

UNCONFIRMED

**Minutes of the Education, Commissioning and Quality Committee
held on 25 June 2021
Via Microsoft Teams/Teleconference**

Present:

Dr Ruth Hall Chair and Independent Member
Tina Donnelly Vice Chair and Independent Member

In Attendance:

Prof. Pushpinder Mangat Medical Director
Dr Angela Parry Interim Director of Nursing
Tom Lawson Postgraduate Medical Dean
Kirstie Moons Dental Dean
Martin Riley Deputy Director of Education, Commissioning and Quality
Kate Richards Welsh Clinical Leadership Training Fellow (Observer)
Dafydd Bebb Board Secretary
Chris Jones Board Chairman
Elizabeth Tomkinson Welsh Language and Corporate Governance Admin Officer
Catherine English Corporate Governance Manager (Secretariat)

PART 1	PRELIMINARY MATTERS	Action
ECQC: 25/06/1.1	Welcome and Introductions	
	The Chair welcomed everyone to the meeting and a quorum was confirmed present.	
ECQC: 25/06/1.2	Apologies for Absence	
	Apologies were received from Margaret Allan, Eifion Williams, Gill Lewis and Lisa Llewelyn.	
ECQC: 25/06/1.3	Declarations of Interest	
	The following declaration of interest was noted in relation to agenda items 3.1.1 'Correspondence from Royal college of Nursing' and 3.2 'Update on Strategic Review Phase 2': <ul style="list-style-type: none"> • Dr Ruth Hall, Chair, Centre for Public Policy Wales, Cardiff University. • Tina Donnelly – Fellow of the University of South Wales and Royal College of Nursing. • Dr Angela Parry – Honorary Senior Lecturer at Cardiff University and Member of the Royal College of Nursing. 	

	<ul style="list-style-type: none"> • Tom Lawson – Honorary Chair, Cardiff University • Professor Pushpinder Mangat – Honorary Professor, Swansea University Medical School 	
ECQC: 25/06/1.4	Draft Minutes of the Education Commissioning and Quality Committee meeting held on 9 February 2021	
	The Committee received the minutes of the meeting held on 9 February 2021 and confirmed they were an accurate record.	
ECQC: 25/06/1.5	Draft Action Log from the Education Commissioning and Quality Committee meeting held on 9 February 2021	
	<p>The Committee received the Action Log and noted the actions were either complete; deferred 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 09/01/5.2 Simulation Team Report and Guidance: Angela Parry confirmed work continued at pace and the Committee would receive a further update towards the end of the year. • ECQC 16/01/3.1 Performance Report of Education Contracts: The Committee considered the possibility of holding a virtual event and agreed to raise it with the Board. • ECQC 09/01/2.3 Multi Professional Quality Assurance Architecture: Pushpinder Mangat confirmed that Pharmacy and Dental were looking at quality assurance and elements of the multi professional quality assurance architecture were included in items 2.1 and 2.2 of today's agenda. 	
Resolved	The Committee noted the updates and that both actions were completed.	
ECQC: 25/06/1.6	Matters Arising	
	<p>ECQC 09/01/1.5 - ECQC 02/07/1.5 KPMG Review of Health Professional Education – Welsh Language Resources: Dafydd Bebb to confirm whether the newly agreed Welsh terms had been added into the National Portal managed by Bangor University.</p> <p>ECQC 09/01/1.5 - ECQC 08/10/2.1 Quality Management Update – Impact on Surgical Trainees: Pushpinder Mangat confirmed that the issues relating to surgical trainees remained and that it was being monitored via the Corporate Risk Register. It was confirmed HEIW are waiting for up to date Annual Reviews of Competence Progression (ARCP's) and that the position would be clearer once they had been received.</p>	DB
Resolved	The Committee noted the updates.	
ECQC: 25/06/1.7	Draft Unconfirmed Minutes of the Education Advisory Group held on 8 June 2021	

