

Personal Assistant Programme Board

Terms of Reference

Updated July 2023

Background

1. Following meetings of a short-life working group for the Covid thank you payment in 2021 it was agreed to establish a Personal Assistant (PA) Programme Board which would learn from the £500 payment pathway and take account of the [independent review](#) and recommendations for the future of adult social care, in particular recommendation IRASC48: *a fully recognised workforce, with full involvement of independent living movement*. The Board would ensure lessons are captured addressing wider issues and enable it to be fully included as part of the social care workforce.

Purpose

2. The key functions of the Programme Board are to co-produce and implement a Work Plan based on Matter of Focus outcome mapping workshops and other research. It will ensure Personal Assistants and their unique role within the principles of independent living are fully recognised as part of the social care workforce, and ensure that necessary changes are fed into long term social care workforce and fair work work-streams, for example social care recruitment, retention, fair work and workforce development.

The Board will do this by:

- Enabling the building of a sustainable infrastructure which develops a valued PA workforce.
- Working collaboratively to identify opportunities in relation to Personal Assistants, address challenges and co-produce solutions for the PA workforce in the creation of a Work Plan.
- Supporting effective communication and engagement across the Personal Assistant networks and the wider workforce.
- The Minister for Social Care, Mental Wellbeing and Sport will receive updates about the work of the Programme Board and its recommendations. They will consider, taking into account wider context of their portfolio, whether, when and how to implement the Board's recommendations about the actions needed to meet the Work Plan objectives.

Principles

The following principles are relevant to this Board. All of these have been identified in the Self-directed Support (SDS) Improvement Plan 2023-2027 as fundamental to full delivery as intended by the Social Care (Self-Directed Support) (Scotland) Act 2013 and other relevant legislation. These are:

- human rights, the values and principles of SDS and of the Independent Living Movement.
- the importance of transitions – both from children's to adults' services, and at other life stages, for example, moving into residential care, or out of hospital.
- the needs of marginalised groups – including those who are under-represented in access to SDS and those, including disabled people, who may face specific barriers to accessing it.
- the needs of rural, island and remote communities.
- how digital technology could support improved service planning and delivery.
- the universality of SDS, including its availability to children and families and other groups including homeless people, older adults and those living with addiction.

3. Important considerations

The decisions/recommendations of the Programme Board should aim to:

- enhance the agency of the disabled person as the employer of their own personal assistants.
- minimise bureaucracy around the employment of PAs by disabled people.
- be proportionate to the issue they are trying to address.
- fit with the ethos of the independent living movement in Scotland.
- have the support of the PA employers and PAs and have been tested with these stakeholder groups.

Structure of the Programme Board

4. The Programme Board consists of a Board who meet as required and include an open meeting on an annual basis. There will be a Steering Group and various Subgroups which will meet as necessary to progress Work Plan actions and set out here: [PAPB Infograph \(sdsscotland.org.uk\)](https://sdsscotland.org.uk)

Frequency of meetings

5. The frequency of meetings will be determined on an on-going basis and agreed at the meeting.

Membership

Membership consists of key stakeholders. There must be PA representation in meetings wherever possible. Membership is set out in the [PAPB Infograph \(sdsscotland.org.uk\)](https://sdsscotland.org.uk)

6. Members are asked to respect the norm that only the named person attends unless they nominate a representative to take their place. Some groups such as the unions may choose to take it in turns to represent the sector.

Secretariat

7. Secretariat for the Programme Board will be provided by Self-directed Support Scotland.

8. The notes from each meeting are not a verbatim account of discussions but simply record the key points discussed and will be drafted in a non-attributable manner. Bullet points and actions to be circulated after each meeting before being available on the PA Programme Board webpages alongside the Work Plan, newsletters, and any other relevant resources.

Proposed meeting protocol

9. Meetings to last no more than 2 hours and to include a 10-minute break.

10. Members may suggest stakeholders and other interested parties to provide input, evidence, or views where appropriate.

11. Members should agree delivery timelines for key areas of work.

12. The Programme Board will feedback to their relevant organisations on a quarterly basis or as required.

13. Additional Scottish Government policy representatives across relevant topic areas may be invited to join the relevant Subgroups on an ad-hoc basis, determined by themes to be discussed.

13. The Programme Board will conduct wider consultation events as necessary to consult, inform, and gather greater understanding on issues.

14. All non-salaried PA representatives may claim a fee for attendance at any meetings of this Board.