

Recruitment and Retention subgroup (PPAs)

Agenda 22 Nov 2022

1. previous minute - 2 August 2022
2. Update on observations / rota / CSAS
3. Interviews of panel member applicants. - Area plan Core 2.2
4. Support for PPAs. - Area plan. Theme 2
Support PPAs in their role of observing and providing feedback to panel members on their performance within hearings through providing opportunities to collectively review observation reports
5. Area plan Theme 2
Establish structures for sharing practice needs with LDC to ensure local Panel Member practice meets with legislative requirements.
6. Area plan. Theme 2
Ensure area representation at national PPA events and training.
7. Support for Panel Members
8. Panel member reappointments in 2023
9. AOB

Next meeting : 10th Jan 2023

Present : J Melrose, D Bamma, Craig Campbell, Jennifer Hay

Apologies: Cairis Manson, Ruth MacLeod, Anne Tucker, Pam Wilson

1. **previous minute - 2 August 2022**

Item 10 - aide-mémoire - updated and out for PPAs to comment

Item 12 – Review of RAG system to be completed. - carried forward

2. **Update on observations / rota / CSAS**

No issue with CSAS and rota.

Issue with 1 hour timeout noted when completing observation report - sorted by a refresh.

Starting date for observation of new PMs? January 2023?

Consult with J Doherty / Edi Hanley

Check number of sessions on CSAS

Action JRM

3. **Interviews of panel member applicants.** - Area plan Core 2.2

Process went well - good quality candidates.

Information night well regarded - timing good.

4. **Support for PPAs.** - Area plan. Theme 2

Support PPAs in their role of observing and providing feedback to panel members on their performance within hearings through providing opportunities to collectively review observation reports

Checklist considered to allow PMs to comment on PPAs after hearing observation.

Checklist to be prepared.

Action JRM

5. **Area plan Theme 2**

Establish structures for sharing practice needs with LDC to ensure local Panel Member practice meets with legislative requirements.

Need for PPAs to be aware of legislative requirements. - How identified?

6. **Area plan. Theme 2**

Ensure area representation at national PPA events and training.

Representation is in place.

PPA forum - J Hay

RRRG - R Macleod. / C Manson

7. **Support for Panel Members**

Considered that we should have a wellbeing and support team.

E Hanley and PPAs.

Meeting to discuss how this would work.

8. **Panel member reappointments in 2023**

D Bamma provided list of PMs due for reappointment in 2023.
These PMs would be listed for observations.

Next meeting : 10th Jan 2023

Minutes of meeting
Recruitment and retention group (PPAs)

Tuesday 2nd August 2022 Wallneuk Church

Present: J Melrose, D Bramma, A M Currie, R Macleod, P Wilson, J Hay, C Manson, Anne Tucker

Apologies: C Campbell

1. **Previous minutes**
Item 10 – aide memoire still to be completed
Item 12 – Review of RAG system to be completed

2. **Personnel changes**

Action J Melrose Action J Melrose / D Bramma

Anne Tucker welcomed as a new PPA.

Anne Marie Currie indicated that she would be resigning on completion of the current months observations and any interviewing scheduled before Xmas. Attendance at PPA Forum and RRRG was organised. **Action P Wilson**

3. **Complaints**
Complaint received from Social work.
This was investigated by J Melrose and R MacLeod.
Findings of the complaint have been sent to social work.
A number of issues have arisen from this complaint – buddying system, panel member understanding of child development and contact.
Suggested that buddies be changed after three months to widen experience.
Suggested that social work be asked to present to panel members on child development and contact.
4. **CSAS update**
No issues reported
5. **PPA rota management**
This will continue to be managed by J Melrose.
6. **Observations**
No issues reported
7. **Reappointments**
Reappointments have been concluded.
The two remaining panel members who had not completed training

requirements have not been recommended for reappointment.

8. Support for Panel Members

Discussion regarding suggestion from previous meeting on how to support panel members.

It was recognised that LPRs make contact with chairs after each hearing and that informally issues impacting on panel members are dealt with.

It was agreed that a systematic approach to maintaining contact with panel members would be of value.

A strategy for this would be developed over the next few months with an implementation date of January 2023.

A likely approach would be that PPAs would make contact with a group of PMs on a regular basis – every three months.

Contact would be by telephone in the first instance.

PPAs would keep their own record of these contacts.

The conversation would be focussed on how well the panel member with their role and could include:

Personal issues eg. health, changes in availability

Practical issues eg. IT

Training eg. access to training at local or national level. This would require coordination with panel rep (training)

Issues that arise would be noted by the PPA and where appropriate passed to the relevant panel rep - training, IT, rota

It was noted that different approaches would be required for panel members at different stages:

New PMS

PMs approaching MOH training

PMs approaching reappointment.

9. AOB

D Bamma outlined possible male panel member requirements for recruitment in the next round this year.

10. Next meeting

11th October 2022 Wallneuk Church 7.00pm