

City of Bradford and District

Provider Forum  
Sub Group for Workforce Development  
Terms of Reference  
30.05.12  
Final Version

1. Purpose

The provider forum sub group for work force development is a group whose function is to develop and oversee a workforce development strategy/policy that will support workforce development for all providers within the Learning Disability Framework.

2. Duties

The sub group will do an audit of workforce development policies from all providers on the framework to establish a baseline of expertise and knowledge with the provider framework group.

The sub group will agree a protocol for sharing knowledge and expertise amongst other members of the forum.

The sub group will agree the standards of induction and training to be delivered to organisations in the framework.

Develop clear communication channels to achieve good working relationships between all organisations.

Share developments in regulations to ensure all providers comply with the requirements all monitoring bodies such as Care Quality Commission (CQC)

The sub group will identify issues for all organisations as a result of any key changes and share with the forum.

Identify and build upon good practice, sharing experience, expertise and successes in relation to quality and performance activities.

Link with BIRT and Quality Checkers to review the benefits of workforce development in service delivery.

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### 3. Membership

To be open to every provider of the Learning Disabilities Provider Framework.

### 4. Roles & Responsibilities of Chair

The Chairperson will be a provider representative. It will be the responsibility of the Chairperson to set the agenda for meetings and, wherever possible to include items that have been requested by the membership.

It is incumbent on the Chairperson to ensure that the aims and objectives of the group are met in an inclusive, equitable and transparent way.

The Chairperson will be elected every two years.

### 5. Roles & Responsibilities of Vice Chair

The Vice Chair will be a provider representative.

In the absence of the Chair, the Vice Chair will assume the Chairperson's responsibilities as above.

The Vice Chair will be elected every two years.

### 6. Facilitating Meetings

- a. Meeting agendas are to be agreed with members of the workforce development sub group
- b. Minutes of meetings are to be taken and distribution of minutes (electronically) to members of the framework and Commissioners
- c. Any papers for distribution with the minutes and agenda to be sent to the Chair one week before the meeting.
- d. The agenda and any papers will be sent to participants by email one week before the next meeting.

### 7. Confidentiality

There may be occasions when confidential issues are raised. Confidential issues are likely to be those concerning commercially sensitive information, individuals and or organisations. The membership must take care to protect the confidentiality of all forms of information disclosed directly or indirectly within the group.

Confidentiality may be requested by an individual provider and/or the meeting may agree that specific information is to be treated as confidential. This may include a request that no minutes are taken in respect of the confidential item and that the information is not shared in any other way outside of the meeting.

## 8. Frequency of Meetings

Meetings will be held 6 weekly.

In some circumstances it may be necessary to hold additional special meetings.

### a. Sub-Group Meetings

Sub groups are commissioned by the Provider Group to look at, assess and implement key issues relating to workforce development. The sub groups will be made up of providers from the LD provider forums and can invite experts that are able to contribute their knowledge and experience to the tasks at hand. Sub groups will have an expected timescale for implementation and a project end date.

## 9. Review of Terms of Reference

Terms of Reference to be reviewed every two years or earlier if required.

Reviewed

Next Review