

**The Buckinghamshire, Oxfordshire and Berkshire West Excellence Centre Steering Group.**

**Terms of reference:**

**1. Introduction:**

The National Skills Academy for Health Excellence Centre for Buckinghamshire, Oxfordshire and Berkshire West is hosted jointly by Oxford Health and Oxford University Hospitals NHS Foundation Trusts. However the annual business plan, associated education activities and benefit realisation will be developed from and owned by its stakeholder membership. To this end these terms of reference provide the guiding principles and governance required to achieve these ends.

Initial work streams have been identified through a range of consultation events that preceded and followed the award of Excellence Centre status by the National Skills Academy for Health. These work streams provided the business case for our application and subsequent discussions with potential members for an indicative programme of activity.

The ‘centre’ is a virtual one: a partnership of organisations from the region’s health and social care sector, committed to improving access to high quality vocational training to the support workforce.

**2. Purpose:**

The Buckinghamshire, Oxfordshire and Berkshire West Excellence Centre Board is responsible for the oversight of all Excellence Centre activities

**3. Accountability**

The Board will report to the National Skills Academy for Health and into the respective governance structures of its membership. The terms of reference are set out as below, and are subject to periodic review and amendment by the Board at future meetings, subsequent to approval by the National Skills Academy for Health.

The Board will provide periodic reports of its activity to its membership organisations and the Buckinghamshire, Oxfordshire and Berkshire West Local Workforce Advisory Board, (LWAB).

**4. Terms of reference:**

**4.1** The remit of the Excellence Centre is to improve access to high quality vocational education therefore a core set of aims will underpin the work streams identified annually.

**4.2**The aims of the BOB STP Excellence Centre are to:

* Support and encourage practical education and training collaborations, building a more flexible and motivated workforce
* Collaborate on developing and sharing learning resources, reducing costs and avoiding expensive ‘reinvention of wheels’ for all employers across the system.
* Recognise and promote high quality skills development that meets the needs of the wider health and social care sector
* Partner with the best local training providers to ensure their programs are relevant and viable
* Make it easy for employers and individuals to find and access quality learning programs and resources
* Develop accessible career pathways and promote the highest quality of education opportunities and training
* **4.3 Business Management:**
* **Business planning:** To agree the annual business plan and associated activities.
* **Budget approval:** To agree and oversea the annual budget and expenditure against the business plan.
* **Governance:** develop policies and procedures for governance of the Excellence Centre aligned to the Skills Academy for Health requirements and local activity.
* **Periodic Reviews:** 
  + Agree processes for periodic review of Excellent Centre core work streams.
  + To receive reports arising from periodic reviews and agreement of actions arising.
  + Receive annual reports against approved Excellence Centre activity.
* **To agree the annual report:**

**4.4 Faculty Development:**

* Develop and enhance the portfolio of education provision available through the Excellence Centre
* Review and enhance education quality through systematic monitoring and review as appropriate for programmes it is accountable for.

**4.5 Learner Development:**

* Develop and monitor structures, processes and procedures that ensure learners remain at the centre of the provision supported by the Excellence Centre and that access, progression and achievement remain at the forefront of the activities supported.

**4.6 Collaborative Provision:**

* To work in partnership with Excellent Centre members where agreed to develop and deliver provision that meets the needs of a defined learner group. Achieved by harnessing the expertise and combined resources of the members.

**4.7 Membership:**

**4.7.1** Members are encouraged to liaisewith sector colleague to ensure system engagement and representative attendance where possible.

* Chair (Annual rotational post agreed by the membership)
* Deputy Chair. (Annual rotational post agreed by the membership)
* Acute/Tertiary Care Representative
* Community Care Representative
* Residential Care Representative
* Domiciliary Care Representative
* Education Representative.
* Service User Representative.
* Health/Social Care Charity Representative.
* Excellence Centre Ambassador.

**4.8 Attendance and Quoracy**

* A quorum for any meeting of the Board will be attendance by the Chair or Deputy Chair, at least one representative (or their nominated deputy) from each of the care service providers outlined above. Members may choose to attend via conference call or video conferencing where available.
* Meetings will, once the steering group is established sit three times a year.
* Meetings will rotate across the Buckinghamshire, Oxfordshire, and Berkshire West footprint.

**4.9 Task and Finish Groups**

**4.9.1** Where required task and finish groups will be establishedand representatives of such groups will be invited to attend meetings to update colleagues on progress of work streams.

**4.9 Review**

* Terms of reference will be reviewed annually.