



**Stellenbosch**

UNIVERSITY  
IYUNIVESITHI  
UNIVERSITEIT

forward together  
sonke siya phambili  
saam vorentoe

## **Terms of reference of the Institutional Committee for Staff Health and Wellbeing of Stellenbosch University**

### **1. Constitution of the Institutional Committee for Staff Health and Wellbeing (ICSHW)**

1.1 The ICSHW is constituted as follows:

- One representative from each of the ten Faculties, and from each of the six Responsibility Centres (RCs): Representatives from faculties and RCs are selected by their respective environments. Where applicable, representatives serve as chairs of the health and wellbeing committees in the various environments.
- The Deputy Vice-Chancellor for Social Impact, Transformation and Personnel (SITP) (as chairperson)
- The Senior Director: Campus Health Services (as vice-chairperson)
- The Chief Director: Human Resources
- The Chief Director: Facilities Management
- The Chief Director: Maties Sport
- HR Manager: Staff Wellness
- Director: Transformation Office
- Director: Campus Health Services
- Director: Student Counselling
- Project Coordinator: RC: SITP

1.2 The ICSHW has the right of co-option to ensure that all staff categories are represented in the ICSHW where applicable.

1.3 The ICSHW may also co-opt persons with specific knowledge and skills to serve in an advisory capacity in the ICSHW.

1.4 Where required, other members of the Rectorate, Deans and other senior managers, as well as other representative bodies, may be invited to attend committee meetings.

1.5 The Deputy Vice-Chancellor for Social Impact, Transformation and Personnel serves as chairperson of the ICSHW, while Campus Health Services maintains the secretariat function of the Committee.

## **2. Purpose and functions of the ICSHW**

- 2.1 The ICSHW is mandated by the Rectorate and reports to the Rectorate at least twice a year on all staff health and wellbeing matters.
- 2.2 The ICSHW advocates for and advances the health and wellbeing mandate of the University and the implementation thereof, as supported by Vision 2040 and the Strategic Framework 2019–2024.
- 2.3 The ICSHW ensures that the Health and Wellbeing Plan (HWP) is an accessible and illuminating instrument that envisions, guides, directs, coordinates, advances, facilitates, and enables health and wellbeing practices at the University; and that the HWP facilitates the development of assessment criteria to monitor progress in terms of health and wellbeing.
- 2.4 Committee representatives are responsible for sharing relevant health and wellbeing information within the faculty and RC environments. As needed, faculty/RC committees for Staff Health and Wellbeing (SHW) may share information via the representatives to the health and wellbeing committee.
- 2.5 The ICSHW supports the faculty and RC committees for SHW in ensuring that the HWP is an accessible and illuminating instrument that envisions, guides, directs, coordinates, advances, facilitates, and empowers health and wellbeing at the University, and that the HWP facilitates the development of assessment criteria for progress with health and wellbeing. The ICSHW communicates clear a mandate on operational functions for the integration/mainstream of the SHW Plan.
- 2.6 The ICSHW participates in the revision of the HWP of the University.
- 2.7 The ICSHW assesses and proposes key performance areas and strategic management indicators for health and wellbeing.
- 2.8 The ICSHW monitors and reports to the Rectorate on about the progress of health and wellbeing targets of the University.
- 2.9 The ICSHW plays an advocacy and advisory role regarding health and wellbeing matters for the Rectorate, the Senior Director: Campus Health Services and the Deputy Vice-Chancellor for Social Impact, Transformation and Personnel.
- 2.10 The ICSHW proposes interventions to the Rectorate regarding health and wellbeing imperatives.
- 2.11 The ICSHW meets at least four times per annum.

## **3. Terms of office**

- 3.1 The following terms of office apply:
  - The term of office of a member of the ICSHW is two years.
  - After a completed term of office, environments must select a new representative or reappoint the current representative for another term (where it advances continuity) in consultation with the relevant Dean/RC Head.
  - All vacancies are filled by the specific environments.

#### **4. Reporting**

- 4.1 The ICSHW is mandated by the Rectorate and reports at least twice per annum to the Rectorate.
- 4.2 Besides regular reporting, the ICSHW may also submit special reports relating to specific issues of importance.

#### **Addendum A: Proposed ICSHW agenda structure**

In order to enhance the proceedings and outcomes of the ICSHW, the following generic agenda structure is proposed:

1. Opening and welcome
2. Apologies
3. Approval of the agenda and minutes
4. Matters arising from the minutes
5. Operational matters
6. Sharing of health and wellbeing practices
7. Strategic discussions
8. Any other matters
9. Closure of meeting