

Terms of Reference

*North West AHP Black and Minority Ethnic
(BME) Advisory Group*



Document name:	Terms of Reference		
Programme/Project Name	North West AHP Black and Minority Ethnic (BME) Advisory Group		
Senior Responsible Owner (SRO)	Naomi McVey, Regional Head of AHPs, HEE		
Project/Programme Manager (PM)	Rizwana Zaman, AHP Clinical Fellow – EDIB, HEE		
Version	Draft	Date:	03/11/2022

Document management

Revision history

Version	Date	Summary of changes
Draft 1	01/11/22	Amendments to national template
Draft 2	11/11/22	Draft to support EOIs. Final version will be discussed and agreed at first meeting.

Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version

Related documents

Title	Owner	Location

Document control

The controlled copy of this document is maintained by NHS England and NHS Improvement. Any copies of this document held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.



Context

The AHP workforce includes students, support workers, practitioners across 14 professions, across health and care.

The North West AHP Black and Minority Ethnic (BME) Advisory Group (*this is a working names and the groups' name to be formally agreed by group members at first meeting*) has been established by Health Education England and NHS England. The presence of a regional forum is a requirement of the Chief AHP Officer (CAHPO) and these are in place across all regions of England.

These terms of reference (ToR) outline the purpose, core functions and governance of the group.

1. Purpose

The North West AHP Black and Minority Ethnic (BME) Advisory Group exists to provide a forum to:

- Connect AHPs from BME heritage to focus and advise on racial diversity.
- Provide formal advice to the Chief AHP Officer and associated NHSE and HEE, teams, the North West AHP Board, and ICS AHP Councils and Faculties all relevant stakeholders on the implementation of the new AHP strategy AHPs Deliver in relation to antiracism and inclusive leadership.
- Support national, regional and ICSs AHP workforce diversity improvement.
- Connect with wider regional diversity improvement forums.

The group will advise the Regional Head of AHPs and AHP Regional Board in relation to the ethnicity related issues of the AHP workforce, whilst reporting progress and/or specific risks to the National CAHPO BAME SAG.

2. Role and responsibilities

The role of the group is to represent the views of ethnic minority AHPs within the region, addressing AHP specific inequality problems, amplifying ethnicity related issues, and building connections across the AHP community:

- *Belonging*: increasing sense of belonging for ethnic minority AHPs, AHP support workers and AHP students in the north west.
- *Connection*: amplifying the voices and effectiveness of individuals through connecting and convening people across a common issue, and connecting relevant work programmes across the region.
- *Policy and strategy*: act as an expert advisory group to ensure the principles of equality, diversity, and inclusion, are central throughout all work developed by the north west regional HEE/NHSE teams, AHP regional board, and ICSs.
- *Leadership*: Increase representation of AHPs from an ethnic minority background at all levels.
- *Culture*: Build a mechanism for peer support, taking positive action to challenge discriminatory culture, policies, and practices.



3. Membership

The group consists of voluntary AHPs with a Chair and two Deputy Chair positions.

The chair will represent the region on the National CAHPO BAME Strategic Advisory Group, providing assurance and insight as to the wider issues/challenges/risks and progress in relation to racial diversity and inclusion. The Chair or nominated deputy chair will also represent the group at the Regional AHP Board. One member per ICS will be responsible for formally connecting the group with the ICS AHP Council.

To promote inclusion across the AHP community, NHSE, HEE and the chair will seek to specifically include the following representatives from black and minority ethnic backgrounds:

- AHP students living and/or studying in the north west
- AHP support workers, working in NHS trusts and other publicly funded services
- Newly qualified AHPs, working in NHS trusts and other publicly funded services
- Professional leads, NHS trusts and other publicly funded services
- Enhanced, specialist and advanced clinicians, health and social care services
- Deans or Heads of Schools, Higher Education Institutions
- Chief AHPs and/or deputy Chief AHPs (NHS trusts), NHS trusts and Principal OTs (social care)
- North West Ambulance Service
- AHPs working in regional roles for arm's length bodies and/or in ICSs

The group will also seek to maximise membership across the 14 professions, sectors, and ICSs. See also appendix 1.

Members will be selected via an open and transparent expression of interest process. The Chair and deputy chairs will be selected by the group at the first meeting.

Where gaps in membership and/or professional expertise exist, and where it is important to have the expertise of specific professional groups, steps will be taken to address this. This may include short-life advisory or task and finish groups.

4. Members roles

Members of the group will be identified across the AHP community as above.

Members are expected to attend all meetings, named alternates will be permitted but should be appropriately briefed prior to the meeting.

Members work collaboratively for the benefit of the whole workforce, representing and supporting strategic priorities across the region not only their role, profession, or organisation.

Members will also develop, and maintain proactive links with relevant stakeholders and networks, including professional bodies and groups.



5. Confidentiality and information sharing

The group will work openly and transparently. All materials and information shared with the Board are assumed to be non-confidential, unless otherwise marked or stated.

Members will not disclose confidential discussions or confidential written material to other parties, unless permission is given by the Chair.

6. Declarations of interest

All Board members should ensure that they are not placed in a position that risks, or appears to risk, compromising their role or the NHS public and statutory duties or reputation. Members must also not accept gifts or hospitality by virtue of their role on the Board.

Board members are required to declare conflicts of interest and the receipt of gifts, hospitality and/or sponsorship, in line with the national guidance to the NHS. Conflicts of interest should be declared in writing to the Board secretariat and specific conflicts should be raised at the start of any agenda item or discussion for which that conflict arises. A conflict of interest and a hospitality register will be maintained by the secretariat.

6. Meetings and secretariat

Meetings will initially be held virtually on a monthly basis and then quarterly once the Network is established. The Chair and Deputy Chair may convene additional meetings as deemed and agreed necessary by the network members.

Secretariat will be provided by HEE. An agenda and associated papers will be available at least one week before the meeting. Minutes of meetings and action logs will be circulated within 10 working days of the meeting.

7. Reporting

The Network will report to the North West AHP board; this will form part of the regular update to the Regional Head of AHPs. A quarterly highlight report will be provided to the board and shared with ICS AHP Councils and wider networks.

8. Key Considerations

The group does not have dedicated funding but can access some capacity and support through the Regional Head of AHPs; priorities will need to be agreed.

Links with related networks and programmes of work is key to avoid duplication and ensure alignment with wider EDIB programmes of work.

Review

These Terms of Reference will be reviewed in November 2023.



Appendix 1: membership

Area	Membership (name and organisation)
AHP student(s)	
Newly qualified AHP	
AHP support worker(s)	
AHP practitioners	
Professional lead(s)	
Chief AHP/Deputy Chief AHP	
Other board level or sub board level role	
Dean or Head of School	
NWAS	
HEE	
NHS England	
Other	

