

**UNCONFIRMED**

**DRAFT Minutes of the Education, Commissioning and Quality Committee  
held on 16 September 2020  
Via Microsoft Teams/Teleconference**

**Present:**

Dr Ruth Hall                                      Chair and Independent Member  
Tina Donnelly                                      Independent Member

**In Attendance:**

Dafydd Bebb                                      Board Secretary  
Angela Parry                                      Interim Director of Nursing  
Martin Riley                                      Deputy Director of Education, Commissioning and Quality  
Eifion Williams                                      Director of Finance  
Dr Tom Lawson                                      Postgraduate Medical Dean  
Kay Barrow                                      Corporate Governance Manager (Secretariat)

<b>PART 1</b>	<b>PRELIMINARY MATTERS</b>	<b>Action</b>
<b>ECQC: 16/09/1.1</b>	<b>WELCOME AND INTRODUCTIONS</b>	
	The Chair welcomed everyone to the meeting.	
<b>ECQC: 16/09/1.2</b>	<b>Apologies for Absence</b>	
	Apologies for absence were received from Prof. Pushpinder Mangat (Medical Director)	
<b>ECQC: 16/09/1.3</b>	<b>Declarations of Interest</b>	
	The following declarations of interest were noted in relation to agenda item 2.1: Eifion Williams – Member of the Swansea University Finance Committee and a student at the University of Wales St David's; Angela Parry – Holds an Honorary Contract with Cardiff University; Tina Donnelly – Fellow of the University of South Wales.	
<b>ECQC: 16/09/1.4</b>	<b>To Receive and Confirm the Minutes of the Committee held on 2 July 2020</b>	
	The minutes of the meeting held on 2 July 2020 were confirmed as an accurate record, subject to the following amendments: <ul style="list-style-type: none"> <li>• <b>ECQC 02/07/2.3 Draft Annual Education and Training Plan:</b> Remove the word 'also' from the last sentence of the third</li> </ul>	

	<p>paragraph on the top of page 6, so that the start of the sentence reads 'This had also informed the approach to ....'.</p> <ul style="list-style-type: none"> <li>• <b>ECQC 02/07/4.1 Draft Committee Self-Assessment Checklist:</b> Remove the words 'Although there was' from the start of the last sentence of the final paragraph on page 7 and capitalise the 's' in the word 'some' and add the words 'were expressed' after the word 'concern', so that the sentence reads 'Some concern was expressed regarding the length and the number of questions'.</li> </ul>	
<b>ECQC: 16/09/1.5</b>	<b>Action Log</b>	
	<p>The Committee <b>received</b> the Action Log and noted that a number of actions deferred due to the impact of the COVID 19 Pandemic were either scheduled for consideration at the October meeting or on the Forward Work Programme for consideration in early 2021. It was confirmed that those items would be kept on the Action Log until they had been completed.</p> <p>The Committee <b>considered</b> the Action Log and the following verbal updates were received:</p> <ul style="list-style-type: none"> <li>• <b>ECQC 21/10/2.2 KPMG Review of Health Professional Education:</b> The Committee noted the position in relation to the Welsh language Clinical Dictionary and Welsh language resource management was being reviewed and that an update would be provided at the October Committee.</li> </ul>	
<b>Resolved</b>	The Committee <b>agreed</b> for an update at its October meeting regarding the Welsh language resource management and Welsh language Clinical Dictionary.	<b>AP/DB</b>
	<ul style="list-style-type: none"> <li>• <b>ECQC 21/10/2.2 KPMG Review of Health Professional Education:</b> The Deep Dive of the Strategic Review of Health Professional Education had been scheduled into the Board Development Forward Work Programme for April 2020 however, as a result of COVID 19 this item had been postponed. It was confirmed that the contract specification and Invitation to Tender (ITT) had been developed and was a separate item on today's Committee agenda.</li> </ul> <p>Angela Parry advised that a Deep Dive into a number of bursary appeals for Allied Health Professionals (AHP) had been undertaken and that a report would be presented to the October Committee.</p>	
<b>Resolved</b>	<p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>agreed</b> that the action relating to the Deep Dive of the Strategic Review of Health Professional Education at a Board Development Session under the action ECQC 21/10/2.2 be removed from the action log.</li> <li>• <b>agreed</b> to receive a report on the Deep Dive of the AHP Bursary Appeals.</li> </ul>	<p><b>DB</b></p> <p><b>AP</b></p>

