

Confirmed

**Minutes of the Education, Commissioning and Quality Committee
held on 9 February 2021
Via Microsoft Teams/Teleconference (through Ty Dysgu, Nantgarw)**

Present:

Dr Ruth Hall	Chair and Independent Member
Tina Donnelly	Independent Member
Ceri Phillips	Independent Member

In Attendance:

Prof. Pushpinder Mangat	Medical Director
Dr Angela Parry	Interim Director of Nursing
Alex Howells	Chief Executive
Tom Lawson	Postgraduate Medical Dean
Margaret Allan	Pharmacy Dean
Kirstie Moons	Dental Dean
Martin Riley	Deputy Director of Education, Commissioning and Quality
Eifion Williams	Director of Finance
Dafydd Bebb	Board Secretary
Nicola Johnson	Director of Planning, Performance & Corporate Services (Observer)
Sian Richards	Director of Digital Development (Observer)
Kay Barrow	Corporate Governance Manager (Secretariat)

PART 1	PRELIMINARY MATTERS	Action
ECQC: 09/01/1.1	Welcome and Introductions	
	The Chair welcomed everyone to the meeting and, in particular, Kirstie Moons, who was joining as the new Dental Dean following the retirement of David Thomas. A quorum was confirmed present. A warm welcome was also extended to Sian Richards, the newly appointed Director of Digital Development and Nicola Johnson, Director of Planning, Performance & Corporate Services who were attending as observers.	
ECQC: 09/01/1.2	Apologies for Absence	
	There were no apologies for absence.	
ECQC: 09/01/1.3	Declarations of Interest	
	The following declaration of interest was noted in relation to agenda items 3.1, 3.2 and 3.3:	

	<ul style="list-style-type: none"> • Ruth Hall, Chair, Centre for Public Policy Wales, Cardiff University. • Tina Donnelly – Fellow of the University of South Wales. • Ceri Phillips – Emeritus Professor, Swansea University, and honorary position at Cardiff University. • Eifion Williams – Member of the Swansea University Finance Committee. • Angela Parry – Holds an Honorary Contract with Cardiff University. • Pushpinder Mangat – Honorary Professor, Swansea University Medical School 	
ECQC: 09/01/1.4	To Receive and Confirm the Minutes of the Committee held on 8 October 2020	
	The Committee received the minutes of the meeting held on 8 October 2020 and confirmed they were an accurate record.	
ECQC: 09/01/1.5	Action Log	
	<p>The Committee received the Action Log and noted the actions were either complete; deferred due to the impact of the COVID-19 Pandemic or matters for consideration on today’s agenda. Those items that remained outstanding would be kept on the Action Log until they had been completed. The following verbal updates were received:</p> <ul style="list-style-type: none"> • ECQC 02/07/1.5 KPMG Review of Health Professional Education – Welsh Language Resources: Dafydd Bebb updated the Committee regarding the National Welsh Terminology Portal that was managed by Bangor University. He explained that the portal was a resource to ensure a standardised approach to Welsh clinical terms. It was highlighted that the NHS Wales Welsh Language Officers Group who represent Health Boards, Trusts and SHAs, meet regularly and agree a consistent approach for new Welsh terms used within NHS Wales. It is now proposed that a process will be put in place to ensure that any newly agreed Welsh terms would be added into the National Portal managed by Bangor University. This would ensure consistency in the Welsh terms across NHS Wales. <p>It was highlighted that the Inclusion & Equality Group had sought an update from the HEIW IT Team including its involvement in all Wales digital solutions such as the National Welsh Terminology Portal.</p> <ul style="list-style-type: none"> • ECQC 08/10/4.3 South Wales Major Trauma Network: Pushpinder Mangat informed the Committee that contact had been made with the Network however, the meeting had been cancelled. He explained that when rearranging the meeting, the 	

