

UNCONFIRMED

**DRAFT Minutes of the Education, Commissioning and Quality Committee
held on 8 October 2020
Via Microsoft Teams/Teleconference**

Present:

Dr Ruth Hall	Chair and Independent Member
Tina Donnelly	Independent Member
Ceri Phillips	Independent Member
Tom Lawson	Postgraduate Medical Dean
Margaret Allan	Pharmacy Dean
David Thomas	Dental Dean

In Attendance:

Dafydd Bebb	Board Secretary
Prof. Pushpinder Mangat	Medical Director
Dr Angela Parry	Interim Director of Nursing
Martin Riley	Deputy Director of Education, Commissioning and Quality
Eifion Williams	Director of Finance
Dr Bethan Nicholas	South Wales Trauma Network – for agenda item 4.3 only
Dr Sue West-Jones	South Wales Trauma Network – for agenda item 4.3 only
Rachel Taylor	South Wales Trauma Network – for agenda item 4.3 only
Nicola Johnson	Director of Planning, Performance & Corporate Services (Observer)
Kay Barrow	Corporate Governance Manager (Secretariat)

PART 1	PRELIMINARY MATTERS	Action
ECQC: 08/10/1.1	Welcome and Introductions	
	The Chair welcomed everyone to the meeting and, in particular, Ceri Phillips, Independent Member, who was joining as a new member of the Committee. A warm welcome was also extended to Nicola Johnson, the newly appointed Director of Planning, Performance & Corporate Services who was attending as an observer. A quorum was confirmed present.	
ECQC: 08/10/1.2	Apologies for Absence	
	There were no apologies for absence.	
ECQC: 08/10/1.3	Declarations of Interest	
	The following declaration of interest was noted in relation to agenda item 4.2:	

	Ceri Phillips – Emeritus Professor, Swansea University and honorary position at Cardiff University.	
ECQC: 08/10/1.4	To Receive and Confirm the Minutes of the Committee held on 16 September 2020	
	<p>The Committee received the minutes of the meeting held on 16 September 2020 and confirmed they were an accurate record, subject to the inclusion of Ruth Hall’s declaration of interest for agenda item 2.1 as follows:</p> <ul style="list-style-type: none"> • ECQC 16/09/1.3 Declarations of Interest: Ruth Hall, Advisory Board Member, Centre for Public Policy Wales, Cardiff University. 	DB
ECQC: 08/10/1.5	Action Log	
	<p>The Committee received and considered the Action Log. It was noted that a number of the actions that had been deferred due to the impact of the COVID 19 Pandemic were on the agenda. However, those items that remained outstanding would be kept on the Action Log until they had been completed. The following update was received:</p> <ul style="list-style-type: none"> • ECQC 02/07/1.5 KPMG Review of Health Professional Education: Dafydd Bebb updated the Committee in relation to the progress being made with the shared Welsh language translation resources being compiled on an all Wales basis. He explained that further work was required before it could be presented to the Committee. 	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the update; • agreed that a report be presented to the Committee in February 2021 to include an update on the approach taken within the NHS to sharing Welsh language translation terminology. 	DB
ECQC: 08/10/1.6	Matters Arising	
	There were no matters arising.	
PART 2	EDUCATION PERFORMANCE AND QUALITY	
ECQC: 08/10/2.1	Quality Management Update	
	<p>The Committee received the report.</p> <p>In presenting the report, Pushpinder Mangat advised that the quality management monitoring meetings were taking place virtually and there were currently six areas within the Medical Deanery which were in enhanced monitoring status with the GMC, of which the Committee was already aware.</p> <p>The Grange University Hospital within Aneurin Bevan University Health Board (ABUHB) was included in the reporting however, it was not in enhanced monitoring status but required close attention</p>	

as it was a significant service reconfiguration. HEIW was working in collaborative discussions with ABUHB to address any training governance issues arising from the redistribution of the clinical workforce. It was confirmed that HEIW had not formally written to ABUHB.

