

East of England Workforce Council, Terms of Reference

Purpose

The Psychological Professions Workforce Council provides a strategic advisory and action group on the Psychological Professions workforce and 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 and stakeholders.
- Enabling support and collaboration across the region, with effective links to national workstreams and leadership development within psychological professions.

Vision

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

Aims

The PPN Workforce Council's aims are to support NHS planning and workforce development and the HEE mandate by:

- Promoting the unique contribution of psychological ideas, concepts, and ways of working within the wider health and social care community and the population locally, regionally, and nationally
- Being a strong voice for psychological services in the region and acting as a lead reference / consultative group
- Enabling the psychological professions to influence key stakeholders locally, regionally, and nationally
- Engaging, consulting, enabling, developing, and supporting all psychological professionals at all levels of their careers in the region
- Actively supporting HEE in the region and other key stakeholders to achieve local and national priorities.
- Supporting system-wide leaders in developing new care models integrated around patients and communities and that look beyond traditional professional roles
- Supporting national initiatives that develop and expand psychological approaches

- Supporting publicly funded health and care services and systems in the region in identifying and addressing Psychological Professions workforce supply priorities, issues, and solutions
- Supporting regional Psychological Professions leaders in implementing Psychological Professions national policy and strategy, including priorities and commitments in the National Psychological Professions Workforce Strategy
- Working collaboratively with other professional networks in the region
- Consulting and engaging with patient / service user groups as appropriate and responding to the views and experience 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, current issues
- Maintain the website and associated communications and engagement activities
- Deliver an annual event focused on the whole PPN membership
- Agree a budget plan and appropriate monitoring mechanisms for any financial allocation which the workforce council receives
- Provide regular reports to HEE in EoE via an agreed route
- Provide regular reports to PPN England via an agreed route
- Ensure the spread and sustainability of good practice and 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 activity is service user focused and aimed at improving 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 competencies
- 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 has two appointed Co-Chairs (typically the regional chair and programme manager (to be appointed)).
- 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 Co-chairs
- The majority of the Workforce Council members will be recruited via the EoE PPN website, openly and transparently, supporting 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 Workforce 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 an 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 for agreed task and finish groups as identified by the Workforce Council
- Please see attached person specification
- The total number of members will reflect the need for adequate representation; however, the total number of members should not be so large as to be unworkable
- Membership to cover the following, with a recognition that some members may provide a perspective on more than one area:

Table 1: Proposed membership structure

Sector	Council Seat	Number of places (provisionally but subject to review)
East of England PPN Core team	Chair	2
	Programme Manager	1
	Senior Assistant Psychologists	2
	Experts by Experience	4
Professional Representatives	Clinical Psychologist Forensic Psychologist Counselling Psychologist Health Psychologist Cognitive Behavioural Therapist Adult Psychotherapist Counsellor Child and Adolescent Psychotherapist Family and Systemic Psychotherapist Psychological Wellbeing Practitioner Children's Wellbeing Practitioner Education Mental Health Practitioner Mental Health and Wellbeing Practitioner Youth Intensive Psychological Practitioner Art, Drama and Musical Therapists Psychological Therapists (other) Clinical Associate in Psychology Assistant Psychologists	18
Chief Psychological Professions Officers	From provider organisations across the East of England Region	TBC
Specialty Advisors (if areas otherwise not represented and with consideration to the overall mix of professional representation)	Adult Mental Health Liaison / Urgent & Unscheduled Care Children & Young People Adult IAPT Physical Health Perinatal Mental Health Learning Disability Older People Psychosis including EIP Neuropsychology Aspiring Psychological Professionals – via Subnetwork Lead/s	1
HEIs / Training Organisations: One per sub-region/ICS area spread to reflect the training delivery	DClin Psych HIT PWP	3
Arm's Length Bodies	NHSE / Commissioning HEE	2 1
Total Seats	<i>*NB Total number of seats may be smaller if individuals have overlapping representation</i>	TBC*

(Please see [Appendix 1: Organisational chart](#), [Appendix 2: PPN Workforce Council Membership Specification](#) and [Appendix 3: Table of Psychological Professions](#)).

