

Terms of Reference

Future Skills Commission

1. Purpose and output

The Future Skills Commission is responsible for providing a platform and discussion forum to better understand, prioritise, design and develop the technical and professional workforce of physicists, engineers and technologists in medicine. It will deliver relevant actions to IPEM and other relevant bodies to achieve this goal. Ultimately leading to an increase in our offering to support the workforce and building our customer base.

2. Functions

- 2.1 Review the overall future clinical, academic and industrial settings for the workforce, what this will look like, how it will develop and who will staff such facilities. How can and should IPEM support this development both in terms of policy and training.
- 2.2 Consideration of how to meet any skills gaps identified within the sector. Making recommendations for new training and ensuring that training and education supports key trends and challenges for today and for the future. Including but not limited to development of career information, career pathways and CPD as well as considering any policy changes required for the sector.
- 2.3 Discuss and consider changing technologies within the sector, the needs to adapt to differing technologies, considerations on how this will change in the future and what thought will need to be given to their lifecycle, how they capture and use data and other operating provisions.
- 2.4 Taking the above into context consider how this would need to be implemented into promoting the industry through accreditation, and more broader training provision. Discuss what changes need to be made to make the workforce fit for the future and continue to ensure they remain so?
- 2.5 Consider what outside factors will affect the industry including but not limited to the climate emergency, political change, cost of living crisis and how IPEM can and should support the workforce in preparing for future changes, assist in policy changes and support and skills gaps in these areas.
- 2.6 Discuss what recognition outside of physics and engineering does the workforce require, and will require. Consider development of multidisciplinary skillset and opportunities, for example working with other professional bodies such as Chartered Management Institute (CMI), or Cyber Security Council.
- 2.7 Report on their findings to develop an Action Plan which will be delegated to relevant IPEM departments and other relevant bodies as necessary.
- 2.8 To review the Action Plan as this develops and makes recommendations for changes in this document.

3. Frequency and conduct of meetings

- 3.1 The Future Skills Commission will meet at least 3 times a year.
- 3.2 A quorum shall consist of at least a third of membership or five whichever is greater.
- 3.3 Deputy Director of Professional Standards Committee will chair all meetings of the Future Skills Commission. In his/her absence, the meeting will be chaired by a Senior IPEM Volunteer, who has previously been identified to take on this role.
- 3.4 The Director of Education and Professional Development shall ensure that minutes are made of the meeting.

4. Communications, decision making and records

- 3.1 An electronic or paper copy of the minutes and key papers for each meeting shall be:
 - sent to all commission members

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- sent to Institute's National Office for archiving
- 3.2 During a meeting the Chair will seek to have open discussions and to achieve a unanimous agreement on each action/decision. If consensus cannot be reached then decisions may be made by a "show of hands" using a simple majority decision, subject to a quorum being present. The Chair has the casting vote if there is a tie.
- 3.3 When electronic communications and decision-making are required prior to the next meeting:
- a. the discussion will usually be initiated by the Chair sending an email simultaneously to all commission members. The message may initially seek advice. All discussion responses should be sent "reply all".
 - b. When the Chair judges it to be appropriate, a specific proposal will be circulated electronically to all commission members requesting a vote (agree/disagree/abstain) and a deadline for responses will be set (usually a minimum of 3 working days). The Chair has the casting vote if there is a tie. The deadline for decision may be extended if fewer than the quorum have responded. The resulting decision will be formally noted at the next commission meeting.
 - c. The electronic discussion/voting may be run by another person on behalf of the Chair, however the Chair remains responsible for ensuring that the decision-making process is transparent, robust and accessible by all committee members.
- 3.4 The Secretary shall ensure that:
- a. any website communications to the general public and members are informative and accurate and are prepared and approved in accordance with relevant Institute policies.
 - b. membership of the commission is visible to all members on the website.
- 3.5 The Chair will make the committee aware of issues relating to Data Protection to ensure that the committee complies with the IPEM Data Protection Policy. Any queries relating to Data Protection will be referred by the Chair of the committee to the IPEM Data Protection Officer.

5. Reporting arrangements

The Future Skills Commission will support a report to the Professional Standards Committee.

5. Membership *(sections 5.2 and 5.3 contain standard wording for all IPEM groups and are not for amendment)*

5.1 The membership of the Future Skills Commission shall consist of:

- Deputy Director of Professional Standards Committee
- IPEM Director of Education and Professional Development
- IPEM Director of Policy and Impact
- At least 2 senior IPEM Board/Committee Members
- At least 1 representatives from NHS and Health Education England
- At least 1 Academic
- At least 1 industry members
- Up to 3 other members from other organisations, including other professional institutions, specialists, governmental representation or other professional bodies.

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5.2 In addition, the Future Skills Commission may invite any member of the Institute, or others as appropriate, to attend part or all of a meeting for discussion of specific items of business.

6. **Inclusion and Diversity**

Inclusiveness is one of IPEM's strategic values and is understood as meaning "enabling a diverse and inclusive professional community". This principle should be considered in all decisions, actions and areas of the organisation including the membership of its committees. Diverse groups make better decisions and by being more representative of patients and the public we can achieve our charitable objective. [IPEM's EDI policy](#)

7. **National Office Contact**

The dedicated contact in the national office for this committee is Katherine Bunting

Their [name and contact details](#) are listed on the IPEM Website.

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