

**NHS YORKSHIRE AND THE HUMBER  
WORKFORCE AND EDUCATION DIRECTORATE**

**Minutes of the Interim Board of the NHS Education and Training  
Workforce Partnership Yorkshire and the Humber**

**Held on Thursday 22 September 2011 at 9.30 am  
In the Hatfield Suite, Hatfield Hall, Normanton Golf Club, Wakefield**

**Present:**

Tim Gilpin	Adam Wardle
Jonathan Brown	Phillip Marshall
Sharon Oliver	Andrew Cash
Mark Purvis	Janet Dean
David Brown	Miles Scott
Tony Kendrick	Mike Curtis
Phil Morley	Chris Welsh
David Cottrell	Fran Mead
Shirley Congdon	Juliette Greenwood
Russell Ellwood	Pam Dawson (for Rhiannon Billingsley)
Sue Holden (for Patrick Crowley)	

**In attendance:** Kim Montacute, Juliette Frazer

**Apologies:** Peter Belfield, Chris Boswell, Chris Butler, Paul Harrison, Alan Wittrick, Rebecca Smith, Patrick Crowley, Nick Tupper and Rhiannon Billingsley

**1. Welcome and Introduction**

Tim Gilpin welcomed attendees and introductions were made.

**2. Terms of Reference and Governance Arrangements**

The terms of reference and governance arrangements for the Interim Board of the NHS Education and Training Workforce Partnership Yorkshire and the Humber (ETWPYH) were presented by Tim Gilpin. It was noted that the formal name of the Board has still not been formally confirmed and may be subject to change. It was also noted that there is a need to develop the way of working and that the proposed 3 hub model may change and move towards a more fluid way of working. It was highlighted that NHS Yorkshire and the Humber has made good progress in moving to the new working arrangements for workforce and development. Miles Scott stated that there needs to be a discussion about the form and function of the ETWPYH. There is a need to increase Board members' knowledge of current activities as there are a number of significant decisions that need to be taken. Miles also stated that there is a need to develop a shared view of what the ETWPYH wants to be. Tim Gilpin stated that it will be important to understand what the broader system expects from ETWPs and that the authorisation process for ETWPs being developed by Health Education England will help to inform the way of working.

In conclusion, the terms of reference and governance arrangements were formally agreed. On a separate matter, Sue Holden requested that future meeting dates are set as soon as possible.

**3. Appointment of Chair**

In line with the terms of reference and governance arrangements, it was noted that the Chair of the Interim Board of the ETWPYH would be selected from the Provider Chief Executive representatives. Following today's meeting, a note will be sent to the Provider Chief Executive representatives asking if they wish their name to be put forward to be a Chair. The list of nominations will then be circulated to all members of the Board to

confidentially elect the Chair. Andrew Cash proposed that it would be useful to have a Vice Chair and this was agreed.

**Action: ACW to write to Provider Chief Executive representatives to ascertain if they wish to put their name forward for the post of Chair/Vice Chair**

**Following receipt of nominations, ACW to conduct a confidential ballot to elect the Chair/Vice Chair**

#### **4. National and Regional Update**

Tim Gilpin provided a national and regional update, with particular reference to the Department of Health (DH) event concerning the development of ETWPs which was held on Monday 19 September 2011 (slides and background information regarding the event were previously circulated to Board members). It was noted that the output of the DH event will feed into the Autumn guidance which is being produced regarding the establishment of ETWPs. A discussion took place about the leaders of the new system. It was noted that Health Education England (HEE) will be the funder but that further discussion is required about what the funds will support and what flexibility exists. Tim highlighted that NHS Yorkshire and the Humber has been able to use elements of the workforce allocation flexibly to support initiatives such as the development of clinical skills. It was agreed that this creative and facilitative approach should be maintained. Andrew Cash stated that there is also a need to be careful and responsible with workforce funds. He highlighted that workforce funding has been used across the wider NHS system to assist with financial pressures and that these pressures will continue. He stated that it was important to use workforce funds appropriately but a pragmatic approach is also necessary.

Mike Curtis stated that the use of funding will be transparent. It was also highlighted that NHS Yorkshire and the Humber has always appropriately used workforce funding for the purposes for which it has been allocated. Miles Scott stated that the discussion highlighted the need to be clear about the scope and role of the ETWP. He stated that it would be useful to highlight the statutory role of the ETWP; the work that the ETWP wishes to deliver across Yorkshire and the Humber such as Continuing Professional Development and Leadership activities and those activities which individual organisations could collaborate together in order to deliver a key initiative (but would not require every Yorkshire and the Humber organisation to participate).