	Network advised that HEIW support was no longer required as alternative solutions had been implemented. However, an open offer to meet to discuss any additional support required has been made.	
Resolved	The Committee noted the updates and that both actions were completed.	
ECQC: 09/01/1.6	Matters Arising	
	ECQC 08/10/2.1 Quality Management Update – Impact on Surgical Trainees: An update was provided regarding the ongoing challenges for surgical trainees and achieving the required practical competencies to complete their training due to the lack of access to face to face surgical operating time. Whilst emergency surgery was still taking place this was potentially not in sufficient numbers to achieve the required ‘hands on’ competencies, particularly for the surgical specialties. Mitigating actions had been put into place although there was still some risk, which was being closely monitored. In terms of the ongoing impact on the three surgical specialties, these were being monitored on a UK-wide basis by the Joint Committee on Surgical Training.	
Resolved	The Committee noted the update.	
ECQC: 09/01/1.7	Draft Unconfirmed Minutes of the Education Advisory Group held on 17 November 2020	
	<p>The Committee received the draft unconfirmed minutes of the meeting of the Education Advisory Group (EAG) meeting held on 17 November 2020.</p> <p>Angela Parry provided a brief summary of the first meeting of the EAG, which had been very well attended with good representation across the membership areas.</p> <p>It was clarified under bullet point 1 that, additional to the membership, others from within or outside the organisation who the Group considers should attend, would be invited taking account of the matters under consideration at each meeting. These invited individuals would not add to the membership of the Group.</p> <p>The Committee was pleased that the EAG had held its inaugural meeting and noted that the second meeting was being arranged.</p>	
Resolved	The Committee noted the draft unconfirmed minutes for assurance.	
PART 2	EDUCATION PERFORMANCE AND QUALITY	
ECQC: 09/01/2.1	COVID Implications for Education and Training	
	<p>The Committee received the report.</p> <p>Pushpinder Mangat and Angela Parry provided an overview of the impact of the Coronavirus pandemic on the normal education and training cycle of all healthcare professional students and trainees.</p>	

It was highlighted that close partnership working between all key stakeholders had resulted in minimal disruption to this cycle with a new cohort of registrants and trainees joining the NHS workforce in the summer of 2020. A new cohort of students and trainees commenced their education and training and there were notable adjustments to the delivery of the theory-based teaching. It was emphasised that placements and practice-based learning needed to continue as planned, to enable competencies and clinical skills to be learnt and assessed, to ensure the achievement of registration and graduation on time. Wherever possible training would continue as planned to ensure the anticipated number of registrants were available to join the workforce in Wales to support pandemic and recovery services.

It was noted that HEIW would not be able to facilitate early graduation for trainees this year due to the lost time last year, however Health Boards had agreed to facilitate trainees undertaking their written-based exams early.

There were risks with the ability to progress in a number of training areas, particularly surgery as a result of the lack of access to elective surgery experience, medicine because of the excessive service workload and dental due to the nature of the face to face procedures and the current restrictions. Although, it was reported that dental trainees in Wales would be able to graduate on time this year, this was not the case in Scotland or England, which would affect foundation post availability on a national basis. Kirstie Moons was involved on a national stakeholder level and also with the Dental Council.

Whilst junior doctor rotations were suspended last year, it was noted that these rotations would take place during February this year to ensure that trainees in high intensity areas were not kept there for longer than necessary.

Areas within Health Boards that were under enhanced monitoring because of quality concerns with training were continuing to be monitored with targeted visits to mitigate any further risks impacting on training.

It was clarified that the impact on the trainee workforce pipeline would need to be mapped in order to better understand the position.

The Committee acknowledged the significant achievements in the context of the challenging and moving situation. This was the culmination of the close collaborative working of both HEIW and its stakeholders.