The GMC had undertaken a shorter national training survey this year due to the COVID-19 Pandemic with the results available in November 2020. The survey focussed on the trainee and trainer wellbeing and experiences whilst working during the crisis. The response rate for Wales was pleasing compared to the rest of the UK and was supported by a strong HEIW communication campaign. It was highlighted that the results of the GMC survey and the staff survey would provide HEIW with rich feedback.

In response to anecdotal feedback and results from the GMC National Training Surveys, the HEIW Quality Unit had launched 'HEIW Open' in early October 2020. This was a generic email account for trainees to raise any concerns directly with HEIW. This would not replace the local reporting processes already in place, but act as a safety net to complement local arrangements and signpost to local support sources.

The Committee was informed that HEIW had completed the ARCP (Annual Review of Competency Progression) process and monitoring the impact of COVID on postgraduate medical education. There were challenges with surgical trainees achieving the required competencies to complete their training and this was because of the lack of access to face to face surgical operating time. Fortnightly Faculty updates were being received to provide progress.

A number of actions to mitigate the cumulative effect for this cohort of trainees were being undertaken. These included a surgical 'bootcamp' for 90 trainees which provided 20% of their competencies; working with the independent sector with four training sites identified. However, this would not give the trainees exposure to all the specialty surgeries required to fulfil competencies. The Medical Deanery was finalising a 'face to face' Protocol with Public Health Wales and the Simulation Team were drafting a report to address the lack of face to face competencies and developing Guidance.

It was highlighted that the principles being applied in the Medical Deanery around competencies were also being rolled out to the Dental and Pharmacy Deaneries. The Committee noted that 80% of dental trainees had also been impacted as a result of COVID-19 and that the dental foundation trainees were dependent on

	<p>simulation training. Although dental trainees were receiving ‘front loaded’ academic study in anticipation of the current restrictions being lightened, the Dental School did not currently have a strategy for resuming face to face training. It was also highlighted that PPE in Primary Care was also a concern.</p> <p>The Committee focussed upon the need for the report to have a stronger multidisciplinary focus. Tom Lawson informed the Committee that a review of the reporting for specialty medical training programmes was underway in order to streamline the information and to ensure consistency in reporting across all HEIW education and training programmes.</p> <p>Martin Riley advised that the lessons learnt from the National Student Survey and the Welsh Government Education and Training Cell were being fed into the work Tom Lawson was undertaking around the reporting of quality management.</p>	
Resolved	<p>The Committee</p> <ul style="list-style-type: none"> • noted the report; • agreed that the future reporting should have a multi-professional focus; • agreed that the GMC Survey be presented to the Committee in February 2021; • agreed that the Committee receive the Simulation Team Report and Guidance at its meeting in February 2021. 	<p>AP/PM</p> <p>PM/TL</p> <p>PM/TL</p>
	David Thomas left the meeting.	
ECQC: 08/10/2.2	Summary of Local Education Provider Commissioning Review 2019-2020	
	<p>The Committee received the report.</p> <p>In presenting the report, Pushpinder Mangat advised that commissioning visits to Betsi Cadwaladr University Health Board, Powys Teaching Health Board and Public Health Wales had been postponed due to COVID-19. The pilot of the revised format for the commissioning review which included a multi professional update had worked well this year.</p> <p>A number of all Wales themes had emerged this year which included workforce development; curriculum change; reporting systems; simulation training; wellbeing and eduroam. A number of actions had been identified to progress and it was recognised that this was an extraordinary year with lessons to be learnt.</p> <p>Internal Audit had undertaken a review of medical commissioning monitoring arrangements and the overall assessment was that of reasonable assurance. The report was to be considered at the Audit & Assurance Committee at its meeting on 20 October 2020.</p>	

