

**First Community Health & Care
Administrators Networking Group
Terms of Reference**

<p>Purpose</p>	<p>A central space to champion FCHC Administrators. The group will enable administrators to meet to network, support each other, share experiences, helpful hints, tips and advice.</p> <p>This is a staff networking group and focus will remain on promoting job satisfaction and enabling personal development.</p> <p>The group originated from work undertaken by the Learning & OD Team, to create development programmes, support career progression and promote job satisfaction for our band 2 to 4 administrators.</p> <p>From the People Assurance Framework.</p> <p>Deliverable 1 <i>Introduce development programmes for bands 2 to 4, clinical and non-clinical, so equality of opportunity is provided across FCHC.</i></p> <p>1a. Scope band 2-4 (clinical and non-clinical) development aspirations and implement pathways/ programmes to support career progression and promote job satisfaction.</p>
<p>Remit of the Group</p>	<p>As a staff networking group there are no formal duties/outcomes.</p> <p>The group will plan National Administrators Day celebrations. The group will identify 'Champions' who can support with queries eg: Excel Champion.</p> <p>Members are encouraged to use to the group to:</p> <ul style="list-style-type: none"> • Share ideas and information. • Share helpful hints, tips and quick wins. • Champion each other & instal pride in what we do. • Reach out to nominated Champions eg: for support with Excel. • Support each other's wellbeing. • Share success stories and good news. • Network with administrators from other sites whom we would not usually meet.
<p>Membership</p>	<p>Membership is open to Administrators in band 2 to 4 roles. Membership and contribution toward the networking group is voluntary.</p> <p>Apprenticeship & Widening Participation Lead will coordinate membership of exiting colleagues and new starters. Each new starter will be invited to join at corporate induction.</p>
<p>Quorum</p>	<p>Not applicable. The group has no formal deliverables to decide and so a quorum is not required.</p>
<p>Frequency of meetings</p>	<p>This is primarily a virtual forum. Members can contribute in the MS Teams channel at any time to pose questions, share work related hints and tips and/or positive messaging in line with the wellbeing agenda.</p> <p>A quarterly check in of one hour will be held via MS Teams.</p>

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Meeting arrangements	<p>The Apprenticeship & Widening Participation Lead will initially hold responsibility for coordinating check ins. The aim is for this function to be shared among Administrators on a rotation basis of willing volunteers.</p> <p>The Apprenticeship & Widening Participation Lead will coordinate annual administrators meeting.</p>
Outputs	Brief notes outlining discussions held at quarterly check in will be shared via the MS Teams channel.
Reports to	No formal reporting line needed as the group has no formal duties. The Apprenticeship & Widening participation Lead will report to the People Committee as to group progress, as part of the usual L&OD update.
Group guidelines	<p>To ensure this is a safe and constructive place for all members are required to adhere to the following guidelines.</p> <ol style="list-style-type: none"> 1. Participation in group must be in a line with all FCHC policies on standards of behaviour, dignity, respect and professional etiquette. 2. Members must abide by data governance and IT security guidelines 3. Listen constructively. 4. Respond compassionately. 5. Treat each other with kindness, dignity and respect. 6. Participate with a positive mindset. This is a constructive space to enable and support each other. 7. Members are reminded that usual reporting procedures will apply for any work-related matters. This networking group cannot impede nor interfere with everyday business.