Resolved	The Committee noted the report.	
	Alex Howells joined the meeting and was welcomed by the Chair.	
ECQC: 09/01/2.2	Multi-Professional Education Update:	
ECQC: 09/01/2.2.1	Post Graduate Medical and Dental Education Update	
	<p>The Committee received the report.</p> <p>In presenting the report, Pushpinder Mangat provided an overview of the activity undertaken and advised that since the last report, the number of areas which were in Enhanced Monitoring status with the GMC had reduced from six to five. There were no serious issues that the Committee needed to be aware of.</p> <p>Should progress with paediatric surgery in the University Hospital of Wales be sustained, then the planned visit in May 2021 (not May 2020 as indicated in the report) could result in the enhanced monitoring arrangements ceasing.</p> <p>The Committee acknowledged that the roll out of the All Wales Medical Trainer Agreement clarified the roles and responsibilities for Local Education Providers and was an important step in ensuring the high-quality provision of medical education.</p>	
Resolved	The Committee noted the report.	
ECQC: 09/01/2.2.2	GMC Survey Report and Feedback	
	<p>The Committee received the report.</p> <p>In presenting the report, Pushpinder Mangat reminded the Committee that the participation of trainees and trainers in the annual GMC survey was a mandatory element of progression. However, due to the COVID-19 Pandemic, this year the GMC had determined that the survey be optional. The response rate was circa 50% which was low compared to previous years however, compared to the general NHS staff survey, this was considered to be a good response rate.</p> <p>The feedback from the survey was predominantly focussed on COVID-19 with emerging themes that were not unexpected and in keeping with previous years. It was highlighted that the next stage of the process was to share the feedback within Health Boards/Trusts and their respective Associate Medical Directors. Each organisation would be receiving their own individualised report focussed on the areas of concern and recommendations for improvement action.</p> <p>The Committee was cognisant that the feedback from the survey was not necessarily a reflective picture as a whole but was mindful</p>	

	in the context of the current environment that it was the perceptions of those that had responded. It was highlighted that the GMC was keen to undertake the survey again this year however, a decision from the GMC was awaited.	
Resolved	The Committee approved the content of the report for wider circulation.	
ECQC: 09/01/2.2.3	All Wales Health Professional Education Performance Report for Academic Year 2019/20	
	<p>The Committee received the report.</p> <p>In presenting the report, Martin Riley advised that collating the required information and data to inform the annual performance management cycle had been difficult in the context of the COVID-19 restrictions. This had been particularly challenging for Universities given the additional work undertaken to redeploy students to the temporary NHS workforce to support the crisis and the work required to bid for the Health Professional Education Contracts.</p> <p>An overview of the performance summary was provided, and it was highlighted that the All Wales report was in the process of being finalised. The approach to providing feedback to Universities this year would be focussed using an Improvement Process Map to ensure that any findings were dealt with on a prioritised basis.</p> <p>Members discussed attrition rates and whether there was a correlation between attrition and the uptake of the bursary. The underlying reasons for the rise in the nursing attrition rate needed to be explored to determine whether the cause was either financial constraint or course content.</p> <p>It was clarified that the attrition reported was an amalgamated position based on years 1, 2 and 3, which compared to the reporting in England.</p> <p>The Committee acknowledged that the report was a rich source of information to assist Universities to take action to improve however, there needed to be a better understanding of the added value of education/training against the expenditure incurred for graduates and the consequential benefit to the NHS workforce.</p> <p>Nicola Johnson advised that the performance metrics were currently being scoped for the Health Professional education and training pipeline and it was anticipated that a proposal would be presented to the Executive Team during March 2021.</p> <p>The Committee welcomed the approach to the reporting and the further development to feed compliance with the key performance</p>	

