



MULTI -PROFESSIONAL , EDUCATION AND TRAINING SUB-COMMITTEE

TERMS OF REFERENCE

Trust Values: Compassion//Inclusion//Commitment

1. Values

The Sub-Committee will role model the Trust's values: -

Compassionate

- Supporting recovery for all and maintaining hope for the future.
- Being kind to others and myself.
- Showing empathy for others and appreciating vulnerability in each of us.

Inclusive

- Treating people fairly, with dignity and respect.
- Challenging all forms of discrimination.
- Listening with care and valuing all voices.

Committed

- Striving to deliver the best work and keeping patients at the heart.
- Taking responsibility for my work and doing what I say I will.
- Courage to question to help us learn, improve and grow together

2. Authority

- 2.1 The Sub-Committee is authorised by the People Committee to undertake work within its Terms of Reference.
- 2.2 The Sub-Committee is authorised to undertake any further activity as assigned by the People Committee within its Terms of Reference.
- 2.3 The Sub-Committee is authorised to obtain any internal information as is necessary and expedient to the fulfilment of its functions as assigned by the People Committee.
- 2.4 The Sub-Committee may be stood down after it ceases to be needed on the authorisation of the People Committee.

3. Purpose

- 3.1 The purpose of the Sub-Committee is to provide strategic oversight, coordination, and assurance regarding workforce development, multi-professional education and training (including statutory and mandatory



and role recommended) and associated financial planning across the Trust. The subcommittee will support delivery of high-quality, sustainable mental health services through a skilled, competent, and supported workforce.

4. Responsibilities and Duties

- 4.1 Receiving proposals, options appraisals, progress and assurance reports and making recommendations in advance of presenting to the People Committee from the following groups/functions/areas: -
 - Talent Management
 - Multi-professional Education and training
 - Management and Staff Skills Training
 - Statutory and Mandatory Training
 - Role-recommended Training
 - Clinical Skills Training
 - Trust-wide Learning and Development approach
- 4.2 Translating Trust Strategy and People Goals into coherent education and training priorities.
- 4.3 Championing multi-professional learning which supports service transformation, quality improvement and workforce sustainability.
- 4.4 Overseeing the quality and effectiveness of education and training activities.
- 4.5 Monitoring compliance with professional standards, statutory and mandatory training and regulatory expectations.
- 4.6 Reviewing evaluation data, learner feedback and outcomes to drive continuous improvement.
- 4.7 Promoting equitable access to learning and development opportunities across all staff groups.
- 4.8 Overseeing education budgets, training funds and external funding streams
- 4.9 Monitoring return on investment and impact.

5. Membership and Attendees

- 5.1 The membership of the Sub-Committee will be as determined by the People Committee.

Core Members

- Associate Director of People, Learning and Development (Chair)
- Chief Psychological Professions Officer (or equivalent Trust Professional Lead) – (Deputy Chair)
- Associate Director of EDI and OD
- Head of People and Culture
- Lead for Learning and Development
- Finance Representative



- Representative for each profession (Nursing/Allied Health Workers/Psychology/Pharmacy/Medical).
- Lead for Apprenticeship and Widening Participation

Attendees

- Course content creators
- Staff Network representative
- Representatives from SSL
- Representative from Communications Team
- Representatives from ICT

Colleagues may be invited to the sub-committee to present papers or make presentations at the invitation of the sub-committee.

- 5.2 In the absence of the Chair of the Sub-Committee, the Deputy Chair will chair the meeting.
- 5.3 Members should make every effort to attend all meetings.
- 5.4 Meeting attendance will be reviewed by the Sub-Committee Chair annually.
- 5.5 Colleague observers are welcome to attend with the prior agreement of the Sub-Committee Chair (or in their absence, the Deputy Chair).

6. Quoracy

The meeting will be considered quorate with 3 Sub-Committee core members, one of whom must be the Chair or Deputy Chair and one of whom must be a Senior Professional Lead. These cannot be deputies attending on behalf of substantive member.

7. Declaration of interests

All attendees must declare any actual or potential conflicts of interest in advance. These must be recorded in the minutes. However, if a member is conflicted with an item on the agenda, the Chair will shall adopt a sensible and pragmatic approach in managing conflict during the meeting as they may permit the conflicted member to participate and contribute to the debate and discussions on the item (so as to inform better decision-making) but abstain or recuse themselves from any related voting. (Check section 3.12 – Managing conflict of interests during meetings in the Trust's Declaration of Interest Policy for more details).



8. Meetings

- 8.1 Meetings will be held monthly whilst the Sub-Committee remains required by the People Committee.
- 8.2 Meeting dates will be agreed annually in advance by the members of the Sub-Committee and coincide with the cycle of meetings of the People Committee.
- 8.3 The agenda of every meeting will include as a standing item a review of how effectively it has discharged its business, and role modelled the values of the Trust.

9. Administration and Reporting

- 9.1 The Sub-Committee shall report to the People Committee on its proceedings after each meeting to provide assurance and to escalate issues as appropriate.
- 9.2 The Sub-Committee may be required to provide an annual report to the People Committee setting out how it has discharged its responsibilities as set out in these terms of reference.
- 9.3 The agenda, minutes and papers will be issued 5 working days before the meetings.
- 9.4 An action list and minutes will be compiled during the meeting and circulated within 10 calendar days of the end of the meeting.
- 9.5 Any issues with the action list or minutes will be raised within 7 calendar days of issue.
- 9.6 The Sub-Committee will be supported by administrative colleagues within the people and culture department.
- 9.7 The Chair of the Sub-committee shall in a pre-meet or agenda setting meeting with the Minutes Taker establish an agenda for the meeting which will be circulated to 'call for paper' 15 working days before the meeting, giving authors at least 7 working days to prepare and submit their reports to the Minutes Taker for circulation.
- 9.8 Papers for the Sub-committee meeting must be circulated 5 working days before the meeting.

10 Reporting and relationship with other committees and Groups

- 10.8 The Sub-Committee will report to the People Committee.
- 10.9 The Sub-Committee will provide reports as requested to other committees.



10.10 All Task and Finish Groups or commissioned Steering Groups will feed into the Sub-Committee as approved by the People Committee.

10.11 Operational delivery of the Sub-Committee's work plan will be jointly overseen by the Trust's People Directorate in conjunction with the Senior Professional Leads of the Trust.

11. Review of Effectiveness

- The Multi-Professional, Education and Training Sub-committee will review its Terms of Reference and effectiveness annually.
- Amendments will be approved by the Sub-committee and ratified by the People Committee.
- The Multi-Professional, Education and Training Sub-committee shall ensure that an annual self-assessment of the sub-committee's effectiveness is completed annually by its members and facilitated by the Governance Team.

Date Updated: November 2025

Date approved by the Multi-Professional, Education and Training Sub-committee: (Approved via Chair's Action – January 2026).

Date Ratified by the People Committee: 20th January 2026

Date of Next Review: November 2026

Version: 2.2