners). Part 2 (7 min): Round room feedback on data (i.e., What doesn't make sense etc.).</p> <p><i>Live Notes:</i></p>		All	10 min
Item 4 Strategic 2	<p>Step Wise Drill Down of Data Sets: Select a specific location / service line and examine team level scorecards discussing areas of both strength and improvement.</p> <p><i>Live Notes:</i></p>	All	5 min	
Item 5 Accountable 1	<p>Hot Issues: Part 1: Pair & Share Top 2-3 Issues – Write on whiteboard and vegas vote (5 ticks per person) (5 mins) Top 3 topics selected:</p> <p>Part 2: 1 min – elaborate / 1 min – clarify / 3 mins – discuss / 1 min takeaway action</p> <p><i>Live Notes:</i></p>	All	23 min	
Item 6 Accountable 2	<p>Action Plan Review & Key Forward Actions: Review and update Steering Committee Action Plan and confirm forward actions until next meeting:</p> <p><i>Live Notes:</i></p>		All	7 min
Item 5 Accountable 3	<p>Check Out</p> <p>Final Comment: All – Barometer, Takeaway Action & Satisfaction (1-10)</p> <p>Moderator feedback:</p> <p>Next meeting date/time:</p> <p>Roles: Chair: Moderator:</p>	All	3 min	

Ground Rules (Red Card/ Yellow Card)

- Openness & Trust** – Right to ‘off the record’ speech with ‘on the record’ documented as formal feedback.
- Balanced Debate** – Respecting both sides of the argument and allowing diversity of views.
- Competency over Role** – Respecting the ‘value’ of the person’s opinion regardless of their ‘status’.
- Issues over Personalities** – Staying ‘issues’ focused and not letting personalities overpower the agenda.
- Accountable Actions & Clear Outcomes** – Ensuring clear and accountable actions are documented.
- No Multi-tasking** – Exceptions: Chair, Moderator, Time Keeping & Live Note-Taker Only.