



scottish social services
learning network
tayforth

Employee Development Operational Management Group

Monday 7th of January 2008 at 2:00pm

Braemar Room, Queens Hotel, Perth

Present:

Alison Upton – Professional Development Manager (Community Services) - Stirling Council
Anne Tavendale – Project Manager - Tayforth Learning Network
Billy Swan – Training and Development Manager - Fife Council
Lyn Nelson – Out of Hours Manager - National OOHS group, Stirling council
Mike Martin – Open University (Chair)
Peter Connolly – Senior Teaching Fellow - University of Stirling

Lance Cosford – (Minutes)

Agenda:

- 1. Welcome:** Welcome and introductions from MM. Tayforth Network Implementation Plan and Structure handed out to the group.
- 2. Background:** AT explained the background to the Network and the establishing of Operational Management Groups who will take forward our 4 current workstreams. These groups report to the Tayforth Strategic Management Board through the Chairs being members of this Board.

AT advised that the Network objectives are currently being reshaped along with the SSSC and Government but that the current objectives and plans to achieve need to be evidenced by March 2009. By March 2009 the Networks' underspend must be fully spent, and currently the Scottish Government are considering the Network's proposals for using this underspend which has resulted from Tayforth effectively starting later than the original funding period intended.

The core task of this group will be to facilitate the achievement of the work detailed in the Employee Development section of the current network implementation plan by March 2009. Future work areas of the Network around CPD are currently being shaped and are likely to focus on implementation of the new Continuing Learning Framework, and new areas of work will be added to the workplan in due course, but for now, the main focus of this group is to take forward existing plans.

3. Processes:

3.1 Composition: It was agreed that the group should feel free to identify possible members and resources to join the group. Any administrative duties will be carried out by LC. MM as chair of the group will report back to the Strategic Management Board.

3.2 Communication/Admin: Everything will be passed to LC for minutes and admin support. LC, AT and MM will work together on agendas and minutes.

3.3 Timescales: The current workplan will cover the next 15 months to March 2009.

3.4 Meeting Management: Group to organise a 1 day workshop to make a more in depth appraisal of the current workplan, meeting schedule likely to be around X1 per month meantime until parameters for specific pieces of work and resources to take these forward are clarified.

Action: All members to identify possible new members
MM to report back to the Strategic Management Board on regular basis on progress of this group
MM and AT to organise a workshop to progress workplan

4. Workplan:

4.1 Group considered the current Implementation Plan. BS noted the need to take things back to the beginning and start from there, asking where the group wants to go.

Item 2.1 from Plan: facilitate and promote cpd across the whole social service workforce in Tayforth
AT suggested having a number of workshops to examine current practice in relation to partners' understanding and practice at the moment around CPD; responsibilities, the level of understanding and the current tools that are being used by organisations.

MM discussed a recent report on this after having worked together with the VSSSWU. He will circulate this to the group to determine whether this format for events would be useful. AT mentioned SCIE information pack which could be a useful resource and agreed to find out if the SSSC have taken forward work planned to make this toolkit more applicable to the Scottish context. Link to SCIE information pack on the webs will be forwarded to all for info by AT.

Some discussion and brainstorming on design of this event which AT will write up with Roger Bromage. Workshop Focus: Operational Managers to be invited to the workshop along with Learning and Development staff. MM noted that the recent VSSSWU workshop had a mix of managers and staff and this seemed to be very popular.

Group discussed delivering another workshop to focus on SWIA inspections and monitoring issues; making CPD manageable and profiling existing good practice. Also provide details on how to assess learning. AT advised on current workshops being planned by the network to promote the national RPL guidelines and explained that the shape of these events should be available for the next meeting. MM and BS offered to form the core of a planning group to look further at the design of these events and AT will discuss with Roger Bromage.

Action: Group will use the planned workshop planning day to further scope and design this event.
MM to circulate VSSSWU workshop report
LC to send SCIE information link to group
AT to bring RPL event information to next meeting

AT to discuss event ideas with Roger Bromage who will then discuss with MM and BS

4.2 Item 2.2 from Plan; support social service workers in the transition from learner to qualified worker

There are many induction tools and programmes available including SSSC guidance. The group discussed how best to promote these tools and look at bringing together one list of best practice induction tools. AT advised that the Supporting registration network group is charged with taking forward our work around developing a common induction framework across Tayforth and stressed that this area was being looked at by all of the Networks. Group suggested having a workshop for this area also to share good practice examples. AT is keen to evidence impact of Tayforth events as soon as possible.

Action: AT to ensure work of this group and Supporting Registration network group looking at induction work collaboratively where overlaps occur.

4.3 Item 2.3 from Plan: collaborate in delivery of post professional and post registration awards

AT advised that 30k of the Networks' underspend has been proposed for development of the new MHO qualification to ensure the wider applicability of the opportunities from this new qualification can be extended to the wider workforce involved in the mental health field. BS and AU are representing the network on the range of national groups taking forward these qualifications and Tayforth and Southeast networks are collaborating in this area of work.

Several group members raised the current delivery of Vulnerable Adults and Child protection training as a key issue requiring further work. It was suggested that work be commissioned in order to contact organisations and map existing post registration programmes and training plans across Tayforth partners. The Group will put forward some key questions for these organisations to answer and these will be agreed at this group's workshop day. AT advised that this area also touches on planned work of the Workforce Planning group. She will advise this group of today's discussion. LN will collate views from the National Out of Hours group in relation to these areas and the group should. Email potential questions to LC to collate.

Action: Group to email potential key questions for partners to LC by date of next meeting.

LN to find out views of national OOH group

AT to ensure work dovetails jointly with Workforce Planning group activity

4.4 item 2.4 from Plan: Develop Ongoing Support and training for staff involved in supporting the learning of others

Currently this is being taken forward through the network's development of PLQ (SS). AT will feedback on progress at next meeting. This development is being overseen by the network PLQ (SS) delivery Board. More generally in relation to this area, the group considered commissioning some work to ask relevant questions on this subject, either separately or integrated into the work under 4.3 above.

Action: Group to look at this area further at development day workshop

4.5 Item 2.5 from Plan: coordinate and facilitate access to qualification and learning/development activities & training

AT reminded the group that the SSSC view the Networks as a vehicle for finding out what is currently available across the sector. The South East Network is holding an event to look at the range of qualifications and what's available. The group proposed organizing several, local events giving people a chance to find out what is available. Agreed this type of event could usefully be organised jointly with Scottish Care and the VSSSWU. AT will discuss with these organizations once clarity about purpose and focus is progressed. Fife, Stirling, Dundee and Perth are suggested as venues for each workshop so that they can be clustered loosely around FE areas and begin to look at what employers need in relation to current provision. This will assist with Colleges' strategic planning.

Action: AT to enquire about South East event format and report back at next meeting

4.6 Item 2.6 from Plan will be deleted from this group's workplan as it is being taken forward by the Practice Learning group.

Action: AT to advise PL group

4.8 Development of Training – This was discussed earlier.

Action: No action needed

4.9 Apel Requirements – There are events already setup for these materials to be tested.

Action: RPL events information will be distributed once confirmed.

5. AOCB: AT will update all parts of the Implementation Plan from today. The next meeting will take the format of a workshop with minutes and action points briefly being discussed but main focus remaining on taking forward key areas from the implementation plan.

Action: AT to update Implementation Plan

6. Next Meeting: The next meeting is to be held in Stirling at the Riverhouse Restaurant on Wednesday 20th February. Start time will be 10:00am to 2:00pm with a working lunch.

Action: LC to organise next meeting in Stirling

DRAFT