

Learning Beyond Registration

Operational Guidelines 2014

Version	1.2 (Final)
Ratified By	HEEM Workforce Leads / HEEM LBR Strategy Group
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LEARNING BEYOND REGISTRATION: CONTRACTED AND FLEXIBLE OPERATIONAL GUIDELINES 2014

1. Introduction

- 1.1. Learning Beyond Registration (LBR) is the term used to describe the education provided for post-registration healthcare professionals delivering NHS commissioned services. LBR is funded from the Multi Professional Education and Training (MPET) Workforce Development budget, managed by Health Education East Midlands (HEEM).
- 1.2. Following a recent tender exercise, HEEM has awarded contracts to 12 local Education Providers to deliver modular LBR education to the local workforce in line with service needs, and the majority of the funding is used to support this delivery.
- 1.3. The contracts have been awarded in five (5) different Lots in order to maximise the value for money and educational expertise of individual Education Providers. See Appendix 1 for detailed breakdown.
- 1.4. A key objective of HEEM when commissioning this provision is to enable LBR education to be service-driven, flexible and responsive to changes in workforce development and transformation.

2. Purpose of this Guidance

- 2.1. The purpose of this guidance is to document the policy and processes by which HEEM has agreed all LBR provision. It covers bespoke, contracted and flexible provision.
 - 2.1.1. These guidelines have been developed in conjunction with the LBR Strategy Group, and will be reviewed and monitored annually.
- 2.2. It is the responsibility of Workforce Leads, Organisation LBR Leads and Education Providers to ensure education is delivered through the LBR Contract according to the guidelines.

3. Governance Arrangements

- 3.1. HEEM has overall responsibility for the management of LBR contracts with Education Providers and how LBR funding is allocated and spent.
- 3.2. The LBR Strategy group meets on a six-weekly basis and includes representatives from HEEM Local Workforce Teams, HEEM and service providers. It is responsible for guiding the strategic management of LBR provision; developing operational policy; reviewing LBR provision from Education Providers and making recommendations to HEEM on an annual

basis to inform 'call-off' of the following year's provision. Appendix 2 details Terms of Reference for this group.

3.3. HEEM Local Workforce Teams, through the LBR Lead that sits on the LBR Strategy Group, are responsible for the management of LBR provision in their local county area. This will include liaising with local service representatives to determine local priorities for contracted provision; determining how flexible and bespoke allocations are utilised and ensuring effective implementation of LBR processes amongst local service providers.

3.3.1. There may be local groups based in the five counties that meet to discuss local implementation of LBR guidelines. Structures, membership and meeting frequency of such groups may vary between counties according to local need. Issues or suggestions raised by these groups can report into the LBR Strategy Group through the workforce or service representative attending, where decision or action is required.

3.4. LBR Development Days will be held twice every year. Education Providers will be required to attend these days; and representatives from service, HEEM Local Workforce Teams and HEEM will also be invited. These will replace the quarterly LBR Collaborative meetings. The Development Days will give Education Providers the opportunity to share successes and lessons learned and network with other Education Providers. In addition they will consider, in conjunction with service, plans for development of future education provision in line with changing workforce priorities.

3.5. LBR provision must not be used for statutory mandated training.

4. Eligibility of Staff

4.1. LBR funded provision is restricted to non-medical, registered-healthcare staff currently employed to deliver NHS commissioned healthcare in the East Midlands.

4.2. Professional groups that are eligible to access LBR provision include Allied Health Professionals, nurses, midwives and Healthcare Scientists. See Appendix 3 for full list of professional groups covered.

4.2.1. Access is restricted to registered staff employed in clinical facing roles, or where professional registration is required to undertake their role.

4.3. NHS employed non-medical registered healthcare staff are eligible to access LBR funded education if they meet the eligibility requirements as detailed in

Appendix 4 and have been signed off by a named LBR lead as listed in Appendix 6.

4.4. Non-medical registered healthcare staff from voluntary and charitable organisations, GP practices and other independent organisations are eligible to access LBR funded education if they meet eligibility requirements detailed in Appendix 4 and have been signed off by a representative of their HEEM Local Workforce Team as detailed in Appendix 6.

4.4.1. Access to education is expected to be broadly commensurate with the level of non-medical practice placements provided by the employing organisation.

