**Enabling Environments Joining Form**

Please ensure this form is completed as fully as possible, the information assists us with supporting your service to take part in the project and with monitoring the diversity of the services which are taking part.

**About Your Service**

**Name of Environment** applying for membership (e.g., name of ward/wing/unit):

Click or tap here to enter text.

Type of Environment (e.g., is it a ward/wing/unit):

Click or tap here to enter text.

**Name of Establishment** (e.g., name of hospital or prison):

Type of Establishment (e.g., school, hospital, prison):

Click or tap here to enter text.

Client Base (e.g., offenders, homeless, looked after children etc.)

**Name of Organisation** running your establishment if applicable:

What sector is your establishment in? (e.g., CJS, NHS, Voluntary, Education etc.)

Click or tap here to enter text.

Name of Governing Body (e.g., DoH, MoJ, etc.)

Click or tap here to enter text.

**Contact Details**

Address:

Post Code: Click or tap here to enter text.

*Enabling Environment Lead in your service:*

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Telephone Number:

Email Address: Click or tap here to enter text.

*Management/Leadership contact:*

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

**About Your Providers and Recipients**

What term is generally used to describe providers within your environment? (those who provide the service e.g., officers, staff etc.)

How many providers are there in your environment?

Click or tap here to enter text.

What term is generally used to describe recipients within your environment? (those who receive the service e.g., patients, residents etc.)

How many recipients are there in your environment?

Click or tap here to enter text.

What is the average length of stay for your recipients?

Click or tap here to enter text.

What gender are the recipients in your environment?

Male

Female

Trans or non-binary

What age range are the recipients in your environment?

Children (under 12)

Adolescents (13-18)

Adults

Adults over 65

What is the client group of your recipients? (e.g., personality disorder, learning disability, physical disability etc.)

Click or tap here to enter text.

Please give a brief description of your environment

Is the environment you wish to register located in one building? If no, please describe the physical environment e.g., 3 homes on one site, 2 hostels in different locations etc.

Do you have any additional comments?

Click or tap here to enter text.

**Subscription**

To Join Enabling Environments please select from the payment options below (further details on membership benefits are available at the end of this form):

£640+ VAT upfront for an associate one-year membership (includes two places at EE events, membership pack, but no assessment visit) ☐

£2,480 + VAT upfront payment for a full one-year membership

£7,000 + VAT upfront payment for a full three-year membership

Fee invoices will be issued on registration and annually thereafter, based on your choice of membership type.

**Invoice Details**

Please provide details for invoicing of the membership fees:

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Invoice Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone number:

Email address: Click or tap here to enter text.

Do you accept invoices by email? Yes  No

Service/Organisation Purchase Order (PO) number: Click or tap here to enter text.

By completing and submitting this form you are agreeing to the following expectations of Enabling Environments membership:

* Provide a link person to liaise with the Enabling Environments team and update the team if this changes.
* Commit to returning all necessary correspondence to the Enabling Environments team in a timely manner.

**Declaration of Membership**

I would like to become a member of the Enabling Environments Project. I understand that by accepting these conditions I agree to be invoiced annually (or once the current membership expires) unless I inform Enabling Environments otherwise. I understand that to retain the Enabling Environments award a service needs to maintain their membership payments. I understand that this is a self-driven process and if the services of the Enabling Environments Project are not utilised, payment of membership fees will still apply. I certify that the above information is true and correct to my knowledge. I agree to follow the Enabling Environments Terms and Conditions in relation to receipt and maintenance of the Award (please refer to the process document).

Signed:

Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

# Enabling Environments Journey: Terms of Membership

Services must be fully paid members in order to undertake an assessment for, and to receive, the Enabling Environment Award and must remain fully paid members throughout the course of the three-year award. If a service is not a fully paid member at the time of their assessment report being presented to the Award Panel, they will not be eligible to receive either a Certificate of Achievement or Award Certificate following the Panel’s decision.

All the membership options and fees described in this document are applicable to one unit/wing/domain/department of a service, and do not apply to larger or more complex organisational structures. If your service consists of more than one discrete department, your environment is not described as above, or you are not sure how to categorize it, please contact the EE Team to discuss membership options for your service

**Associate Membership Terms**

One-year (12 calendar months) membership

* One-year (12 calendar months) contract.
* Fee must be paid up front for the full year.
* Associate membership provides limited access to resources and support (see *Benefits* below).
* Does not include and Enabling Environment Assessment.

