Strategic Workforce Alliance Meetings

TERMS OF REFERENCE

1.0 Constitution

The Board of Commissioners hereby resolves to establish a South Central Strategic Workforce Alliance (SWA). The SWA will be the region’s senior representative forum for workforce and education that reports directly to the Board of Commissioners, who in turn are accountable to the SHA Chief Executive.

The SWA has no executive powers, other than those specifically delegated in these Terms of Reference.

The primary role of the SWA is to deliver successful workforce planning, for all staff irrespective of profession or role, for the region taking account of service need and finance. by acting as a representative forum that will:

- Assure and challenge workforce and education commissioning strategy and plans ensuring good governance on behalf of the SHA Board, and provide validation of annual implementation plan
- Support the delivery of the South Central Workforce Strategy through ensuring that SHA workforce and education plans will deliver the strategy and through joint working and agreement.
- Provide high level, multi-professional, multi-agency, advise of strategy and planning on short and long-term service and patient need.
- Support the delivery of the wider Shaping the Future and QIPP programmes through aligning work programmes and timetables.
- Provide guidance to the SHA on the activities to be commissioned from regional HIECs and offer advice on strategic priorities

The SWA will form part of the Regional Professional Advisory mechanism across South Central.

2.0 Chair

The Chair shall be shared between the SHA Director of Clinical Standards and Workforce (currently Katherine Fenton) and a PCT Chief Executive (Kevin Flynn).

3.0 Membership

Membership will consist of standing members with responsibility for workforce and education at a strategic level across South Central
The SWA shall comprise (proposed):

- SHA Director of Clinical Standards and Workforce
- SHA Associate Director of Workforce and Education (Secretary)
- PCT Chief Exec (representing BoC)
- Chief Exec Provider organisation representing all providers
- Local Authorities represented by South East Employers
- Education Provider representative (HEIs, FEs, Deaneries, HIECs)
- SHA Clinical Director representative
- Centre for Workforce Intelligence representative
- Skills for Health representative
- Medical Directors Forum
- Directors of Nursing Forum
- Allied Health Professional Forum
- Scientists Network
- HR Directors Forum
- Chief Executive Foundation Trust (for FTs)

Advisors to the OFM:

- As and when required

Members may be nominated from their professional networks. Professional networks should ensure that there is a fair system of nomination. Where professional networks don’t naturally exist, individuals may be invited to stand with agreement of the chair(s).

In inviting members to stand, the SWA may also then ensure a geographical spread and diversity between size of organisations.

When established, members will stand for a maximum of two years. During the first year the SWA should refresh at least a quarter of members and ensure that at least a quarter are eligible to stand for three years to ensure continuity.

4.0 Attendance

The SWA may invite others to attend the meetings as appropriate to the subject matter. Members are expected to attend and deputies can not be accepted. This is to ensure continuity of discussion. Meetings will be quorate when three quarters of the SWA sit.

5.0 Frequency

Meetings shall be held not less than once every 4 months.

6.0 Authority
The SWA is authorised to investigate any activity within its terms of reference. The SWA is authorized by the Chair(s) to set up sub-groups, if necessary, to discharge its responsibilities.

The SWA is empowered to initiate informal ‘information gathering’ visits to specific Trusts/organisations with a view to seeking clarification regarding workforce and educational issues/concerns raised.

Should major concerns be identified, the SWA has an obligation to escalate these concerns to the Board of Commissioners via the Chair(s)

7.0 Duties

The duties of the SWA can be categorised as follows:-

- Determine the strategic workforce priorities for South Central.
- Take decisions regarding commissioning and decommissioning specific training programmes to meet the needs of South Central SHA
- Ensure the capacity and capability is in place, and that there is clarity of understanding of roles, for organisations to discharge their workforce planning responsibilities.
- Provide guidance to the SHA on the impact of service reconfiguration and region wide economic regeneration issues and the implications for the workforce
- Support the BoC by providing information and guidance to allow them to ensure the funding for training and educating the workforce (health and social care) is aligned with strategic commissioning plans
- To brief and where appropriate seek input and guidance from different levels of the system: regional, cluster (SHIP & MOBB), PCT in order to ensure that decisions are made at the most effective level
- To support the delivery of the Shaping the Future, QIPP programme through timely decision making

The duties of individual members:

- To provide the perspective of their professional network or organisational group (rather than to ensure a representative view)
- To provide intelligent thought leadership for workforce and education and training
- To champion workforce and education and training across the system
- To bring professional credibility and personal integrity to challenge
- Where members belong to a professional network, members should ensure a channel of communication between the network and the SWA.

To fulfil further Regional Professional Advisory Board functions as these are agreed.

8.0 Reporting

The minutes of the meetings shall be formally recorded and submitted to the Chair of the Board of Commissioners. The SWA Chair(s) shall draw to the attention of the Chair of the Board of Commissioners any issues that require disclosure or executive action to the BoC, SHA Executive Team, Trusts, SHA Board or Audit Committee.

9.0 Review
The terms of reference should be reviewed at the second meeting and at least annually thereafter.

Katherine Fenton & Kevin Flynn – Co-Chairs

1 April 2010