

# **SCOTTISH SOCIAL SERVICES COUNCIL**

## **Confirmed Minute of the Changing Lives Workforce Group**

**held on 7 March 2008 at 10.00 am**

**Forth Room, Thistle Hotel, Edinburgh**

Present: Carole Wilkinson, SSSC (Chair)  
Ian Davidson, Scottish Government  
Marc Hendrikson, SWIA  
Mary Howden, SSSC  
Ranald Mair, Scottish Care  
Andrew Morrison, COSLA  
Caroline Sturgeon, VSSSWU  
David Rennie, Scottish Care  
Morag Robertson, Scottish Government  
Celia Rothero, Learning Network  
Linda Walker, IRISS  
David Wiseman, Care Commission

In Attendance: Zoe Van Zwanenberg SLF  
Maggie Glenday (note taker).

### **ACTIONS**

#### **1. Welcome and Introductions**

1.1 Chair welcomed everyone to the meeting in particular Andrew Morrison who was taking over from Penny Curtis and attending his first meeting.

#### **2. Apologies**

2.1 Apologies were received from Joy Barlow, Karen Donaldson and Sandy Riddell.

#### **3. Unconfirmed Minutes of the Meeting held on 23 November 2007**

3.1 The minutes were accepted as an accurate record subject to the following amendments:

- i) amendment to Morag Robertson's organisation to read Scottish Government in the list of attendees
- ii) inclusion of Celia Rothero, Learning Networks in the list of attendees
- iii) Item 6.5 (page 5) the number of SWIA inspection reports still to be completed should read thirteen (not three).

#### **4. Matters Arising**

- 4.1 Change Academy: Members were advised the event had been hugely successful. L Walker outlined the two strands being taken forward which were receiving very positive support.
- 4.2 VSSSWU: Members were advised the new Director was Judith Midgley and she would be taking up her new post at the end of April. They were also advised it was anticipated the new Information Officer's post would be filled in the near future.
- 4.3 Funding to Support Users and Carers' Involvement in the Training of Social Workers: Chair confirmed £40,000 had been included in SSSC's budget settlement to fund this (£5,000 to each of the Universities delivering Social Work Programmes). The use of the money will be monitored as part of SSSC's regulatory processes.
- 4.4 Safer Recruitment Themed Messages: D Wiseman advised he had not yet managed to circulate messages from safer recruitment themed messages and other reports but would do so.
- 4.5 Reporting Mechanism of Sub Groups: Chair noted that whilst the minutes had not been received from the sub groups two reports were available which provided an update.

#### **5. Review of Development Event 30/31 January**

- 5.1 Chair referred to the summary of the event prepared by Z Van Zwannenberg which the group agreed was an accurate reflection of the work undertaken. They noted how helpful the summary was and how it had successfully encapsulated the discussions which had taken place as well as forming the basis for the group's agenda for the next three/four months. A separate speednote of the event to be circulated by C Wilkinson.
- 5.2 Work was now required to develop a strategic framework for workforce development and workforce planning. This will be taken forward by I Davidson and M Howden and reported to the May meeting.
- 5.3 The group were advised the Leadership Group would be meeting in early May when they would be reflecting on progress. A range of people had been identified to attend a series of consultation events in March.

**C Wilkinson**

**I Davidson/  
M Howden**

5.4 With reference to the proposal around commissioning work which had taken place at the January meeting I Davidson advised discussions were underway and would be taken forward.

5.5 The group agreed that the summary of the January event needed to appear on the agenda of the next two meetings to ensure that progress was being made. It was noted that in Part 3 Universities, Colleges and Training Providers should be added to the list of outputs from the events.

## **6. Project Review**

6.1 Chair noted that Item 6 iv) should be added to agenda (UNISON Project).

6.1.1 Chair outlined the background to the Project Review indicating each of the projects had been asked to provide information on progress to date, their plans for the future and what had been achieved.

6.1.2 Prior to the project updates the group were advised of the changes to funding which had been made and they discussed comprehensively the implications for the projects. They discussed the difficulties experienced by the Learning Networks as a result of the way they had been set up, the need to have clear objectives and prioritise against national policies. It was agreed a monitoring framework for Learning Network Projects would be drawn up by M Howden and F Clark.

**M Howden/  
F Clark**

6.1.3 The group noted it was important to take away the message of commitment to, and promotion of:

- the Learning Networks
- involvement and engagement with the private sector
- inclusion of users and carers
- practice learning momentum.

The group were reminded it had been agreed communication was a strand which should run through their meetings and this would be picked up at the end of the meeting.

6.1.4 Learning Networks: C Rothero referred members to paper previously circulated but highlighted that the changes to funding mechanisms had significant implications for future progress.