4.5. HEEM Local Workforce Teams will have full discretion to prioritise access to LBR funded education in line with their local service needs and to restrict access for non-NHS employed staff if appropriate.

4.6. No other staff group or employing organisation is eligible for funding under the LBR Contract without express written approval by their HEEM Local Workforce Lead in consultation with the Education Commissioning Manager on an individual basis.

4.7. Education Providers must not allow students to access LBR provision, unless the application form has been signed by the named NHS Organisation LBR Lead, or in the case of the private, voluntary and independent sector, a Lead for LBR within the HEEM Local Workforce Team. The LBR approved signatory list is provided at Appendix 6.

4.8. HEEM reserves the right to withhold funding for students that access LBR provision but do not meet these eligibility requirements.

5. Modular LBR Provision – Lots A - D

5.1. The process for eligible staff to apply to access an LBR-funded module is provided at Appendix 5.

5.2. HEEM Local Workforce Leads will liaise with organisations in their area to determine priorities for module provision, including those that are not a priority for service.

5.3. It is recognised that whilst LBR is funded on a modular basis, some full programmes are a priority area, such as Advanced Practice; Sonography and District Nursing. As such, where a number of modules combine to create a programme that is an identified workforce priority area, learners can register on to these simultaneously, with the approval of the HEEM Local Workforce Team.

- 5.3.1. HEEM will not guarantee to be able to fund all the constituent modules in a programme should they run across separate financial years, however, it will seek to support continuation of studies where possible.
 - 5.3.2. Where 5.3 applies Education Providers must not allow students to access LBR provision, unless the application form has been signed by the named NHS organisation LBR Lead, or in the case of the private, voluntary and independent sector, a lead for LBR within the HEEM Local Workforce Team. The LBR approved signatory list is provided at Appendix 6.
- 5.4. If an Education Provider wishes to withdraw a module that is included in the contract due to small uptake or other reasons, the Education Provider must inform HEEM of the issue a minimum of six weeks prior to the programme start date.
- 5.4.1. In the first instance the LBR Strategy Group will explore if there is appropriate alternative provision at another Education Provider to enable transfer of applications.
 - 5.4.2. A decision will be reached between HEEM and the Education Provider on whether to continue or withdraw the module(s).
- 5.5. If a student wishes to withdraw from an allocated place, a minimum of six weeks' notice must be given to the Education Provider.
- 5.5.1. The Education Provider must allow the employer/HEEM Local Workforce Team to explore if a substitute member of staff is available to fill the place, providing they meet the eligibility criteria as stated above.
 - 5.5.1.1. If the Module is allocated to a substitute, only one Module place shall be chargeable.
 - 5.5.2. If the Education Provider is given less than six week's notice of the withdrawal and no alternative student is identified to take up the place, this will constitute non-uptake of contract place and will be chargeable to HEEM. HEEM reserves the right to pass this cost onto the employer.
- 5.6. To ensure that provision remains contemporary and evidence-based, service and HEEM Local Workforce Teams should work collaboratively with Education Providers to develop new modules through the course of the contract. All new module proposals must be made using the development

template attached at Appendix 7 and presented at the LBR Strategy Group meeting for approval and inclusion within the contract.

5.7. No new proposals must be taken forward as part of this contract until the Education Provider and HEEM have jointly agreed to their development.

6. Restrictions

6.1. In order to maximise the benefit of the LBR portfolio for the development of the workforce it has been agreed to restrict certain types of study.

6.2. In order for funding for dissertations to be provided the following criteria must be met:

6.2.1. All applications for dissertation modules must be reviewed, agreed and signed off by the relevant HEEM Local Workforce Team.

6.2.2. The dissertation is part of a programme in a workforce priority area.

6.2.3. The term 'dissertation' covers any modules that involve extended writing on an independent project using research methodology, including literature reviews, service transformation projects for example, even if the course title does not include the word 'dissertation'.

6.3. Providing the criteria in clause 6.2 are met, funding for dissertations will usually be funded at 50% of the credit value of the dissertation.

6.4. However where the dissertation is integral to the award and the award is essential to undertaking a role (e.g. Advanced Practice courses) the dissertation costs will be fully funded.