	indicators into the corporate performance Dashboard for reporting to the Committee and the Board.	
Resolved	The Committee noted the contract performance across Wales.	
ECQC: 09/01/2.2.4	Health Professional Education 2020 National Student Survey Summary	
	<p>The Committee received the report.</p> <p>In presenting the report, Martin Riley provided an overview of the salient points from the National Student Survey (NSS), which covered the nursing, midwifery, all allied health professions, and health science student groups.</p> <p>The majority of the contracted Universities had scored higher than the UK average. This was an indication of the high-quality provision for the commissioned health education programmes. However, where any contracted University was not scoring as expected, the areas of under-performance were discussed as part of the contract management meetings and action plans developed to monitor improvement actions.</p> <p>Work was progressing with analytical colleagues to incorporate the performance metrics into the HEIW performance dashboard.</p> <p>It was highlighted that the results from the NSS were a key driver for the University League Tables. The new appointment of a Head of Placement Experience and Improvement for HEIW was welcomed by the Committee. The role would assist with improving the quality management of the health professional education contracts by working closely with contracted Universities and service providers to address any under-performance or quality issues as they arise.</p>	
Resolved	The Committee noted the NSS performance across Wales's commissioned health professional education programmes.	
ECQC: 09/01/2.3	Multi-Professional Quality Assurance Architecture	
	<p>Pushpinder Mangat and Angela Parry updated the Committee in relation to the progress being made with the development of the multi-professional education and training quality assurance framework.</p> <p>It was clarified that the framework would incorporate both the qualitative and quantitative measures for all education and training and inform the development of the metrics for the dashboard.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the progress; 	

	<ul style="list-style-type: none"> • agreed that the proposal for the multi-professional education and training quality assurance framework be presented to the Committee at its meeting in June 2021. 	
ECQC: 09/01/2.4	HEIW Plan for Differential Attainment	
	<p>The Committee received the report.</p> <p>In presenting the report, Pushpinder Mangat outlined HEIW’s approach to addressing differential attainment. It was highlighted that whilst this matter was first identified within postgraduate medicine, variation in attainment could be observed across groups when split by a number of protected characteristics, including age, gender, and race. With no single agreed cause of these variations this can make it difficult to identify a single factor or specific area that should be targeted with an intervention. Therefore, the scope of the approach within HEIW would be widened to encompass all education and training programmes which also aligned with actions set out in the HEIW Strategic Equality Plan.</p> <p>The Committee welcomed the approach to addressing differential attainment but emphasised the need to demonstrate that HEIW’s actions were making a difference to address the gaps in educational attainment across all education and training programmes particularly relating to the protected characteristics of ethnicity.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted for information the approach being taken by HEIW in addressing Differential Attainment; • requested that HEIW ascertain what data is collected by Universities regarding protected characteristics of ethnicity. 	AP/MR
ECQC: 09/01/2.5	BAPIO Award for Services to Medical Education and Training	
	<p>The Committee congratulated Pushpinder Mangat on his achievement of the BAPIO Award for services to medical education and training. He acknowledged that this was in recognition of the hard work of all the people within the HEIW Medical Directorate.</p>	
	Nicola Johnson left the meeting.	
PART 3	STRATEGIC MATTERS	
ECQC: 09/01/3.1	Progress Report on Phase 1 of the Health Professional Education Contracts	
	<p>The Committee received a verbal update on the progress of Phase 1 of the Health Professional education contract procurement exercise.</p> <p>The deadline for the submission of tenders against the ‘lots’ had concluded at 27 January 2021 and bid submissions had been received for all the ‘lots’. The evaluation of the tenders would be</p>	