	<p>The Committee considered the report and welcomed the multi professional format. It was clarified that HEIW was not monitoring any training concerns at Velindre NHS Trust because there were none.</p> <p>The Committee acknowledged the concerns raised in relation to funding models and the ongoing discussions regarding a review of the historic funding.</p>	
Resolved	The Committee noted the report.	
PART 3	GOVERNANCE MATTERS	
ECQC: 08/10/3.1	Evaluation of Committee Effectiveness	
	<p>The Committee received the evaluation report.</p> <p>In presenting the report, Dafydd Bebb provided an overview of the outcomes from the annual self-assessment exercise for 2019/2020 which had been undertaken in accordance with Section 8.2.1 of HEIW's Standing Orders.</p> <p>The Committee welcomed the evaluation and noted that it had already been strengthened with the creation of the two new Advisory Sub Groups and the addition of Ceri Phillips to the Committee membership.</p> <p>The Chair raised the matter of the induction for new members to the Committee and it was agreed that this would be explored further outside of the meeting.</p> <p>The Committee thanked Dafydd Bebb and his team for their support during the year.</p>	
Resolved	<p>The Committee</p> <ul style="list-style-type: none"> • noted the evaluation; • agreed that the development of Committee Induction resources for new members be explored. 	DB
ECQC: 08/10/3.2	Annual Review of Committee Terms of Reference	
	<p>The Committee received the report and revised Terms of Reference.</p> <p>In presenting the report, Dafydd Bebb advised that the Board, at its September meeting, had approved that the reappointment of the existing Members of the Committee be brought forward to September 2020. This would ensure that the appointment date for the Members of this Committee aligned with that of the Audit & Assurance Committee.</p>	

	<p>The Board had approved the recommendation to strengthen the Committee membership with confirmation of a Committee Vice Chair and an additional Committee Member.</p> <p>It was also clarified that the three Deans were to be added as standing 'In Attendance' Members of the Committee. With reference to the Board decision in September to appoint the three Deans as full Members of the Committee, it was expected that the change to 'In Attendance' membership would be approved at the forthcoming November Board, as the Committee would be better served by the three Deans on this basis.</p> <p>Tina Donnelly accepted the role of Committee Vice Chair.</p>	
Resolved	<p>The Committee</p> <ul style="list-style-type: none"> • noted the alignment of the appointment date of this Committee with the Audit & Assurance Committee; • noted the reappointment of the existing Committee Members for a further one-year period; • noted the appointment of the Committee Vice Chair; • noted that the Board was expected to reverse its decision to appoint the three Deans as full members of the Committee; • endorsed the revisions to its Terms of Reference, subject to the addition of the three Deans as standing 'In attendance' members of the Committee; • recommended to the Board that the Committee's Terms of Reference be amended to reference the Vice Chair role within its membership and the addition of the three Deans as standing 'In attendance' members of the Committee. 	DB
ECQC: 08/10/3.3	Draft Unconfirmed Minutes of the Multi-Professional Education & Quality Group Meeting held on 23 September 2020	
	<p>The Committee received the draft unconfirmed minutes of the meeting of the Multi-Professional Education & Quality Group (MPEQG) meeting held on 23 September 2020.</p> <p>Angela Parry provided a brief summary of the first meeting of the MPEQG, the internal Advisory Sub Group.</p> <p>The Committee was pleased that the MPEQG had held its inaugural meeting and noted that the frequency of the meetings would align with the work of the Directorates and the Committee.</p>	
Resolved	<p>The Committee noted the draft unconfirmed minutes for assurance.</p> <p>David Thomas re-joined the meeting.</p>	
ECQC: 08/10/3.4	Terms of Reference of the new Internal and External Facing Advisory Groups on Education and Training	
	<p>The Committee received the revised Terms of Reference for the Multi-Professional Education & Quality Group (MPEQG) and the External Advisory Group (EAG).</p>	

