

**Civil Service Well-being
Well-being Committee
Terms of Reference**

1. Background

Civil Service Well-being is one of the five major reforms the RCSC has initiated towards improving the well-being in the Civil Service. Towards this, the establishment of the Well-being Committee was approved by the Commission during its 13th Commission Meeting held on 30th September, 2014.

1. Purpose

The Committee is instituted to ensure that the CSW programs are implemented successfully across the Civil Service through uniform and consistent application of its rules. The Committee shall adjudicate over the issues arising in the course of administration of the scheme.

2. Roles and responsibilities of the Committee are to:

- 3.1 provide strategic direction and oversee successful implementation of CSW programs under the guidance of the Commission;
- 3.2 oversee smooth functioning of the Well-being Services through advice, support and guidance;
- 3.3 propose to the RCSC, in consultation with the Board of Trustees, the amendment to the CSWS By-Law whenever required;
- 3.4 maintain continued bi-lateral relations with relevant agencies;
- 3.5 identify competent in-service or superannuated civil servants as mentors and counselors;
- 3.6 review and finalize the CSWS bi-annual report and submit to the RCSC;
- 3.7 review and investigate the complaints routed through its various programs, and implement appropriate redressal action within the jurisdiction or forward to Commission with recommendations;
- 3.8 ensure that the cases related to counseling are treated with confidentiality.

3. Adjudication

The Well-being Committee will have original jurisdiction over all issues arising in the course of implementation of its various programs. Notwithstanding the decision of the Committee, it can be escalated to the Commission. Appeals can thereafter be made in court of law.

4. Conduct of business

- 1.1 Committee shall meet as and when required or at least bi-annually;
- 1.2 The quorum for the meeting shall be at least two-thirds of its members;
- 1.3 In the absence of a member, the officiating could attend the meeting as a representative;
- 1.4 Well-being Services shall, compile and distribute agenda two days in prior to the meeting;
- 1.5 If the Committee fails to conduct the meeting as per the schedule, it shall be convened on the following working day or as decided by the Chairperson of the Committee;
- 1.6 Members must declare conflict of interest and uphold the principles of justice in investigating the case;
- 1.7 Minutes of the meeting shall be recorded by Well-being Services. The draft minutes shall be circulated for comments and finalized within five working days. Members of the Committee shall receive a copy each of the duly signed minutes;
- 1.8 Members are required to brief their staff on relevant decisions concerning their Division/Services, if any;
- 1.9 Committee shall decide on the date and time of the next meeting;
- 1.10 Well-being Services shall serve as the secretariat to the Committee.

5. Accountability

The Committee shall be accountable to the Royal Civil Service Commission.