	commencing on 22 February 2021 and would conclude on 8 April 2021.	
Resolved	The Committee noted the verbal update.	
ECQC: 09/01/3.2	Health Professional Education Contracts Phase 1: Evaluation Framework	
	<p>The Committee received the report.</p> <p>In presenting the report, Martin Riley advised that the Phase 1 of the Strategic Review of Health Professional education contracts was now entering a very busy tender evaluation stage. He provided an overview of the development and planning of the Evaluation Framework, which included the establishment of the Evaluation Panels, evaluation questions and scoring methodology.</p> <p>It was highlighted that some evaluators had expressed concerns that they would not be able to fulfil their evaluation role within their core hours. However, HEIW had identified funding in order enable Health Boards/Trusts to put in place backfill arrangements to ensure the time and capacity for evaluators to undertake their allocated work and to sit on the Panels as required.</p> <p>10% of the panel members were from higher education institutions and Health Education England however, it was clarified that there were a number of panel members from National Education Scotland and that this should be acknowledged.</p> <p>An Evaluation Group has been established to monitor progress and any risks would be built into the programme risk register for action.</p> <p>The evaluation of the Panel recommendations would be taking place from 19 April to 7 May 2021 before submission to Welsh Government by 10 May 2021. Approval from Welsh Government was expected by the end of May 2021 when the outcome would be communicated to the bidders.</p> <p>The Committee was reassured with the progress and was pleased that a complex programme of work was keeping to the timescales.</p> <p>In order to provide the Board with assurance on Phase 1 of the Strategic Review of Health Professional Education Contracts programme of work, it was suggested that a joint meeting of the Education, Commissioning & Quality Committee and the Audit & Assurance Committee be convened to undertake a mini gateway review of Phase 1 following the evaluation phase of the programme of work.</p>	
Resolved	The Committee:	

	<ul style="list-style-type: none"> • noted the Evaluation Framework; • requested that their thanks be extended to the Team for their hard work; • agreed to convene a joint meeting of the Education, Commissioning & Quality Committee, and the Audit & Assurance Committee to undertake a mini gateway review of Phase 1 of the Strategic Review of Health Professional Education Contracts following the evaluation phase of the programme of work. 	AP DB
ECQC: 09/01/3.3	Phase 2 – Strategic Review of Health Professional Education	
	<p>The Committee received the report.</p> <p>In presenting the report, Angela Parry provided an overview of the complexities of Phase 2 of the Strategic Review of Health Professional Education Contracts. She explained that analysis of the programmes that form Phase 2 of the review had demonstrated that the scale of the procurement exercise would be significant. It would be a complex process, where “one size would not fit all” as was the case for Phase 1.</p> <p>In order to mitigate against any disruption to core business, a different approach and timeframe was being proposed than previously reported. The revised timespan was to be adjusted to a five-year period with the procurement process phased over three sub phases. This would facilitate more manageable programmes of work.</p> <p>To manage the programme of work a Programme Manager would be appointed to lead Phase 2 with a Programme Board having oversight of the governance framework.</p> <p>The new phased approach to Stage 2 would initially focus on those contract areas that were categorised as ‘red’ status and would form Part A with the aim to have contracts in place by 2022.</p> <p>The Committee welcomed the approach, which would provide the due diligence required to ensure the new contracts were fit for purpose.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • recommended the following be approved by the Board at its meeting on 25 March 2021: <ul style="list-style-type: none"> ○ a revised 5-year timeframe and new approach; ○ the proposal for a Project Manager post for a fixed term of 3 years with the option to extend for up to 2 further years; 	AP

	<ul style="list-style-type: none"> ○ the extension of 2 secondments (band 7 and 4) from NWSSP Procurement for a further 2 years from 31 May 2021 ○ the estimated legal costs 	
	Alex Howells left the meeting.	
PART 4	GOVERNANCE MATTERS	
ECQC: 09/01/4.1	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 Quality & Education Group (MPQEG) and the Education Advisory Group (EAG).</p> <p>Dafydd Bebb advised that both Terms of Reference had been considered at the inaugural meetings of the MPEQG and EAG . The following amendments to the Terms of Reference were proposed:</p> <ul style="list-style-type: none"> • for the ‘Purpose’ section for both the MPQEG and the EAG to include a provision to reflect HEIW’s research function; • in respect of the EAG only for bullet point four under the purpose section to include a provision on ‘equality of access’; • in respect of the MPQEG only the ‘Purpose’ section has been amended to provide greater focus on multi professional ways of working. 	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the following amendments to the Terms of Reference: <ul style="list-style-type: none"> ○ for the ‘Purpose’ section for both the MPQEG and the EAG to include a provision to reflect HEIW’s research function; ○ in respect of the EAG only for bullet point four under the purpose section to include a provision on ‘equality of access’; ○ in respect of the MPQEG only the ‘Purpose’ section has been amended to provide greater focus on multi professional ways of working. • recommended that the Terms of Reference for the MPQEG and EAG as amended in Appendix 1 of the report be approved by the Board at its meeting on 25 March 2021: 	
PART 5	FOR INFORMATION/NOTING	
ECQC: 09/01/5.1	2020/21 Health Professional Education Fill Rates and Health Professional Student Allocations 2021/22	
	<p>The Committee received the briefing paper.</p> <p>In presenting the paper, Angela Parry outlined the allocation principles; outcomes; risk, issues and mitigations, and the financial implications for Universities not meeting commissioning targets.</p>	

