

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

**Wallneuk Church**

**Tues 12th Oct. 7.00pm**

### **Agenda**

- 1. Last meeting notes. - 24.8.21**
- 2. Observations on observations.**
- 3. Comments from PM chair**
- 4. Support for Inverclyde PPAs**
- 5. Reappointment interviews - best time**
- 6. CSAS feedback**
- 7. PPA forum**
- 8. Moderation**
- 9. AOB**
  
- 10. Next meeting**

**Apologies : Hannah McCulloch, Alison Thompson, Jennifer Hay, Ruth MacLeod, Pamela Wilson**

**1. Last meeting notes. - 24.8.21**

All items actioned and PPA permissions updated.

**2. Observations on observations.**

DAC allocates PPAs to observations on CSAS as per the observation rota. Changes can be made as required.

Observations allocated prior to PPA having access to reports can now be completed.

CSAS system is now accessible by all PPAs with changes to their permissions now in place.

One PPA was able to complete two observations and record and send the observation reports by the end of the hearing session.

CSAS report completion seems to be a bit variable – saving / not saving and a cut and paste approach seems to be safest.

It was agreed previously that new PMs would not be formally observed although the PPAs have had discussion new PMs which in general have been very positive.

One PPA has completed a brief report on CSAS for a new PM to record their comments. The majority of the boxes were written as N/A but the final comment box was entered. New PM was happy with this and ***we might consider doing this as a matter of course.***

With the PM being not receiving an email that the completed report has been sent it is important that PM is told at post hearing meeting that the report will follow and also that an email be sent when the report is completed by the PPA. It should also indicate that the report on CSAS be acknowledged by the PM.

The issue of PMs being notified that a PPA would be observing was discussed. There is no automatic CSAS system that PMs are notified. Renfrewshire has no issue with PMs being notified of observations.

**ASIP to take back to CHS**

An update on the process for PMs is probably required now that we have a number of observations completed.

**DAC will produce an update.**

### **3. Comments from PM chair**

A chair made contact with the DAC to discuss issues relating to the observation.

*Q What happens if report is not acknowledged after 5 days?*

The report is recorded on CSAS without an acknowledgement.

*Q Who can read the report?*

The report can be read by the AC and DAC and then by the PPA observing that PM on the next occasion.

*Q How can a PM contribute to the report.*

The PM can contribute to the report at the acknowledgement stage. Discussion between the PPA and the PM after the hearing session might be included by the PPA but the PM can add any information considered to be relevant in their acknowledgement statement eg context for a particular hearing.

*Q How can PM provide feedback on the observation process?*

Feedback on the process should be made by email to the AC / DAC

*Q How can good practice be recognized?*

PPAs should recognize good practice in the report – something that was already happening and we now have a means of identifying and sharing.

**DAC will collate this.**

### **4. Support for Inverclyde PPAs**

AC has received request from AC in Inverclyde for assistance with new PPAs.

Inverclyde PPAs will be invited to attend hearings in Glen Lane with our PPAs and share their experience in an actual observation(s).

**AC to report to Inverclyde AC**

### **5. Reappointment interviews - best time**

It was agreed that reappointment meeting for the large cohort of PMs(~45) will be held in March after the recruitment interviews. These could be carried out face to face or online as appropriate at the time.

### **6. CSAS feedback - Carried forward**

### **7. PPA forum – carried forward**

### **8. Moderation**

Very brief discussion of this topic and carried forward to next meeting.

### **9. Next meeting**

**Tuesday 30<sup>th</sup> November 2021  
Wallneuk Church 7.00pm**