

## **Recruitment and Retention subgroup (PPA meeting)**

**Wallneuk Church**

**Tues 30th Nov. 7.00pm**

### **Agenda**

- 1. Last meeting notes. - 12.10.21 attached**
- 2. Observations on observations.**
- 3. Support for Inverclyde PPAs**
- 4. CSAS feedback**
- 5. PPA forum**
- 6. RRRG meeting 4.11.21**
- 7. Moderation**
- 8. Aide memoire for PPAs**
- 9. Recruitment - paper emailed**
- 10 . Training issues re Panel members**
- 11. Complaint handling**
- 12. AOB**
- 10. Next meeting**

**1. Last meeting notes. – 12.10.21**

Item 2 process update for PMs to be included in next newsletter

Item 3 good practice – collation to be done as observations progress

**2. Observations on observations.**

Face to face observations are being completed.

**3. Support for Inverclyde PPAs**

Craig and Anne Marie are supporting Inverclyde PPAs.

Renfrew PPA will notify SCRA Glen Lane when an Inverclyde is joining a session.

An Inverclyde PPA can not be added on CSAS.

**4. CSAS feedback**

Various issues are being sorted eg.

Autosave

Observation history access

Eileen to continue her recording of observations as CSAS record is not a record of actual observations due to the way observations are set up.

**5. PPA forum**

Discussion is mainly about CSAS issues and moderation.

**6. RRRG meeting 4.11.21**

Minutes circulated.

Reappointment meetings noted as requiring one interviewer. This will allow greater flexibility at the larger cohort reappointment next year.

**7. Moderation**

Carried forward .

**8. Aide memoire for PPAs**

Agreed(?) that this was a good idea. Carried forward as CHS group are looking at the role of the PPA which would have an impact on this.

**9. Recruitment**

AC to complete recruitment survey for CHS.

Last years process was considered to be successful.

Decided to repeat process using video, virtual interview, involvement of young people.

**10. Training issues re panel members**

From observation a PM has not completed the required training.

This was logged as an amber which ensured that it was discussed at this meeting.

This PM should not be on rota – not on in Dec.

Discussion regarding mechanisms for tracking training.

Logging of contacts with PMs should be done.

**11. Complaint handling**

Complaint allocated to a PPA.

**12. AOB**

January rota – continue with face to face observations only.  
February – add in virtual.

**Next meeting**

**Tuesday 11<sup>th</sup> January 2022**  
**Wallneuk Church 7.00pm**