	<p>She explained that the approved NHS Wales Education and Training Plan for 2021/22 provided the overall numbers for each of the education programmes however, the allocation report provided the breakdown of the allocations across the Universities based on the information gained from within each Health Board/Trust IMTP workforce plan in order to train the right students in the right locations.</p> <p>The Committee welcomed the approach however, it was suggested that the outcome of the commissioning allocation be communicated with NHS Wales Peer Groups such as Directors of Nursing; Directors of Therapy and Health Sciences, so that they can better understand the impact of the workforce information provided within IMTPs and its use in informing the student placement allocation.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the proposed pre-registration commissioning plan; • noted the development of the community commissioning plan and a post-registration commissioning plan, with both to be issued before the end of January 2021; • noted the development of the placement matrix to be issued before the end of January 2021. 	
ECQC: 09/01/5.2	Simulation Team Report and Guidance	
	The Committee received the report and presentation which has been considered at the Education Advisory Group in November 2020 and the Board Development Session on 17 December 2020.	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the report and presentation; • requested an update be presented to the Committee at its meeting in June 2021. 	
ECQC: 09/01/5.3	Professionalising the Role of the Training Programme Director across Secondary Care Training	
	The Committee received the report and welcomed the progress being made to formalise and professionalise the role of the Training Programme Director across secondary care based medical postgraduate training programmes.	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the content of the report; • supported the action taken to date. 	
ECQC: 09/01/5.4	Update on the Development of the Evaluation, Research, Improvement, and Innovation Collaborative (ERIIIC)	
	<p>The Committee received the report.</p> <p>In presenting the report, Tom Lawson advised that the establishment of the Collaborative aligned with the fundamental core functions of HEIW in terms of developing knowledge and skills. He advised that there was an openness and eagerness within HEIW to demonstrate and evidence the value and benefit of</p>	

	<p>research as a key enabler across the education and training system.</p> <p>The Committee welcomed the establishment of the Collaborative. Ceri Phillips agreed to provide his reflections on the proposal.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the content of the report; • agreed that Ceri Phillips provide his reflections on the proposal to Pushpinder Mangat/Tom Lawson. 	CP
PART 6	CLOSE	
ECQC: 09/01/6.1	Any Other Business	
	<ul style="list-style-type: none"> • Committee Secretariat <p>The Committee thanked Kay Barrow for the support she had provided to the Committee and extended their best wishes to her in her new role.</p>	
ECQC: 09/01/6.2	Reflection on Today's Committee	
	<p>The Committee provided their reflections on the meeting and, in particular, commended the quality and detail contained within the reports. This had helped to understand the context and focus on the matters considered during the meeting.</p>	
ECQC: 09/01/6.3	Date of Next Meeting	
	<p>The date of the next meeting was confirmed for Tuesday, 8 June 2021 at 10:00 either by Microsoft Teams or HEIW Meeting Room 1, Ty Dysgu, Nantgarw.</p>	

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Dr Ruth Hall (Chair)

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Date: