

Registered Managers Networks: Terms of Reference October 2015

1. Purpose

The overall purpose of the network is to support registered managers to improve the quality of their services. This will be achieved by offering peer support, sharing of good practice in a structured way, contributions from those who can assist with the quality agenda e.g. CQC, and support from Skills for Care on workforce development.

Ownership for the network is shared. The network will be chaired by a registered manager; Skills for Care will take a proactive role in supporting the network and assisting with the setting of agendas for meetings.

2. Strategic objectives of the local networks

The registered managers' local networks aim to better equip registered managers to meet the challenges they face; to reduce their isolation by networking them at a local and national level; and to enable them to recognise their leadership role.

At a national level these networks support efforts to maintain the profile, identity and professional development of the registered manager role within the adult social care sector.

3. Membership

The network is open to all current registered managers working in adult social care. Attendance and participation in the network by non-registered managers is at the discretion of the network, provided: the focus of the network remains support for registered managers; attendance and participation on the part of wider stakeholders does not compromise the ambition that the network is a 'safe-place' for registered managers to speak freely about local issues or concerns. Given the emphasis on peer-to-peer support and engagement via the network with local stakeholders (e.g. commissioners), registered managers are expected to connect or link with a network local to them.

3.1 Registered managers attending the network should encourage participation on the part of the deputies or other emerging leaders; networks have a key role to play in supporting succession planning within the sector.

3.2 The network will function as an open group and attendance cannot be restricted to registered managers from a single agency or group. To support this requirement the network will ensure involvement by registered managers from a minimum of two organisations.

4. Frequency of meetings, contact and communication

4.1 The network will meet (at a minimum) three times a year; any further meetings will be agreed by the registered managers who participate in the network.

4.2 Network meetings are open to all registered managers connected to the network; Skills for Care will attend (at a minimum) three network meetings and should be invited to attend all network meetings.

4.3 All registered managers participating in the network will be sent a copy of the agenda ahead of each network meeting; all registered managers participating in the network can request the addition of specific items to an agenda and/or the opportunity to present at the meeting.

4.4 Whether action notes are taken or not is a decision for the network (there is no expectation from Skills for Care that action notes will be taken). Any action notes that are taken at the network meeting will be shared with all network attendees.

5. Finance (where a grant has been issued to support a network)

5.1 The following costs will not be met by Skills for Care: backfill or replacement salary time (either for the network lead or administrative support staff); backfill or replacement salary time for attendance; travel costs associated with attendance; remuneration for specific external speakers/presenters.

5.2 The grant amount specified in the letter is at a fixed cash level and will not be adjusted to meet pay and price changes; Skills for Care has no commitment to renew financial support after the term of the grant.

5.3 The network Chair takes responsibility for ensuring the network is run in accordance with purpose and strategic objectives outlined above.

6. Governance

- 6.1 The Department of Health has overall responsibility for the Registered Managers Network Programme; Skills for Care are the lead delivery partner. Sharon Allen, Skills for Care CEO, provides updates to the Department of Health accountability meeting. Skills for Care are charged with establishing registered managers networks across England.
- 6.2 Ownership of the network is shared. The network will be chaired by a registered manager; Skills for Care will take a proactive role in supporting the network and assisting with setting the agenda.
- 6.3 The network is a safe space for people to discuss their issues and experiences. Registered managers are expected to observe the confidentiality of the network however this does not change their individual responsibility with regard to safeguarding.

7. Terms of Reference

- 7.1 The networks specific activity and themes will be agreed around a focus on the following: personal support; quality; leadership & management; market shaping (via links to local stakeholders); learning & development.
- 7.2 The specific responsibilities of the network (all members) are as follows:
- attend (where possible) each meeting of the network and actively work to recruit and grow the number of registered managers connected to the network
 - encourage networking between registered managers to reduce isolation and build local support
 - facilitate local peer support either via sub-groups within the network or other local arrangements
 - engage with key local and national stakeholders including commissioners and relevant CQC representatives
 - work in partnership and with wider stakeholders to shape and develop solutions to specific local issues
 - ensure the network is run in the interests of registered managers.

7.3 The specific responsibilities of the network Chair (working in partnership with Skills for Care) are as follows:

- actively work to recruit and grow the reach of the network
- chair network meetings
- schedule a minimum of three network meetings per annum

- prepare and circulate a draft agenda to registered managers connected to the network, ahead of each meeting; ensure that networks run smoothly and that discussions are focused and supportive
- arrange venues and subsistence for network meetings
- collect and hold details of registered managers linked/connected to the network
- advise Skills for Care on the necessity of funding to support the network and forecast, as accurately as possible, the remuneration needed.

7.4 The specific responsibilities of the Skills for Care locality manager are as follows:

- offer and provide on-going support to the network Chair; including attending three network meetings within a 12 month period
- contribute to the formation of network meeting agendas and present on specific items at network meetings (as appropriate); ensure that networks run smoothly and that discussions are focused and supportive
- facilitate links between wider local and national stakeholders and the network
- reporting to the Skills for Care team with central responsibility for the Registered Managers Networks Programme, to inform quarterly reports to the Department of Health. This will be completed on a centrally provided template.

7.5 The terms of reference for the network will be reviewed annually by the network Chair, in partnership with Skills for Care.