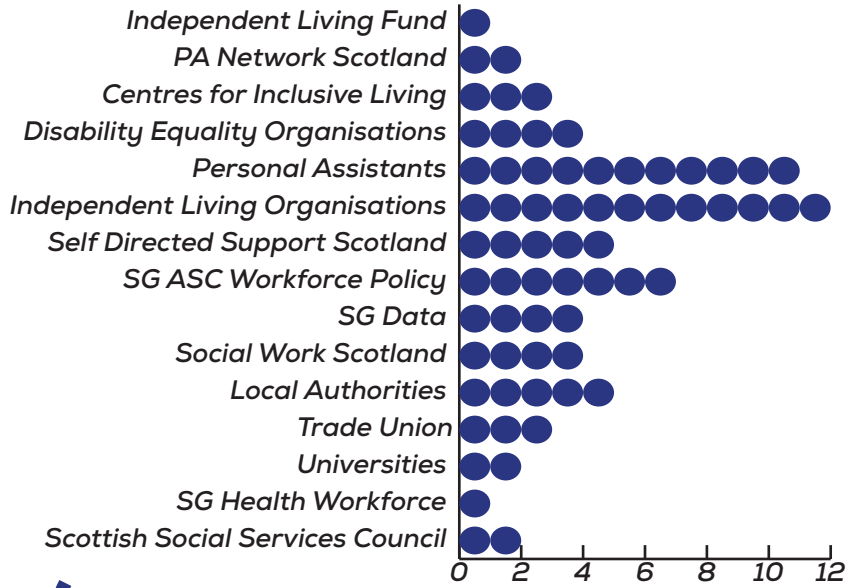


# Personal Assistant Programme Board Workplan Summary 2023-24 (Q3)

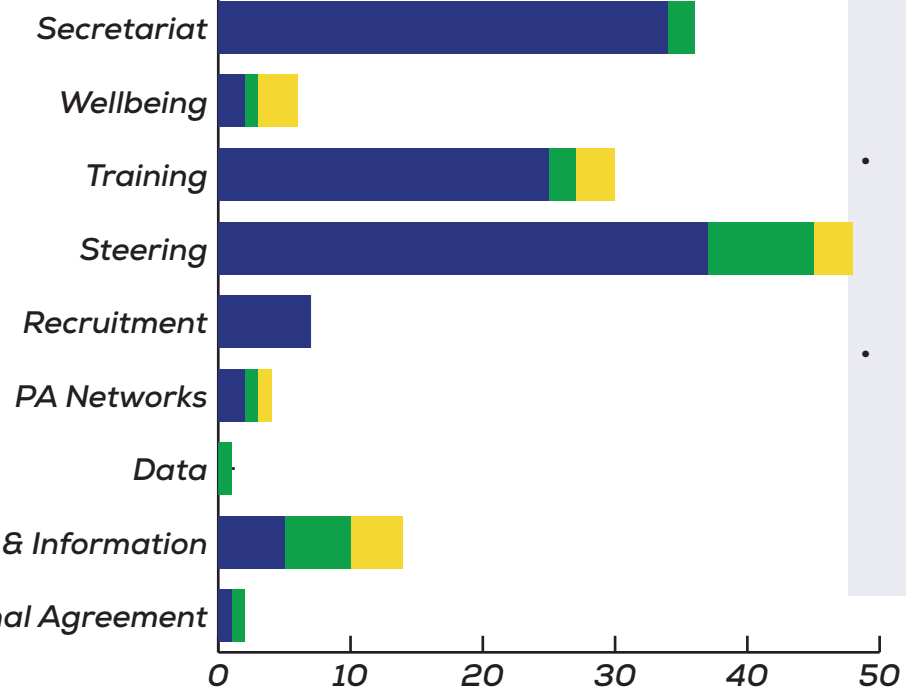
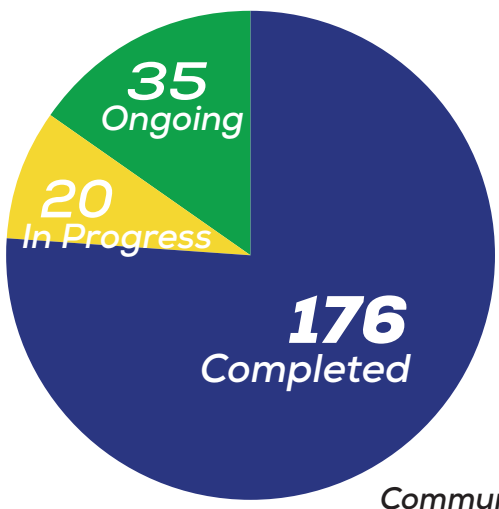
## Objective Milestones Update