	<p>The Committee received the draft unconfirmed minutes of the meeting of the Education Advisory Group (EAG) meeting held on 8 June 2021.</p> <p>The Committee welcomed the setting up and operation of the advisory groups and explained how valuable their advice was in terms of the Committee’s work. The Committee expressed its thanks to all those involved in training within the NHS for their invaluable contribution during the pandemic.</p> <p>The Committee considered the comments of the EAG and letter from the Director of the Royal College of Nursing which raised concerns in terms of HEIW’s engagement and consultation on the drafting of the National Annual Education Training Plan 2022/23. It was confirmed that as part of the drafting process, HEIW had consulted with a wide range of individuals and groups, and the draft plan was reviewed by the Director of Nursing peer group twice before reaching the EAG. This process of consultation informed the drafting of the plan and the decision to maintain growth of students and trainees year on year. It was further confirmed that every group, which had been consulted, supported the direction of travel and recognised the current difficulties of conducting training in a practice environment.</p> <p>The Vice Chair explained it was important for the Committee to clarify for the EAG what is meant by ‘advisory’ role and confirm the consultation process and advisory process were two separate matters. The Committee agreed it would be helpful for the Chair/Vice Chair to attend the next EAG to confirm the role and remit of the EAG.</p> <p>The Committee noted the continuing development of the EAG and welcomed any suggestions around how it could be streamlined to make better use of stakeholder’s contributions.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the draft unconfirmed minutes for assurance. • recommended the Vice Chair attend the next meeting of the EAG to confirm the advisory role of the group. 	TD
PART 2	EDUCATION PERFORMANCE AND QUALITY	
ECQC: 25/06/2.1	Pharmacy Papers	
	<p>The Committee received the reports and noted the Strategic Outline Case was missing from the papers.</p> <p>Introducing the report, Pushpinder Mangat explained the Strategic Outline Case would guide the implementation of the New Initial Education and Training of Pharmacists which was mandated by the</p>	

	<p>General Pharmaceutical Council. In recognition of increasing demands and expectations on pharmacy services, the implementation of the reformed initial education and training (IETP) standards for pharmacists would produce pharmacists with enhanced clinical skills and independent prescribing (IP) status, more quickly than at present. The changes would result in pharmacists being able to offer patient assessments, diagnoses, advice, referral as well as enhanced medication care from the point of registration as part of a wider multi-disciplinary team. It was confirmed that the project for delivering pharmacists as independent prescribers was a considerable undertaking with the first new cohort registering in August 2026.</p> <p>It was explained that as part of the Strategic Outline Case, a number of business cases had been developed which would need to be approved. It was confirmed the funding would come from the repurposing of the existing pharmacy budgets and not from the wider HEIW budget.</p> <p>The Committee considered the potential benefits of the programme to the health care systems in Wales and agreed it was important to ensure there were sufficient placements available to deliver on the aspirations of the programme. The Committee also considered the importance of embracing digital innovation and the scope for developing a single patient record.</p> <p>The Committee discussed the need to ensure there was a robust quality management framework in place for the Pharmacy programme and noted work was underway to align the current quality management framework in Medical with those in Dentistry and Pharmacy. The Committee felt more analysis of the risks was needed given the complexity and scope of the programme and it was agreed the Strategic Outline Case would be circulated to members for review and comment.</p> <p>The Committee thanked Pushpinder Mangat and Margaret Allen for their work on pulling the programme together.</p>	
<p>Resolved</p>	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the report; and • requested the pharmacy Strategic Outline Case be circulated to Committee Members. • subject to Committee members receiving a copy of the paper and the paper being reviewed at a Board Briefing ahead of Julys Board meeting, recommend that the Board approve the Initial Education and Training of Pharmacists Programme Strategic Outline Case. 	<p>DB</p> <p>PM/DB</p>

ECQC: 25/06/2.2	Quality Assurance Updates	
ECQC: 25/06/2.2.1	Medicine 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 remained at five and that targeted visit activity had resumed</p> <p>It was confirmed that enhanced monitoring arrangements for paediatric surgery at the University Hospital of Wales would cease following considerable progress. Obstetrics and Gynaecology at the Prince Charles and Royal Glamorgan Hospitals remained in enhanced monitoring. A series of recommendations had been made and HEIW would continue to work with the Health Board in order to monitor progress against these. Obstetrics and Gynaecology at the Princess of Wales Hospital remained in enhanced monitoring but that, given effective progress has been made, HEIW would make a recommendation to the GMC that this issue be de-escalated from enhanced monitoring status.</p> <p>It was confirmed that further evidence was required of an appropriate and sustained balance between training and service provision for Medicine at Wrexham Maelor Hospital to be removed from enhanced monitoring. Emergency Medicine at Morriston Hospital to be formally reviewed during November 2021.</p> <p>It was noted that the Quality Unit had been monitoring the training experience within Aneurin Bevan following the reconfiguration of the service delivery model associated with the opening of The Grange University Hospital. Through this, training areas requiring focus had been identified both at The Grange and the other sites within the Health Board. it was confirmed that a joint oversight group was to be created to monitor and address concerns.</p> <p>The Committee were pleased to note the position with paediatric surgery at the University Hospital of Wales and welcomed the development of the joint oversight group.</p>	
Resolved	The Committee noted the report.	
ECQC: 25/06/2.2.2	Dentistry Update	
	<p>The Committee received the report.</p> <p>In presenting the report, Kirstie Moons explained that the dental section provided three key training programmes for dentists in</p>	

