

Dementia learning and development group – Terms of reference

1. Purpose

- 1.1 The purpose of the Dementia Learning and Development Group is to establish an enabling workforce approach to dementia learning and development for Wales Public Services. It will work to the principles of the Good Work Framework. The work program is set out within the Dementia Action Plan for Wales 2018-2022 and the *Good Work* Dementia Learning and Development Framework for Wales.
- 1.2 The outcome of the work is to improve care for people living with dementia and their families and carers.
- 1.3 This group will be operational for the duration of the Dementia Action Plan, until 2022.

2. Remit

- 2.1 Support and develop regional and national learning and development activity
- 2.2 Maintain an overview of learning and development activity taking place across Wales 2018-2022, including any activity that is relevant to our work.
- 2.3 Advise on the development of national learning and development initiatives, gaps and service plans.
- 2.4 Identify and develop a range of supporting resources to embed the Good Work framework in dementia learning and development, including the promotion and sharing of good practice.
- 2.5 Maintain links with national working groups connected to the Dementia Oversight of Implementation and Impact group and any other relevant working groups.
- 2.6 Ensure that co-productive evaluation is in-built and monitor the impact of the work plan on people living with dementia, carers and workforces at a national level.
- 2.7 Contribute to the overall evaluation of the National Dementia Action Plan.
- 2.8 Reflect and recognise the experiences of people with dementia and their families and carers and ensure that it is build into approaches to learning and development.

3. Governance

- 3.1 The group will report to the Dementia Oversight of Implementation and Impact Group. There will be a standing item on that group for feedback.
- 3.2 The group will produce an annual work-plan and report which will be shared with the Dementia Oversight of Implementation and Impact Group.
- 3.3 A note will be taken of all meetings with agreed actions. A note of meetings will be made available on the Welsh Government website.
- 3.4 All members consent to share their contact details with members of the group and the details will be shared with colleagues directly associated with the dementia education and action plan activities.

4. Chairing arrangements

- 4.1 There will be joint chair responsibilities between Social Care Wales and Public Health Wales.

5. Membership

- 5.1 The membership of the group will evolve and respond to the emerging work plan for the group. It will identify members who can contribute to learning and good practice.
- 5.2 Current membership includes
 - Social Care Wales
 - Public Health Wales
 - Welsh Government
 - Alzheimer's Society
 - Health Education and Improvement Wales
 - Therapies
 - Regional workforce lead (local authority)
 - Nurse consultant for dementia
 - Allied Health Professional
- 5.3 The group will set out an approach to involvement for people with dementia and their families and carers. A representative will sit on this group once this has been established.
- 5.4 Further expert advice will be sought, as identified by the group

6. Role of members

6.1 Members of the group are responsible for providing information and receiving feedback from their networks and organisations.

7. Frequency of meetings

7.1 Quarterly meetings, with additional agreed workshops or events. Additional information will be circulated to the group via e-mail.

7.2 Video conferencing and telephone conferencing will be made available at each meeting.

8) Group values & Declarations of Interest

8.1 Social Care Wales will reflect the public service values and our own values in how we work. It is important that the project group behaves in line with these behaviours - to behave otherwise risks bringing Social Care Wales and its work into disrepute.

8.2 All members of the Advisory Group have a responsibility to inform the Chair and/or lead officer if they feel that certain personal, professional or commercial interests might reasonably be thought by others to influence actions taken in the capacity as project group member.

8.3 Members of the Advisory Group have a responsibility to inform the Chair and or lead officer if there are any matters which would affect the reputation of the group and, in effect, that of Social Care Wales.

8.4 If the lead officer is made aware of any complaints received by Social Care Wales about an individual on the group the lead officer will inform the individual and ask them to stand down while the matter is being investigated.