**54%**  
PA, PA Employer, ISO Board Representation

| 1 Support PA & PA Employer Relationship  | 2 Develop the PA Workforce  | 3 Value Employers  | 4 Source PA Workforce Data  |
|--|---|--|---|
| <p><b>PA Handbook</b></p> <ul style="list-style-type: none"> <li>5,659 users ↑83%</li> <li>PA Handbook review 40 articles refined, 4 new articles includ. legislation updates, 30 reviewers from across sector</li> </ul> <p><b>PA Training Framework</b></p> <ul style="list-style-type: none"> <li>Final draft prior to publication</li> <li>Application for implimentation funding 2024-25</li> </ul> <p><b>DP Agreement</b></p> <ul style="list-style-type: none"> <li>LA Expert group learning about Highland co-production of PA rates</li> <li>Presentation at National DP Forum on the status of PAs to look at developing guidance on SE PAs</li> <li>Discussion on developing a Standard around DPs for employing PAs</li> <li>SWS Legal identify core components in each LA's DP agreement</li> </ul> | <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>2 new PA case studies included in national adult social care recruitment campaign</li> </ul> <p><b>Wellbeing</b></p> <ul style="list-style-type: none"> <li>IMPACT literature review and expert group set up to baseline PA Wellbeing.</li> <li>Blue Sky Card trial- 35 PAs trying trialling discount card</li> <li>Reflective Practice trial in progress</li> <li>Wellbeing Hub launching soon to provide support in practice for PAs</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>My Job Scotland page development in collaboration with ISOs - due to relaunch mid-Feb</li> </ul> <p><b>PA Network Scotland</b></p> <ul style="list-style-type: none"> <li>Redeveloped as a membership org, relaunch March 24</li> <li>New website &amp; database undergoing testing</li> </ul> | <p><b>PA Employer Handbook</b></p> <ul style="list-style-type: none"> <li>PA Wellbeing resources for inclusion in PA Employer's Handbook</li> <li>Review system launched</li> <li>PA Employer Handbook reviewed</li> </ul> <p><b>IRISR</b></p> <ul style="list-style-type: none"> <li>Independent Review of Inspection, Scrutiny and Regulation complete with recommendations</li> <li>Under discussion with Minister</li> </ul> | <p><b>PA Workforce Survey</b></p> <ul style="list-style-type: none"> <li>Publication of 2023 report &amp; findings</li> <li>Increased awareness of access to support</li> </ul> <p><b>Data</b></p> <ul style="list-style-type: none"> <li>2023 survey comparative data findings distributed</li> <li>SG audit of sources of workforce data published</li> <li>Funded PhD student appointed for PA research</li> <li>PA newsletter Dec 2023, sent to 4471, 49% open rate</li> <li>PA newsletter September 2023, sent to 4501, 52% open rate</li> </ul> |

### 176 Sub Group Actions Completed



84 Original Workplan Actions  
139 Sub Group Actions Arising

**5,659↑**  
PA & PA Employer Handbook Users (5,247 Sep)  
**55K** (27,778) views

**4,471↓**  
Distribution Dec 23 PA Newsletter.  
49% Open rate (4,501, 52% Sep)