6.5. PhDs will not be funded through LBR.

6.5.1. Individuals that are currently on a course of PhD studies that has previously been approved for LBR funding, shall be supported to continue their studies, providing that the PhD studies are concluded by August 2017.

6.6. HEEM will withhold funding for any dissertations that do not have HEEM Local Workforce Team approval.

7. Bespoke LBR Provision – Lot F

7.1. It is important that LBR supports service transformation by developing the workforce. In order to enable this each HEEM Local Workforce Team has

been allocated a share of funding resource to commission specific transformational work from seven contracted Education Providers.

7.2. This may be 'bite-size' short study learning events (with a small or nil credit value) aimed at skills and competency acquisition, creating a more flexible and dynamic workforce.

7.3. The request for bespoke training will be made by service to the HEEM Local Workforce Team accompanied by evidence detailing the expected benefits to service and the local population and how this will be evaluated. The HEEM Local Workforce Team will liaise with other LBR Workforce Leads and commence work with contracted Education Providers to identify a supplier.

8. Flexible LBR Provision (Non Contracted)

8.1. A further proportion of the funding is devolved directly to the five HEEM Local Workforce Teams to address flexible education and training that is not available within the contract. This flexible provision will be managed locally to address priorities identified in organisation's workforce plans.

8.2. Although this funding will be managed and signed off by individual HEEM Local Workforce Teams; where appropriate a regional overview of flexible LBR will be maintained through regular discussion at the LBR Strategy Group.

8.3. Flexible LBR provision must not be used for statutory mandated training.

8.4. Organisation LBR Leads should refer to their HEEM Local Workforce Team for an operational process of how to access flexible LBR provision in their locality. The HEEM LBR Workforce Leads are identified on the list provided at Appendix 6.

Appendix 1: Learning Beyond Registration provision: Lots and Prices

LOT	TITLE	DESCRIPTION	PRICE
A	Accredited Degree Level 4, 5 and 6 modules	Academic accredited education provision in modular format at Qualification, and Credit Framework level 4, 5 and 6, leading to or contributing towards a BA/BSc qualification.	Health Education East Midlands are offering a standard credit price for academic modules delivery. This will be: Tariff A: £35 per credit for most (between 70 & 90% of the provision).
B	Accredited Masters Level 7 Modules	Academic accredited education provision in modular format at Qualification and Credit Framework level 7, leading to or contributing towards a MA/MSc qualification	Tariff B: £40 per credit for some of the provision (5-10%) to be negotiated on an individual basis based on justifiable costs associated with delivery i.e. extensive consultant delivery for a proportion of the module. Tariff C: £45 per credit for a small amount of the provision (1-3%) for high-intensity module delivery.
C	Non-accredited Clinical Professional Skills Teaching Programme	Non-accredited clinical professional skills training leading to a recognised skill/award/qualification. Examples within Lot C may include the Bobath course etc.	Tenderers are asked to offer a pricing framework (subject to individual negotiation) for this provision.
D	Mentor Preparation Courses	Preparation of mentors for students undertaking pre-registration training in line with professional regulatory body requirements. Lot D is limited until the introduction of a new national contract agreement or two years, whichever is the sooner.	Tenderers are asked to provide a quote for the cost of delivering preparation for mentorship courses, on a price per course basis. The tenderer is required to identify a price for accredited and/or non-accredited training.
E	Electronic Learning Packages	Electronic learning packages developed in line with service requirements.	Tenderers are asked to offer a pricing framework for the cost of delivering electronic learning packages.
F	Bespoke Transformational Development	Bespoke transformational development, supporting services on an individual basis as agreed with individual service provider organisations and local healthcare workforce leads. Approval structure to be negotiated.	Tenderers are asked to offer a pricing framework for the cost of delivering this provision.

Appendix 2: LBR Strategy Group Terms of Reference 2014

Introduction

Learning Beyond Registration (LBR) is the term used to describe the education provided for post-registration healthcare professionals across the East Midlands which is funded from the NMET budget, managed by Health Education East Midlands.

Health Education East Midlands has awarded contracts to 12 local education providers to deliver modular LBR education to the local workforce in line with service needs, and the majority of the funding is used to support this delivery.

