Terms of Reference

NHS Equality Diversity & Inclusion (EDI) In Project and Change Management Network

1. Introduction

The NHS Project Futures (now known as HPCA) programme developed the frameworks, infrastructure, and capability to develop a coordinated Project Profession within the NHS.

The NHS EDI in Project and Change Management Working Group (now a Network) was established by the NHS Project Futures Programme to promote and support the integration of EDI principles into the development and delivery of the Project Profession vision.

The aim is to build sustainable projects and change capability at a national and regional level to enable effective delivery of the NHS change agenda and to support NHS staff with rewarding careers and opportunities to develop.

The vision was that 'The NHS Project Profession attracts, develops, and retains project professionals and practitioners; ensuring the NHS has the capacity and capability to deliver sustainable change to the system for the benefit of patients.

This document outlines the purpose, responsibilities, and structure of the NHS EDI in Project and Change Management Network. The network shall be known as the "NHS Equality, Diversity, and Inclusion for Project and Change Management Network," hereafter referred to as the "EDI Network."

Cross-cutting across all nine programme workstream areas:

- Operational Steering Committee,
- Community Development,
- NHS Project & Change Capability Framework, Apprenticeships,
- Workforce Data & Analysis,
- Talent Management Systems & Competency Assessment Tool,
- Learning & Development,
- Events & Conferences

2. The HPCA Programme Deliverables

- Operational Steering Group set up for the ongoing oversight and coordination of the Project Profession.

- Policies, standards, and best practice guides development/implementation..
- NHS Project & Change Capability Framework including Competency Model, attainment levels, core roles, and alignment to the Government Project Delivery Capability Framework and APM Competency Framework.
- Online Competency Assessment Tool and guide development.
- Revised NHS Careers website pages.
- ESR profession category code development and implementation.
- Talent Management System integration of the Project Profession and processes.
- Apprenticeship Programmes – L3 NHS Data Citizen, L4 Project Data Analyst, L4 Associate Project Management, L6 Project Management, L7 Systems Thinking Practitioner.
- Learning and development strategy and resources developed and implemented – including online learning modules, professional body and Skills Development Network activities.
- Regional PMO Networks – heads of profession for NHS organisations within each region, to lead on the development of regional project profession capacity and capability.
- Healthcare Project Delivery Community of practice across the NHS.
- Workforce data analysis and dashboards and operational planning processes developed.
- Programme benefits and evaluation framework and monitoring developed and implemented.

3. Equality, Diversity, and Inclusion (EDI) in Project and Change Management Network Function and purpose.

I.   The Role of the EDI Network

The EDI Network was established to promote equality, diversity, and inclusion (EDI) within the NHS project and change management profession. The EDI Network is made up of volunteers from across the healthcare system. It is a working group open and accessible to all, which includes those who have an interest, passion, or influence in EDI organisational decision-making.

Members play an important role in the success of the NHS Project Profession Programme. They provide scrutiny and insight, advice, and guidance into NHS Project Profession workstreams that will improve diversity, equity & and inclusion outcomes. Such as improving the collection of Workforce Data and analytics in Project Management.

Members are representative of their respective areas and are encouraged to share EDI intel, issues, or updates that will inform programme workstream approaches and improve EDI accessibility and engagement.

Members are encouraged to share networks they may be part of that will strengthen links to underrepresented groups.

Members are also encouraged to advise of joint ventures between NHS ALBs or national network initiatives that may support improved outcomes.

The group will capture these EDI activities for further action or consideration.

II. We aim to:

I. **Provide Advisory and Commentary:** on the development and delivery of our five-year NHS Project Profession vision through the lens of EDI. Offer insights and advice on how the NHS Project Profession can align with EDI principles, ensuring that our initiatives promote fairness, diversity, and inclusivity.

II. **Identify and raise issues / Concerns:** to enable us to develop an appropriate response (including sharing lived experiences). Recognize and address issues related to EDI in the context of the Project Profession, including sharing lived experiences to inform our approach.

