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**Registered Managers Peer Support Network Meeting**

**Bassetlaw**

**Held on:** Monday13th June 2016

**At:** The Well, Hospital Road, Retford, DN22 7BD

**Attendees:**

Naomi Goodwin (Chair) Compassionate Care

Sally-Anne Brand Ashall Care Home

Helaina Potter Comfort Call

Giulia Taylor Comfort Call

Clair Fletcher Comfort Call

Loveline Watson Compassionate Care

Claire Poole Optimum

**Welcome**

Naomi welcomed everybody to the meeting and introduced the agenda. She confirmed that unfortunately the digital presentation would not be able to go ahead as Linda from Glenesk was unable to attend through ill-health and everyone wished her well. It was agreed that she should be asked to provide a presentation at the next meeting.

**Apprenticeships**

Claire informed the meeting about how a range of health and social care, administration and management qualifications could be funded through apprenticeships and other funding streams. The message was that if you wish to provide learning and development opportunities for employees in all roles within the care setting, it is advisable to talk to a learning provider and explore the funding opportunities. One learning provider who was aware of a range of funding streams in health and social care are Access Training and information about their courses can be found at: <http://www.atem.co.uk/>

**The Workforce Development Fund**

Claire took delegates through the process of submitting a claim through the Workforce Development Fund. A link to all the process and forms on the Skills for Care website is here: <http://www.skillsforcare.org.uk/Documents/Learning-and-development/Funding/Workforce-Development-Fund/WDF-overview-leaflet-WEB.pdf>

The steps are:

* Register with a Partnership – ie Optimum
* Update NMDS-SC – this MUST happen at least once a year after 1st April
* As soon as an employee has achieved a Unit on the ‘List of Acceptable Units’ complete the relevant ‘Summary Sheet’
* Confirm with the learning provider and ask them to complete the Internal Verification information on the ‘Summary Sheet’
* Make sure all the candidate details are correct, including the Unique Learning Number
* Submit the evidence, ‘Summary Sheet’ and an ‘Employer Submission form’ to Optimum for processing.

Claire stressed the importance of distributing these funds and meeting milestones. She encouraged all care providers to contact Optimum if they needed any help or support with the process.

**News and new resources from Skills for Care**

This agenda item introduced the following initiatives from Skills for Care:

* E-News - <http://www.skillsforcare.org.uk/About/News/enews.aspx>
* The Guide to Ongoing Learning and Development in adult social care - <http://www.skillsforcare.org.uk/Learning-development/On-going-learning-and-development/On-going-learning-and-development-in-adult-social-care.aspx>
* How to access the Workforce Development Innovation Fund. <http://www.skillsforcare.org.uk/Learning-development/Funding/Workforce-Development-Innovation-Fund/Workforce-development-innovation-fund.aspx>.
* This fund closed on 16th June, but is an annual funding opportunity for individual care providers. It is also accessed each year by Optimum to provide learning initiatives for members.

**Optimum Opportunities for Employers to engage**

**Upcoming courses** – Visit the Optimum pages for the learning programme: <http://site.nottinghamshire.gov.uk/living/business/supporting-social-care-businesses/optimum/workforceprofessionaldevelopment/meetingyourneeds/trainingprogramme/>

**Local events being run by Partner Organisations –** There was discussion around local events, including the community matrons meetings, also held at Queenswood Care Home.

**Care worker upskilling opportunities –** All care providers interested in developing their care workers to be able to take on more healthcare related tasks were invited to contact Optimum to discuss. (Ring Philomena O’Hanlon on 0115 9774895 or email on Philomena.o’hanlon@nottscc.gov.uk)

**CPD and Specialist qualifications for nurses in social care –** This is a funded scoping project for nurses working in social care to be able to access appropriate CPD and to be able to undertake a specialist post-grad nursing qualification. Employers interested in accessing this and would like to be involved in the development or reserve places on the initial cohorts should also contact Philomena as above)

**Nutrition and Dysphagia project –** This project is about to enter the focus group stage. There was a lot of interest and discussion and some employers requested their names to be added to the list as they would like to be involved or kept informed.

**Service and quality improvement project** – Claire informed the group that Optimum had put in a bid to the Workforce Development Innovation Fund to set up a project to review processes and procedures in care settings to ensure they were focused on the service user and were streamlined to be as efficient and effective as possible.

**Hints and tips for writing your Business Plan** - Thistemplate was discussed and was thought to be of use. It will be put up on the Optimum Website for managers to use.

**Learning through Sharing**

**Digital Technology –** People shared how they were currently using digital technology. This included:

* Recoding observations of person-centred practice for evidence of competence
* HR team use it for recording disciplinary issues

It was agreed that it has been found to be accepted as a recognised source of data.

**Collaboration** - There was active discussion around collaboration and how care managers would like to work together for mutual benefit. This included:

* Running courses locally
* Being more aware of care providers locally including home care, residential and nursing so that they could refer as appropriate to ensure the service user received the most suitable services to meet their needs.

**Next meeting**

It was agreed that the next meeting will take place in September/October 2016. The following were raised as items for the agenda:

* Digital technology
* Information governance
* Grave Talk – a 6 week course offered by a local vicar
* Collaboration opportunities
* Tissue Viability – React to Red – New initiative
* Business contingency planning
* Healthcare
* It was felt that there may be mileage in organising a larger meeting for Bassetlaw to include people who sell to care homes. To be discussed further at next meeting

Idle Valley was suggested as a possible future venue.

18th July 2016