

Recruitment and retention group (PPAs)

Agenda Tuesday 7th June 2022

Main item is item 11

Papers for this emailed previously.

- 1. Previous minutes**
- 2. Personnel changes**
- 3. complaint**
- 4. CSAS update**
- 5. PPA rota management**
- 6. Observations**
- 7. Reappointments**
- 8. RRRG and PPA forum - notes shared**
- 9. support for Inverclyde**
- 10. aide memoire – note shared**
- 11. observation - review of comments**
- 12. AOB**
- 13. Next meeting**

Minutes of meeting

Recruitment and retention group (PPAs)

Tuesday 7th June 2022 Wallneuk Church

Present: J Melrose, D Brama, A M Currie, A Thompson, R Macleod,
P Wilson, J Hay

Apologies: C Campbell, C Manson, E Anderson

1. Previous minutes

Action points completed

2. Personnel changes

A Thompson not seeking reappointment.

A Tucker interviewed and appoint as a new PPA.

3. Complaint

New complaint allocated to R Macleod.

4. CSAS update

Various updates noted.

Email to PMs when report is posted by PPA

Access to observation history by PPAs

Edit / review function in observation report

Ongoing saving when observation report being completed.

Noted that PPAs do not have access to PMs telephone numbers in CSAS.

5. PPA rota management

With E Anderson on sabbatical, J Melrose will produce PPA rota.

No observation to be done in July.

Restart in August with priority given to those PMs not observed this year.

6. Observations

No issues arising from observations.

Noted that face to face hearings can become blended.

Deferred hearings - D Brama has discussed with SCRA.

7. Reappointments

Several reappoints have still to be done prior to the June deadline.

A number of issues raised:

Contact with some PMs has been difficult.

Issue with a few PMs who have not completed training - **Action D Brama**

Ongoing contact with PMs throughout year.

It was suggested that PMs are recognised by the AST in a positive manner although less so for CHS nationally.

Suggested that locally we make regular contact with PMs.

We are aware that E Hanley contacts chairs after each session and also that issues concerning PMs arise in a variety of ways.

A systematic approach to contacting PMs was suggested involving PPAs making contact on a regular basis – 6 months or a year. A welfare contact. Any issues would be recorded in the PM file on CSAS and actioned as appropriate. Suggested that E Hanley coordinate this. **Action - AST**

8. RRRG and PPA forum - notes shared

Discussion regarding the increased use of care experienced young people in interviewing.

9. Support for Inverclyde

A M Currie shared a session with a PPA from Inverclyde.

10. aide memoire – note shared

A few changes made and will be aide memoire will be updated and shared with PPAs

Action – J Melrose

11. observation - review of comments

A number of observation reports had been circulated for consideration.

It was agreed that the reports were of a very high standard.

Some of the reports had made suggestions for improvement by the PM and these were written in a very positive manner and were accepted by the PM.

Some of the comment boxes expanded on the tick boxes and provided evidence for the tick.

Variation in the amount of writing was noted.

Point raised that PPAs should be aware of current legislation in order to assess that PMs are dealing with current legislation correctly. PPA training need.

It was suggested that this group would agree on issues to be explored at observations.

Eg. Siblings. PMs would be expected to be aware of changes regarding siblings through National / local training. PPAs would be aware of PM engagement with training either local or national. Where there had been no engagement this would be a discussion topic after the observation report and be noted in the training box.

PPAs would also be able to assess the impact of the training.

Training info would come from A MacDonald or through CSAS.

12. AOB

D Bamma indicated that our RAG system should be reviewed

Action - D Bamma / J Melrose

13. Next meeting

Tuesday 2nd Sept Wallneuk Church