

## Bundle Academic Partnership Committee Open 26 April 2022

### Agenda attachments

ITEM 00 APC Agenda.docx

- 1 Chair's welcome, apologies and confirmation of quorum
- 2 Declarations of interest
- 3 Minutes of the last meeting  
ITEM 03 APC MINUTES MARCH 2022 TM.doc
- 4 Action log  
ITEM 04 APC ACTION LOG UPDATED FOLLOWING MARCH MEETING.xlsx
- 5 Apprenticeship Status Update  
ITEM 05 APC APPRENTICESHIPS SBAR.docx
- 6 Priority One - Specialist Palliative Care Paramedics
- 7 Committee Priorities
- 8 Key messages for Board
- 9 Any other business
- 10 Date and Time of next meeting - 19 July 2022 at 09.30



## MEETING OF THE ACADEMIC PARTNERSHIP COMMITTEE

Held in public on 26 April 2022 from 09.30 to 11.00

Meeting held virtually via Microsoft Teams

### AGENDA

No.	Agenda Item	Purpose	Lead	Format	Time
<b>OPENING ITEMS</b>					
1.	Chair's welcome, apologies, and confirmation of quorum	Information	Kevin Davies	Verbal	9.30
2.	Declarations of interest	Information	Kevin Davies	Verbal	
3.	Minutes of last meeting	Approval	Kevin Davies	Paper	
4.	Action log	Review	Kevin Davies	Paper	
<b>ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION</b>					
5.	Apprenticeship Status Update	Discussion	Jo Kelso	Paper	9.50
6.	Priority One – Specialist Palliative Care Paramedics	Assurance	Ed O'Brian	Presentation	10.05
7.	Committee Priorities	Discussion	Trish Mills	Paper	10.25
<b>CLOSING ITEMS</b>					
8.	Key messages for Board	Discussion	Kevin Davies	Verbal	10.35
9.	Any other business	Discussion		Verbal	
10.	Date and time of next meeting	Information		Verbal	

### Lead Presenters

Name	Position
Prof Kevin Davies	Non Executive Director (Chair)
Ms Estelle Hitchon	Director of Partnerships and Engagement
Mrs Trish Mills	Board Secretary
Ms Jo Kelso	Head of Education Transformation
Mr Ed O'Brian	Macmillan Paramedic



**GIG**  
CYMRU  
**NHS**  
WALES

Ymddiriedolaeth GIG  
Gwasanaethau Ambiwylans Cymru  
Welsh Ambulance Services  
NHS Trust

## **WELSH AMBULANCE SERVICES NHS TRUST**

### **UNCONFIRMED MINUTES OF THE OPEN MEETING OF THE ACADEMIC PARTNERSHIP COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD ON THURSDAY 8 MARCH 2022 VIA TEAMS**

#### **PRESENT :**

Kevin Davies                      Non Executive Director and Chair  
Paul Hollard                      Non Executive Director

#### **IN ATTENDANCE :**

Andrew Challenger              Assistant Director, Professional Education & Training  
Estelle Hitchon                  Director of Partnerships and Engagement (Part)  
Caroline Jones                  Corporate Governance Officer  
Trish Mills                          Board Secretary

#### **APOLOGIES**

Duncan Robertson              Assistant Director of Research, Audit & Service Improvement  
Martin Turner                      Non Executive Director  
Claire Vaughan                  Director of Workforce and OD

#### **01/22 WELCOME AND INTRODUCTION**

The Chair welcomed everyone to the meeting.

#### **02/22 DECLARATIONS OF INTEREST**

The standing declaration of interest of Professor Kevin Davies being an independent Trustee of St John Ambulance Cymru was recorded.

#### **03/22 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 9 December 2021 were approved as a correct record.

#### **04/22 ACTION LOG**

03/21a TU representation – The Board Secretary updated members on the discussions that were taking place to secure TU partner membership to the Committee. The terms of reference had been updated recently as part of a wider committee review, with up to two seats available to TU partners at the Committee. A membership matrix following a similar review of all committees, would be presented to Trust Board later in the month.