A proportion of the funding is devolved directly to the five Local Workforce Teams for them to purchase flexible education and training that is not available within the contract to meet local workforce needs. Local Workforce Teams will also be allocated a share of the funding allocation for Lot F (Bespoke training) to spend with contracted education providers on transformational packages.

Purpose

The purpose of the East Midlands LBR Strategy Group is to guide support the strategic management of both contracted and flexible LBR provision by:

1. Developing and agreeing policy and processes relating to LBR access, eligibility, approval procedures and other operational issues
2. Ensuring content of contracted provision remains in line with changing service priorities and the outcomes of the Health Education England mandate.
3. Discussing and approving new module proposals for inclusion within contracted provision, in line with annual commissioning cycle.
4. Reviewing performance of contracted education providers and evaluating provision to ensure that provision is meeting the needs of service, and providing feedback to contract managers where required.
5. Making recommendations to HEEM governing body for annual 'call-off' of LBR provision from contracted education providers
6. Maintaining a regional overview of flexible LBR education across the five county workforce teams, ensuring congruence of policy where appropriate.
7. Providing advice and guidance to local LBR groups in relation to operational matters and cascading policy information
8. Evaluation of LBR provision
9. Overseeing the content and delivery of LBR Development Days

Membership

- 1 x HEEM Education Commissioning Manager (Chair)
- Deputy Director of Workforce and Education Commissioning
- 1 x representative from each local workforce team
- 1 x service representative from each county, nominated by the local workforce team
- 1 x representative from the HEEM Finance Team
- 1 x HEEM Administrative Assistant (Minutes)
- Any co-opted members as appropriate

Meeting Frequency

The LBR Strategy Group shall meet at six-weekly intervals for two hours per meeting.

Meeting Quorum

The meeting shall be quorate with a minimum of the following membership:

- 3 x local workforce representatives
- 1 x HEEM Education Commissioning representative

Accountability

The LBR Strategy Group shall be accountable to the Governing Body of HEEM.

Appendix 3: Professional Groups

The list of professions covered under LBR Funding in 2014/5 is detailed in the table below. In the absence of clarity about whether a professional group can access LBR please contact HEEM Local Workforce Team, see appendix 6 for contact details.

Nursing & Midwifery	<ul style="list-style-type: none"> • Registered Nurses – Adult • Registered Nurses – Children's • Registered Nurses – Mental Health • Registered Nurses – Learning Disabilities • Registered Midwives • District Nurses • Health Visitors • Practice Nurses • School Nurses
Allied Health Professionals	<ul style="list-style-type: none"> • Art Therapists • Drama Therapists • Music Therapists • Chiropodists/Podiatrists • Dieticians • Operating Department Practitioners • Occupational Therapists • Orthoptists • Prosthetists • Paramedics • Physiotherapists • Diagnostic Radiographers • Therapeutic Radiographers • Speech and Language Therapists • Pharmacists • Pharmacy Technicians • Clinical Psychology • Child Psychotherapy • Dental Nurses • Dental Hygiene Therapists • Chaplains
Engineering & Physical Sciences	<ul style="list-style-type: none"> • Medical Physicists • Medical Physics Technologists • Nuclear Medicine Technologists • Critical Care Technologists • Radiotherapy Technologists • Rehabilitation Engineers • Clinical Measurement Technicians • Vascular technicians • Medical Illustrators • Renal Dialysis Technologists

	<ul style="list-style-type: none"> • Technologists in equipment management
Physiological Scientists	<ul style="list-style-type: none"> • Hearing Therapists • Audiological Technicians • Audiologists • Cardiology Physiologists • Cardiographers • Clinical Perfusionists • Gastroenterology Technicians • Neurophysiologists • Respiratory Physiologists
Life Sciences	<ul style="list-style-type: none"> • Biomedical Scientists • Cytology Screeners • Clinical Biochemists • Clinical Cytogeneticists • Molecular Geneticists • Anatomical Pathology Technicians
Other	<ul style="list-style-type: none"> • NHS Employed Social Workers

