

Minutes of the PA Programme Board (PAPB)

Thursday 12th December, 10:00-12:00

Chairing

Donald Macleod, Chief Executive, Self-Directed Support Scotland

Christina McLaren, Adult Social Care Workforce & Fair Work Division in Scottish Government

In attendance: Amy Scobbie, Ann Marie Penman, Anne-Marie Monaghan, Ashley Drennan, Don Morrison, Donna Murray, Elspeth Critchley, Emma Bowen, Gemma Wilson, Jane Kellock, Jeremy Adderley, Jess Elsey, Jim Elder-Woodward, Joanne Finlay, Johanne McBean, Kayleigh Hirst, Laura Hendry, Les Watson, Linda Riley, Lisa Paul, Mark-Han Johnston, Sharon Shepherd, Susan McKenzie, Pauline Boyce, Peter Scott, and Victoria Freeland.

Apologies: Allison Lockhart, Colleen Cochrane, Jenny Whinnett, Joanne McGee, Lee Crosbie, Iain Ramsay, and Rhiann McLean.

1. Welcome and Introduction (DM and CM):

Delay to stage 2 NCS bill, revised timetable being developed. Social care improvement and engagement work occurring in interim. Budget bill being introduced to Scottish Parliament 4 December. Ministers preparing response to Health, Social Care and Sport Committee's recommendations following post-legislative scrutiny of SDS Act.

2. Approval Minutes from last meeting and review of action points (DM)

Minutes approved.

3. Update from subgroups (DM)

Training Subgroup (AMM)

Training Locator and PAE Interactive Resources are currently being developed. Soft launch of e-learning modules at SDSS' AGM, formal launch plans being developed. Exploration of Open Badges certification paused due to costs.

Action- JE to demonstrate careers toolkit and report on open badge discussion with SSSC learning colleagues at upcoming subgroup meeting.

Wellbeing Subgroup (DMu)

Ongoing work on PA resources in the National Wellbeing Hub is occurring.

Action- Subgroup to explore options for PA section on National Wellbeing Hub.

Recruitment Subgroup (KH)

MJS data shows a steady increase in the number of PA adverts. Successful PA social media promotional campaign continues. First complete draft of PA recruitment toolkit shared for testing.

Action- Subgroup to liaise with organisations/individuals in local authorities with no MJS listed PA vacancies.

Action- Subgroup to collate and implement feedback on PA recruitment toolkit draft.

Data Subgroup (DMo)

Last met February 2024. JA exploring missing data from payroll provider survey. University of Glasgow PHD student has started three-year PA research.

Action- DMo to update membership list and hold meeting following workplan refresh.

Communication & Information Subgroup (JA)

Redraft of the 'mandatory' training handbook article occurred. Marianne Scobie is stepping down as co-chair, the PAPB thanks MS for her contributions.

Action- Arrange meeting post workplan refresh.

4. SDS Standard 13 Direct Payments for Employing Personal Assistants (DMu)

DMu outlined the development of the Standard and next steps for implementation. Easy read version of standard 13 will be published by mid-December. PAPB agreed to endorse publication of the standard.

Action- DP Agreement Subgroup to support implementation of standard.

5. Workplan refresh (DM)

Actions raised from workplan refresh day include:

PAPB Actions

- Consider the mitigating factors about PA registration.

Steering Group Actions

- Revise the terms of reference.
- Revise the wording of objectives/outcomes

All Subgroup Actions

- Each subgroup to revise work plans and actions for 2025 prior to the next steering group meeting on Tuesday 13th February.

Specific Subgroup Actions

- PA Employment subgroup to be formed with Joanne McGee as its chair.
- PA Employment subgroup to investigate different models of employment.
- Training subgroup to explore work around encouraging people to become PAs for the first time.
- Communications and Information subgroup to operate on an as needed basis to support other subgroups.
- Data subgroup to be renamed Research subgroup or similar.

6. AOCB (DM)

None