Service and Education Partnership (SEP) Meetings

Terms of Reference

1. Purpose

SEP meetings are a strategic communication and briefing forum for NHS commissioners; providers; education providers and South Central SHA (Workforce and Education) on workforce planning and education initiatives for all professional groups including medicine and the non registered workforce.

The purpose is to facilitate relationships between organisations involved in workforce planning, education and development by sharing good practice, improving local co-operation and better understanding.

SEP meetings are primarily for staff engaged in workforce strategy, planning, education and training at a senior management level.

2. Role and activities

SEP meetings are:

- To brief partners on SHA workforce and education plans and build support for workforce planning and development initiatives
- To seek feedback on SHA workforce and education investment decisions in order to address the implications on local, regional workforce planning and development
- To discuss joint working on national, regional, and local policy and strategic education and training initiatives
- To provide opportunities to discuss operational and practical issues and is therefore complementary to the Strategic Workforce Alliance and other executive fora which SHA workforce and education is represented at eg Directors of HR, Directors of Nursing,
- To improve communications between the SHA and stakeholder organisations by engaging directly with senior managers from across organisations
- To provide a forum from which to seek volunteer participants for task and finish or consultation groups.

2. Scope

The SEP meetings are aligned to the workforce planning and education commissioning business planning cycle and therefore their focus is usually a six – 18 month timescale. The scope of business includes all professional groups including medicine and the non registered workforce.
3. Membership and role of attendees

The meetings will be hosted by the Associate Director of Workforce and Education supported by the SHA commissioner workforce and education team.

Invitations are issued to executives for cascade into their organisations:

- HR Directors/ Assistant Directors/Heads of HR and OD
- Directors of Nursing/Associate Directors/Heads of service
- Medical Directors
- Directors of Medical Education
- Heads of Education and Training
- Learning and Development Agreement Leads (where different from the above roles)
- Heads of Education of Training
- Education Provider leads: Heads of Department/Senior Lecturers/Deans/Associate Deans

Senior managers who have previously attended a SEP meeting are invited directly.

All organisations should ensure that there is an organisational representative at each SEP meeting set. If it becomes clear that there is no organisational representative, the SHA will contact the executive workforce lead to highlight this.

The need to involve and include the wider health and social care sectors in workforce and education is fully recognised, though the SEP meetings are currently focused on the NHS and education provider partners.

Attendees are expected to represent their organisation and in so doing:

- Contribute/comment on the agenda to ensure that the meeting enables them to discuss their interests and issues
- Contribute to the discussion by sharing developments in their own organisations,
- Feedback to the appropriate people in their organisation the content and outcome of any discussion,
- Take any other appropriate action following the meeting.

4. Meetings

Meetings are held twice a year in the Spring and Autumn to align with the workforce planning and education commissioning cycle that drives the SHA workforce planning and education commissioning cycle.

Meetings are repeated in the south and the north of the NHS South Central region to support ease of travel for participants, support local discussion. However participants may attend whichever date is convenient for them.

Meetings run for half a day, preferably in different weeks. Following the meeting, an HEI briefing may follow. The education provider focused meeting that will explore commissioning decisions in terms of activity, quality and programme delivery.

5. Actions and Feedback following the meetings
Presentations, notes and actions from the meetings should be published on the NESC website one week after the SEP meeting. The link should be emailed to all invitees as well as all attendees.

Participants will be invited to feedback on the value of the content and discussion at each meeting.

6. **Fit into NESC’s structure and governance**

SEP meetings report into the SHA workforce and education Senior Management Team. This management team will communicate actions resulting from a SEP meeting to its executive assuring body, the Strategic Workforce Alliance, and provide feedback from the SWA to the SEP meeting.

7. **Review**

The format and purpose of SEP meetings should be reviewed regularly and certainly after any governance or organisational change to ensure that they are fit for purpose.

**Workforce and Education Senior Management Team: Stakeholder Relationships**

- **Strategic Workforce Alliance**
  - Chair: AD of Workforce & Education
  - Frequency: Bi-annual
  - Composition: Executive representation from health, education, social care
  - Role: Challenge and Assurance

- **Representation at Professional Networks**
  - HR Directors Forum
  - Director of Nursing Forum
  - Clinical Directors
  - Others by invitation.
  - Role: Communication and Engagement

- **Service and Education Partnership Meetings**
  - Chair: AD of Workforce & Education
  - Frequency: Bi-annual
  - Composition: Senior management from health and education
  - Role: Communication and Engagement

- **Commissioning Workforce and Education Team**

- **Education Provider Agreements with HEIs**

- **Learning Development Agreements with Service Providers**

- **Contract Management Meetings**
Terms of Reference updated Spring 2010.