

Report to: Board of Directors (Public)
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Fol status: Report can be made public

Strategic aim supported: *Helping People to live well*

Cultural pillar supported: *We value each other / We are empowered*

Title: Learning and Organisational Development Update

Executive Summary

This paper provides an update on Annual Training Plan, CQC Preparedness, Apprenticeship Service and Policy, Degree Apprenticeships and Widening Participation. The Trust remains strongly committed to the implementation and incorporation of apprenticeships into the workforce and aims to achieve this through development opportunities for both existing staff and newly recruited employees into apprenticeship posts.

Recommendation to the Board

The Board of Directors is requested to:

- **RECEIVE, CONSIDER** and **COMMENT** on the provided L&D update.

Risk Implications

If we are required to undertake a competitive tendering process in line with SFIs for Proactive Management of Violence and Aggression and Breakaway training, there is a risk that staff will fall out of compliance and the service users therefore will not be safe.

Finance Implications

Reduced HEE funding will increase pressure to provide development from other internal funding sources.

There is a risk that the Trust will lose the monies collected monthly through the levy (approximately £500,000 per annum), if apprentices are not incorporated into the workforce, and apprenticeships are not maximised through development planning and funding streams. Monies in the Apprenticeship Service Account remain available for use for 24 months after they enter the account.

Equality and Diversity Impact / Single Equalities Impact Assessment

This proposal is designed partly to address issues of equality and diversity across the workforce of the trust, in order to increase access to employment

Learning and Organisational Development Update

Annual Training Plan 2017/18

As indicated in June, the annual funding allocation from Health Education England (HEE) has been provided, and the draft plan submitted to HEE. Confirmation of the plan has yet to be received from HEE, but as yet, no amendments have been requested. The funding provision is:

Direct funding	£76,344 (This represents a 30% decrease from the previous year)
Indirect funding	£87,755

Indirect Funding

Indirect funding is allocated to us by HEE to spend with a group of approved Higher Education Institutes (HEI) and is disbursed directly to the HEIs. The proposed funding breakdown for the indirect funding budget (programmes delivered by the Higher Education Institutions with whom HEE have contracts) is below.

Theme	Allocation	No of places funded	Target audience
Indirect Funding Budget	£87,755		
Non-Medical Prescribing (Level 6)	£5,070	2	Nurses (Acute)
CPD for Non-Medical Prescribers (Half Day)	£900	20	Non-medical prescribers (SMS)
Mentorship Preparation (Level 6)	£38,025	45	Nurses (across divisions)
Care and Management of People with Suicidal Tendencies (workshop)	£560	2	PDNs
Prescribing For Nurses And Midwives	£7,500	3	Nurses (SAMH)
Psychosocial Interventions: Assessment and Case Formulation (Level 6)	£4,338	6	Staff in CMH
Psychosocial Interventions: Assessment and Case Formulation (Level 7)	£1,446	2	Staff in CMH
Advanced Substance Use and Misuse in Context (Level 6)	£1,446	2	Staff in SMS
Advanced Substance Misuse Treatment Interventions (Level 6)	£1,446	2	Staff in SMS
ECGs for healthcare assistants	£3,770	26	HcAs
Independent and Supplementary Non-Medical Prescribing	£2,000	1	Place released by Pharmacy. Audience tbc.

Theme	Allocation	No of places funded	Target audience
Unspecified Activity	£21,254	36 (PMVA& Breakaway 5.5 day course) & 30 (Mental Health and Physical skills update)	Staff across Trust requiring PMVA, Breakaway and physical skills update
Total	£87,775		

Direct Funding

The proposed expenditure under the direct funding (cash) budget is detailed below.

Theme	Allocation
Direct Funding (Cash) Budget	£76,344
NHS Elect membership fee - including 80 participants on Leading in Excellence programmes, access to NHS Elect public programmes and any ad hoc tailored programmes identified during the year	£22,00
Coaching conversations programme – to develop EMCC Foundation level coaching skills for managers and staff. This will feed the register of internal coaches to be launched in Q3	15,400
IT skills courses & Digital Health – set aside to develop internal skills within the ICT teams and the wider Trust to develop appropriate skills for digital leadership and healthcare. This will support initiatives in Clinical Strategy to diversify resources available to service users.	12,000
CPD Study funding	12,000
National Leadership Academy programmes e.g. Mary Seacole	£7000
Train the Trainer – up-skilling our subject matter experts and others delivering training	£3000
Commissions with BEH & STP – allows us to contribute to development initiatives in conjunction with other organisations in the North Central London footprint	£4949
Total	£76,349

Continuing Professional Development (CPD)

£12,000 has been allocated for CPD Study Funding for 2017-18. Spend to date is detailed below.