	<p>Wales to progress through their careers: Dental Foundation Training (DFT), Dental Core Training (DCT) and Dental Specialty Training (DST). However, there was no overarching quality framework to bring all the aspects together for reporting or management. It was highlighted that DFT and DCT had no scrutiny at programme level. Fill rates, recruitment data including vacancy rates and attrition rates were reported on the performance dashboard, however these were not indicators of quality. Kirstie Moons explained there was a need for a more formal, systematic, and reportable framework aligned with the medical model, to enable quality monitoring and reporting of training.</p> <p>The Committee considered the importance of cross functional collaboration when developing the quality framework and were encouraged by the plans to capture trainee experience feedback in a meaningful and systematic way.</p>	
Resolved	The Committee noted the report.	
RECQC: 25/06/2.2.3	Pharmacy Update	
	<p>The Committee received the report.</p> <p>In presenting the report Pushpinder Mangat gave the Committee a brief update on the arrangements currently in place for quality assurance of Pharmacy Pre-registration Foundation pharmacist and Pre-registration Pharmacy Technician training programmes.</p> <p>The Committee noted that over the course of the next twelve months the annual quality management framework would be refined and tested with the 2021/22 HEIW multi-sector programmes, with a view to being fully implemented for the 2022/23 pre-reg foundation pharmacist cohort.</p>	
	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the report; • consider the Annual Quality Statement Framework at its next meeting. 	LL/PM
Resolved	The Committee noted the report.	
ECQC: 25/06/2.2.4	Other Update	
	<p>The Committee received a verbal update.</p> <p>Angela Parry explained that an update report on Health Professional Education would be presented to the Committee at its meeting in September and noted work was underway to develop HEIW's Memorandum of Understanding with regulators and other professional bodies.</p>	

Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • noted the verbal update. • receive a quality assurance update on Health Professional Education at its meeting in September. • receive an update on the Memorandum of Understanding between HEIW, regulators and other professional bodies at its meeting in September. 	<p>AP</p> <p>AP</p>
PART 3	STRATEGIC MATTERS	
ECQC: 25/06/3.1	National Annual Education Training Plan 2022/23	
	<p>The Committee received the report.</p> <p>Angela Parry introduced HEIW’s third Annual National Education and Training Plan for the health workforce explaining it built on the previous two plans developed by HEIW. It was confirmed the Plan continued the increased focus on responding to service challenges, especially in regard to the reset and restoration of services following the pandemic, as well as addressing the needs of individual professional and occupational groups. The Plan also built on previous plans to continue the growth in the number of students and trainees for the future workforce for Wales.</p> <p>It was noted HEIW had communicated its approach with the service through a series of presentations to the Chief Executives, Executive peer groups and other key stakeholder groups and that these discussions had been positively received.</p> <p>The Committee considered the letter and feedback received from the Royal College of Nursing on service priorities and education commissioning figures for nursing for 2022/23.</p> <p>The Committee discussed the deficit in paediatric nursing recruitment against the IMTP and considered the possibility of encouraging individuals who had left the register to return via a short return to practice programme and the introduction of a shortened programme for support workers meeting the level three requirements. The Committee acknowledged that in the last three years there had been an uplift across the board in health care professional commissioning in order to try and meet the service requirements and noted the pandemic had potentially affected the redesign of the services.</p> <p>Angela Parry confirmed that the feedback from the Royal College of Nursing hadn’t been received previously but felt it was important to carefully consider and reflect on it. It was noted the feedback supported the direction of travel within the Plan which acknowledged the important contribution of nursing to the health and wellbeing of people in Wales.</p>	

