

North West Psychological Professions Network

North West Psychological Professions Workforce Council

Terms of Reference Review, April 2020

Introduction

Over the past six years, the Psychological Professions Network has enabled the engagement of psychological professions to inform and influence both national and local developments within health and workforce.

The PPN in the North West (PPN NW) was the first to be developed and there are now PPNs in Kent, Surrey and Sussex and most recently the South West of England. There is also a national structure which brings together regional leads. Temporary project funding to support the development of regional PPNs has been made available with additional support to come from one of the co-chairs of PPN England. The governance structure is in development and will seek to streamline structures and processes across all the PPNs (see PPN Governance Framework). There is an expectation that each regional PPN will be a voice in the region and work closely with key stakeholders on local and regional priorities as well as contributing to national developments.

The Terms of Reference (ToR) have evolved over the years to reflect the changing NHS and social care landscape.

The last review was three years ago. Since then, there has been an increasing emphasis on local arrangements for service delivery and workforce development with the emergence of Sustainability and Transformation Partnerships (STPs), Integrated Care Systems (ICS) and Multi-Speciality Community providers (MCPs). The merger between NHS England (NHSE) and NHS Improvement (NHSI) and closer working between these two bodies and Health Education England (HEE) also reflects a changing commissioning and oversight environment.

A review of the current PPN NW Workforce Board was undertaken between January - March 2020 in order to ensure that its structure remains fit for purpose and the membership is able to fully support and engage with the aims across the north west geographical footprint.

As a result of this review the recommendation has been made to transition the current NW PPN Workforce Transformation Board into a new NW Psychological Professions Workforce Council.

Dr Gita Bhutani

Chair of the Psychological Professions Network North West

April 2020

Psychological Professions Workforce Council

Terms of Reference (Revised, April 2020)

Purpose

The Psychological Professions Workforce Council is the Committee that provides strategic advisory intelligence, expertise and advice on Psychological Professions workforce and education transformation across the region.

It supports the development and delivery of safe, effective and responsive psychological services across the region by:

- Supporting the implementation, adoption and spread of national and regional priorities for the Psychological Professions workforce and services to support improvements in population health, patient/service user/care outcomes and service delivery
- Providing strategic advice and intelligence on Psychological Professions workforce supply and transformation to Health Education England (HEE), NHS E/I and stakeholders.
- Enabling support and collaboration across the region, with effective links to national work streams and leadership development within psychological professions.

Vision

To promote excellent psychological wellbeing in the people of the North West of England through the delivery of safe, effective, evidence-based psychological services across all health and social care providers.

Aims

The PPN Committee/Steering Group/Council aims are to support NHS planning and workforce development and the HEE mandate. It will do this by:

- Promote the unique contribution of psychological ideas, concepts and ways of working within the wider health and social care community, and the population as a whole locally, regionally and nationally
- Be a strong voice for psychological services in the region and act as lead reference/consultative group
- Enable the psychological professions to influence key stakeholders locally, regionally and nationally
- Engage, consult, enable, develop and support all psychological professionals at all levels of their careers in the region
- Actively support Health Education England (HEE) in the region and other key stakeholders to achieve local, and national priorities
- Support system-wide leaders in developing new care models integrated around patients and communities, and that look beyond traditional professional roles.
- Support national initiatives that develop and expand psychological approaches
- Support publicly funded health and care services and systems in the region in identifying and addressing Psychological Professions workforce supply priorities, issues and solutions.
- Support regional Psychological Professions leaders in implementing Psychological Professions national policy and strategy, including priorities and commitments in the National Psychological Professions Workforce Strategy
- Work collaboratively with other professional networks in the region

- Consult and engage with patient/service users groups as appropriate and respond to the views and experiences of patients/carers/service users

Objectives

- Develop, agree and implement a programme of work based on local, regional and national priorities.
- Develop specific 'task and finish' groups to deliver the agreed programme of work
- Monitor the progress of the above, using an agreed framework for reporting
- Maintain the funded membership network for all psychological professionals working for NHS funded services in the PPN region through membership sign up and regular communications to members with news, events and current issues.
- Maintain the website and associated communication and engagement activities
- Deliver an annual event focused at the whole PPN membership
- Agree a budget plan and appropriate monitoring mechanisms for any financial allocation which the Committee/Steering Group/Council receives
- Provide regular reports to the Health Education England in the North West via an agreed route
- Provide regular reports to PPN England via an agreed route
- Ensure the spread and sustainability of good practice and to provide a vehicle for addressing workforce issues
- Promote all aspects of Psychological Professions workforce development across health and social care in collaboration with other relevant parties
- Ensure that all of the activity of the Board is service user focused and aimed at improving the service users' accessibility to and experience of psychological therapies.
- Support and develop Psychological Professions leadership, by promoting a culture of lifelong learning and developing skills and competences.
- Work in partnership with other PPNs across England to maximise national impact of psychological healthcare.
- Contribute support to national and cross-PPN workstreams

Membership

The Psychological Professions Workforce Council is co-chaired by the PPN Network Chair and PPN Programme Manager.

