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**Registered Managers Peer Support Network Meeting**

**Nottingham City**

**Held on: 29th January 2016**

**Venue: Carer’s Trust, Pelham Street, Nottingham**

**Attendees:**

Mel Wheeler (Chair) Carer’s Trust East Midlands

Gill Heppell Percurra

Jen Barns Scope

Victoria Clarke Scope

Floris Patroo Woodthorpe Manor Care Home

Stacey Danby Wycare Leys Woodland Grove

Amanda Ashworth Skills for Care

Karyn Stavert Creative Paths

Halima Wilson Optimum

Dot Lees Optimum

Claire Poole Optimum

**Discussions**

Mel Wheeler welcomed everyone to the meeting.

Claire Poole talked about funding from Skills for Care promoting the National Skills Academy, there are a lot of benefits of becoming a member which can be downloaded from the internet. There are also 2 handbooks that you can download from the internet the leadership Qualities Framework which is useful for the KLOES and supervision. The second handbook is called the Social Care Managers Handbook both full of very useful information. (Please note that the National Skills Academy has merged with Skills for Care).

**Older People: independence and mental wellbeing – NICE guidelines 2015**

Karyn Stavert came to the meeting to discuss the Nice Guidelines 2015 as part of this the Silver line – silver letters was discussed. This is where volunteers write to clients approximately twice a month with the hope of a reply. The volunteer is asked for a commitment of a year, you will provide your own writing materials but you will not pay for postage you will receive a stamped addressed envelope when you receive a letter from you friend. To become a friend you have to be 18years and over.

**Information from Skills for Care including the People Management Tool and**

Skills for Care’s Accolades reward adult social care organisations for their commitment to delivering high quality care and developing their workforce.  Entering the Accolades gives you the chance to recognise the great work you do and also to share best practice across the sector - so we can continue to make improvements to help those who need care and support.

The Accolades are awarded to adult social care organisations and individual employers in England. Winning an Accolade shows you are the best of the best. It gives those working in adult social care a chance to show what you’ve achieved. It gives teams a rare and very public opportunity to pat themselves on the back for their work in improving the lives of people who need care and support.

**Leadership Qualities Framework**

The [Leadership Qualities Framework (LQF)](http://www.skillsforcare.org.uk/Documents/Leadership-and-management/Leadership-Qualities-Framework/Leadership-Qualities-Framework.pdf) describes the attitudes and behaviours needed for high quality leadership at all levels across the social care workforce. It focuses on the values and behaviours that provide the foundations for effective leadership in social care.

It can be used:

* by individuals to review and reflect on their performance as a leader
* to support recruitment and selection to leadership and management roles
* to inform the design of staff development and leadership learning programmes
* to review individual, team and organisational development and performance.

The framework describes the key leadership behaviours and attitudes that need to be demonstrated by social care managers at all levels. Its aim is to support the transformation of adult social care through better leadership. It's useful because many people working in social care know that good leadership is very important to high quality care provision, but often find it difficult to articulate what it means, either for themselves or their organisations.

The [LQF](http://www.skillsforcare.org.uk/Documents/Leadership-and-management/Leadership-Qualities-Framework/Leadership-Qualities-Framework.pdf) describes in a clear way what good leadership looks like and shows the attitudes and behaviours needed for high quality care. It is designed for use by for everyone in the social care workforce, no matter what the size of their organisation or the nature of their role. As people’s care and support needs change, the adult social care workforce needs to adapt to meet the challenges these changes present.

Similar to the Workforce Development Fund, the WDIF aims to support the professional development of adult social care workers, by increasing skills and confidence through vocational qualifications. The WDIF does this by funding projects that are ‘innovative’ in their approach to influencing workforce development in the longer term. Skills for Care have identified key areas of work within adult social care that the fund aims to address. You can see what projects will be funded on the Skills for Care Website. You can also see how others have used the WDIF in the [**Learn from Others**](http://learnfromothers.skillsforcare.org.uk/) **section**. Applications for the fund are accepted on an annual basis, and usually open between January and March. To receive information about future funding opportunities [**sign up**](http://www.skillsforcare.org.uk/About/News/enews.aspx) to receive Skills for Care’s e-news, keep an eye on the website, or follow us on Twitter and Facebook.  If you successfully applied for a grant in 2015-2016, you can find useful resources on the [**grant holders web page**](http://www.skillsforcare.org.uk/Learning-development/Funding/Workforce-Development-Innovation-Fund/Useful-information-for-grant-holders-2014-2015.aspx).

**Staffing Levels**

Gill Heppell talked about the benefits of Sir and how to convert speech to text and download it into documents. This makes it easy to record notes of meetings and staff appraisals etc.

**Up-and coming events**

There are no NCC provider forums at the present time

The new Care Act videos can be accessed from the NCC and Optimum website.

The annual Optimum conference is taking place on the 26th February 2016 at the Notts County Football Ground 9:00am -15:00. Topics include:

* Strategies and Priorities for Adult Social Care and Health nationally and locally.
* Review of Optimum initiative’s and work streams 15/16
* Maximise your business opportunities raise your market awareness skills
* Planning your workforce to deliver your business goals
* In the afternoon session there will be 3 workshops available to attend.

**Planning for next meeting**

**Chair** – Everybody thanked Mel for chairing the meeting and she agreed to chair the next meeting also.

**Date** – It was agreed that the meetings would be held every 3 months and that Optimum should continue to support and draw down funding to cover the costs incurred.

**Venues** – People who would like to suggest venues for future meetings should email Optimum

**Agenda items** – There was a request that Claire aske Gill Heppell if she would agree to do a practical session on using technology to make life easier.

* Other agenda items should be emailed to [istraining@nottscc.gov.uk](mailto:istraining@nottscc.gov.uk)
* Optimum will set up a Registered Managers’ Meeting page on the Optimum website at [www.optimumwl.co.uk](http://www.optimumwl.co.uk) for all agenda, notes, sharing of learning and resources to be posted.