Theme	Allocation	Allocation remaining
Cash Budget	£12,000	£12,000
Individual Pharmacy course	£2,750	£9,250
Individual Forum Attendance	£500	£8,750
Total	£3,250	£8,750

Apprenticeship Service Account

The Apprenticeship Service Account is now active and accessible for use. Current funds in the account stand at £121,410 [25 August 2017], available for use for 24 months.

The 12 Senior Healthcare Support worker apprentice starts can now commence, as the funds are available for the qualification; this will utilise £30,000. The HR department have recruited an apprentice to the HR Receptionist role, with the appointee undertaking the Business Administration apprenticeship diploma at Level 3. This will utilise £3,000.

Apprenticeship Policy

The draft C&I Apprentice Policy was presented to the Joint Policy Sub-Group, with some amendments proposed to bring the salary guidelines for newly recruited apprentices in line with [Annex 21 of the NHS Terms and Conditions of Service Handbook](#). These proposals will be presented to the Full Employment Group at the next convened meeting.

The first draft of the North Central London (NCL) STP shared Apprentice Policy has been presented to the STP HRD Network and approved in principle, subject to some requested amendments. The NCL Apprentice Leads met on 23 August to incorporate these changes, with the amended draft policy being presented to the STP HRD Network in the first week of September.

Both draft policy documents incorporate the [NHS Staff Council Guidance](#).

Degree Apprenticeships and Collaborative Approach

Degree apprenticeships are the growth area for apprenticeships within the Trust. More qualifications are in at least the initial stages of development and each qualification will utilise £27,000 of the levy. NHS Employers have also issued some general [guidance on degree apprenticeships](#).

The Nursing Degree Apprenticeship Standard is now ready for delivery, with the NMC approval process for degree providers underway. Anglia Ruskin University are at present the only institution to be approved by the NMC to deliver the apprenticeship degree from September 2017. The timeframe indicated by other institutions (London South Bank University and the Open University) is January 2018.

L&OD have held an initial conversation with Anglia Ruskin University regarding the viability of the degree programme. A more detailed conversation is scheduled to take place in September, in conjunction with the Deputy Director of Nursing, to further explore the options for this role within the Trust. It is unlikely that C&I will be able to commission a standalone degree apprenticeship course, as a minimum of 20 students is required to commission a

viable course. Therefore, consideration will need to be given to a collaborative approach with other specialist and/or STP Trusts.

Preliminary conversations have begun with Barnet, Enfield and Haringey (BEH) to explore a collaborative approach. Potential areas identified for commissioning joint programmes within Pharmacy, Team Leading and Business Administration. The Nursing Degree Apprenticeship could also be considered as a joint programme with BEH.

A Degree Apprenticeship Standard for Occupational Therapy is now in development, and the Head of Occupational and Art's Therapy has been invited to feedback on the proposals thus far.

Widening Participation and Work Experience

To support engagement with the local communities and to foster closer working relationships with schools, L&OD are engaging with the Camden and Islington Widening Participation networks, namely the Islington Careers Cluster, Camden Community Education Provider Network (CEPN) and associated partners. This will support attracting a broader and younger talent pool into the organisation, primarily into apprenticeships. Work experience placements are also being introduced.

- L&OD and Lillian Irish (Manager, Emerald Ward) attended an Islington Careers Cluster schools event to showcase Mental Health and the Trust.
- Louise Jones coordinated an afternoon visit to the Trust with Camden CEPN Traineeship participants, comprising a Q&A session with Mental Health Nurses, a Clinical Psychologist and a tour of the less well known areas of the Trust, for example the Day Centre, to demonstrate the range of services and careers. It is hoped that the template for this initial visit can be replicated for future events.
- L&OD have met with the Islington Careers Cluster Team to prepare for activities over the coming 6 to 9 months.
- The HR department recently a young person on a two-week work experience placement. Learning from this activity will be used to inform a draft work experience template for wider use across the Trust.

The NCL STP has also been asked to draft a shared Work Experience Policy, and is being coordinated by the NCL Talent for Care Lead. Louise Jones attended the initial policy group meeting on 9 August, with the first draft of this policy due for review by the policy group on 31 August.