Janet Dean stated that it would be useful to understand the role of workforce development in being a catalyst in delivering change. Sue Holden said that it was important to be clear about the role of the ETWP but also to understand that it is building on a solid foundation from the work carried out by the current Workforce and Education Directorate.

Kim Montacute highlighted that the Future Forum has posed a number of questions concerning education and training. It was agreed that members of the Workforce and Education Directorate team should draft a response which would be shared with Board members for comment prior to submission.

**Action: Workforce and Education Directorate team members to draft a response to the Future Forum questions which should be shared with Board members for comment prior to submission**

#### **5. Briefing Documents**

Tim Gilpin briefly highlighted the following briefing documents:

- Workforce and Education Directorate Annual Report 2010/11
- Workforce and Education Directorate Business Plan 2011/12
- Service Level Agreement with Department of Health

- Workforce and Education Directorate SHA Board Report – September 2011

Miles Scott said that the briefing documents were useful but that it would be valuable to drill down in greater detail and discuss the key issues. It was agreed that each subsequent Board meeting would highlight a key workforce issue in greater detail and allow Board members to discuss and understand the key issues and challenges. Tony Kendrick asked about the status of the Multi-Professional Education and Training (MPET) Review. Mike Curtis stated that the outcome of the MPET Review could start in either April 2012 or April 2013. A discussion took place regarding the Service Increment for Teaching (SIFT) element of the MPET Review. It was noted that the new rates will have significant impacts on Teaching Hospital and will need to be managed over an appropriate time frame. It was noted that a discussion is still taking place regarding the primary care element. It was agreed that it would be useful for the Interim Board to emphasise the importance of having equivalent rates for primary and secondary care. Miles Scott asked if other rates are being looked at? Mike Curtis stated that other rates are being considered for both postgraduate medical placements and non-medical placements. It was agreed that the issue of the MPET Review should be the subject of a detailed discussion at a future Board meeting. A discussion took place regarding incentivising training, with particular reference to non-medical training. Miles Scott stated that the Interim Board needs to look at organisations which are gaining funds and to ask what is being delivered for the new investment.

**Action: Each Board meeting will include a detailed discussion on a particular area of Workforce and Education activity/investment**

#### **6. NHS Investment in Education and Training (Presentation)**

Mike Curtis highlighted the key elements of the £500 million Multi-Professional Education and Training (MPET) budget for NHS Yorkshire and the Humber. A copy of the presentation is attached for reference.

#### **7. Commissioning Intentions 2012/13**

Sharon Oliver presented the key points from the 3 year commissioning intentions. It was noted that a detailed discussion regarding the commissioning intentions for 2012/13 will need to take place at the next Interim Board meeting. It was also noted that the postgraduate medical and dental commissions for 2012/13 were already in train.

**Action: SO to lead a discussion regarding the non-medical commissioning intentions for 2012/13 at the next Interim Board meeting**

#### **8. Future of Leadership and Organisation Development**

Tim Gilpin presented a paper produced by Paul Harrison, Associate Director, Leadership and Organisational Development, regarding the future arrangements for leadership and organisation development across Yorkshire and the Humber. It was noted that approximately £1.2 million is allocated to leadership and organisation development to Paul's team and that a further £2 million is allocated to leadership and organisational development activities from CPD funding. Tim stated that there was an opportunity to review investment in leadership and organisation development activities with the aim of ensuring that value for money is being achieved. It was agreed that a further discussion regarding leadership and organisation development activities should take place at a future Interim Board meeting, with particular reference to agreeing the core functions of the ETWPYH.

**Action: A further discussion regarding leadership and organisation development will be scheduled to take place at a future Interim Board meeting with particular reference to agreeing the core functions of the ETWPYH**

**9. Appointment of Postgraduate Dean**

Adam Wardle presented the final version of the job description and person specification for the post of Postgraduate Dean. The job description and person specification were formally approved and the recruitment process will now formally commence. It is hoped that the new Postgraduate Dean will be in post by the end of the current financial year.

**10. Any Other Business**

- **Temporary Appointments Across Yorkshire and the Humber**

Andrew Cash requested information regarding the number of temporary appointments across the region. Andrew stated that he had been informed that a number of newly qualified staff were being offered temporary/short term contracts and felt that it was important to understand the position across the region. Sharon Oliver stated that she has been collecting information regarding temporary/short term appointments and will prepare a briefing for the next Interim Board meeting

**Action: SO to prepare a briefing paper regarding temporary/short term appointments for newly qualified staff for the next Interim Board meeting**

**11. Future Meetings**

A list of dates for future meetings will be circulated following the appointment of the Chair/Vice Chair.