03/21b HE/FE apprenticeship models – The Assistant Director, Professional Education & Training explained the differences in process for Wales compared to England in securing apprenticeship places and funding. Discussions that had been held recently with Neath Port Talbot indicated that the same level of funding, as had been provided in previous years, would not be available going forward. The contract which was due to expire in 2025 would allow the Trust valuable time to work with HEIW to look at possibilities for the future, whereby HEIW could possibly become the NHS partner.

It was recognised that entry requirements for paramedicine courses had been realigned. The Trust continued to engage with Swansea University for EMT staff to undertake the conversion course, for those not wishing to do a degree full time.

He referenced his Apprenticeship Status Update report, which once revised with latest developments, would be brought to the next meeting of the Committee.

11/21 Follow up letter to Chief Executive of Universities Wales –The Director of Partnerships and Engagement confirmed to members that following the meeting with Ben Arnold, it was for him to host internal discussions, engage with his colleagues and feed back to the Trust. The Director agreed to approach him again for a progress update and was hoping to suggest a further meeting to discuss how the Trust envisaged engaging with a University of Wales representative at Committee level, to represent all universities of Wales.

19/21 – University Trust Status Update was discussed as an agenda item.

**RESOLVED: That**

**1) a paper on Apprenticeship Status be brought to the next meeting; and  
2) the Director of Partnerships and Engagement approach Ben Arnold for a progress update.**

## **05/22 UNIVERSITY TRUST STATUS UPDATE**

The Director of Partnerships and Engagement informed the Committee that a decision had still not been formally received by the Trust on University Trust Status. The legislative position is that NHS Wales Health Bodies who have gained University Trust Status must have a statutory independent member on the Board who is aligned to their partner university. This is due to 'significant teaching commitments' with their partner university. A submission will be made to the Welsh Government panel to explain that WAST does not intend to have a singular relationship with a university, and will invite multiple academic partners to work with us. In addition, WAST does not have as part of its submission a 'significant teaching commitment' which would trigger the requirement for an independent member on the Board from a partner university. .

**RESOLVED: That the Director confirm in a letter to Welsh Government the Trust's position relating to the alignment of a Non Executive Director to a specific university in Wales.**

## **06/22 COMMITTEE EFFECTIVENESS REVIEW**

The Board Secretary confirmed that the Trust's Standing Orders and Committee Terms of Reference require that Board Committees evaluate their effectiveness annually and prepare an annual report to the Trust Board.

The Terms of Reference were reviewed to ensure all matters within the remit of the Committee were clear and that these were articulated with the strategic, oversight and scrutiny role of the Committee in mind.

The duties of the Committee as set out in the report were agreed, allowing for flexibility to acknowledge the journey the Committee was on and its evolution as opportunities developed.

Membership had also been amended to include the Director of Paramedicine together with the Assistant Director for Quality and Nursing.

Members discussed the need to strengthen the wording within the purpose to reflect that opportunities were for all Trust staff and not only those in a clinical role, recognising that this Committee operated in a slightly different way to other committees and that the Terms of Reference would need to reflect the position.

The Board Secretary went on to explain how the feedback from the questionnaire had highlighted a good focus on academia and collaboration. With three priorities highlighted as part of the Trust's submission for University Trust Status, it was agreed that these would remain the priorities for the Committee to focus on throughout the coming year.

The Board Secretary agreed to prepare the annual report for members to be sighted on, prior to its submission to chair's working group at the beginning of April.

**RESOLVED: That**

- 1) the terms of reference were approved, subject to the amendments set out above to supplement both the purpose and paragraph 3.6;**
- 2) the actions raised in the questionnaire were confirmed;**
- 3) the priorities for 2022/23 were agreed; and**
- 4) the annual report to be prepared by the Board Secretary and circulated to members.**

**07/22 TRUST PRIORITIES ALIGNED WITH IMTP**

The Director of Partnerships and Engagement confirmed that the three priorities identified as part of the Trust's submission for university status and also for the Committee to focus on over year ahead, were already contained within the Integrated Medium Term Plan (IMTP). She was working with colleagues from the Strategy, Planning and Performance directorate to determine the best architecture and flow of these priorities within the document.

Members discussed how updates on the delivery of the priorities would be monitored. It was agreed that the priorities would be tracked by a primary committee, and that a mapping exercise would be undertaken to monitor the success, noting the journey and the progress of each priority.

