

Medical Plan and EAP Task Group

Diocese of Nova Scotia and Prince Edward Island

Terms of Reference

Definitions: Stakeholders: Clergy of the Diocese (Stipendiary and Retired) } End Users
Diocesan Staff (Current and Retired) }

The Diocesan Synod } Employer
Parish Councils of the Diocese } Contributions

Responsibility: Responsible to the Administration and Finance Committee (A&F) of the Diocese.

Liaise with Human Resource Advisory Sub-Committee (HR).

Term of Mandate: May 2006 – February 2007 *(Or earlier if mandate is deemed satisfactory fulfilled).*

Membership: Three (3) Clergy persons of the Diocese and Three (3) Laypersons of the Diocese.
(Care should be given for equality of representation of stakeholders, gender, and age)

Resources: Medical Plan – Diocesan Advisor Geoff McIver
Medical Plan and EAP - Member of HR
Administration of Diocesan Plans – The Rev. Canon Gordon Redden (D.E.D.)
Administration Support – Coordinated by A&F through the D.E.D.

Reporting: Task Group will report regularly to A&F regarding progress.

A&F will regularly update stakeholders via different means of communication.

A document, outlining the observations and recommendations of the task group, is to be circulated to end users for comment prior to being presented to HR and A&F.

A draft copy of the final report should be presented to the HR for comment, prior to being received by A&F

A final official report to be present to A&F in November 2006.

Expenses: To be billed under the umbrella of Administration and Finance

Mandate

Medical Plan:

Develop and carry out a consultative process with all end users in order to determine the appropriateness of its coverage in addressing their needs.

Conduct a review of our current provider and the cost of the coverage in relation to the coverage that is offered, in comparison to other providers.

Conduct a comparative analysis of other Diocesan Plans.

Explore other options for providing coverage

EAP

Develop and carry out a consultative process with all end users in order to determine why it is utilized or why it is not utilized. Do users find it accessible?

Determine the effectiveness of its promotion, or lack thereof.