	<p>Dafydd Bebb advised that both Terms of Reference had been considered at the inaugural meeting of the MPEQG and that the revisions captured the discussions held. However, he advised that whilst the membership of MPEQG had been streamlined as part of the Group's deliberations, a subsequent decision had been made to include the following additional members:</p> <ul style="list-style-type: none"> ○ Deputy Director of Education, Commissioning & Quality; ○ Head of Nursing and Midwifery Transformation; ○ Head of Allied Health Professionals Transformation; ○ Eye Care Transformation Lead; ○ Head of Nurse Staffing Programme. <p>It was clarified that whilst the MPEQG had considered the Terms of Reference for the External Advisory Sub Group, known as EAG, and had suggested some revisions, the EAG would consider its own Terms of Reference at its inaugural meeting. It was anticipated that the first meeting of the EAG would be held in November 2020.</p> <p>The Chair queried the research aspects of the Committee's remit and how this would be picked up as it was not reflected in either of the Advisory Sub Group Terms of Reference. It was clarified that HEIW was in the early development stages of an Evaluation, Research, Improvement and Innovation Collaborative (ERIIC). This would be a key enabler to ensure that HEIW continuously improves quality, enhanced its processes for investment in the NHS Wales workforce and provided the evidence base for the decisions made in planning for current and future workforce. It was also key to determining the impact that HEIW's activity had on the healthcare workforce, practice and ultimately, patient care and safety. This initiative was to be presented at a full Board Development session.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • agreed to the Terms of Reference of the MPQEG be updated to include the following additional members to the Terms of Reference of the MPQEG: <ul style="list-style-type: none"> ○ Deputy Director of Education, Commissioning & Quality; ○ Head of Nursing and Midwifery Transformation; ○ Head of Allied Health Professionals Transformation; ○ Eye Care Transformation Lead; ○ Head of Nurse Staffing Programme. • agreed that the Committee receive an update on the development of the Evaluation, Research, Improvement and Innovation Collaborative (ERIIC) at the meeting in February 2021; • agreed that the terms of reference of the internal and external Advisory Groups be reviewed in the context of HEIW's function in research and the establishment of ERIIC. 	<p>DB</p> <p>PM/TL</p> <p>AP/PM</p>
	Margaret Allan joined the meeting.	

ECQC: 08/10/3.5	Draft Forward Work Programme	
	<p>The Committee received and considered the draft Forward Work Programme.</p> <p>Following discussions, it was suggested that the format of the future agendas follow the order of today's meeting with performance and quality at the beginning of each meeting.</p>	
Resolved	<p>The Committee</p> <ul style="list-style-type: none"> • noted the Forward Work Programme; • agreed that the Forward Work Programme be updated to reflect the Committee discussions. 	DB
PART 4	STRATEGIC MATTERS	
ECQC: 08/10/4.1	Briefing Paper – Enshrining the Positive Lessons from COVID-19: Defining the ‘New Normal’ for Education and Training in Wales	
	<p>The Committee received the briefing paper.</p> <p>In presenting the paper, Pushpinder Mangat emphasised that the COVID-19 Pandemic had created an environment where NHS organisations had adapted to new ways of working as a result of the restrictions imposed. It was highlighted that many changes had taken place out of necessity, but the crisis had provided a unique opportunity for beneficial change within Health Boards and Trusts.</p> <p>HEIW had gained stronger links from not only within NHS Wales and with education providers but across the UK with key stakeholders. There were lessons to be learned particularly in relation to utilising digital technology and embedding multi-professional simulation-based training.</p> <p>HEIW was in an advantageous position as an enabler to influence the skills of the future NHS workforce in its role as commissioner of education and training in Wales.</p> <p>It was confirmed that HEIW was raising the matter of a multi-professional single credential approach during its regular meetings with Regulators and Professional Bodies.</p> <p>In answer to query raised regarding links with social care, it was clarified that HEIW and Social Care Wales hold regular Executive to Executive meetings. It was acknowledged that there was further work required for the carer/domiciliary workforce and that a joint Task Group was being established to take forward the social care and health aspects.</p> <p>Margaret Allan informed the Committee of the pilot being undertaken with Small Group Practice Based Teams in Primary</p>	