<b>ECQC: 16/09/1.6</b>	<b>Matters Arising</b>	
	There were no matters arising.	
<b>PART 2</b>	<b>STRATEGIC ISSUES</b>	
<b>ECQC: 16/09/2.1</b>	<b>Health Professional Education Contract Specification</b>	
	<p>The Committee received the report.</p> <p>In presenting the report, Eifion Williams and Martin Riley provided an overview of the review of the Health Professional education contracts and the development of the final Strategy for Education. The Strategy was a two-phased approach, with the first phase focussed on pre-registration postgraduate programmes, and the second phase on post registration education such as, advanced and extended education programmes.</p> <p>The work to review the contracts and develop the Strategy had been overseen by a Programme Board. As Chair of the Programme Board, Eifion Williams asked the Committee to note the excellent commitment of the members of the Programme Board in undertaking the work for Phase 1, as well as the contribution made by the Shared Services Procurement and Legal Teams. He asked that the Committee recognise the contribution of Stephen Griffiths, Director of Nursing, prior to his retirement at the end of May 2020 and the support from Martin Riley.</p> <p>The Committee acknowledged the extensive work of the Programme Board, the contribution made by Stephen Griffiths and the support provided by Martin Riley. The Committee considered in detail the final procurement proposals in relation to the Health Professional Education Contracts and made a number of recommendations to clarify and strengthen the documentation.</p> <p>It was noted that the Strategic Review of Health Professional Education Phase 1 seeks to secure pre-registration health professional education for Wales for the next 7 to 10 years. The programme of work has been an opportunity to undertake a whole system review of the shape and focus of the current education and training provision; consider the education specifications and programmes required to support the NHS in Wales going forward; and take into account lessons learnt as a result of COVID 19 with the increased use of virtual technology in place of face to face teaching.</p> <p>The Review Programme included work carried out by KPMG involving extensive stakeholder engagement and research of international best practice. The key emerging principles from the review align with 'A Healthier Wales'; the new Workforce Strategy</p>	

for Health & Social Care and HEIW's Strategic Aims and Objectives. These key components have been included within the new contracts in order to ensure innovation and delivery of high-quality education provision. The contracts also facilitate partnership working within health and social care. Concerns were raised regarding the need to reflect the emphasis on inter-professional and blended learning more explicitly within the covering report.

The Review supported the approach to the Lotting Strategy, which enhanced widening access to education and training to provide increased opportunities for students from all parts of Wales, and moves away from one supplier provision, where viable. Some concerns were expressed about the capacity and resources within universities to meet the delivery requirements. The Committee was reassured that this had been satisfactorily explored and the Strategy based on the Strategic Review Programme's findings.

The Committee raised questions in relation to the pricing model and the financial implications of a fixed fee per student, noting that enhancements would be paid to those education providers who meet certain criteria to widen access and encourage educational attainment. The financial approach was consistent with the Welsh Government's emerging policy "A More Equal Wales – Commencing the Socio-economic Duty". Prior to agreeing the financial model, the education providers had been consulted on the approach to setting a fixed fee. The analysis of projections and cost benefits needed to be made more explicit within the covering report.

Concerns were raised in relation to attrition and the way it had been articulated within the documentation. How it was to be monitored and challenged needed to be more explicit. The governance arrangements within the contract specification, which detailed the requirement for three contract business meetings each year to review the finance, performance and quality for each provider, also needed to be made more explicit within the covering report.

The Committee queried the membership of the Evaluation Panel and the potential for conflicts of interest. Whilst there were processes in place for the appointment of appropriate Panel members in terms of declaring interests and potential conflicts, this needed to be clearly stated within the covering report. The Committee felt, due to variation in standards across the UK, that the Panel would benefit from academic representation from across the four nations.

