



TERMS OF REFERENCE

Adult Social Care Nursing Advisory Councils (SCNACs) South East Region

1. Purpose

The primary role of these councils is to provide information and guidance to the regions regarding Adult Social Care Nursing. They serve as a reference point or a reliable source of advice for matters related to Adult Social Care Nursing within their respective regions.

2. Aims and Responsibilities

- Our aim is to foster collaboration and partnership with ICBs, NHS, Social Care Providers, Local Authorities, and other stakeholders.
- We will engage with ICB Chief Nursing Officers (CNOs) and Nursing Leads to advocate for the inclusion of Adult Social Care Nursing perspectives at strategic and operational levels.
- Define the three adult social care priorities for the region, linking with both national and local considerations.
- Stakeholders to share learning, new ideas and celebrate best practices.
- To identify representatives to attend stakeholder meetings on behalf of the SCNACs and the Chief Nurse for Adult Social Care and feedback on the outcomes to the Council.
- Review progress, key risks and challenges relating to nursing in Adult Social Care.
- Identify the priorities and champion best practice related to education and research within Adult Social Care.

3. Reporting Responsibility and Accountability

- The Regional SCNACs will update the Chief Nurse for Adult Social Care at the Monthly Chair's Support Meeting.
- Provide quarterly progress reports to the contracted organisation for submission to the DHSC (Department for Health and Social Care).
- Key meeting points will be recorded and made available on the relevant webpage.
- Reporting arrangements may change and will be updated to reflect the changes.
- Information Facilitation: Managing the flow of information to and from regional meetings, ensuring effective communication and dissemination of relevant information within the council.



4. Membership

The core membership of the SCNACs shall comprise of 20-30 representatives for Adult Social Care Nursing:

It would be advantageous for most members to be registered with the NMC.

- SCNAC – Regional Chair
- SCNAC – Regional Co-Chair
- CNO or deputy – Each ICB
- Learning Disabilities (LD) and Autism Services
- Nursing Care Homes
- Domiciliary Care Services
- Nurse Education
- Student/Early Career Nurse / Nurse associates
- Skills for Care
- Nursing and Midwifery Council (NMC)
- Royal College of Nursing (RCN) Regional Lead Nurse for Independent Health and Social Care
- Florence Nightingale Foundation (FNF) Global Majority Cohort
- National Institute for Health and Care Research (NIHR)
- Foundation of Nursing Studies (FoNS)
- ‘Specialism’ Nurses - including but not limited to Hospice, Mental Health, LD, and Complex Care
- Admiral Nurses
- Universities delivering nursing studies
- Association of Directors of Adult Social Services (ADASS)
- Local / National Charities and organisations
- Internationally educated nurses.

When considering membership, the council should also review geographic location to ensure effective representation across the region.

Non-members can attend the meeting as the Council considers necessary. e.g. ‘observer’ x2 maximum

The organisation contracted with the DHSC will provide administration for the meetings.



Members are required to participate in all scheduled council meetings annually. If a Regional Member is absent from two out of four meetings, the Chair will contact the Member to discuss their membership.

Where you cannot attend a planned meeting, a suitable representative can be identified to attend on the Member's behalf.

5. Quoracy

To be fully quorate:

- At least ten members must be present.

In the event of a quorum not being achieved, decisions deemed by the Chair to be 'urgent' can be taken outside of the meeting via email communication and with the agreement of a quorum number of members.

6. Working Arrangements

- The SCNACs will meet quarterly via Teams, hybrid or face to face.
- Duration up to two hours – where additional time may be required, this should be identified, and the diary appointment adjusted in the meeting before allowing for notice of the change.
- Extraordinary meetings may be called at the discretion of the Chair.
- Agenda – to be distributed 14 days before the SCNAC meeting.
- The contracted organisation will be responsible for:
 - providing administration support to the SCNACs, including drafting agendas and minutes.
 - minutes – to be distributed within 14 days following the SCNAC meeting.
 - meeting minutes will be confirmed and agreed upon by Council Members recorded as present at the meeting, following this, minutes will then be shared publicly on the regional SCNAC webpage.
- Formal records are required to be kept.

