



## **BSW Education and Training sub-group TERMS OF REFERENCE 2021-2024**

### **1. Constitution**

The publication of the NHS Long Term Plan followed by the People Plan provides a clear overall vision of the workforce transformation requirements to underpin required transformational changes to service delivery and ways of working to deliver the triple aims of improvement in health, quality, and financial sustainability. Delivered through a system of sustainability and transformation plans (STP) and now Integrated care Systems (ICS's), a critical component is the creation and delivery of an enabling BSW workforce strategy for health and care. Reporting to the Operational People Delivery Board (OPDG), the Learning and Development Workstream forms an integral part of the ICS priority of Workforce Transformation for BaNES, Swindon and Wiltshire.

In addition the NHS People plan (2020) set out actions to support transformation across the whole NHS. It focuses on how we must all continue to look after each other and foster a culture of inclusion and belonging, as well as action to grow our workforce, train our people, and work together differently to deliver patient care. The People Plan for BaNES, Swindon and Wiltshire (BSW), sets out how BSW will take early steps to develop and deliver the local NHS workforce with system wide approach.

The plan addresses the key themes of:

- ***Looking after our people***
- ***Belonging in the NHS***
- ***New ways of working and delivering care***
- ***Growing for the future.***

The BSW People plan does not replicate the work of the NHS Trusts and other employers within the BSW system. It sets out plans, that will be undertaken at system level. System level actions are defined as:

- Those that the NHS People Plan makes explicit as requiring to be managed at system level
- Actions that BSW workforce development leaders have agreed can be better planned and/or delivered collectively rather than at employer level.

The Learning and Development leads Group is a key enabler in delivering the system wide actions of the BSW People plan. The membership of the BSW Education Leads Network includes health & care, local authority and charities organisations (stakeholders), this is not exclusive and will support sub-groups of services deemed to have specific education needs. Working collaboratively the network are focused on; improving the quality and accessibility of education delivered across the BSW footprint, optimising the utilisation of resources and evidence for all partners, supporting the delivering of the BSW Workforce strategy.

The BSW ICS Education Leads Network will be referred to as the BSW Education Leads Network.

### **2. Terms of Reference**

The stated purpose of the BSW Education Leads Network sub-group is to:

1. Oversee, enable and support the delivery of the BSW education and development projects and underpin system wide delivery of the People Plan.

## ***B&NES, Swindon & Wiltshire***

2. Provide a platform to share best practice and knowledge to benefit our workforce and ultimately our service users from across the BSW footprint.
3. Maintain (and expand) a network of Leads from across the footprint to work collaboratively and avoid duplication of tasks, recognising necessary economies of scale.
4. Collaborate to commission and provide jointly, with the aim of improving, quality, access and quantity of development opportunities.
5. Design and agree processes including digital solutions to enable sharing of education offering and events across BSW health and social care staff.
6. Engage with a network of training providers to better inform quality control across programmes used within the footprint area.
7. Collectively expand the quantity and breadth of education offered.
8. Support the development of BSW careers and expansion of a pipeline into health and social care careers utilising shared approaches and education solutions.
9. Explore the possibility of sharing resources across BSW to support system wide workforce development, address workforce shortages, and maximise the impact of the investment.
10. Address key workforce risks by supporting and increasing learners on placement and scoping possible ways of increasing numbers and quality of experience of students in training, and recruited as newly qualified across the BSW footprint.
11. Engage in partnership working and consultation with Staff Side trade unions on an on-going basis.

Align with the other planned workstreams – Recruitment retention and selection, OD and transformation and Workforce planning, as well as pillars and functions of the overall BSW ICS Virtual Academy; namely the Quality Improvement, Leadership, innovation and Inclusion and the Primary & Community Care Training Hub..

### **3. Aims and Objectives**

The BSW Education Leads Network has key areas of responsibility:

1. Support and encourage collaborative working and shared learning among network members
- 2.
3. Facilitate collaborative working and learning across the BSW footprint.

### **4. Confidentiality**

All discussions and documentation shared in network meetings are considered confidential and will not to be shared outside the ICS without the specific permissions of the contributing member.

The network minutes are shared among members for information and should not to be shared with organisational colleagues until ratification at the next meeting.

## **5. Accountability and Governance Structures**

The BSW Education Leads Network will be chaired by BSW Education Senior Responsible Officers (SROs) or Project Leads.

There will be accountability through the project manager and SRO to the BSW OPDG Group.

The BSW Education Leads Network will regularly review its effectiveness, membership and governance arrangements.

## **6. Membership**

Membership includes:

SRO Education Project Lead and an Education specialist representative from each of the following organisations:

Organisation
Avon & Wiltshire Partnership Trust
Bath & North East Somerset Local Authority
Virgin Healthcare
Swindon Local Authority
Wiltshire Local Authority
Great Western Hospital FT
Royal United Hospitals Bath FT
Salisbury Foundation Trust FT
Wiltshire Health & Care
Dorothy House
Prospect Hospice
Medvivo
SWAST Representative
BSW Primary & Community Care Training Hub Representative
BSW CCG Representation
Staff side Representative
Health Education England (HEE)
BSW Social Care employers
Skills for Care

Further stakeholders will be encouraged to engage with the group for the purposes of satisfying the priorities of the BSW Education Leads Network and wider stakeholder group.

In the case of voting all stakeholders have a single vote to cast. In the event, for and against are equal, the Chair of the meeting shall have a second or casting vote.

## **7. Frequency**

Meetings shall be held monthly. Additional meetings may be arranged when required to support the effective functioning of the group.

## **8. Quorum**

A quorum shall be:

- The Chair
- Determined by the Chair in consideration of attendance at each meeting. If the Chair decides that there is inadequate membership, the meeting will either not go ahead or be for discussion only, so decisions will be deferred.

### **9. Attendance by Members**

Organisational representation will be required to attend a minimum of 80% of all meetings. Members may delegate attendance to nominated deputies. Where this action is taken the Project Manager must be informed in advance of the meeting.

### **10. Authority**

The BSW Education Leads Network is authorised by the OPDG to:

- Investigate any activity within its terms of reference
- Co-opt members as appropriate to satisfy the achievement of the programme

### **11. Conflicts of interest**

Any conflict of interest on the part of a representative shall be immediately disclosed to the network partners. The network partners may, at their option, request that a declaration of interest form be completed and logged with the STP Education Leads project lead. If it is determined that the individual is found to potentially place at risk the transparency and fairness of any BSW Education Leads Network activity they will be excluded from such activity as agreed by network partners.

### **12. Accountability and Reporting Arrangements**

The BSW Education Leads Network will be accountable for the development of the BSW Education Leads projects, ensuring that the programme adequately reflects the direction set by OPDG.

The BSW Education Leads Network Project Manager and SRO will support education and development sub-groups to support the delivery of its objectives.

### **13. Monitoring Effectiveness & Review**

The BSW Education Leads Network Project Manager will report KPI's for the network activity on a monthly basis with an annual review of its effectiveness annually.