6.2.1 Scottish Care: R Mair outlined the content of this project. He highlighted that although the private sector was one of

the biggest providers within the social services sector it had not been well scoped in the past. He emphasised the need to create a structure which would bring providers together and connect with development of strategic partnerships as well as articulation with partnerships within the sector.

6.2.2 The group discussed the need for Local Authorities to be clear for the future about:

- the sort of services they wanted
- what the services would look like
- how would that impact on the workforce
- need for synergy with the private sector.

This would inform the agenda for workforce development and the mechanisms for supporting the necessary change.

6.2.3 They identified possible duplication around sector skills and workforce intelligence work identifying gaps and noted the need to consider roles and responsibilities.

6.2.4 The group noted the positives:

- people contributing from a wide range of perspectives was very helpful
- work with the private sector is being taken forward
- ties in with the sector skills work on identifying gaps

They noted the role of the consultant nurse could play.

6.3 Scottish Care at Home: Chair referred the group to the paper previously circulated and briefly provided the background to the project. She reminded them of the impact which the changes to funding would have on the project. The group discussed the need to clearly demonstrate that the outcomes for users and carers should be part of the priorities.

6.3.1 The group discussed whether phase two of the project would be taken forward and:

- articulating at strategic level expectations and evidence
- the starting point for strategic objectives
- contextualisation
- the link to vision piece of work around the future shape of residential and care at home.

6.3.2 The group noted this was an update rather than the final report and it would be necessary to schedule a meeting

with Scottish Care at Home to consider their report.

**C Wilkinson**

- 6.4. SPAEN/UNISON Joint Project: Chair provided the background to this report which utilised UNISON's expertise on Employment Law and being a good employer. She noted 15 Local Authorities had been visited; they had talked to personal assistants and employers and hoped to visit more Local Authorities. It was anticipated a report would be available by the end of March. The group noted that no publication on guidance when employing a personal assistant/best practice had yet been produced and discussed existing support for people currently employing personal assistants. Chair indicated she would contact M McDowell/S Smellie to obtain more detail in relation to expenditure, linkages, what they've learned so far.

**C Wilkinson**

## **7. Sub Groups Reports**

- 7.1 Workforce Intelligence Group: Members reviewed this group's work and:

- identified the significant challenges around workforce data
- questioned the type of data required
- discussed methods of collection

They asked a number of questions:

- what was the workforce planning agenda?
- what kind of workforce intelligence is required to support it?
- what do we want and why do we want it?
- what's the quality of the current data?
- what would be the best way of achieving that in the future?
- what technical support would be needed for the future?

- 7.1.1 The group noted the role of the RBAG group (Scrutiny Improvement Team) and the danger of over emphasis on Local Authorities without considering the private and voluntary sector.

- 7.1.2 Chair advised it had been agreed that the Workforce Capacity Division was required to undertake a piece of work around workforce information and a workforce information model. Following discussion it was agreed

- i) the Workforce Intelligence Group would be stood down;
- ii) M Howden and I Davidson would undertake the work

**M Howden/**

around the workforce information out of which would come a sense of what would be needed to create the links to workforce development;

**I Davidson**

- iii) the results of this work to be brought to the May Changing Lives Workforce Group meeting.

7.1.3 The group thanked the Workforce Intelligence Group for their valuable input to the work of the Changing Lives Workforce Group.

Following a break for lunch at 12.25 pm the meeting resumed at 1.15 pm

7.2 Recruitment and Retention Group: Chair referred members to the paper previously circulated and asked for comments. The group discussed:

- the need for research on good practice
- the commissioning of such research
- provision of synergy via the COSLA recruitment portal
- commissioning a website
- useful to examine what website or communication tools are currently available around recruitment

7.2.1 The group agreed the Recruitment and Retention Sub Group should continue in the short term and C Wilkinson would meet with the Chair of the Recruitment and Retention Sub Group.

## **8. Communication**

8.1 The group agreed:

- i) Speednote of the January Event to be made available for onward transmission to members of the group, other Group Chairs and for J Barlow to circulate to Centres of Excellence as per her request. **C Wilkinson**
- ii) The need for clarity and communication of the strategic objectives of the framework and the mechanism for making bids which feed into the strategy for workforce development.
- iii) Chair would feedback issues to Fiona Clark (as part of her monitoring role) re Learning Networks and contact Scottish Care at Home and UNISON re projects. **C Wilkinson/  
F Clark**
- iv) To convey to the sector the implications of the

funding changes on the Learning Networks, and re-iterate continuing support.

**9. AOCB**

9.1 Agenda Planning – Items for Future Agendas

- 1) Continuous Learning Framework
- 2) Workforce Information Model
- 3) Communication to appear as a standing item
- 4) Commissioning of mapping report
- 5) Ongoing review of January Development Event.

9.2 Date of Next Meeting: 20 May 2008 in COSLA Office, Edinburgh at 10.00 am.