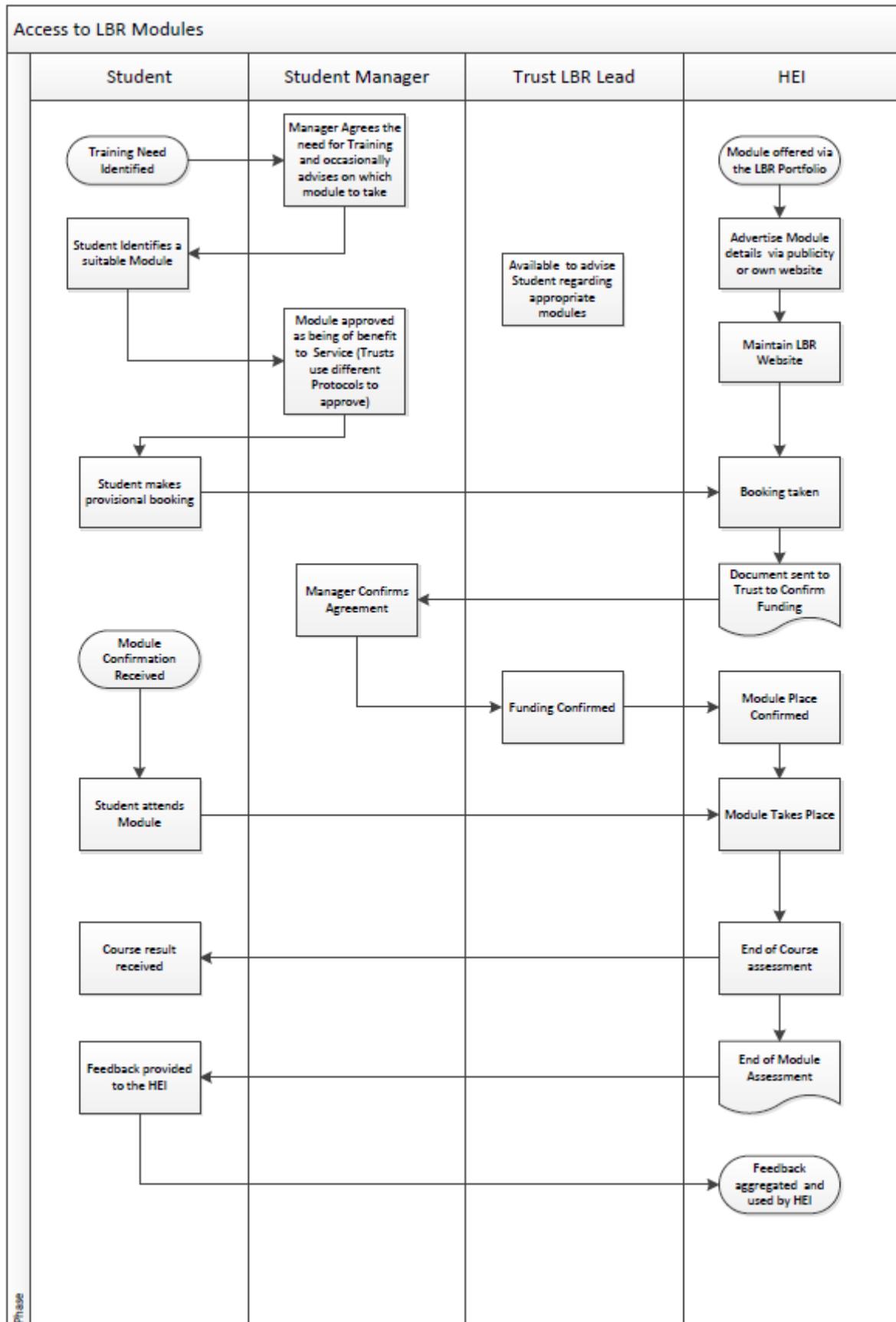
Appendix 4: Eligibility for Access to LBR Funded Education.

Non-medical registered healthcare staff delivering NHS commissioned healthcare are eligible to access the LBR funded education if they meet all of the following conditions:

1. Their employing organisation supports significant practice learning of pre-registration NMET students by providing placements. Access to LBR funding is expected to be broadly commensurate with the level of non-medical practice placements provided by the employing organisation*
2. They have the support of their organisation and have discussed the study commitment / negotiated study time in line with local policies and in light of the requirement for study time as identified within the course literature (whether in the HEI, work based or distance learning)
3. They have applied using the correct form, fully completing all elements of the form
4. They agree to complete the module of study including all associated practice and/or assessment elements
5. Their application is approved by, and their study recorded by, their Trust Learning Development Agreement Lead / Education Lead or, in the case of GP practices, other independent organisations or voluntary and charitable organisations the HEEM Local Workforce Team Lead (list of agreed signatories attached as Appendix 5)
6. The study supports the achievement of the organisation's workforce plan and/or aligns with their county workforce plan

