

NHS South East London Integrated Care Board Workforce Supply Committee

Terms of Reference

14 June 2022

1. Purpose

The South East London Workforce Supply Committee (WSC or 'committee') has a fundamental role in ensuring that workforce growth and transformation supports the ICB vision for service transformation and care delivery.

Workforce planning and transformation cover a spectrum of activity ranging from long term strategic workforce planning to immediate operational change and the creation of new roles. The WSC will play a pivotal role in strategic guidance, oversight and assurance of workforce planning and transformation activity such that both national and local priorities are met. Critically, it will enable subject matter experts to advise and guide the development of solutions for continual improvement and workforce change at the scale and pace required.

The SEL WSC will ensure that ICB work streams are supported by workforce intelligence through collaboration of existing resource and or commissioned activity when needed. The SEL WSC will be the central decision-making body for all funding allocations received by the ICB for the purposes of supporting workforce education, growth and development.

Importantly, the WSC will support decision making that supports operational delivery and change e.g. in recruitment activity or utilisation of new roles. This will be important in responding to complex situations where there are multiple options and where data availability and analytics are limited.

2. Role & Responsibilities

The SEL Workforce Supply Committee has delegated authority from the SEL ICB People Board and has the responsibility to ensure that the commitments of the ICS, the London Region and ultimately the national People Promise regarding workforce growth and transformation are met.

The role of the SEL Workforce Supply Committee is to create an advisory, assurance and decision-making forum which:

- Supports workforce growth and transformation across all sectors, meeting population specific needs across SEL.
- Provides strategic direction and oversight through sharing of knowledge and expertise, and also promoting collaboration.
- Develops a strategic plan for the short and medium-long term with oversight of deliverables.
- Develops and monitors metrics to identify the priorities for workforce supply challenges that report through the ICB People Board to the ICB Board.
- Ensures measurable progress is delivered across all work streams or actions are taken to address barriers.
- Ensures alignment of education planning with workforce planning
- Leads decision making to address complex and challenging situations; considers improvement solutions as needed and supports flexibility for quick changes that are frequently required in the NHS.
- Ensures appropriate workforce intelligence is acquired from system wide partners to inform evidence-based decision making to support ICB work streams, including the development of business cases, bids and projects.
- Provides the strategic oversight and assurance for commissioned programmes of work funded through the workforce supply allocation.
- Supports fair and strategic allocation of funding to support education and workforce interventions.
- Supports working innovatively and creatively.
- Promotes learning from the wider system and partners across health and social care, with a focus on local, regional and national priorities.
- Ensures workforce planning and transformation works hand in hand with the EDI and staff wellbeing agenda delivering the NHS People Plan.

Oversees planned activity and provides assurance to the ICB People Board for the delivery of the regional and national targets aligned to workforce supply.

3. Governance and Decision Making

The South East London Workforce Supply Committee is a sub-committee of the SEL ICB People Board.

The committee has delegated authority from the People Board to make recommendations regarding any funding allocation received across the partnership related to workforce supply, education, development and growth.

The committee will ensure that there is a sector-wide strategic plan in place with both a short and medium-long term view on the workforce needs, thereby providing assurance at a system level on behalf of partner organisations. This will inform decisions made regarding funding allocations and future bid compilation to address particular challenges. It will also inform key decisions on recruitment and retention strategies.

The committee will be serviced by the SEL ICB Workforce Programme Team working with partner organisations to bring together workforce data and intelligence from across South East London to ensure there is an evidence based decision-making approach. This will include the sharing of best practice, locally, across London and nationally.

The committee will meet monthly and consider progress reports and financial schedule updates on a quarterly basis for assurance purposes. Funding bids and other regional or national submissions will be brought to the Committee as and when required. It will also provide assurance to London committees established to report against National targets e.g. Nursing and General Practice.

The committee may, from time to time, commission research studies; workforce modelling or seek expert advice, the outputs from which will be considered in a timely way as and when necessary.

4. Membership

A key principle of membership is that it represents experts in workforce planning, education and transformation that cover all sectors and the diversity of SEL health and social care providers.

Members of the Board will have a passion for workforce planning, education and transformation with experience and insight that will build on existing challenges to workforce growth which are known.

Members will support an evidence-based approach that will embrace change whilst also fully supporting the EDI and staff well-being priorities of the NHS.

It is expected that members will act as a unitary member of the Committee whilst providing a link back to their own organisation, profession, borough or part of the system. Members will be expected to make decisions and share perspectives from their own areas of specialism to enable activity to support the workforce programme.

The membership will also provide a link into other ICB groups to ensure cross-pollination of ideas, insights and a wider discursive agenda regarding workforce planning and transformation.

Two specialist sub-groups namely, the “Education Collaborative” and the “Workforce Collaborative” will be formed that undertake detailed planning to support the work of the WSC. Representatives from these groups will be members of the WSC. It is noted that some members may cover more than one role on the membership.

Membership:

- Chair - TBC as part of the workforce supply programme discovery work
- Vice Chair - TBC as part of the workforce supply programme discovery work
- ICB HR Director
- Mental Health Trust Workforce Director
- Clinician (representing cross sector views and education)
- ICB Medical Director or Chief Nurse
- Operations Director
- Community Provider
- Education Lead (represents the Education Collaborative sub group)
- Workforce Lead (represents the Workforce Collaborative sub group)

- Primary Care Lead
- Workforce Intelligence Lead (HEE)
- Workforce Planning and transformation Lead (NHSE)
- Acute Provider Collaborative representative
- Local Authority senior representative
- Social Care senior representative
- Hospice representative
- Senior Nursing Lead
- EDI/ Anchor Leads
- SEL ICB Workforce Programme Manager

Also in attendance: Members of the ICB Workforce Programme Team and meeting secretary. The Committee will invite additional colleagues linked to agenda items but will not include all professional groups within membership.

5. Meeting Frequency

The committee will initially meet monthly, with business conducted in meetings of no more than 2 hours duration. Meetings will then be quarterly after key work has been established.

6. Quorum

The group will be quorate with at least five members in attendance; one to be the Chair, or Vice Chair. Decisions will be taken on a majority basis.

7. Administration & support

The group will be supported by the ICB Workforce Programme Team and papers will be issued a week before the scheduled meeting date.

8. Review

The SEL Workforce Supply Committee will carry out continuous self-assessment of its effectiveness against the terms of reference. The SEL ICB People Board will also review the effectiveness of the SHWBC as part of its annual review of the ICB people governance.

The terms of reference and membership of the Committee will be reviewed no less than annually.

Final - for Board approval