



Tayforth Management Board Meeting

Tuesday, May, 13:30pm

Conference Room, Factory Skatepark, Dundee, DD4 8PS

Present

Alison Upton: Professional Development Manager - Stirling Council
Allan Keir: Chairperson - ORCHA
Bill Swan: Service Manager – Fife Council
Frances Greig: Staff Development Service Manager – Dundee City Council
Mike Martin: Open University
Pam Gillespie: Workforce Development Manager - Falkirk Council
Pam Linton: Staffing & Training Manager – Angus Council
Stuart Eno: Senior Learning & Development Officer - Perth & Kinross Council
Anne Tavendale: Project Manager – Tayforth SSSLN

In Attendance

Lance Cosford: Project Administrator – Tayforth SSSLN
Marie Rose: Information & Policy – VSSSWU

Apologies:

Andy Haggart: Service User - Dundee Service Users and Carers
Caroline Sturgeon: Development & Policy Officer - VSSSWU
Eleanor Brown: Curriculum Manager – Perth College
Karl Stern: Training & Staff Development Manager – Perth & Kinross Council
Pat MacCowan: Practice Learning Manager – Dundee University

Welcome

Prior to the start of the meeting the Board held a farewell lunch for Maggie McLean has retired. Maggie has made a significant contribution to the development of the Network and was thanked for the commitment and enthusiasm over the past 3 years.

PL welcomed the group and introduced Marie Rose from the VSSSWU who was attending in Caroline's place for this meeting.

Apologies noted.

Previous Minutes

Page1 - Accurate

Page2 – AU, AT and PL met to discuss the duties of vice chair. This will be discussed further at the next meeting.

Board decided to wait for the Government to agree the success criteria for the Networks before taking forward further work to clarify contributions from partners.

Page 3 – Accurate

Page 4 – There has been no further communication from Oilean after PL's letter of response.

MHO – BS updated the group on the development day held two weeks ago. The new programme will be called the 'East of Scotland MHO Programme'. There are currently three HEI's in the partnership steering group. However, it has been decided that there will be only one lead HEI for the programme. The East of Scotland partnership have not yet decided whether there will be one lead HEI and two contributors to the programme, or whether the partnership will develop the programme with the lead HEI. Expressions of interest in being the lead HEI have been requested. **BS to update at next meeting**

BS also noted that the 26k funding for the programme is unlikely to be sufficient. A formal briefing note has been drawn up that could be used for circulation at the moment. The North Network plan to deliver their new programme in Autumn 2008 with the West Network next in line. The South East and Tayforth Networks will aim to have their programme validated in late 2008, but there is a significant risk that this timescale is too tight to meet.

Relevant criteria will be drawn up to take any decisions forward on this. PG noted that it was commendable that Tayforth were still managing to run the current programme in the interim.

Action: BS and AU to update on progress at next meeting

3 Financial Update and Scheme of Delegation

The Network has now received 50k funding for the first quarter, April to June. To date there has been a spend of 20k. AT noted that the application for additional monies has also been successful. 10k for Stages 1 and 2 of the PLQ (SS), 50k for PLQ (SS) Development Coordinator post and 23k towards the final year of the PKC Practice Learning post. It was also noted that the 26k for MHO monies had also now been received from a different government department to support the east of Scotland MHO partnership work and Tayforth will administer and manage this funding stream on behalf of the partnership.

PL noted that the employment contracts for AT and LC have now been extended until the end of March 2011. The Senior Clerical post has also been agreed with a contract extended period to March 2011. Post due to be advertised shortly.

Scheme of Delegation – AT reminded the group of the importance of setting up an appropriate scheme of delegation,. AT to take forward for next meeting

Action: PL, AU and MR to provide templates for schemes of delegation and inform AT who will draft scheme of delegation for next meeting.

4 Governance of Network – Communication Plan, Governance Documents

AT noted that the structure of the board needs to have a broader representation across the sector, especially for voluntary and private organisations. The Government will be measuring the Networks' outcomes around increasing representation. AT reminded the group that the relevance of the current 5 work groups will need to be reviewed following clarification of the new Network objectives for 2008-2011 and the board/Network may change considerably as a result.

Another meeting between the 4 networks and the Scottish government is being held on the of June to agree the vision, purpose and overarching objectives for the network over the next 3 years.

AK asked the question – 'what's in it for me before joining the Network?' He noted that the private sector doesn't see a benefit from joining the Network. AK believes that until this matter is addressed then it is doubtful that the private representation will be attainable. AT noted that the four operational groups do have better representation than before from across the sector. Board agreed to wait until after the June meeting until any decisions are made on this issue but that this will be a key question in considering how to engage with a wider range of partners.

The Network's draft Communication and Engagement strategy is almost complete, AT is waiting for the new objectives to be finalised before the strategy can be presented as a final draft to the Board for agreement. AT updated that, following agreement with PL, she is working with an HR consultant who is assisting with the development of a number of key governance documents for the Network,

Action:.AT will circulate updated documents available for next meeting

5 Network Plans for 2008/09 – Update from Operational Groups

AT reminded the board that the Network has 7 events booked for the first two weeks in June. A letter will be sent out shortly to all Directors of social work to advise them of pilot PDA in Practice Learning start in September 2008 and information events. Details of all June events circulated to Board.

Supporting Registration – This group have had a couple of meetings and now have a good balance of representation Jane Prior from ScotVQ has agreed to work with AT to begin to scope the commissioning of a piece of mapping work around numbers of the workforce requiring to register across Tayforth and capacity of existing centres. The group has also begun to design an event around Induction which is being planned for after the summer.

Employee Development – This group are currently planning a how best to map the post registration training and learning being undertaken across Tayforth. Key questions have been agreed . MM noted that this group are also hoping to organise a CPD event for the Autumn. AT advised that a joint network and Voluntary sector Unit event promoting the continuous Learning framework and focussing on PRTL will take place 24 June in Stirling. If the design of this day is successful it could be rolled out across network localities.

AT is meeting with IRISS shortly to discuss ways of progressing a fair and equitable approach to commissioning out these pieces of mapping work.

Practice Learning – This group are planning the ‘Marketplace of Learning’ event for June .There is increasingly broad representation on this group from across the sector.

Workforce Planning – Maggie MacLean has put together a questionnaire for workforce planning activity across the sector to find out what people are doing. The group intend to take this forward and use the questionnaire as a mapping exercise.

Action: Operational Chairs to feed back on any updates at next meeting.
AT to feedback on progress in developing network commissioning and procurement procedures.

6 Scottish Government & 4 Networks – Feedback from recent meetings

AT and PL briefly explained some of the points from the last 4 Network meeting with the Government following which the Board reviewed the suggested success criteria from the previous minutes of the 4 network and SG meeting. It was decided that they would wait for the full list of objectives before taking any action with regards to the success criteria.

Action: Board to revisit the success criteria after the next meeting with the Government.

AOB

No other business was discussed.

Action: No action.

Next Meeting and Dates throughout 2008

The next meeting will be held on the June at Blackfriars, Perth - 1:30pm to 4:00pm.

FG gave her apologies as she will not be able to make this meeting. However, she may send another representative from Dundee City Council for the meeting.

Action: LC to arrange meeting.