**Regional Leadership Academy Steering Group**

**NHS Graduate Management Training Scheme**

**Terms of Reference**

**Version1 1.0 – March 2017**

**Background**

The purpose of the Graduate Management Training Scheme is to identify, recruit and develop talented individuals who have the potential to become future leaders in the NHS.

The Scheme is hosted by the NHS Leadership Academy but delivered in partnership across the NHS system by the Academy and NHS Local Leadership Academies (LLAs) to provide an integrated and holistic learning experience for trainees.

The Scheme is leading edge in its design and delivery, utilising a full range of learning approaches, and sets the standard for fast track leadership development at ‘entry level management and leadership’ in the NHS. It is continually updated to reflect the changing nature of leadership and management development and our evolving healthcare system.

The learning within the Scheme instils the following key factors in each of its trainees:

* That it is their mission to improve healthcare for the benefit of the patient.
* To uphold the NHS Constitution.
* To live by the values of the NHS.

**Mission and core purpose of the Steering Group**

The steering group will oversee:

* the quality of placements - assured by the national accreditation process
* the trainee experience

The steering group will also:

* Provides assurance that the KPIs of the Service Level Agreement with the NHS Leadership Academy are met.
* Share information, feedback and ideas to develop the quality of the trainee scheme across East of England.
* Ensure the trainees are integrated into local networks, talent management systems and communities of practice.

**Membership**

Membership of the steering group will be current Programme and Placement Managers of hosting organisations within East of England, current trainees of the scheme, alumni of the scheme, and LLA leads.

**Frequency of meetings -** The steering group will meet every quarter, either face to face or via teleconference.

**Quorum**

* Chair or Vice-Chair or their nominated representatives
* 1 Programme or Placement Manager,
* 2 Graduate Trainees (different specialities)
* 1 member of the regional leadership academy

**Review -** These terms of reference will be reviewed annually.