Membership is structured to represent sectors and professions across the region including health and social care providers, higher education and arm's length bodies.

Membership is agreed by the PPN Network Chair and PPN Programme Manager

Recruitment to the Psychological Professions Workforce Council membership will be carried out openly and transparently, supporting Psychological Professional leadership capacity and capability across the system.

Where gaps in professional expertise exist, and where it is important to have the views of specific professional groups, steps will be taken to address this. This may include short-life advisory subgroups, task and finish groups, and presentations.

At its discretion, the Committee/Steering Group/Council may also invite other external participants to attend meetings to assist in delivering its objectives and to offer expertise on relevant issues.

Members work collaboratively for the benefit of the whole workforce, representing and supporting strategic priorities across the system not only their organisation.

Members will identify the scale at which Psychological Professions workforce priorities in the region are best supported (nationally, regionally or at STP/ICS level), also supporting scale and spread of effective solutions across the region.

Members will establish, develop and maintain proactive links with relevant stakeholders and networks, including professional bodies and groups.

Members will lead or nominate leaders agreed task and finish groups as identified by the Steering Group/Council.

See Appendix 2 for full details of the Psychological Professions Workforce Council Person Specification.

The total number of members will reflect the need for adequate representation. However, the total number of members should not be too large to be unworkable.

Membership to cover the following professions, geographies, functions is detailed in Table 1 below.

It is recognised that members may provide a perspective on more than one area.

Table 1 PPN Workforce Council Membership Structure

Sector	Council Seat	Number of places
Pan-North West	Chair	1
	Programme Manager	1
Professional Representatives	12 Psychological Professions (see Appendix 3)	12
Specialty Advisors	Adult Mental Health	1
	Liaison / Urgent & Unscheduled Care	1
	Children & Young People	1
	Adult IAPT	1
	Physical Health	1
	Perinatal & Maternal	1
	Learning Disability	1
	Older People	1
	Psychosis **including EIP	1
	Neuropsychology	1
ICS & STP Areas <ul style="list-style-type: none"> • Cheshire & Merseyside • Greater Manchester • Lancashire & South Cumbria 	<ul style="list-style-type: none"> - ICS Psychological Professions Lead - Senior Clinical Psychological Professional Lead - NHS Commissioned Third Sector Psychological Professions Representative 	9 (3 per ICS/STP footprint)
HEIs / Training Organisations: One per sub-region/ICS area spread to reflect the training delivery	<ul style="list-style-type: none"> - DClIn Psych - HIT - PWP 	3
Arm's Length Bodies	NHSE / Commissioning	2
Experts by Experience	Service User / Carer	2
Total Seats	<i>*NB Total number of seats may be smaller if individuals have overlapping representation</i>	40*

Quorum

The quorum is reached when a minimum of 60% of members are in attendance. The final judgement on quoracy will reside with the chair/co-chair. One co-chair must be present for the meeting to go ahead.

Meetings and secretariat

1. The Committee/Steering Group/Council will meet on a quarterly basis
2. Additional meetings may be convened at the discretion of the chair
3. Advisory task and finish groups will meet separately as required
4. The Chair will compile the agenda and this will be circulated one week prior to the date of the meeting
5. All agenda items must be forwarded to the chair two weeks before the date of the meeting
6. Any other business will be at the discretion of the chair and should be submitted prior to the commencement of the meeting.
7. The chair will invite representatives to attend the meeting subject to the items being discussed
8. Meeting notes and an action log will be taken at every meeting and will be circulated to the members for action.

Attendance

All members are expected to attend a minimum of three out of the four meetings and where they are unable to attend, send an agreed nominated deputy.

Other representatives will be invited to attend in support of specific agenda items.

Reporting (see Appendix 1)