* Practice Placements means any suitable supervised clinical, practical or other learning experience in a workplace environment provided, conducted or arranged by the placement provider for Learners; usually but not limited to an NHS trust, Foundation trust, GP surgery, dental practice and other organisations that form part of the National Health Service or who deliver placement learning funded by the NHS which includes the private, voluntary and independent sectors.

Appendix 5: Process for Applying for Modular LBR Provision



Appendix 6: HEEM LBR Authorised Signatories List

Nottinghamshire			
Name	Title	Organisation	Email
Joy Simpson	Workforce Development Planning Manager	HEEM Nottinghamshire Workforce Team	joysimpson@nhs.net
Linda Petch	Team Leader – NHS Notts L&D facilitators	Nottingham CityCare Partnerships	Linda.petch@nottinghamcitycare.nhs.uk
Elaine Cooke	LBR Coordinator (Nursing and Midwifery)	Nottingham University Hospitals NHS Trust	Elaine.cooke@nuh.nhs.uk
Sue Haines	Assistant Director of Nursing	Nottingham University Hospitals NHS Trust	sue.haines@nuh.nhs.uk
Frances Newsham	Professional Development Lead (AHP and HCS)	Nottingham University Hospitals NHS Trust	Frances.newsham@nuh.nhs.uk
Julian Eve	Deputy Director, Learning Development	Nottinghamshire Healthcare NHS Trust (inc County Health Partnerships and Bassetlaw Health Partnerships)	Julian.eve@nottshc.nhs.uk
Julie Spencer	Business Manager (Forensic & Local)	Nottinghamshire Healthcare NHS Trust (inc County Health Partnerships and Bassetlaw Health Partnerships)	Julie.spencer@nottshc.nhs.uk
Lee Radford	Deputy Director, Learning & Development	Sherwood Forest Hospitals NHS Foundation Trust	Lee.radford@sfh-tr.nhs.uk

EMAS			
Jackie Moore	Head of Workforce Development	EMAS	Jacqueline.moore@emas.nhs.uk
Derbyshire			
Name	Title	Organisation	E-Mail
Christine Wint	Workforce Development Manager - Education	HEEM Derbyshire Workforce Team	Christine.Wint1@nhs.net
Gill Needham	Trust Education Lead	Derbyshire Community Health Service NHS Trust	Gill.needham@dchs.nhs.uk
Karen Hill	Senior Nurse (Professional Development)	Derby Hospitals NHS Foundation Trust	karen.hill18@nhs.net
Harminder Johal	Basic education co-ordinator	Derby Hospitals NHS Foundation Trust	harminder.johal1@nhs.net
Steve Kyte	Trust Education Lead (HCS)	Derby Hospitals NHS Foundation Trust	steve.kyte@nhs.net
Nick Holburn	Professional Development Manager	Derbyshire Healthcare NHS Foundation Trust	Nick.holburn@derbyshcft.nhs.uk
Denise Tann	LBR Co-ordinator	Chesterfield Royal NHS Foundation Trust	denise.tann@nhs.net
Simon Mugford	Financial Co-ordinator	Derbyshire Community Health Services	Simon.mugford@dchs.nhs.uk
Lincolnshire			
Name	Title	Organisation	E-Mail
Helen Smith	Workforce Lead	HEEM Lincolnshire Workforce Team	Helen.smith2@nhs.net
Karen Johnston	Workforce Development and Planning Manager	HEEM Lincolnshire Workforce Team	Karenjohnston1@nhs.net
Valerie Ronis	Professional Development Manager	NHS Lincolnshire	valerie.ronis@lincs-chs.nhs.uk
Val Hutchinson	Trust Education Lead	United Lincolnshire Hospitals	val.hutchinson@ulh.nhs.uk

