**Health & Care Professions’ Education Leads Group**

**Terms of reference and ways of working**

# Purpose

1. The purpose of the group is to provide a forum

* For discussion of issues of shared interest relating to education, workforce and
	+ CPD
* Through which priority areas for collaboration are identified and can be actively progressed
* Through which the collective profile, influence and impact of the represented professions/member organisations and the group itself are strengthened.

# Remit

2. In line with its purpose, the group's remit is to do the following:

* Discuss areas of shared interest, priority and concern relating to the development and delivery of education relevant to the professions represented (at qualifying, post-qualifying and support worker levels, and including CPD)
* Consider particular issues relating to education, including to workforce planning, development and investment, links with research and arrangements for practice education
* Ensure that a UK-wide perspective is taken to issues and identified actions, with due account taken of policy and structural issues within each country, and with consideration given to European and international issues
* Share good practice, intelligence and learning on areas of shared interest and priority relating to the education of the professions represented
* Identify areas in which a collaborative approach can usefully be taken by the group on specific issues and agree on how these can best be progressed (recognising that such agreement may be on the need to secure approval for taking a particular course of action either from organisations individually, or from them collectively; for example, through the AHP Federation)
* Identify particular ways and particular issues on which links with other organisations can usefully be fostered (e.g. the HCPC, the Council of Deans of Health, Health Education England and other government agencies across the UK, other membership organisations and multi-professional bodies with a focus on education)
* Keep under review the development of the group’s profile, influence and impact, and how the group’s value can be strengthened to benefit the represented professions and member organisations.

# Membership

1. Membership of the group is open to representatives of the member organisation for each of the professions regulated by the Health and Care Professions (HCPC).

1. Membership is also extended to representatives of the Council of Deans of Health and the National Association of Educators in Practice (NAEP).

1. It is at the discretion of each organisation who acts as its representative. This can be an organisation's officer with lead or other responsibility for its education activity, or a member who can represent the organisation's perspective and priorities relating to education. Membership can also be flexible, with representation being shared by different individuals, as practical and helpful for each organisation.

1. At the collective discretion of the group, representatives of other organisations may be invited to attend meetings. This might be for specific items or meetings (for example, to strengthen links with another organisation, or to have collective input to another organisation's initiative), or on a more on-going basis if the mutual benefits of this are apparent.

# Frequency of meetings

1. The group normally meets three times per year (in February/March, May/June and October/November). Meeting dates are scheduled and circulated after the third meeting for the following year.

1. In exceptional circumstances (for example, to address an issue that is of high priority and urgency), an additional meeting may be convened, or a meeting date rescheduled.

# Meeting venues and attendance

1. Member organisations are invited to host individual meetings, wherever possible, so that the meeting venues rotate across the organisations and room hire costs are absorbed.

1. Individual meeting venues are organised as a follow-up to finalising the meeting schedule for the following year.

1. Member organisations are expected to pay any travel expenses incurred by their representatives in attending meetings.

1. Representatives are invited to join meetings remotely (either by telephone or video conference, as practical). Plans to join in a meeting in this way should be confirmed as arrangements are confirmed to ensure that joining instructions can be provided.

# Meeting records

13. An annotated version of the agenda, identifying actions, is circulated to all members as soon as possible after each meeting.

# Reporting links

1. It is expected that representatives report back to their member organisation from each meeting, particularly where actions relate to progressing collaborative activity.

1. Where appropriate, it should be agreed how individual member organisations’ signoff to engage in progressing a particular action by the group will be achieved and within what timescale.

1. Where high-priority issues are identified in relation to issues of strategy that are of broad interest to AHPs, the group makes recommendations for particular action to the AHP Federation.

# Convenor arrangements

1. The group nominates a convenor, who takes on responsibility for the following:

* ensuring the scheduling of meetings and organisation of their venue
* ensuring an agenda, with supporting papers, is circulated in advance of each meeting, with account taken of agreed actions from the previous meetings, requests for items for inclusion and receiving update reports/recommendations from any sub-groups
* ensuring arrangements are in place for inviting external representatives to future meetings
* chairing each meeting
* ensuring an action note is circulated promptly after each meeting and that agreed actions are progressed.

1. The convenor arrangements are reviewed every two years.

# Sub-groups

1. From time to time, the group may identify the value of forming a short-life sub-group to explore an issue or area of shared interest to AHP member organisations.

1. The purpose of such a sub-group is as follows:

* To provide the opportunity to discuss the detail of an issue in more depth than is practical within the education leads group's standard meetings
* To formulate recommendations for a specific course of action, including the scope for strengthened collaboration for progressing a shared priority area.

1. The normal format for a sub-group's creation and fulfilment of its purpose is as follows:

* Members of the group volunteer to take part in a sub-group, or nominate colleagues and peers to be involved
* The particular purpose and intended outcomes of the sub-group's activity are identified and shared with the education leads group for comment and agreement
* A timeframe for progressing the planned activity is identified and agreed
* The sub-group reports back to the education leads group with the outcomes and recommendations of its activity.

1. Current examples of areas in which short-life groups can usefully be formed include the following:

* Practice education
* E-learning

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