Quorum

The quorum is reached when at least four members are present (in person or digitally). The final judgement on quoracy will reside with the chair / co-chairs. One co-chair must be present for the meeting to go ahead.

Meetings and secretariat

- The Workforce Council will meet on a quarterly basis
- Additional meetings may be convened at the discretion of the chair
- Advisory task and finish groups will meet separately as required
- The co-chairs will compile the agenda, and this will be circulated one week prior to the date of the meeting
- All agenda items must be forwarded to the co-chairs two weeks before the date of the meeting
- Any other business will be at the discretion of the co-chairs and should be submitted prior to the commencement of the meeting
- The co-chairs will invite representatives to attend the meeting subject to items being discussed
- Meeting notes and an action log will be taken at every meeting and will be circulated to members for action

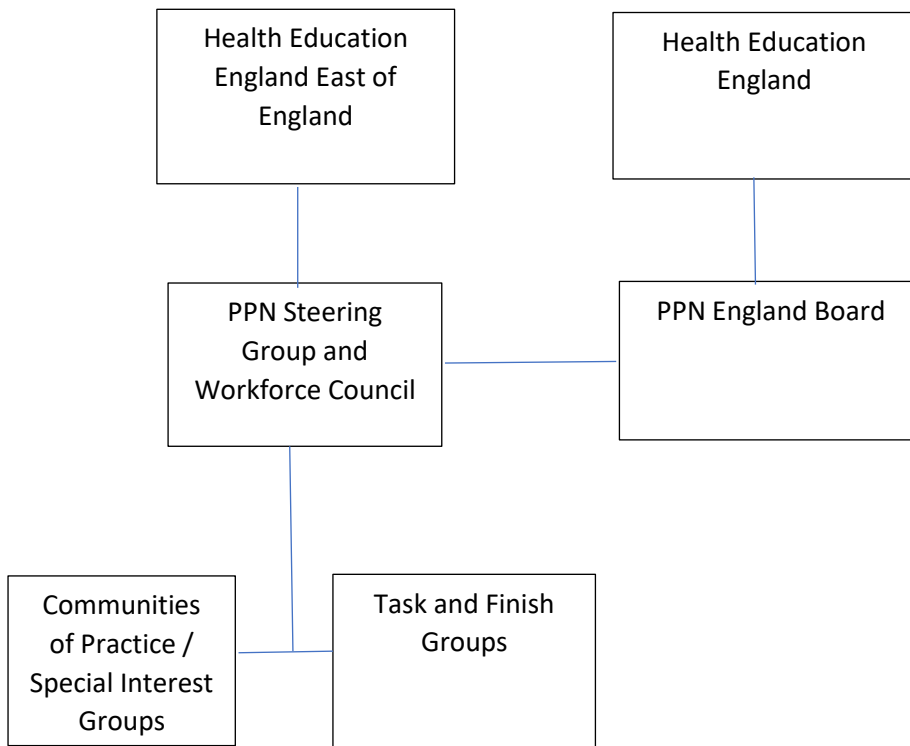
Attendance

- All members should attend a minimum of three out of the four meetings and send an agreed nominated deputy where they cannot attend.
- Other representatives may be invited to attend in support of specific agenda items.

Review

- These Terms of Reference should be approved by the Workforce Council and approved annually thereafter.

Appendix 1 Organisational Chart (under review)



Appendix 2 Workforce Council Membership Specification

Knowledge, Experience and Values	Competencies
Commitment to Board	<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 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	Mental Health and Wellbeing Practitioners
		Family and Systemic Psychotherapists	Youth Intensive Psychological Practitioners
		Psychological Therapists (other)	
		Art, Drama and Music Therapists *	
Associate and Assistant roles	Clinical Associate in Psychology		
	Assistant Psychologist		

*Allied Health professions professional leadership