David Knight	Workforce Development Manager	Lincolnshire Partnership NHS Foundation Trust	david.knight@lpft.nhs.uk
Jill Anderson		Lincolnshire Community Health Services	Jill.anderson@lincs-chs.nhs.uk
Leicestershire			
Name	Title	Organisation	E-Mail
Richard Ansell	Workforce Lead	HEEM Leicestershire Workforce Team	r.ansell@nhs.net
David Lees	Workforce Development Manager	HEEM Leicestershire Workforce Team	David.lees5@nhs.net
Alison O'Donnell	Pathways to Learning & Education Lead	Leicestershire Partnership NHS Trust	alison.odonnell@leicspart.nhs.uk
Eleanor Meldrum	Assistant Director of Nursing	University Hospitals Leicester NHS Trust	eleanor.meldrum@uhl-tr.nhs.uk
Northamptonshire			
Julie Brice	LBR Lead	Northamptonshire Healthcare Trust	julie.brice@nhft.nhs.uk
Kate Howard	Head of Professional Practice Education & Training	Northamptonshire Healthcare NHS Trust	Kate.howard@nhft.nhs.uk
Tracey Carstairs	Workforce Planning & Development Manager	HEEM – Northamptonshire Workforce Team	tracey.carstairs@nhs.net
Amanda Wilson	LBR Lead	Kettering General Hospital	amanda.wilson2@kgh.nhs.uk
Leanne Hackshall	Deputy (for signatory purposes)	Kettering General Hospital	Leanne.hackshall@kgh.nhs.uk
Maggie Coe	LBR Lead	Northampton General Hospital	Maggie.coe@ngh.nhs.uk
Sandra Wright	LBR Lead	Northampton General Hospital	sandra.wright@ngh.nhs.uk
Ged Rogers	LBR Lead	St Andrews Healthcare	GRogers@standrew.co.uk

Appendix 7: New Module Request Form



HEEM Logging Status

Expression of Interest code:

Proposal code:

Health Education East Midlands

Proposal Form for Learning Beyond Registration Module / Programme (Under- and Postgraduate) Funded by Health Education East Midlands

Part 1

To be completed by the Proposer

This form should be completed by any professional group / lead when a new educational need has been identified for which there is no current provision commissioned by Health Education East Midlands. This form will be considered in the first instance by your HEEM Local Education Workforce Lead.

Proposer details	
Name:	
Title:	
Organisation:	
Work address:	
Telephone:	
E-mail:	

Proposal details	
Proposed title:	
Delivery details:	Length: Number of credits: Method of Delivery:
Preferred level:	Undergraduate / Postgraduate (please delete)
Proposed content & learning outcomes:	
Rationale for module:	(Please identify key groups who would benefit)
Skills:	(Please identify links to National Frameworks/KSF/Competencies etc)

Strategic and Workforce objectives:	(Please identify where proposal fits with existing Strategic and Workforce objectives)
Estimated demand	
Please identify estimated level of demand:	(Please provide numbers to support proposal)
Is this need for a limited time only? If so, for how long?	
Who will be delivering this module / programme (please be specific)?	
Would you / colleagues be interested in teaching on this module?	

Please identify people (state names, organisations and job titles) who you consulted prior to completing this form	HEI:
	HEEM:
	LHC:
	Trust/Other:

Once submitted your proposal will be considered by a Proposal Working Group, headed by your Local Health Community (LHC) Lead, represented by a member of Health Education East Midlands and also consisting of yourself and an advisor on clinical matters to support the LHC Lead. Other Group members are permitted. Please state below a maximum of two people other than yourself who you think should - if you so wish - also be represented on the Group			
Name	Job title	Address	Contact email and telephone number

Please email this proposal form to your LHC Lead named below:		
Derbyshire LHC Leicestershire LHC Lincolnshire LHC Northamptonshire LHC Nottinghamshire LHC EMAS	Christine Wint David Lees Karen Johnston Tracey Carstairs Joy Simpson Jackie Moore	christine.wint1@nhs.net david.lees5@nhs.net karenjohnston1@nhs.net tracey.carstairs@nhs.net joysimpson@nhs.net Jacqueline.Moore@emas.nhs.uk

Part 2

To be completed by the LHC Lead

Is the Proposal to be forwarded to the LBR Strategy Group meeting?	Yes / No
If no, please state why	

Proposal Working Group Members
List below the names, job titles and organisations represented by the Working Group Members