



Humber Coast and Vale Excellence Centre

Memorandum of Understanding and Membership Agreement

Background

The aim of the Humber Coast and Vale (HCV) Excellence Centre is to bring together employers from Health and Social Care, independent and voluntary sectors, along with education and training providers. Our ambition is to improve access to high quality learning opportunities for all Health and Social Care support staff, to reduce unnecessary duplication and strengthen connectivity to scale up good practice, enabling innovation and transformation. In collaboration we can recruit, retain and develop our workforce more effectively, improving the experience and outcomes of those accessing services across Humber, Coast and Vale and to prepare the workforce for the demands of future service delivery.

Purpose

This document will outline terms of understanding, including each parties' requirements and responsibilities. It will:

- Clarify who can become a member organisation
- Outline what it means to be a “member” i.e. expectations, benefits and commitment
- Gain signed confirmation from organisations demonstrating their commitment and wish to collaborate and work in partnership with others through membership of the Excellence Centre. Provide a rationale for monitoring and charting of contacts for the HCV Delivery Group and project team in terms of communication and commitment

Governance

The HCV Excellence Centre Delivery Group has membership from across HCV Health and Social Care employing organisations, the independent and voluntary sector, along with education and training provider representation. The group has collective responsibility in order to deliver the content of the Delivery Plan and will provide leadership, oversight, direction and governance of the program. The group reports to the Strategic Workforce Board (formerly the LWAB) in terms of Delivery Plan activity, outcomes and financial spend. Recommendations will be made to the Strategic Workforce Board regarding priority areas and funding opportunities in relation to the Health and Social Care Support Staff workforce.

The HCV Excellence Centre Programme Team report in to the Delivery Group and work with members to deliver the various projects depicted within the Plan.

The HCV Excellence Centre Programme Director and the Chair of the Delivery Group are both members of the Strategic Workforce Board. This provides assurance that the strategy, project plans, Terms of Reference, key performance indicators, return on investment and project evaluations are aligned to HCV workforce priorities.

Membership

Becoming a “*Member Organisation*” of the HCV Excellence Centre provides an opportunity for partners/stakeholders to work collaboratively to develop and shape practice, whilst exploring and delivering high quality workforce solutions, specific to the Health and Social Care Support Staff Workforce.

Since the launch of the HCV Excellence Centre in April 2018, a variety of stakeholders have been actively involved in a range of activities and many have expressed a desire to formalise their involvement and commitment to the HCV Excellence Centre.

The sustainability of the Excellence Centre model will benefit from a formal engagement agreement that demonstrates the commitment of the organisation and is not reliant on individual preference. The Membership Agreement, developed in collaboration with the Delivery Group, will require signature from those organisations wishing to become a member of the HCV Excellence Centre.

1. Who can become a member of the Humber, Coast and Vale Excellence Centre?

- Employers and/or providers interested and/or involved in the development and improvement of the Health and Social Care Support Staff Workforce
- Organisations delivering training solutions for the Health and Social Care Support Staff Workforce
- Those who agree to sign and adhere to the Membership Agreement

2. Benefits to being a member:

- An opportunity to work collaboratively with other passionate and creative colleagues at system wide level, that share the similar challenges and objectives, both at place and STP level
- Provides a greater opportunity to drive forward and influence the development of the Health and Social Care Support Staff Workforce, at a strategic level as well as more locally
- Gives you a voice with a direct link to the HCV Strategic Workforce Board in order to influence workforce developments and training opportunities
- Greater connectivity not only locally but to national organisations such as Health Education England, NHSE, Skills for Care and Skills for Health
- Allows for the sharing of good practice, outcomes of pilots and access to various funding opportunities to achieve benefits at organisational and system wide level
- Members have access to regular updates, information on activities, funding opportunities, conferences, along with engagement in consultation events and various task and finish groups
- Members receive a certificate of membership that demonstrates their commitment to collaborative and partnership working to further develop and create more learning opportunities for their support staff workforce

3. Commitment as a Member

Employers are able to demonstrate their support and commitment to the HCV Excellence Centre by signing the Membership Agreement.

