



Bath and North East Somerset,
Swindon and Wiltshire Partnership
Working together for your health and care

Banes, Swindon and Wiltshire (BSW) Integrated care System (ICS) Terms of reference

Leadership Development Community of Practice

Purpose

- To create a doing and learning environment and commitment to the community to work together as a whole ([Communities of Practice support link here](#))
- To create an enabling meeting space for discussion and collaboration leadership development including talent management across BSW region with representatives from our employers/partners across health and social care/ local Authorities and other co-opted suppliers/ providers of development
- To share information, opportunities, knowledge, best practice, and lessons learned from the leadership development and talent management activity and develop sound, robust processes, Principles and collaborative development programmes/ resources
- For update on regional national guidance via the SW Leadership Academy and processes
- To identify successful projects and adopt the case studies approach developing suitable materials, documents, programmes, resources etc for sharing

Membership

- Representatives from GWH, RUH, WHC, AWP, SFT, Wilts, Swindon and Banes LA, Medvivo, BSW primary care (represented by the Training hub), Prospect hospice and Dorothy House and any other health and Social care employers across BSW
- In addition to the list detailed above, the Steering Group is open to additional members who express an interest in joining or are invited to attend in light of their area of expertise

Meetings

- All meetings will be chaired by a BSW Senior leader with special interest and expertise in leadership development or a delegated responsible BSW representative
- The group will meet 6 weekly. On occasions, external speakers may be invited to present as agreed by members
- Meeting will take place using the MS Teams platform. Consideration will be given to possible 'in-person' meetings subject to COVID-19 guidance

- The duration of each meeting will not exceed 90 minutes unless agreed by the consensus
- The meetings will be recorded for the benefit of all participants with actions and notes annotated by a designated Minute Taker and shared with all the members within 5 working days of the meeting
- If a member is unable to attend the meeting, they are to respond to the relevant diary entry and if possible forward the invitation to a designated substitute in their organisation

Quorum

- A meeting quorum will be 2/3 of the membership representing at least 4 partner organisations
- Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, a qualified majority of 2/3 of the members will be required.

Working Groups

- Members may agree to create and co-ordinate ad hoc working groups on selected topics. Such groups are encouraged to report back to the Community of Practice on learning gained and potential outcomes/ benefits

Confidentiality and Ground Rules

- Members are required to respect the confidentiality of group discussions at all times. Full and frank discussion should take place under Chatham House Rules with only agreed messages leaving any physical event.
- To ensure that meetings run smoothly and effectively, members will be expected to adhere to the following rules:
 - Members will read circulated reports and other materials in advance of meetings
 - Discussions should follow the proposed agenda with additional items introduced within an AOB agenda point
 - Show respect by listening to others and not interrupting
 - Operate on a consensus; seek general agreements
 - Identify actions that result from discussions and commit to following through those actions
 - Be respectful of other members ideas, views, and cultures
- Reporting from this group will be carried out by the Chair to the BSW Education Leads Group
- Review Date April 1st 2023
- These Terms and Conditions will be reviewed bi annually – next review date will be April 2023