III. **Influence Policy and Strategy:** offering advice, comments, and Contributing to the development of policies and strategies that promote fairness and inclusivity within the Project Profession. To advocate for and contribute to the development of policies and initiatives that foster EDI within the NHS and the broader healthcare sector.

IV. **Engage with Stakeholders:** Act as a platform for dialogue with stakeholders, seeking their input and raising awareness of our EDI priorities and progress. To develop and share best practices, tools, and resources that facilitate the integration of EDI principles into project and change management processes and practices. And providing an opportunity to listen and seek views on and raise broader awareness about our priorities and progress with stakeholders

V. **Horizon-Scanning:** that may impact the successful delivery of the NHS Project Profession and its commitment to equality, diversity, and inclusion. Anticipate potential EDI-related challenges or opportunities that could impact the successful delivery of the Project Profession vision.

VI. **Promote Inclusivity:** create a supportive environment within the project and change management community that celebrates diversity and values every individual's contribution.

VII. **Collaborate and Network:** To provide a platform for networking, collaboration, and knowledge-sharing among NHS professionals interested in advancing EDI within project and change management.

VIII. **Highlight Successes and Challenges:** Recognize achievements related to EDI, while also identifying barriers/challenges and proposing innovative ways of tackling identified issues.

IX. **Share EDI Intelligence:** Capture, collect, and disseminate existing best practices, as well as identify areas where recruitment, support, resources, and experiences could be enhanced.

Roles

Chair

- The Chair of the EDI Working Group is responsible for leading and facilitating its activities. The Chair should possess expertise and commitment to EDI principles.

Network Membership

- Members consist of volunteers from across the healthcare system who have a genuine interest, and passion, in promoting EDI within project and change management and /or influence in EDI organizational decision-making.
- Members are expected to represent their respective areas and contribute actively to the group.
- The EDI Network welcomes members from all backgrounds, roles, and levels of experience within the NHS project and change management community.
- Members are expected to actively contribute to the network's objectives, participate in activities, and engage in respectful and inclusive discussions.

Responsibilities

The Chair shall:

- Provide leadership and direction to the group.
- Facilitate meetings and discussions.
- Ensure that the group operates in accordance with its terms of reference.
- Represent the EDI in Project & Change Network in interactions with the wider NHS Programme.

Network Members shall:

- Actively participate in meetings and discussions.
- Share relevant EDI insights, experiences, and information.
- Provide advisory and commentary on EDI matters within the Project Profession.
- Collaborate with other members and stakeholders to promote EDI principles.
- Share network connections and initiatives that strengthen links to underrepresented groups.
- Engage in horizon-scanning and contribute to identifying potential challenges or opportunities.

- Contribute to the documentation of best practices and recommendations for improvement.

Meetings and Activities

- The EDI Network shall hold regular meetings on the last Wednesday of the month. This includes workshops, seminars, and webinars to promote EDI awareness and knowledge sharing.
- Activities may also include the development and dissemination of EDI and project-related resources, such as guidelines, toolkits, and case studies.

Reporting and Accountability

The EDI Network shall provide periodic reports and updates to the HPCA Programme leadership and NHS stakeholders on its activities and recommendations.

The Chair or designated representative shall provide regular updates on network activities, achievements, and challenges to relevant HPCA authorities and NHS stakeholders.

The EDI Network will maintain transparency and accountability in its operations, including financial matters if applicable.

Collaborations and Partnerships

The EDI Network may collaborate with other NHS networks, departments, external organizations, and experts in the field of EDI to leverage expertise and resources.

Amendment of Terms of Reference

These terms of reference may be amended as necessary, with any proposed changes subject to agreement by the EDI Network. Changes to these Terms of Reference may be proposed by any network member and will be subject to a consensus-building process among network members.

Adoption and Review

These terms of reference shall be reviewed periodically to ensure they remain relevant and effective in achieving the EDI objectives of the Healthcare Project & Change Association. These Terms of Reference shall be adopted upon approval by the EDI Network's leadership team and members. These Terms of Reference shall be reviewed periodically, with amendments made as needed to reflect the evolving needs and goals of the network.