3.1 Membership responsibility in supporting key objectives depicted within the Excellence Centre Delivery Plan.

An engagement model, outlined in Appendix 1 details how stakeholders can demonstrate their support for, and engagement with, the Excellence Centre

As a member you are agreeing to support the HCV Excellence Centre in achieving its objectives by:

- Fostering strong relationships and working collaboratively with the HCV Excellence Centre stakeholder community
- Being an advocate of the Excellence Centre, a positive role model that demonstrates interest and involvement in activities aligned to the Health and Social Care Support Staff Workforce
- Sharing expertise and resources where applicable in order to maximise the use of limited resource and avoid duplication where appropriate

- Promoting and supporting the Excellence Centre Delivery Plan and associated projects
- Not acting in any way that would bring the Excellence Centre into disrepute
- Demonstrating leadership in support of the Health and Social Care Support Staff Workforce, enabling staff to develop their skills and confidence by improving the quality and accessibility of education and training provision
- Contributing to the development, monitoring and evaluation of HCV Excellence Centre activities

3.2 Member Information/updates

As a member you agree to receive updates from the HCV Excellence Centre such as:

- HCV Excellence Centre newsletters and updates
- Information on development events, education and training information
- Invitations to stakeholder meetings and task and finish groups
- Requests to take part in surveys aligned to the content of the Delivery Plan, education and training and related projects

3.3 Funding

Employer funding is not a requirement of the Membership Agreement. The Agreement is a declaration of support in terms of engagement, time and commitment.

3.4 Cancelling Membership

Organisations can cancel their membership at any time by notifying the HCV Excellence Centre Programme Director and/or Programme Manager.

Membership will be terminated in cases where an employer and/or employees representing a member organisation act in ways to bring the Excellence Centre into disrepute.

It is anticipated that in the spirit of effective partnership working, where there are any concerns, discussions will take place at the earliest opportunity with those concerned and/or the signatories of the Membership Agreement.

3.5 Data Protection

Any information provided will be kept securely and in accordance with data protection requirements.

Member details and contact Information

Name and address of employer organisation wishing to become a HCV ExC Member:
Name of Senior representative (Chief Executive / Equivalent or assigned deputy) signing agreement and position in the employer organisation:
Email and telephone contact:
Name of assigned link to Excellence Centre if different from the above, and position within the employer organization:
Email contact:
Telephone:

Signature

On behalf of the employer organisation named above I confirm that we wish to sign up as a Member of the Humber, Coast and Vale Excellence Centre and accept the member commitments outlined in the Member Agreement document.

Signed: _____

Print Name: _____

Date: _____

Appendix 1

Humber Coast and Vale Excellence Centre Stakeholder Engagement Model

Purpose: This engagement model provides clarity on how you as stakeholders can engage with the HCV Excellence Centre and in turn will demonstrate organisations involved with HCV Excellence Centre activities. The model allows choice for organisations in relation to the level of commitment that meets your requirements. You may wish to belong to more than one category.

Category of Stakeholder	Comments	Cost	Benefits
Host Organisations	<p>YHFT</p> <p>HEYH Haxby Group Practice</p>	<p>Annual fee to the National Skills Academy for Health</p> <p>Hosting of Excellence Centre team</p>	<p>Opportunity to bring together HCV employers from the Health and Social Care, Independent and voluntary sector with colleagues from HE, FE and national organisations to identify, co-ordinate and implement strategies that enable the recruitment and retention of the Health and Social Care support staff workforce.</p> <p>Collective aim ultimately is to achieve greater positive outcomes for the population / communities we serve through the valuable contribution of a competent and affordable Health and Social Care support staff workforce.</p> <p>Priorities and activities align to the STP supporting system wide and place based service improvement through workforce transformation</p>
Member Organisations	<p>Employers of Health and/ or Social Care Support Staff</p> <p>Providers of Health and Social Care Services, including voluntary and charitable organisations</p> <p>Those interested in the development of this workforce</p> <p>Providers of Training and Education to Health and Social Care Support Staff Workforce</p> <p>Organisation delivering or participating in HCV Excellence Centre activity who agrees to and signs the membership agreement</p>	No cost	<p>Opportunity to work collaboratively and actively to influence local workforce initiatives & developments, working with HCV Strategic Workforce Board and with national organisations such as HEE, NHSE, Skills for Care, Skills for Health</p> <p>Members have access to regular updates of activity, funding and learning opportunities</p> <p>Members invited to attend forums and HCV Excellence Centre stakeholder meetings</p> <p>Members receive recognition through certificate of membership</p> <p>Have opportunity to market quality assured training and events through the HCV Excellence Centre Skills Platform</p>
Associate Organisations	<p>Employer Partner or Delivery Partner Registered with the National Skills for Health website http://www.nsahealth.org.uk/employer-partners</p>	No cost	<p>Be part of a community of healthcare employers & high quality training providers working together to improve outcomes for our populations through the development of a highly skilled, flexible support staff workforce.</p> <p>Access to partner websites and more training opportunities</p>