

**NES/NHSGJ/Paper 7.2**

**NHS Scotland Academy Executive Programme Group**

**Terms of Reference**

1. **Purpose**
   1. To develop the NHS Scotland Academy (NHSSA) programme and provide Executive level direction on key programme priorities and milestones, ensuring quality, effectiveness and best use of resources.
   2. To provide an Executive led joint forum to ensure coherence for strategic horizon scanning; strategic planning; delivery; performance and financial monitoring; identification and management of strategic risk; strategic stakeholder engagement and stakeholder management.
   3. To provide appropriate and timely assurance for the delegated aspects of the NHS Scotland Academy work to the NES Education and Quality Committee and the NHS Golden Jubilee Strategic Portfolio Governance Committee.
   4. To provide overall strategic assurance to the NHS Golden Jubilee and NES Boards as appropriate.
2. **Membership**
   1. The membership will comprise of:

* Chief Executive, NHS Golden Jubilee (NHSGJ)
* Chief Executive, NHS Education for Scotland (NES)
* Director of Learning Innovation and NHS Scotland Academy
* Director of Nursing & Allied Health Professionals, NHSGJ
* Director of Nursing, Midwifery and Allied Health Professionals, NES
* Medical Director, NHSGJ
* Medical Director, NES
* Director of Finance, NHSGJ
* Director of Finance, NES
* Director of Transformation, Strategy Planning and Performance, NHSGJ
* Director of Planning and Performance, NES
* Director of Workforce, NES
* Director of People and Culture, NHSGJ
* National Director of Centre for Sustainable Delivery
* Director of Social Care, NES
* Associate Medical Directors/Associate Postgraduate Deans, NHSGJ/NES
  1. In Attendance

Other individuals will be invited to attend meetings in a support capacity or when relevant issues and items are being considered within their area of responsibility. This may include:

* Associate Director, NHSSA
* Head of Programme, NHSSA
* Director of Strategic Communications and Stakeholder Relations, NHSGJ
* Head of Communications, NES
* Head of Corporate Governance and Board Secretary, NHSGJ
* Board Secretary and Principal Lead Corporate Governance, NES
* NHSSA Team Members
  1. Quorum and Deputies

The quorum will include at least two members from NES and two from NHSGJ.

If the Chief Executive Co-Chair requires to offer apologies a designated deputy must be nominated, and the other Chief Executive Co-Chair must be available to co-chair.

For a meeting to be quorate at least one of the Medical Directors from either of the Boards must be present. If a Medical Director offers apologies, they will be required to send a deputy with their views.

For a meeting to be quorate at least one of the Directors for Nursing, Midwifery and Allied Health Professionals from either of the Boards must be present. If a Nursing, Midwifery and Allied Health Professionals offers apologies, they will be required to send a deputy with their views.

1. **Chair**
   1. The meeting will be chaired on a joint rotational basis by the NES and NHSGJ Chief Executives.
2. **Secretariat**
   1. The Secretariat will be provided on a rotational basis by Board Services from NES and NHSGJ.
3. **Remit**

The following sets out the core work of NHS Academy Executive Programme Group:

* 1. Provide a joint corporate interface to ensure oversight and strategic coherence across NES and NHSGJ, ensuring work aligns with the NES and NHSGJ Strategic Plans; Annual Delivery Plans; the respective organisations risk appetites and risk management approaches and the financial and information governance systems and processes are agreed and transparent.
  2. Monitor Programme progress ensuring the Programme remains within agreed tolerances, including agreeing strategic risk appetite and ensuring risk is managed and mitigated. Receive annual reports relating to key programmes.
  3. Prioritise/commission resources to deliver the programme objectives/deliverables and seek authorisation from the parent Boards of NES and NHSGJ as appropriate for overarching strategic decisions for example approval of operational plan.
  4. Oversee the development and implementation of communication, marketing and stakeholder engagement plans and material to support all aspects of NHS Scotland Academy work. This will include effective and coherent strategic engagement and communications with a wide range of stakeholders particularly, Scottish Government, Universities, Regulators, and Health and Social Care Partners.

5.5 Ensure alignment of communication and development across and within the two parent Boards.

5.6 Prioritise and progress commissions and requests from e.g. the Scottish Parliament, Scottish Government, national groups and committees, internal and external audit from NES and NHSGJ.

5.7 Act as the principal interface with the NES Education and Quality Committee and the NHS Golden Jubilee Strategic Portfolio Governance Committee, to provide timely and appropriate reporting. This may include the escalation of exceptions and deviations on programme deliverables.

1. **Frequency**

5.1 The Executive Programme Group shall meet every two months, with additional meetings at the discretion of the Joint Chairs.

5.2 The agenda and supporting papers will be issued no later than five working days prior to each meeting.

1. **Review of Terms of Reference**

6.1 The Terms of Reference will be reviewed annually.

DT/NH

NES/NHSGJ Board Secretaries

Reviewed February 2024