The matrix would be key in evidencing the progress of the priorities to Welsh Government should University Trust Status be granted.

**RESOLVED: That a mapping exercise of the three priority areas, to enable the Committee to monitor the success of these, be carried out.**

**08/22 KEY MESSAGES FOR BOARD**

- 1)The Trust's application on University Trust Status had not yet been determined and the Board would be updated at its next meeting.
- 2) A wholesale review of the Terms of Reference had been undertaken.
- 3) A mapping exercise of the three priority areas to enable the Committee to monitor the success of these be carried out.
- 4) The three priorities were included within the IMTP.

**09/22 ANY OTHER BUSINESS**

It was agreed that the meeting scheduled for April was still required, to ensure the cycle of business remained aligned.

**25/21 DATE OF NEXT MEETING:**

**26 April 2022**

**ACTION LOG**  
**WELSH AMBULANCE SERVICES NHS TRUST - People and Culture Committee**

Ref	Date	Agenda Item	Action Note	Responsible	Due Date	Progress/Comment	Status
03/21a	27 April 2021	Committee Membership	TU representation to be raised with EMT	TM	26 April 2022	July meeting not held. CF to September meeting. Update for September 21 meeting Conversations with TU partners still to take place. Update from December 21 meeting Action not yet complete, a new date for early 2022 was set. Update from March 22 meeting Discussions were ongoing to secure TU partners. The membership matrix would be presented to Board later this month which would hopefully set out who would be taking up those seats. TU partners agreed and approved at TB in March.	Complete
03/21b	27 April 2021	Committee membership	Further thought to be given to HE/FE apprenticeship models	AC	26 April 2022	July meeting not held. CF to September meeting. Update from September meeting Still to be worked through with Director of Workforce and OD Update from December meeting work in progress and an extended timeframe required - early 2022 Update from March 22 meeting AC confirmed discussions with NPT were ongoing and a report on Apprenticeship Status Update would be brought to the April meeting. <sup>26</sup> April 22 Agenda Item 6	Open
11/21	21 September 2021	Action Log	Chief Exec of Universities Wales letter of invitation to be followed up	EH	26 April 2022	Update from December meeting The Trust was awaiting feedback from Ben Arnold following a recent meeting. Update from March 22 meeting EH agreed to approach BA for progress update and was hoping to secure a meeting with him. Update April 22: EH has been back in touch with Ben Arnold of Universities Wales and is awaiting a response.	Open
05/22	8 March 2022	UTS Update	The Director of Partnerships and Engagement to write a letter to WG to formalise the Trust's position relating to a Non Executive Director being solely aligned to one university in Wales which was not the case for WAST	EH	26 April 2022	Update April 22: WG contact briefed with letter to follow up. Advised verbally that given the legislative requirements, confirmation of UTS may take some time.	Complete
06/22a	8 March 2022	Committee Effectiveness Review	The Board Secretary to expand the wording within the ToR to reflect a broader purpose and expand paragraph 3.6	TM	26 April 2022		Complete





Open  
Complete  
Closed  
Not Due



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Welsh Ambulance Services  
NHS Trust

<b>AGENDA ITEM No</b>	
<b>OPEN or CLOSED</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>1</b>

## Apprenticeships and Education Delivery

<b>MEETING</b>	Academic Partnership Committee
<b>DATE</b>	26/04/22
<b>EXECUTIVE</b>	Catherine Goodwin – Interim Executive Director of Workforce and OD
<b>AUTHOR</b>	Jo Kelso / Andrew Challenger
<b>CONTACT</b>	jo.kelso@wales.nhs.uk

### EXECUTIVE SUMMARY

The purpose of this paper is to appraise APC colleagues of the benefits and limitations of the apprenticeship landscape and identify potential income opportunities from an Education and Training perspective.

### KEY ISSUES/IMPLICATIONS

Differences between English and Welsh apprenticeship models and the impact of these on organisational ambitions to industrialise apprenticeships within WAST.

