

H&W Integrated Care System Workforce Planning Oversight Board

Terms of Reference

Last reviewed: March 2025

Next Review: 12 months

Chair & Lead Executive	ICB Director of People & Workforce and ICS Chief People Officer
Vice Chair	ICB Associate Director People & Workforce
Purpose	<p>The Herefordshire and Worcestershire Integrated Care System (ICS) Workforce Planning Oversight Board (WFPOB) has been established to bring together areas of critical workforce risk across the organisations, services and professional workforce groups (faculties), to address and unblock issues identified.</p> <p>The WFPOB will have operational/pathway focus with an emphasis on reform and sustainability.</p> <p>Each service pathway at system level (e.g. Children and Young People, Mental Health, Frailty etc) will have a designated workforce planner (see list at Appendix) who attends their meetings and is tasked with understanding the workforce issues of that pathway. The workforce planner will report into the WFPOB to outline their understanding about the pathway's resourcing challenges and enable organisational workforce planning members and faculty members to consider possible joint solutions. Any identified solutions will be raised to People Board for sign-off.</p>
Scope of responsibilities	<p>The WFPOB will ensure the following priorities are addressed:</p> <ul style="list-style-type: none"> ▪ Analysis of data is consistent and issues for the workforce are explored through different lenses. ▪ Risks identified across the organisations are forecast in advance to allow mitigation to be put in place to address them. There is an understanding of workforce planning across the services.

Reporting and Relationships	<p>See governance chart below.</p> <p>The WFPOB reports to People Board escalating workforce risks that cannot be resolved through the WFPOB and require escalation.</p>
Membership	<p>Board membership will include senior representatives from all partner organisations in the health and care sectors as detailed below:</p> <ul style="list-style-type: none"> ▪ NHS Herefordshire & Worcestershire ▪ Primary Care ▪ Wye Valley NHS Trust ▪ Herefordshire & Worcestershire Health and Care NHS Trust ▪ Worcestershire Acute Hospitals NHS Trust ▪ Skills for Care (H&W Social Care) ▪ NHSE
Quoracy	<p>Members are expected to attend 75% of meetings held each calendar year. Where this is not possible a nominated deputy may attend with delegated authority to make decisions on behalf of their organisation or role on the People Board.</p> <p>The meeting will be quorate with a minimum of:</p> <ul style="list-style-type: none"> ▪ the Chair (or Vice-Chair if there is one) ▪ representation from at least 50% of the Trust Providers <p>If the quorum has not been reached, then the meeting may proceed if those attending agree.</p>
Frequency of Meetings	Every 2 months
Meeting Management	<p>The WFPOB will be managed by the HWICB Director for People and Workforce & Digital, along with ICS Workforce lead.</p> <p>Coordination of meetings, agendas, supporting papers and minutes will be undertaken by Senior Business Support Officer.</p> <p>All meetings will be held virtually by default using MS Teams platform. However, at the discretion of the Chair, it may be determined that a face-to-face meeting needs to be convened on an ad hoc basis.</p>
Documentation	<p>Agenda and supporting papers will be circulated electronically to all members 5 working days in advance of the meeting.</p> <p>Minutes and action tracker will be circulated in draft for agreement at the next WFPOB.</p>

Appendix 1

No	Programme Board/ Programmes of Work/Fragile Service	Workforce Planning Lead
1	Elective Care, Cancer and Diagnostics to include <ul style="list-style-type: none"> • Oncology (Worcestershire only) • Urology • Microbiology and Histopathology • Oral and Maxillofacial and Orthodontics • Targeted Lung Health Check 	Chris Vandeleur
2	Stroke	Chirs Vandeleur
3	Medicines and Pharmacy	Farzana Mohammed
4	Children and Young People	Donna Harding
5	Mental Health	Donna Harding
6	Learning Disability and Autism	Donna Harding
7	Local Maternity and Neonatal	Donna Harding
8	End of Life	Donna Harding
9	Health Inequality, Prevention and Personalised Care	Donna Harding
10	Frailty	Gemma Astley
11	Urgent Care and Community	Gemma Astley
12	Continuing Healthcare	Gemma Astley/Katie Hartwright
13	Primary Care	Denise Horton/Caroline Hatton
14	Digital	Katie Hartwright to feedback via DDaT
15	Immunisation	Not required at this point
16	Long Term Conditions (LTC) (not a Programme Board)	Donna Harding
	Faculties	Faculty Leads
17	Allied Health Professionals	Jo MacDonald
18	Nursing and Midwifery	Denise Horton
19	Medical and Dental: <ul style="list-style-type: none"> • Dermatology (Fragile Service/part of BSF for 2025-26) • Ophthalmology (Fragile Service/part of BSF for 2025-26) • Haematology (Fragile Service/part of BSF for 2025-26) 	Chris Vandeleur Šorena Maguire Chris Vandeleur Gemma Astley
20	Health Care Scientists: <ul style="list-style-type: none"> • Audiology (Fragile Service/part of BSF for 2025-26) 	Gemma Astley Amy Neary (Programme Lead)

