

CareTutor | LIVE Webinar

Governance made simple: Funding,
roles, routines and oversight that works

CPD Session for Care Leaders

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By the end, you will know how to:

- ✓ Set a simple governance rhythm (weekly, monthly, quarterly)
- ✓ Decide what information to review (risk, performance, outcomes)
- ✓ Create a basic dashboard and action log in your own format
- ✓ Build follow-through so issues do not keep repeating

What do you want more control of: quality, risk, staffing, consistency, or sustainability?



Why governance matters

- ✓ Governance is how you stay in control when you are not on site
- ✓ It reduces repeat issues by creating accountability and follow-through
- ✓ It supports consistent standards across shifts
- ✓ It helps you spot risks early and act before problems escalate

Name your biggest repeat issue right now.



Good governance in plain English

Good governance means:



✓ Clear responsibilities and escalation



✓ Regular review of the right information



✓ Decisions recorded and actions followed through



✓ Learning applied so things improve over time

Which part is strongest in your service, and which needs tightening?

The minimum viable governance system

To keep governance simple, put 3 things in place:

Roles and accountability: who owns what

1

2

A rhythm: when you review and decide

Action tracking: what was agreed and whether it happened

3



Which of the three is currently the weakest?

A governance rhythm you can actually stick to



Weekly

- ✓ What changed this week?
- ✓ Biggest risk right now?
- ✓ Any urgent actions?



Monthly

- ✓ Review your key data and themes
- ✓ Agree actions and owners
- ✓ Check last month's actions are closed



Quarterly

- ✓ Look for patterns and themes
- ✓ Agree improvement priorities
- ✓ Sense-check sustainability and capacity

Put a monthly governance review in the diary.

Your one-page dashboard (what to track)

Choose 5 key lines (example areas):

- ✓ Incidents and safeguarding themes
- ✓ Complaints and compliments themes
- ✓ Staffing stability (sickness, turnover, vacancies)
- ✓ Training and supervision completion
- ✓ Quality checks (audits, spot checks, key findings)

What 5 measures would give you the clearest picture?

Rule: Keep it to one page, otherwise it will not get used.



Your action log (follow-through)

Every action needs:

- Owner
- Due date
- Status
- Evidence it's done
- Review of impact (what changed)

What is one action in your service that keeps reappearing because follow-through is unclear?



Common pitfalls (and quick fixes)

- ✓ Too many checks, not enough follow-through → tighten action tracking
- ✓ Data collected but not used → monthly decisions from your dashboard
- ✓ Everything escalates to one person → clarify escalation rules
- ✓ Supervision inconsistent → include it in your rhythm and dashboard
- ✓ Improvement feels random → choose 1–2 priorities per quarter

Pick one pitfall and one fix you will apply in the next 7 days



Embed it in practice through leadership development

Governance only works when leaders have the skills and confidence to run it consistently.

Skills for Care funded leadership programmes can support this, including:

- Well-led
- Lead to Succeed
- Leading Change, Improving Care (LCIC)

Decide which group you want to develop first, then use the website links to check eligibility and book.



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