The Committee queried the weighting of the scoring assessment for the digital element within the evaluation.

	The requirement for the Board's inclusion in the governance arrangements needed to be more explicit in the covering report.	
<b>Resolved</b>	The Committee, subject to the amendment of the documentation to reflect the Committee discussion, the Committee <b>agreed</b> to: <ul style="list-style-type: none"> <li>• <b>endorse</b> the plan and procurement strategy, for consideration by the Board;</li> <li>• <b>recommend</b> submission of the ITT and Contract Specification to the Board;</li> <li>• <b>recommend</b> to the Board that the Procurement Report be submitted to the Director of Procurement Services in NWSSP and the Welsh Government.</li> </ul>	<b>EW/AP</b>
<b>ECQC: 16/09/2.2</b>	<b>Strengthening Welsh Language Provision</b>	
	<p>The Committee <b>received</b> the report.</p> <p>In presenting the report, Dafydd Bebb advised that through the work undertaken to review the contracts, HEIW has been able to incorporate a number of measures to strengthen Welsh language skills and awareness for all students within the contract specification.</p> <p>The Committee was pleased to see the measures taken to strengthen Welsh Language Provision within the Health Professional Education Contract Specification aimed to create an environment that will support providers in the provision of Welsh language education and enhance the Welsh language skills of the future NHS workforce.</p>	
<b>Resolved</b>	The Committee noted the report.	
<b>PART 3</b>	<b>EDUCATION PERFORMANCE AND QUALITY</b>	
<b>ECQC: 16/09/3.1</b>	<b>Terms of Reference for the Education Sub Groups</b>	
	<p>The Committee received the revised Terms of Reference for the Education Sub Group.</p> <p>In presenting the Terms of Reference, Dafydd Bebb advised that following discussion at Executive Team, it had been suggested that the two group were to be classed as Advisory Groups and their titles to be changed to reflect the nature of the Groups. The internal facing group to be known as the Multi-Professional Education and Quality Group (MPEQG) and the external facing group to be known as the Education Advisory Group (EAG).</p> <p>The Executive Team had also suggested that the focus on quality be strengthened within the role of the internal group, with its remit to include the development of the Annual Quality Statement, a new requirement for HEIW in 2020/21. The focus for the external group will be to provide advice and support to the Committee.</p>	

	<p>The Committee considered the revisions and the extent of the membership of both groups and, in particular the number of members of the internal group. It was highlighted that SAS doctors were not represented, although noted that this may be addressed shortly, when SAS doctors come within the remit of the Medical Deanery.</p> <p>It was confirmed that the Council of Deans was content for their Chair to represent the universities as a member of the external group with the potential for the Vice Chair as the deputy representative.</p> <p>A query was raised about whether the nomination of deputies should be explicit within the Terms of Reference. It was clarified that usual practice was for a deputy to attend in the stead of a member, however, it was emphasised that the deputy needed to have decision making authority.</p>	
<b>Resolved</b>	The Committee, subject to the amendment of the Terms of Reference to reflect the Committee discussion, <b>agreed</b> that each of the new Advisory Groups should review their Terms of Reference at their inaugural meetings.	<b>DB</b>
<b>PART 4</b>	<b>CLOSE</b>	
<b>ECQC: 16/09/4.1</b>	<b>Any Other Business</b>	
	There was no other business.	
<b>Resolved</b>		
<b>ECQC: 16/09/4.2</b>	<b>Reflection on Today's Committee</b>	
	The Chair advised that she would provide an overview of the Committee discussion at the Board as part of her Committee Chair's Key Issues Report.	
<b>ECQC: 16/09/4.3</b>	<b>Date of Next Meeting</b>	
	The date of the next meeting was confirmed for Thursday, 8 October 2020 at 10.00am in the Conference Room, Ty Dysgu, Nantgarw.	

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**Dr Ruth Hall (Chair)**

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**Date:**