



scottish social services
learning network
tayforth

Employee Development Operational Management Group

Wednesday 20th February 2008

The River House Restaurant, Stirling

Present:

[Chair] Mike Martin – Open University

Alison Upton: Professional Development Manager – Stirling Council

Anne Tavendale: Project Manager – Tayforth SSSLN

Billy Swan: Service Manager – Fife Council

Lyn Nelson: Manager – Stirling Council

[Minutes] Lance Cosford - Tayforth SSSLN

Apologies:

Caroline Sturgeon: Development & Policy Officer - VSSSWU

Helen Smout: Child Care Manager – Perth & Kinross Council

Peter Connolly: Senior Teaching Fellow – University of Stirling

Agenda:

1.Welcome:

MM welcomed the group and explained the plan for today. Previous minutes and VSSSWU CPD workshop report were handed out.

2.News:

AT started with some unexpected news for the group. AT explained that previous agreed underspend and proposals for how to use this money will no longer go ahead. As of yesterday PLQ (SS), Changing Lives and core underspend monies left in the Network account at 31/3/08 will be handed back to the Scottish Government. The previous underspend plans will now change as previously agreed finance will not be available. The specific amount of monies allocated for this group will now

Employee Development OP 20.2.08

have to be reconsidered. The Government have noted that they will honour any existing commitments.

AT will be meeting with Fiona Clark (SSSC) today to discuss this and look at the Networks current financial commitments. Morag Robertson (Scottish Government) will be sending out a statement today to clarify what will be viewed as committed.

There was then some general discussion around the reactions to this news. AT advised that this is affecting all 4 Networks and is being driven by the Governments accounting and financial requirements. However, on a positive note AT confirmed that next year's funding (08/09) has been agreed. AT will be meeting with Pam Linton (Chair) to discuss the Networks options tomorrow.

Action: AT to update on implications on workplan at the next meeting.

3.Previous Minutes/ Matters Arising: The group used the previous minutes as a workshop style agenda:

Page 1 – Apologies to be added from Helen Smout and Caroline Sturgeon.

BS asked if there was any news on the revised objectives for the Network. All 4 Networks will be meeting with the Scottish Government to discuss the future objectives.

**Action: Apologies – Helen Smout and Caroline Sturgeon will be added to apologies.
CS will be invited to next meeting.
AT will update at the next meeting.**

Page 2 – MM reminded the group that it would be good to see fuller representation of the different parts of the sector and encouraged everyone to consider putting forward names of potential new members.

SCIE info link was sent out with the previous minutes.

VSSSWU report was handed out by MM.

AT has event templates around CPD from other events and will make these available to the group.

AU clarified that there is potential for two events, one on induction and one on CPD/ PRTL. MM would like to note an interest in doing some work around these two events as he has experience of VSSSWU workshop on CPD. MM briefly explained his approach to the CPD event. AU advised keeping the two events separate. MM noted interest in the commissioned work.

Employee Development OP 20.2.08

Action: All members of the group will consider names for potential new members.
AT will send out CPD event template.

Page 3 – The group discussed the potential induction event and details of common problems or issues, for example; Employer Buy In.

4.3 - Adult support and child protection training. LN noted that there is a common theme of risk assessment. BS had put together some questions. These were read out and discussed. General feeling that these were constructive questions. General discussion around these questions and who they would be aimed at and what employers would expect in return. AU would like to add some questions to the list: How is that award rewarded and what is the outcome of learning/ impact on practice?

BS had an idea of how to ensure learning outcomes are achieved. He suggested that forms be sent out asking for people to have managers agree and counter sign their CPD progress and then CPD certificates would be sent out later, after the learning occurred. BS will keep the group updated on any developments in his area.

4.4 AT will be meeting with Edinburgh, Dundee and Stirling Universities to check the progress of Stage 4 PLQ (SS) Development. The possibility of an event around this will need to be looked at in the future, as there is currently a shortage of funding.

4.5 The South East held a similar event and it was noted that there was poor attendance. Again any event around this will have to be put on hold for the moment until further funding is available.

Action: Two further questions to be added to BS's list.
BS will look keep the group up to date on any developments of a CPD management tool.
AT to report back on Stage 4 PLQ (SS) Developments at the next meeting.

Page 4

Points 4.6 and 4.7 seem to have been mixed up, but these will be checked on previous minutes. Group to forward to AT details of independent consultants they have worked with whom they could recommend as potential facilitators for our events.

Action: Action points on previous minutes will be checked for order.

4.Flip Chart Notes:

Issues to return to:

- PRTL/ CPD (SCIE) event
- RPL events
- Induction event – Scoped, but who?
- Induction – CMSND work
- MHO award Tayforth/SE workshop
- 30k MHO programme broadening
- Mapping post registration training across partners – e.g. risk assessment, adult support and child protection, cp, (BS questions).
- Mapping mentoring and coaching models

Committed Work: RPL event, Induction event, PRTL/CPD event, MHO award, 30k MHO programme, Mapping post registration.

Non Committed Work: Induction Commissioned work.

The group then discussed the flip chart items above and the importance of committing work before tomorrow's meeting with Fiona Clark (SSSC).

PRTL/ CPD – Link to SSSC portfolio inspection – Target audience: Lead officers. CPD: how to embed across the work force?

Individual Employee:

Reflecting on Practice – Link to outcomes, what difference it makes?

What is a learning opportunity?

Maximising benefits from learning opportunities

Planning for learning/ learning pathways/framework

Learning organisation/ culture

What systems do you have in place to manage this?

PRTL

Organisational:

How do you know the learning has made a difference?

Maximising benefits from learning opportunities

Planning for learning/ learning pathways/framework

Learning organisation/ culture

What systems do you have in place to manage this?

Employee Development OP 20.2.08

Induction – Roger Bromage will do some work on this as it has already been scoped.

MHO award planned

Mapping post registration training – BS questions are not just about awards but also about learning. Two more questions to be added to the list: How does the National picture and internal drivers for learning affect this? What are the current mentoring and coaching models?

Action: LC to collate questions for mapping work and circulate at the next meeting.

5.Next Meeting:

Thursday 24th April, 2:00pm to 4:00pm, The River House Restaurant, Stirling

Action: LC to arrange next meeting