**Full Membership Options Terms**

One-year (12 calendar months) rolling membership.

* One-year (12 calendar months) contract
* Fee must be paid up front for the full year.
* Membership will be re-invoiced annually.
* To cancel membership, members must inform the EE Project team at least two months before the annual renewal is due.
* Includes one assessment visit per 12-month period.
  + Members holding a one-year membership should book their assessment visit during month 8 of their membership or before, to ensure the visit can occur during their membership. Membership will need to be renewed for a Certificate of Achievement or Award Certificate to be issued.
  + To be eligible for partial reassessment (by submitting evidence for only unmet standards) following the granting of a Certificate of Achievement members must show continuous membership of the project from the time of the certificate being granted.
* Three months’ notice is required of the preferred date of assessment.

Three-year (36 calendar months) membership contract

* Three-year (36 calendar months) contract.
* Fee must be paid upfront for the full three years.
* The discounted contract will automatically expire after three years and the membership will revert to a one year rolling contract (terms as above) at the full rate unless a new discounted three-year contract is requested.
* To cancel the contract at any time members should contact the EE project team in writing.
* No refund is available for unused parts of the three-year contract.
* Three-year membership includes an assessment plus a second assessment visit if the member does not achieve the Award in the first assessment. (Further assessment visits will be available at a cost if required).
* Three months’ notice must be given of preferred assessment dates.

**Terms of membership applying to all members**

In addition to the terms above the following information, applicable to all membership options, should be noted:

* A signed joining form submitted to the Enabling Environment project team is confirmation of contractual agreement to pay for the membership option requested therein.
* Memberships will run from the date the membership invoice is raised by the Royal College of Psychiatrists to the end of the agreed term (one or three years). Membership start dates cannot be delayed or revised during the agreed term.
* Paid membership of the EE project entitles the member to the benefits as outlined below dependent on type of membership. The project cannot be held responsible if any member does not make use of the benefits during the membership period and no extension to the membership period will be granted due to non-use of the benefits available.

Membership of the Enabling Environments project provides each member with the following benefits and requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Benefits*** | Associate | Full 1 Year | Full 3 year |
| Membership pack by email | **X** | **X** | **X** |
| Online access to additional copies of portfolio templates and self-assessment documents | **X** | **X** | **X** |
| A full set of personalised questionnaires prior to each assessment visit |  | **X** | **X** |
| Free attendance at EE training courses | Limited to two places per year | **X** | **X** |
| The opportunity for a member of the service to take part in assessment visits as an Expert by Experience |  | **X** | **X** |
| The opportunity to attend other services’ assessment visits as visitors | **X** | **X** | **X** |
| Unlimited access to EE Telephone Clinics (subject to availability) | **X** | **X** | **X** |
| Assessment visit |  | **X** | **X** |
| 12- and 24-month interim reporting templates |  | **X** | **X** |
| Unlimited number of memberships of the EE Knowledge Hub during membership | **X** | **X** | **X** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Requirements*** | Associate | Full 1 year | Full 3 year |
| Communicate regularly with the EE Project Team regarding your progress | **X** | **X** | **X** |
| Pay invoices in a timely manner | **X** | **X** | **X** |
| Provide three months’ notice to book an assessment visit |  | **X** | **X** |
| Provide one member of your service each year to take part in Enabling Environments assessments for other services |  | **X** | **X** |

A list of all members is available on the website and updated regularly. This information will record:

* The fact that a member is participating in the EE Journey.
* Those that have achieved the Enabling Environment Award or the Certificate of Achievement.

**The Royal College of Psychiatrists’ Centre for Quality Improvement**

**Quality Network Terms and Conditions**

**General**:

These Terms and Conditions form part of the Agreement between the College and the Member Organisation relating to the Member Organisation’s participation in the College's Quality Network, to the exclusion of any terms and conditions issued by the Member Organisation.

In this instance, the terms and condition relate to the Enabling Environments Quality Network.

These Terms and Conditions may be updated by College and the most recent version will be available on the Quality Network webpage.

**Fees and Expenses:**

The College's fees for the Quality Network are those referred to in the document entitled "EE Joining Form 2024". All payments will be made in cleared funds in Sterling (£), free of any set-off or counter-claim of any kind.

