

TERMS OF REFERENCE OF THE WORKFORCE DEVELOPMENT GROUP

The group is responsible for developing a network wide strategy for workforce development including recruitment and retention, training and education and changing workforce. It will also monitor progress against the agreed strategy. Key functions are:

- To develop a three year workforce development plan for the Network.
- To identify further areas of work that may be needed to inform this plan.
- To address recruitment and retention within the Network and develop a robust network workforce.
- To assess training already in place in individual units and share good practice.
- To develop a coherent, consistent and balanced network training program.
- To develop a workforce development plan that addresses succession planning
- To identify the investment required to achieve the Network workforce development plan.
- To recommend to The Board workforce development priorities for the Network to address

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Workforce Development Group will be accountable to the Network Board and are responsible for providing progress reports to the board.
- Chair to be elected by the group for a term of 2 years with support from the Network Manager.
- The chair of the group will be accountable to the Network Board for the effective performance of the group.

MEMBERSHIP

One representative from each provider Trust. (It is expected that most Trusts will ensure that one person is able to represent all the views of the relevant Trust employees. However the Workforce Development Group must ensure it involves neonatal medical and neonatal nursing staff in equal proportion.)

- Network Manager
- Network Practice Educators
- ANNP Representative
- Neonatal Healthcare Lecturers
- West Midlands Deanery Representative
- Workforce Development Confederation Representative
- Human Resources Representative
- Network administrator/secretary (minute taker)

MEETINGS AND PROCEDURES

- The group shall hold meetings as necessary, however unless agreed otherwise, meetings should be held quarterly. Venue will be rotated. Dates will be set one year in advance.
- All meetings shall be arranged and serviced by the Network Administrator/Secretary
- Group members will receive written notice of the meeting in the form of a copy of the agenda and relevant papers, which will be circulated at least 5 working days in advance of the meeting.
- Special meetings may be called as necessary by either the Chair or at least 2 members of the group if it is determined that there are urgent matters to be considered. In such circumstances the written notice of the meeting may not be less than the prescribed 3 working days.
- Meetings of the workforce development group will be deemed quorate if there are 6 or more members present including at least one member of the management team.
- Every question to be decided at a meeting shall be determined by the majority of votes of members present. Where there is equal division of votes, the chair shall have a casting vote.
- No matter which the group has agreed may be rescinded or varied at a subsequent meeting unless that rescission or variation is a specific item of business on the agenda for that meeting.
- Deputies will be encouraged.
- The group is accountable to the constituent members of the Network. This responsibility will be discharged in the following way:
 - Regular reports and updates on progress made to the Network Board