**Checklists for registered manager network chairs: helping you organise and manage your network**

As the chair of a registered manager network you’re making an important contribution to support for managers in your area, and to the wider profile of the profession.

Managers who attend your networks report feeling more informed, more confident and less isolated and you play a huge part in making this difference.

The checklists in this document are set out to help you organise and manage your network. You can use them to provide a blue-print for the year, as a way of finding new ideas or as part of your discussions with your Skills for Care locality manager. They cover:

1. **Being a network chair**
2. **The support available to you as a chair**
3. **Ways to maintain and grow attendance at your network**

They’re support by a number of other templates and documents:

* ideas for speakers
* a template agenda for network meetings
* funding FAQs
* a feedback/evaluation template for meetings
* the ‘Power of networks’ flyer.

Remember that your Skills for Care locality manager is also an important source of support. If you need or want a type of support not currently offered, let your locality manager know.

1. **Establishing or reviving a network**

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| **Funding** | **Yes** |
| Apply for funding from Skills for Care to run the network. Are you:   * familiar with the funding FAQs on what can be funded * sending your expression of interest to your locality manager * setting dates in advance and venues or * liaising with your locality manager when setting meeting dates.   Ask your locality manager for support  Use the funding to meet the costs of running the network, between £750 to £1,500 to help cover:   * venues * refreshments * administration |  |
| **Purpose and people** | **Yes** |
| Talk to your managers and decide who and what your network is for:   * are you a local voice, learning development or information giving * are you about peer support, sharing information or creating greater links. * Perhaps invite other frontline managers or deputies or those in similar roles to attend their meetings * all networks make sure that their priority is creating a ‘safe space’ for registered managers.   What would you like to see at your meetings, what would be a good outcome?  Talk to your Locality Manager, what do other networks do? How can we be different? Unique? What do we need that is not there? |  |
| **Contacts** | **Yes** |
| We share your network on our website, an email address enables others to find your the network, we need this but you may also want to use social media, wottsapp groups and facebook or others  Why not set-up a separate inbox just for their network that their deputy or co-chair can access  (e.g. a @hotmail or @gmail email address).  Seek permission to keep a list of network members and agree how you are going to contact each other. Use this to:   * share meeting invites and reminders; remember to blind copy (bcc) contacts to ensure you meet GDPR guidance * send any follow-up information after meetings * share (as agreed) up-dates or questions between meetings. |  |

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| **Grow your network** | **Yes** |
| Support your locality manager to share and collect contact forms so they can determine how many members we are supporting. This:   * helps us contact members of the network if you need us to * is a requirement of the terms of reference for each network |  |
| **Ask a friend** | **Yes** |
| Ask for a deputy or co-chair; this could be other managers who attend network meetings.  A deputy or co-chair can help you:   * bring and share ideas, expertise or experience, as well as contacts and support * make meetings and planning fun and share the support * send reminders and up-dates to managers * avoid cancelling meetings if you are unable to attend |  |
| **Ask a friend** | **Yes** |
| Send out calendar invites and reminders for network meetings.   * Setting dates and venues in advance for the year if you can * Include agendaa and guest speakers details in your reminders * Using a system like Eventbrite to manage reminders. * Ask your network for ideas and share ideas with other networks and your locality manager |  |
| **Details of the meetings** | **Yes** |
| Agree agendas and invite guest speakers. Include standing items like:   * make time at the start of meetings for up-dates, news and questions * give your locality manager an opportunity to give an up-date. * make sure there is time for managers to speak to each other, as well as hear from speakers, give everyone an opportunity to speak * consult managers on how to use your meetings. |  |
| **Bring a friend** | **Yes** |
| Promote your network where possible. Use:   * yours and your networks contacts (commissioners, CQC, Skills for Care) to promote the network * managers attending your network to recruit other managers; word-of-mouth and ‘refer-a-friend’ activity is very valuable. * the ‘increasing attendance’ checklist   Don’t forget to ask new members how they heard about the network, to see what is working. |  |

1. **The support available to you as a chair**

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| **Support** | **Yes** |
| Between £750 and £1,500 is available to help meet the cost of:   * venues * refreshments * other costs, including administration.   Funding FAQs are available, or ask your Locality Manager |  |
| **Locality Manager** | **Yes** |
| Your locality manager can be present at your network meetings and can help you with:   * setting agendas and ideas for guest speaker * promoting and supporting your network * help broker introductions to local stakeholders or discuss ways of approaching specific speakers * offer support with funding queries * provide a national and local up-date at network meetings. * Fill in details on national initiatives, campaigns and provide the inside track on local changes and developments |  |
| **Chair support sessions** | **Yes** |
| * are a chance for you to meet other network chairs * are led by Skills for Care’s locality managers * happen once or twice a year * provided dedicated support for you as a chair. |  |
| **Team work** | **Yes** |
| Ask your network for a deputy or co-chair; this could be another manager who attends network meetings. They can share   * thinking about and set agendas * send reminders and up-dates to managers * avoid cancelling meetings if you are unable to attend. |  |

1. **Ways to maintain and grow attendance**

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| **Action** | **Yes** |
| Be clear on why people should join, attending a network helps managers:   * feel more confident in their role * to access to useful information * support each other and reduces isolation through sharing ideas. |  |
| **Set dates and vvenues for the year ahead** | **Yes** |
| Set dates and venues for the year ahead.   * gives people plenty of notice * means you can give other people the dates to promote * allows you more time to find guest speakers. * Avoid clashes with local conferences or events and holidays * Send reminders, share this with deputies, or co-chairs, or eventbrite |  |
| **Agree and share themes or ideas for meetins in advance** | **Yes** |
| * ensure you cover the topics managers want to discuss * means you can promote the themes of your meetings * allows you more time to find speakers. |  |
| **Make time for managers to support each other** | **Yes** |
| Make time for managers up-date and share their issues or experiences:   * use the first 20 minutes as a standing agenda item to share * frame *“what has happened, good news or challenges”* * have time during a meeting when other speakers aren’t present |  |
| **Tell your local inspection team and commissioners** | **Yes** |
| They can:   * encourage managers to attend your network and invite their contacts * speak to managers you aren’t in touch with * invite you to speak to other groups or meetings about your network * include details of meetings in local newsletters send out reminders   Make sure you mention the attendance certificates managers get. |  |
| **Keep in touch between meetings** | **Yes** |
| Networks use WhatsApp for Facebook Messenger to stay in touch. This:   * helps reinforce links between people * reminds them how important the network is * makes it easier to set agendas or agree themes for meetings * share tasks, including finding speakers and arranging information |  |
| **Use the certificates of attendance from Skills for Care** | **Yes** |
| Managers can show these to:   * employers – demonstrating the value of time away from their service * the CQC or commissioners – showing they work with other managers * other managers – knowing a certificate is available can help encourage some managers to attend. |  |