The College reserves the right to charge interest on all overdue payments in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.

All payments are required within 30 days of the invoice being received. The Quality Network will not provide a service to those that have not paid subscription fees. The Quality Network reserves the right to postpone the assessment, withhold award decisions or suspend award if subscription payment has not been received.

In instances where membership is terminated by the Member Organisation prior to subscription fees being paid, administrative and demobilisation costs will be incurred. The cost of any membership benefits received up to the point of termination will also be required.

**Membership Term:**

The membership term will last the duration of the dates specified on the subscription invoice unless terminated in line with the ‘Suspension and Termination’ section of the membership terms and conditions.

**Obligations of the Member Organisation:**

The Member Organisation will (and on behalf of all relevant staff and/or other agents):-

(a) ensure that all Member Organisation staff are informed of and agree to the provision by the College of the Quality Network;

(b) provide the Quality Network Team, in good faith, with all assistance and information, including without limitation, relevant papers and protocols, which the Quality Network Team may require in relation to the Network. This would include anonymised documentation relating to compliance with quality standards and regulator reports;

(c) cooperate fully with the Quality Network Team to ensure that they are able to provide the Quality Network in an open and informal manner;

(d) ensure that all information provided by the Member Organisation Staff to the Quality Network Team is provided in good faith, and is complete, accurate and not misleading in any respect;

(e) support a minimum of three staff members to attend assessments at other services taking part in the Quality Network and cover any reasonable travel expenses relating to the review. Where a member of staff is no longer able to attend a assessment, it is the Member Organisations responsibility to find a suitable replacement to attend. A charge may be incurred if a replacement cannot be found;

(f) make the final draft report, available to all Member Organisation Staff whose practice is referred to or considered in such report, and forward any comments or observations made by such persons on the report to the lead member of the Quality Network Team;

(g) promptly provide potential assessment dates to the Quality Network Team, ensure that the date remains available once confirmed by the Quality Network and make all necessary arrangements for the peer review including dissemination of questionnaires. The Member Organisation will be required to comply with the specified assessment timelines to avoid unnecessary delays to the review process;

(h) the service agrees to promptly alert the Quality Network Team to:

• any reports from regulatory or professional bodies (for example the Care Quality Commission, Healthcare Inspectorate Wales, the Northern Ireland Regulation and Quality Improvement Authority and Healthcare Improvement Scotland) that include any mention of the service;

• any current investigations, serious untoward incidents, serious complaints or any other information that might indicate potential safety concerns within the service.

• any matters or events that may impact the accreditation status of the Member Organisation.

**Intellectual Property:**

All intellectual property rights in the materials produced by the College in the provision of the Quality Network, will remain the property of or vest in the College.

The data contained within self assessment or assessment workbooks are confidential and not to be disseminated to anyone outside the Member Organisation or named assessment team without the permission of the College. Any copies, electronic or paper, of the self assessment or assessment workbook retained by members of the review team after the service has received award, should be destroyed.

All local reports provided for the Member Organisation by the Quality Network should not be disclosed outside of the organisation unless they are obliged for legal or regulatory reasons. If the Member Organisation intends to share the local report more widely, permission must be requested from the College.

The College or Quality Network logo cannot be used by the Member Organisation without written permission.

**Data Protection:**

All activity related to the Quality Network is subject to the [CCQI quality improvement and accreditation networks privacy notice](https://www.rcpsych.ac.uk/about-us/legal/data-protection/ccqi-privacy-notice)

The College shall be entitled to use the data from Quality Network in its contributions to reports and research papers from time to time provided that the identities of the Member Organisation, the relevant clinic, the Member Organisation Staff and service users will not be disclosed.

**Warranties:**

The College warrants to the Member Organisation that the Quality Network will be provided by the Quality Network Team using all reasonable care and skill. Except as provided above and so far as permitted by law, the College gives no other warranties of any kind whether express or implied in relation to the Quality Network.

**Award:**

Any award status remains within the limitations of the award terms. The Quality Network reserves the right to withdraw or suspend award if we reasonably believe that the required standards are not being upheld. The Member Organisation has an obligation to inform the Quality Network of any situation that has impacted on their ability to comply with the required quality standards. There may be an additional fee required if additional work is required to reinstate award.