	<p>Care within Pharmacy. It was highlighted that this work linked into the work being undertaken with Primary Care training hubs.</p> <p>It was highlighted that with the increasing likelihood of a second peak of COVID-19, there was a need to ensure that education and training was maintained, and study time protected. Concerns were raised regarding the student/trainee wellbeing and experience, especially for those that were exposed during the first wave and may have had a negative experience. It was highlighted that this was an area of increased focus, particularly with the management of redeployment to ensure the burden was shared and the most suited redeployed.</p>	
Resolved	The Committee noted the report.	
ECQC: 08/10/4.2	Update on Strategic Review of Health Professional Education in Wales	
	<p>The Committee received a verbal update.</p> <p>Eifion Williams expressed his thanks to colleagues and the Committee for the scrutiny and comments received on the phase 1 Health Professional Education Contract Specification that had been endorsed by the Board at its September meeting. He advised that the Contract Specification had been sent to Dr Andrew Goodall by NWSSP Procurement on 2 October 2020.</p> <p>The Committee noted that HEIW colleagues had attended a series of meetings and briefings with Welsh Government colleagues to provide an overview of the contract review process and the development of the contract specification. It was anticipated that Welsh Government would provide an outcome as per the usual process of three weeks.</p> <p>Concern was raised regarding contingency within the procurement timetable should there be any delay with the decision from Welsh Government and the impact of purdah due to the May 2021 elections. It was clarified that the procurement programme included a contingency of approximately three to four weeks. It was hoped that this would protect the time needed for providers to prepare their tender submissions against all the lots.</p> <p>Concern was raised in relation to the potential for lots to not receive tender submissions. It was clarified that the contract review process and the extensive engagement with key stakeholders had helped to inform the 'lotting' strategy and the contract specification. It was expected that all lots would be tendered against.</p> <p>Alex Howells highlighted that whilst HEIW awaits the decision from Welsh Government, a review of the programme risk register would</p>	

	<p>be undertaken to ensure that all risks have been identified and actions to mitigate were in place.</p> <p>The Committee thanked the staff involved for achieving a significant milestone.</p>	
Resolved	<p>The Committee;</p> <ul style="list-style-type: none"> • noted the verbal update; • agreed that a review of the programme risk register be undertaken to ensure that all risks have been identified and actions to mitigate were in place. 	EW/AP
ECQC: 08/10/4.3	South Wales Trauma Network Training Needs Assessment	
	<p>The Chair welcomed Dr Bethan Nicholas, Dr Sue West-Jones and Rachel Taylor from the South Wales Trauma Network (SWTN).</p> <p>The Committee received a presentation on the education and training aspects being undertaken by the SWTN which included:</p> <ul style="list-style-type: none"> • Tasks completed over the past six months; • Ongoing tasks and progress; • Ideas and concepts for virtual learning; • Aims for the next six months; • Resource Sharing/Responsive Education; • Person Centred Priorities; • Overview of five-year Plan; • Support required from HEIW. <p>Tina Donnelly retrospectively declared an interest in relation to her involvement in military trauma training.</p> <p>The Committee considered the presentation and was pleased that the focus of the SWTN education and training was a multi-professional approach.</p> <p>The Committee thanked Dr Bethan Nicholas, Dr Sue West-Jones and Rachel Taylor for their informative presentation and agreed that HEIW would make contact to arrange to discuss the detail of the support required for the SWTN education and training.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the presentation; • agreed that the Medical Director set up a meeting with SWTN colleagues to discuss in detail the support requested from HEIW. 	PM
PART 5	CLOSE	
ECQC: 08/10/5.1	Any Other Business	
	There was no other business.	

ECQC: 08/10/5.2	Reflection on Today's Committee	
	The Committee provided their reflections on the meeting.	
ECQC: 08/10/5.3	Date of Next Meeting	
	The date of the next meeting was confirmed for Tuesday, 9 February 2021 at 10.00am either by Microsoft Teams or in HEIW Meeting Room 1, Ty Dysgu, Nantgarw.	

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Dr Ruth Hall (Chair)

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Date:

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