7. Conflicts of Interest

- Members will be required to declare any interests that may conflict with the SCNACs before or at the meeting.
- The Chair will be required to ensure that any interest is recorded in the meeting minutes and managed accordingly within the meeting.

8. Sharing of Information

- Council members will give due regard to their responsibilities to comply with GDPR legislation.
- The SCNACs may receive sensitive information that should not be shared with a wider audience.
- The SCNACs will be a safe space to share information and respect everyone's views.



- Communication will be via email, in meetings and on the webpage.
- If the Chair or a Member of SCNAC suspects that adults may be at risk based on discussions during a meeting, it is the Chair's responsibility to investigate further.

9. Core Values by Which We Work:

Council members are expected to:

- actively engage in the Council.
- be respectful of all colleagues and the contribution they make.
- be positive and work collaboratively.
- work in a way that empowers nursing in the sector, demonstrating respect and dignity.
- avoid behaviour which may bring the Council, the sector and/or region into disrepute.
- respect principles of diversity and inclusion.
- be a positive ambassador for the Adult Social Care sector.
- respect and understand our approach of collaboration and support for all colleagues.



SOUTH-EAST REGION SOCIAL CARE NURSING ADVISORY COUNCIL (SCNAC) MEMBERS

Member Name	Job Title	Organisation
Zoe Fry	Executive Director SCNAC Chair, South-East	The Outstanding Society CIC
Scarlett MacDonald	New Commissioning Manager SCNAC Co-Chair, South-East	Caring Homes Group
Andrea Lewis RRC	Regional Chief Nurse, South-East	NHS England – South-East
Nicky Lucey	Chief Nursing Officer	NHS Hampshire and Isle of Wight ICB
Allison Cannon	Chief Nursing Officer	NHS Sussex ICB
Paul Lumsdon	Chief Nursing Officer	NHS Kent and Medway ICB
Sarah Bellars	Chief Nursing Officer	NHS Frimley ICB
Rachel Corser	Chief Nursing Officer	NHS Buckinghamshire, Oxfordshire & Berkshire West ICB
Clare Stone	Chief Nursing Officer	NHS Surrey Heartlands ICB
Marianne Davis	Locality Manager	Skills for Care
Rian Gleave	Lead Nurse: Independent Health and Social Care- South-East	RCN
David Porter	Regional Regulation Advisor	NMC
Nicola Moreton	Regional Regulation Advisor	NMC
Loucia Kyprianou	Regulation Adviser (Independent Health and Care) Employer Link Service Professional Practice Directorate	NMC
Claire Pegg	Regional Chief Nurse Research Lead & Workforce Development Lead LCRN Kent, Surrey and Sussex Partner Organisation NIHR Clinical Research Network	Research / NIHR
Joanna Grant	Health and Social Care Consultant	Solutions in Healthcare
Victoria Mcharo	Director/Registered Manager	McNaha Care
Walter Chikanya	Head of Care Quality	Royal Star & Garter
Theresa Corkill	Nursing Sciences Subject Group Lead Principal Lecturer	University of Brighton
Pat Conteh	Head of Clinical Services	Prestige Nursing and Care
Julia Fairhall		QNI
Varda Lassman		QNI
Kate Meacock	Founder Rights for Residents	Rights for Residents



Masline Chitura	Infection Prevention Control / Professional Nurse Advocate - Clinical Supervision.	Sanctuary Group
Helen Evans	Senior Lecturer in Nursing	University of Chichester
Debbie Clark	RNLD Registered Manager	Egalité Care
Sharon Lee	Senior Primary Care Workforce Programme Lead	NHS Kent and Medway ICB
Sue Dorling	Development Officer	Berkshire Care Association
Fidelma Tinneny		ARH Ltd
Marisa Spice	Learning and Development Manager	Nellsar Ltd
Caron Sanders-Crook	Operations Manager	Canford Healthcare
Elaina Clark	Student Nurse	University of Chichester
Tian Head	Student Nurse	University of Chichester
Vacant	Internationally Educated Nurse	
Tracy Eves	Nursing Associate	Meadow House Nursing Home
Vacant	Mental Health Nurse in Social Care	