**Limitations:**

Except in respect of death or personal injury caused by the College's negligence, the College will not be liable to the Member Organisation (or the Member Organisation Staff or any other organisation/person) by reason of any representation or any implied warranty or condition, or any duty at common law or under the express terms of the Agreement, for any consequential loss or damage which arise out of the Quality Network, and without prejudice to the generality of the foregoing, will have no liability to the Member Organisation Staff or service users. The aggregate liability (if any) of the College in respect of any single claim brought against it in respect of the Quality Network shall in no circumstances be greater than the amount of the annual fee paid in that year of the Quality Network membership.

**Indemnity:**

The Member Organisation will indemnify the College and respectively keep them fully and effectively indemnified in respect of all or any costs, claims, liabilities, damages and expenses suffered or incurred by the College as a direct or indirect consequence of any breach by the Member Organisation of any term of this Agreement and/or claim made by any third party in connection with the Quality Network. To include without limitation, any claim by any service user alleging damage as a result of any course of action taken by the Member Organisation on the basis of advice given by College pursuant to the Quality Network, and any claim for defamation brought by any Member Organisation Staff.

**Cancellations:**

Cancellation of membership to the Quality Network will only be accepted by the College if received by the College in writing prior to it having commenced provision of membership. No refund will be given for services that withdraw during a subscription year.

If a Member Organisation decides to cancel their scheduled assessment, the Quality Network will try to arrange a review on another day but cannot guarantee that this will be possible. The Member Organisation will still be required to pay the full membership fee. It is the responsibility of the Member Organisation to complete the portfolio and questionnaires for an assessment within a required timeframe ahead of the assessment. If the Member Organisation has not completed these, the Quality Network may be required to cancel the assessment. They will try to arrange the review on another day but cannot guarantee that this will be possible. The Member Organisation will still be required to pay the full membership fee. There may be a charge for any additional costs incurred by the review cancellation.

The Quality Network will make every effort to recruit sufficient assessors to attend the assessment. Where insufficient reviewers are recruited, or where reviewers are unable to attend at short notice, the Quality Network may be required to cancel the assessment. The Quality Network will try to arrange a review on another day.

**Appeals Procedure:**

This is as set out in the document entitled "CCQI Appeals Process".

**Force Majeure:**

The College will not in any event be liable to the Member Organisation or be deemed to be in breach of the Agreement by reason of any failure to perform the Quality Network, if the failure was due to any cause beyond the College's reasonable control.

**Confidentiality:**

Neither the College nor the Member Organisation (and on behalf of the Member Organisation Staff) will disclose to any third party any confidential information belonging to the other or arising out of the provision by the College of the Quality Network, except as otherwise expressly provided in the Agreement or as required by law.

**Suspension and Termination:**

If the Member Organisation commits any material or persistent breach of any term of the Agreement, at its sole option, the College will be entitled to suspend or terminate the provision of the Quality Network. In addition, if the Member Organisation becomes insolvent, makes an arrangement with its creditors or has a receiver, administrative receiver or administrator appointed over all or any of its assets or enters into liquidation, then the College will be entitled to terminate the Agreement with immediate effect without prejudice to any other right or remedy of the College.

Upon termination of the Agreement at any time and without prejudice to any other right arising, any sums payable by the Member Organisation to the College will become immediately payable and the Member Organisation will return to the College all property, in whatever form, belonging to the College.

**Entire Agreement:**

The Agreement comprises the entire agreement between the College and the Member Organisation in relation to the Quality Network and cannot be varied except by prior written agreement between the parties.

**Assignment:**

The Member Organisation will not be entitled to assign, transfer or sublicence the benefit of or any obligations under the Agreement.

**Insurance:**

The Member Organisation will effect and maintain an insurance policy with a reputable insurer in respect of its liabilities under the heading "Indemnity" in these Terms and Conditions, and at the request of the College from time to time, will make a copy of such policy available to the College.

**Miscellaneous:**

Proper Law, Jurisdiction and Third Party Rights: The Agreement will be governed by and construed in accordance with the provisions of English law and the parties irrevocably submit to the exclusive jurisdiction of the English Courts in relation to the Agreement and its subject matter.

The Agreement does not intend nor does confer on any third party any enforceable rights and the Contracts (Rights of Third Parties) Act 1999 will not apply.