



Tayforth Management Board Meeting

Tuesday, June, 13:30pm

Ben Lawers Room, Blackfriars, Perth

### Present

Alison Upton: Professional Development Manager - Stirling Council (**Network Vice Chair**)

Bill Swan: Service Manager – Fife Council

Mike Martin: Open University

Pam Gillespie: Workforce Development Manager - Falkirk Council

Pam Linton: Staffing & Training Manager – Angus Council (**Network Chair**)

Stuart Eno: Senior Learning & Development Officer - Perth & Kinross Council

### In Attendance

Anne Tavendale: Project Manager – Tayforth SSSLN

Lance Cosford: Project Administrator – Tayforth SSSLN

Judith Midgley: Director - VSSSWU

### Apologies:

Andy Haggart: Service User - Dundee Service Users and Carers

Allan Keir: Chair Person - ORCHA

Caroline Sturgeon: Development & Policy Officer - VSSSWU

Eleanor Brown: Curriculum Manager – Perth College

Frances Greig: Staff Development Service Manager – Dundee City Council

John Dow: Chair – Scottish Voices

Karl Stern: Training & Staff Development Manager – Perth & Kinross Council

Neil Henery: PLQ (SS) Development Coordinator – Tayforth SSSLN

Pat MacCowan: Practice Learning Manager – Dundee University

## 1. Welcome

PL welcomed the board and introduced Judith Midgley (VSSSWU) who will be attending these meetings in Caroline's absence. Judith to be added to distribution list for minutes in the longer term and was welcomed to attend any future meetings. Apologies noted.

AT noted that AK has now sold his care home. The board will clarify Allan's ongoing involvement at the next meeting.

**Action: Board to discuss Private Sector representation at the next board meeting**

## 2. Previous Minutes

Page1 – Accurate.

Page2 – MHO Programme (East of Scotland Partnership): Letters have gone out to request expressions of interest in delivering the MHO programme. There is a meeting in Perth on Thursday to hear presentations from the 3 HEI's and then a decision will be made on which one to take forward as the lead HEI for the project. PL thanked BS and AU for their continued work in this area.

Senior Clerical Post: Interviews will be held for the Senior Clerical post on the of July.

Page3 – Accurate.

Page 4 – AT noted that an email had been sent out to request expressions of interest in future commissioned work. So far there has been a good response and LC will collate the information.

**Action: LC to feedback at next Board meeting outcome of database expressions of interest.**

## 3. Financial Update and Scheme of Delegation

AT presented the spend to date for this year which currently stands at 37k. The board considered the draft *Scheme of delegation* document which still needs to be signed off by the Finance Manager at Angus Council. The financial limits are suggested in line with current financial regulations within Angus Council. These are consistent across most Local Authorities. The group discussed this document and would like to see a specific breakdown of duties.

**Action: PL and AT to amend Scheme of Delegation document to show specific breakdown of duties.**

#### 4. Scottish Government & 4 Networks – Feedback from recent meetings

Following the meeting with Scottish Government and all 4 Learning Networks a *Vision Purpose and Aims* document has been prepared by the Scottish Government and AT circulated a summary. AT emphasised that the Government wish to agree national aims for all 4 Networks and that identification of local priorities and activities will be for each network to develop along with key partners. All 4 networks have been asked to undertake further work to map key partners for the next 3 year period. Scottish Government has also asked all 4 Networks to agree their success criteria on the basis of those suggested in the recent meeting.

The vision purpose and aims document was discussed and it was acknowledged that existing workplan for the year was broadly in line with the new aims. It was noted that the SSSC's role to support and challenge the Networks requires further clarification which will be undertaken at the next SSSC and Tayforth meeting.

Board discussed the future terms of reference proposal circulated and agreed. Maria Kelly (Ravenshill consulting) would undertake this work. This will form the basis of preparation for a Strategic Board development day to be externally facilitated on the September. The purpose of this day will be to take forward development of the new 3 year strategic plan.

PL, AT and AU will scope the basis for the day and agree an external facilitator.

Action: AT, PL and AU to clarify SSSC role at next joint meeting  
 PL, AT and AU to scope design for development day, agree external facilitator, and will pull together local priorities from existing workplan and national Network priorities.  
 LC to arrange venue for of September- confirmed as Lovat Hotel, Perth

#### 5. Workplan for 2008/09 – Update from Operational Groups

**Practice Learning:** SE informed the group that the Marketplace of Learning event held last week was a success and the evaluations would be looked at in more details once collated. PL would like to thank Fran Deacon for organising this event, which was well run and well attended. Thanks also to LC for his support on the day.

**PLQ (SS):** In Neil's absence AT fed back progress to date. The final two workshops are scheduled for this week and attendance has been encouraging with additional workshops being scheduled in Dundee due to demand. The PLQSS Delivery board has agreed the criteria for allocation of the pilot candidate places which will be allocated fairly across all sectors. The criteria will be sent out to all relevant agencies. Approval timings are still being agreed with SQA and SSSC .NH has drafted a Partner agreement to ensure partner contributions are agreed and commitment to the Tayforth principles are adhered to. It was also noted that the work commissioned from Adam Smith College and Oilean to support delivery have required substantial revisions due to copyright and other issues.

**Employee Development:** Joint Tayforth event promoting CPD tools and the Continuous Learning framework being planned and will target residential managers.

**Supporting Registration:** The recent RPL event was well attended and was positively evaluated.

**Workforce Planning:** AT working currently with Pam Gillespie, Judith Midgeley and identifying others to take forward the workforce planning project proposed by this group.

PL would like to acknowledge the great amount of work that the Network is currently undertaking and thanks to those who have been involved.

## 6. AOB

There has been an issue of attendance at the Service User and Carer Group meetings. SE suggested that perhaps members of the board could meet with the service user and carer groups instead of them being represented on the board. The board decided to add this to the agenda for the management away day and perhaps invite service users and carers to give their personal opinion. PL and SE will arrange to meet with John Dow and Andy Haggart with regards to attendance at the management away day.

**Action:** LC to add Service User and Carer Group representation to the next agenda.  
PL and SE to contact John Dow and Andy Haggart with regards attendance at the next management meeting.

## Date of Next Meeting

The next meeting will be the development day on the of September. A meeting schedule for 2008 will be decided thereafter.

## Actions Box amend in line with revisions please lance

1. All Members = Board to discuss Private Sector representation at the next board meeting.
2. LC = to feedback at next Board meeting outcome of database expressions of interest.
3. AT = to amend Scheme of Delegation document to show specific breakdown of duties.
4. AT, PL and AU = to clarify SSSC role at next joint meeting  
PL, AT and AU = to scope design for development day, agree external facilitator, and will pull together local priorities from existing workplan and national Network priorities.  
LC = to arrange venue for of September- confirmed as Lovat Hotel, Perth
5. AT, NH and Gill Lappin = to ascertain correct approval timings for PLQ (SS).
6. LC to add Service User and Carer Group representation to the next agenda.  
PL and SE to contact John Dow and Andy Haggart with regards attendance at the next management meeting.