### REPORT APPROVAL ROUTE

**APC 26.04.2022**

### REPORT APPENDICES

**Appendix 1: SBAR**

### REPORT CHECKLIST

Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	(as part of developing strategic plans)	Financial Implications	YES
Environmental/Sustainability	N/A	Legal Implications	YES
Estate	N/A	Patient Safety/Safeguarding	YES
Ethical Matters	YES	Risks (Inc. Reputational)	YES
Health Improvement	YES	Socio Economic Duty	N/A
Health and Safety	YES	TU Partner Consultation	YES

## Appendix 1: SBAR

### SITUATION

1. The purpose of this paper is to appraise APC colleagues of the benefits and limitations of the apprenticeship landscape and identify potential income opportunities from an Education and Training perspective.

### BACKGROUND

2. Apprenticeship money is readily available to English Ambulance Trusts as a result of ring-fenced education funding and English apprenticeship levy arrangements (please refer to Fig. 1 below for a summary of differences between English and Welsh apprenticeship model).
3. In Wales, whilst employers make the same contribution as employers in England, apprenticeship funding is only available to Welsh Government contract holders (e.g. FE colleges & Training Providers).

### ASSESSMENT

4. The table below (Fig 1) summarises the key differences between the apprenticeship framework in England and Wales and the subsequent impact on our ambitions to expand our apprenticeship offering:

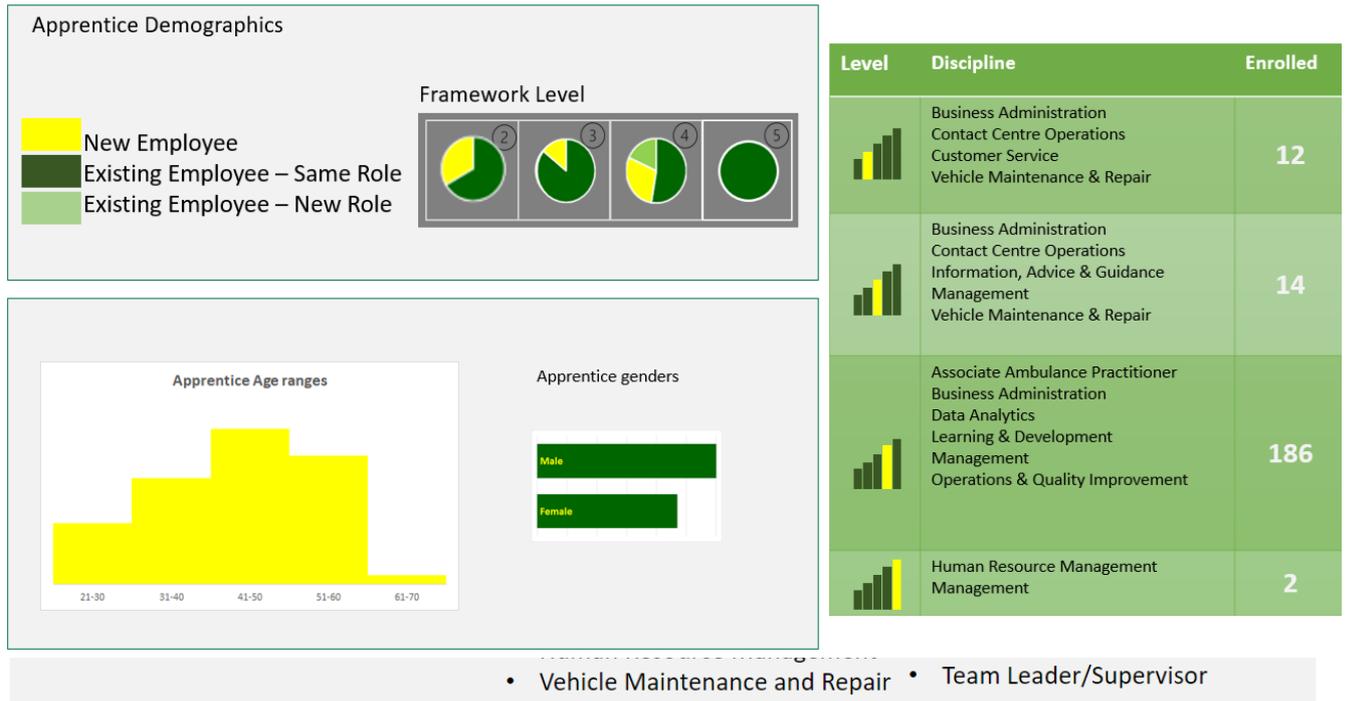
Fig 1

England	Wales
<p>Employers with a pay bill &gt;£3m pay levy to the exchequer (0.5% of wage bill ie £900K 2021/22)</p> <p>Ring-fenced funds for Education and Skills then allocated to the Education And Skills Funding Agency – Trusts can tender for funding to deliver frameworks.</p> <p>This means that funding <b>can</b> go back to employers to offset the cost of delivering support the education of their people</p>	<p>Employers with a pay bill &gt;£3m pay levy to the exchequer (0.5% of wage bill ie £900K 2021/22)</p> <p>Barnett Formula allocates funds to WG. Contract holders (4 year contract) tender for funding. Tenders <i>may</i> be subcontracted to Training Providers for delivery of frameworks. Apprenticeship funds are <b>not</b> ring-fenced within WG budgets. Contract holders limited to selected organisations. Sub-contracts managed by 12month SLA with <b>no guarantee</b> of future funding support.</p> <p>This means that funding <b>does not</b> go to employers. Instead, it goes to Training Providers who provide qualifications with no fees payable by employers. The WAST income generating activity related to Trainee EMT programmes (Associate Ambulance Practitioner) is unique in Wales and is not guaranteed and results in a 15% fee being charged by the contract holder (Neath Port Talbot College). In practice, this means that Neath Port Talbot college hold the contract, and WAST has an SLA with NPTC; this is a 12 month agreement</p>

	with no guarantee of future funding support. It is also difficult to forecast level of funding to be received per year, as agreed numbers can reduce at the discretion of the contract holder.
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5. For background information, **Fig 2** below provides an overview of the current apprenticeship demographic in WAST:

**Fig. 2**



- If in future, WAST wants to make every EMT training place an apprenticeship place, there would be a requirement for the organisation to become a Welsh Government contract holder. At the moment this is not possible as it is only available to FE colleges and an established group of Training Providers. A proposed solution would be for HEIW to become a contract holder, with NHS bodies drawing down funding directly from HEIW with no managerial fee. The current funding arrangements are in place until 2025 and as such, work would need to be undertaken between now and 2025 in order for HEIW to be made a contract holder. Contracts have been awarded to cover 2021-2025, this therefore excludes WAST or HEIW from becoming a Contract holder until at least 2025.
- Strategically, we work in partnership with HEIW to enable NHS Wales to have more influence in future contracting and funding arrangements –WAST is represented on the Steering group for the Made in Wales Work Based Learning brand; this assists colleagues in HEIW with design and rationale for a number of NHS specific programmes in development.
- Potential Income generating apprenticeship routes:
  - Contact Centre Operations – WAST Education & Training sits on the AACE NENAS national group which is currently looking into the viability of apprenticeships in this are in Wales income would only be available for the

MPDS type training as that is the part we can deliver, as such this would not mean significant income.

- Ambulance Care Associate 2 currently we are considering how we can increase the credits awarded for the programme to achieve a place on the apprenticeship framework, again income would be limited as the duration of the programme is short
- HEIW and WG support 'in principle' received for development of the above frameworks.

10. Potential Future Income Generation Opportunities - (Post-delivery of WAST Transition Plan and workforce planning requirements):

- Selling space on Clinical programmes (for example, to MOD, MOJ, Primary Care and Health Board partners)
- Provision of Emergency Response Ambulance Driving programmes to external customers (N.B. this would take a minimum of 12 months to set up and enable WAST to plan to deliver current commitments)
- Immersive learning experience hire

11. The Apprenticeship landscape for the next financial year is as challenged as the NHS forecast. Neath Port Talbot College (NPTC) may not be able to allocate funds anywhere near the level that WAST has received in previous years. A request has been made to NPTC for quarterly meetings and financial statements, to enable more accurate financial planning.

12. In summary, no firm assumptions can be made regarding any potential income from apprenticeships for 2022/23, as there is no guarantee regarding the availability or level of potential funding.

### **RECOMMENDED:**

13. The APC is asked to:

- a. NOTE the contents of the paper;
- b. CONSIDER the benefits and limitations of income generation opportunities associated with apprenticeships and education delivery.