The Committee/Steering Group/Council reports to HEE in the North West

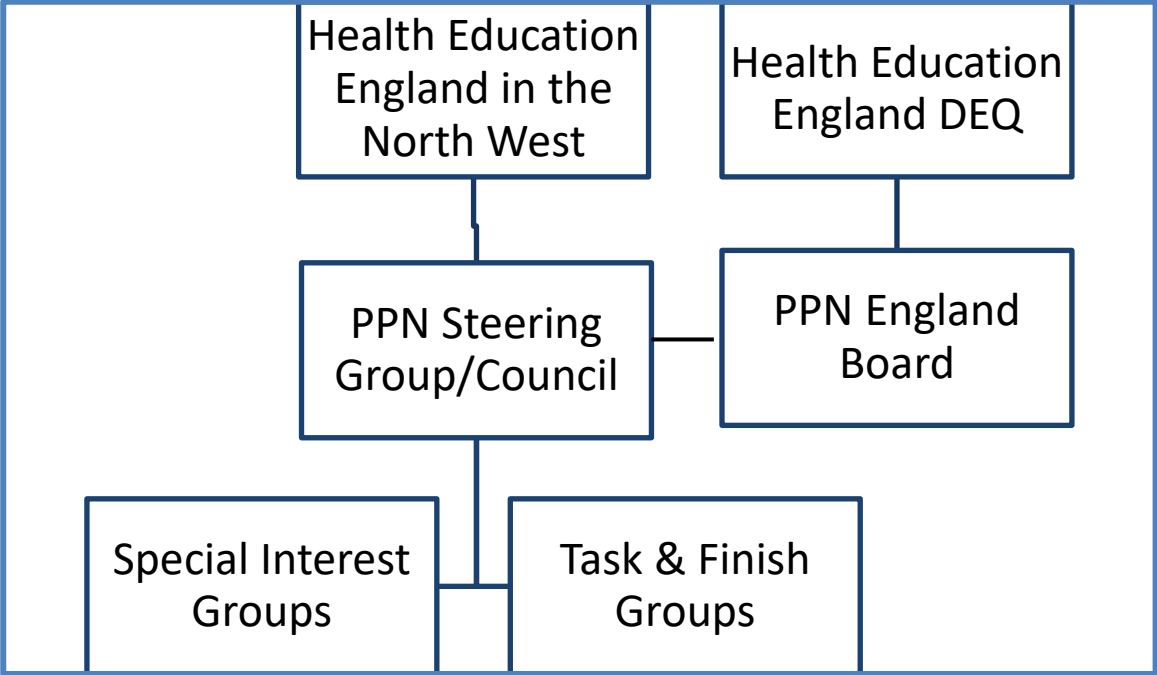
The Programme Manager is accountable to HEE's Regional Director.

Additional reporting will also take place via the Chair and Programme Manager to the PPN England Board.

Review

There should be annual review of the Terms of Reference of the PPN Steering Group/Council.

Appendix 1: Organisational Chart



Appendix 2: Workforce Council Membership Specification

Knowledge, Experience and Values	Competencies
Commitment to Council	<ul style="list-style-type: none"> • Demonstrates a proven track record of effective committee activity, including regular attendance at meetings • Consistently demonstrates a belief and commitment to the values of psychological professions • Preparedness to take on specific roles for the group and produce work in a timely fashion • Consistently delivers high quality work to tight timescales • Constructively articulates a viewpoint and contributes to debate • Actively listens to others and respects their views, recognising individuality
Strategic knowledge	<ul style="list-style-type: none"> • Demonstrates an ability to lead on strategic development and set cutting edge short, medium and long term goals • Demonstrates evidence of a visionary, horizon scanning approach • Uses comprehensive, in depth understanding of the policy context to shape the direction of current work in order to achieve high quality outcomes • Demonstrates a sophisticated understanding of the structure of the NHS and all sectors of service delivery
Communication and influencing	<ul style="list-style-type: none"> • Demonstrates a proven track record of effective influencing • Demonstrates expertise in networking across disciplines and organisations • Routinely communicates effectively with appropriate networks
Workforce planning	<ul style="list-style-type: none"> • Understanding the principles of workforce planning and the links with service planning. • Familiarity with tools used to support workforce planning • Understands the complex psychological professions workforce perspective and the implications for workforce planning and development.
Workforce modernisation	<ul style="list-style-type: none"> • Understanding the principles of role redesign • Understanding the diversity of roles and career development frameworks/needs
Education and learning	<ul style="list-style-type: none"> • Understanding of the process of learning • Demonstrates an understanding of the complex educational system for the psychological professional workforce and its interdependency with the changing health, social care and broader sector workforce
Critical thinking and analysis	<ul style="list-style-type: none"> • Evaluates information critically using exceptional analytical skills to make impartial decisions • Consistently uses critical thinking and a solution focused approach to support innovative decision making
Benefits realisation	<ul style="list-style-type: none"> • Experience of evaluation and developing evidence-based practice • Consistently assesses their own impact on delivery of agreed outcomes

Appendix 3: The 12 Psychological Professions

Psychologists	Psychological Therapists, Psychotherapists and Counsellors	Psychological practitioners
Clinical Psychologists	Cognitive Behavioural Therapists	Psychological Wellbeing Practitioners
Counselling Psychologists	Counsellors	Children’s Wellbeing Practitioners
Forensic Psychologists	Child and Adolescent Psychotherapists	Education Mental Health Practitioners
Health Psychologists	Adult Psychotherapists	
	Systemic & Family Therapists	