



Renfrewshire  
Area Support Team

**Practice & Recruitment  
Group Meeting  
Tues 25 February 2020**

**AGENDA**

- 1 Minutes of 25 November 2020
- 2 Resignations
- 3 PPA Forum
- 4 Complaints/Concerns
- 5 PPA Rota
- 6 PM Observations (Review + Forthcoming)
- 7 Online access to PPA observation forms - progress
- 8 New IT systems – update
- 9 Chair Training – role of PPA
- 10 AST event
- 11 Care Review
- 12 AOB
- 13 Date of next meeting

## **Meeting dates 2019 – 2020**

- Wed 22 Apr 2020
- Wed 3 Jun 2020



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Area Support Team

# **Practice & Recruitment Group Meeting 25 February 2020**

## **Minutes**

**Present:** J Melrose (JRM) (Chair), Anne Marie Currie (AMC), Mandi Morrison (MM), Jennifer Hay (JH), Craig Campbell (CC), Alex Macdonald (AM).

**Apologies :** Angela Cramb (AC) (ASIP), Eileen Anderson (EA), Allan Thomson (AJT), Alison Thomson (AT)

### **1 Minutes of 20 November 20120**

Accepted

### **2 Resignations etc**

Brent Dorey has resigned his PPA position.

Alex Macdonald has joined the group as the backup PPA rota manager.

MM still undergoing PPA training and is not yet able to carry out observations herself although she will continue to observe as appropriate.

### **3 PPA Forum**

Not met.

### **4 Complaints/Concerns**

Four events reported by JRM since last meeting.

- i) Kibble hearing that was misassigned to Renfrew.
- ii) Complaint where the complainant had not raised the complaint.
- iii) Complaint upheld where two decision were not given reasons.
- iv) A concern regarding a PPA and SCRA.

Concern raised by a PPA which was followed up by discussions with SCRA managers.

***Outcomes agreed were that***

- \* reporters would not questions PPAs regarding their observation reports.***
- \* reporters might discuss an issue from a hearing that could be taken back to this group and/or the AST***

**5 PPA Rota**

PPA March rota issued.

**6 PM Observations (Review + Forthcoming)**

All observations are green.

Some discussion regarding PMs who were just green!

It was agreed that we need to agree on consistency .

***Issue raised : One PPA carrying out observations on the same PM in a year.***

**7 Online access to observation reports.**

Access to the one drive is now discontinued.

Access to previous observation reports by PPAs will have to wait until the new IT system is available in Renfrewshire.

**8 New IT systems**

All PPAs have logged into the new system and will be on Teams shortly.

Question raised as to whether observation forms are getting to Clerk.

**ACTION CLERK**

**9 Chair Training**

Following decision at last AST regarding PPA input, it was indicated that PPAs would be issued with names of PMs who are likely to be receiving notification from Learning Academy regarding MoH training.

No decision was made as to how this would be implemented in the PPA rotas for the remainder of this session.

A suggestion from the Hearings Management group that newly qualified chairs might benefit from observation outwith the observation cycle. This would be supportive in nature and focus on chairing only.

The suggestion was made that this would be offered to these PMs and that contact could be made with this offer by letter or by the LPR.

**ACTION AST**

**10. AST Event**

The AST event was highlighted and an indication made that the agenda would allow for a PPA session.

Suggestions that we might discuss Consistency of observation reporting / Complaints procedures / Chair training.

**11. Care Review**

Brief mention made of Care Review and importance of valuing PMs role if this arises at an observation.

**12. AOB**

JRM requested PPA assistance with observations in East Renfrewshire.

PPA present were happy to assist.

No PPAs were interested in relocating to East Renfrewshire.

**13. Date of next meeting : Wed 22 Apr 2020**

25.2.20

JRM