	<p>The Committee considered the limits on growth, in particular placement capacity, and some of the proposed changes in education and training which could result in a reduction in practice hours and greater opportunities for simulation. It was noted that service capacity was intrinsically linked to available placements and any reduction in service provision would inevitably result in a reduction in trainee placements.</p> <p>The Committee acknowledged that HEIW continued to make inroads into aligning the IMTP requests with commissioning numbers and thanked Angela Parry and her team for their work on drawing the plan together.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • agreed to acknowledge the new information/feedback provided by the RCN and ensure it is included in the work profile going forward into subsequent years. • agreed to respond to the letter and submission received from the Royal College of Nursing dated the 23 June 2021. • recommended the draft National Annual Education and Training Plan 2022/23 be submitted to the Board for approval subject to the comments made by the Committee being incorporated into the final plan. 	<p>AP</p> <p>RH</p> <p>AP</p>
ECQC: 25/06/3.2	Update on Strategic Review Phase 2	
	<p>The Committee received a verbal update.</p> <p>In presenting the update, Angela Parry explained phase 2 of the Strategic Review comprised a number of individual projects which provided the opportunity to engage with a range of stakeholders to understand educational requirements going forward. Phase 2 was divided into three distinct phases, 2A, 2B and 2C. Phase 2A comprised ten different projects of work which were being prioritised due to the need to examine the service provision on an urgent basis. Phase 2A would also consider mental health and level 4 health care support worker education and assistant practitioners.</p> <p>The Committee considered the procurement process for phase 2 and noted it would be different to phase 1, consisting of a number of smaller procurements. It was noted that Phase 2 offered the opportunity to look at the growth of education outside of the traditional university sector and the possibility to developing qualifications accredited by Agored.</p>	

	The Committee thanked Angela Parry for her update and requested an overview of the phase 2 process at its next meeting.	
Resolved	The Committee: <ul style="list-style-type: none"> • noted the update. • requested an overview of the Phase 2 process at its meeting in September. • to receive regular updates on Phase 2 of the Strategic Review of Professional Education. 	LL/MR LL/MR
ECQC: 25/06/3.3	New and Emerging Priorities and the FWP	
	The Committee considered the Forward Work Programme and upcoming and emerging priorities.	
Resolved	The Committee: <ul style="list-style-type: none"> • receive the Student and Training Experience Framework for consideration at its next meeting. • requested Student Training and Experience be added to the Forward Work Programme for regular monitoring. • recommended an induction guide for new members of the Committee be drafted. • recommended consideration be given to the development of a HEIW Code of Conduct for the Board, Committees and Advisory Groups. • requested that the Refugee Training Programme to be added to the agenda as a standing item under the heading 'Equality and Diversity' along with 1) Differential Attainment 2) Strategic Equality Plan and 3) Welsh Language. • requested that 'New and Emerging Priorities' to be included on the agenda as a standing item. 	LL DB DB DB DB DB DB
PART 4	Governance Matters	
ECQC: 25/06/4.1	Committee Self-Assessment	
	The Committee received the draft Committee Self-Assessment Checklist. In presenting the draft Checklist, Dafydd Bebb advised that it was in line with good practice for the Committee to assess its effectiveness annually. The Checklist was proposed as a tool to help the Committee undertake a self-assessment of its effectiveness.	
Resolved	The Committee: <ul style="list-style-type: none"> • approved the draft Self-Assessment Checklist; • agreed that the Checklist be circulated to Committee Members for completion. 	DB DB

	<ul style="list-style-type: none"> • agreed that the evaluation of the Self-Assessment Checklist be presented at the next Committee meeting in September 2021. 	
ECQC: 25/06/3.2	Education Commissioning and Quality Committee Annual Report	
	<p>The Committee received the report.</p> <p>In presenting the Annual Report, Dafydd Bebb advised that the main purpose of the report was to assure the Board that the system of assurance was fit for purpose and operating effectively.</p> <p>The report summarised the key areas of business activity undertaken by the Committee during 2020/2021 and highlighted some of the key issues which the Committee intended to consider over the next 12 months.</p>	
Resolved	<p>The Committee:</p> <ul style="list-style-type: none"> • approved the draft Committee Annual Report • recommended that the Committee Annual Report 2020/21 be submitted to the Audit & Assurance Committee for information; and • recommended that the Committee Annual Report 2020/21 be submitted to the July Board for assurance. 	<p>DB</p> <p>DB</p>
PART 5	FOR INFORMATION/NOTING	
PART 6	CLOSE	
ECQC: 25/06/6.1	Any Other Business	
	None	
ECQC: 25/06/6.2	Reflection on Today's Committee	
	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.	
ECQC: 25/06/6.3	Date of Next Meeting	
	The date of the next meeting was confirmed for Thursday, 2 nd September 2021 at 10:00 via Microsoft Teams.	

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Dr Ruth Hall (Chair)

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Date: