

Meeting of the PA Programme Board

Thursday 6 March, 10:00-12:00

Chairing

Donald Macleod, Chief Executive, Self-Directed Support Scotland

Christina McLaren, Adult Social Care Workforce Division, Scottish Government

In attendance: Ann Marie Penman, Charlotte Pearson, Colleen Cochrane, Don Morrison, Donna Murray, Emma Bowen, Hazel Jack, Jan Young, Jenny Whinnett, Jeremy Adderley, Jess Elsey, Jessica Gill, Jim Elder-Woodward, Joanne Finlay, Karen Albrow, Kayleigh Hirst, Laura McGinley, Les Watson, Linda Riley, Louise White, Lucy Logan, Lyn Pornaro, Marianne Scobie, Mariela Fordyce, Mark Han-Johnston, Pauline Boyce, Pauline Nolan, Peter Scott, Rhiann McLean, Sharon Shepherd, Sharon Mcleod, Susan McKenzie, Toria Fraser, Victoria Freeland

Apologies: Ali Upton, Allison Lockhart, Anne-Marie Monaghan, Ashley Drennan, Beth Anderson, Karen Procek, Kelly Higgins, Kirsten Wooley, Iain Ramsay, Ian Thompson, Jane Kellock, Lisa Paul, Rachel Townson, Sue Grant, Michael Docherty, Morag Duncan

1. Welcome and Chairs' report (DM/CM)

- [Ministerial Statement](#) about National Care Service bill provided in January 2025.
- [Care Reform \(Scotland\) Bill](#) currently being considered by MSPs.
- [Budget \(Scotland\) No. 4 Bill](#) passed.
- National Insurance contributions increase implemented by UK government from April 2025. Ministers considering impact on social care sector.
- [Response from the Scottish Government](#) on the Committee's post-legislative scrutiny of the Social Care (Self-directed Support) Scotland Act 2013 published.
- [Health, Social Care and Sport Committee Session 6 report](#) published.

2. Approval of minutes from previous meeting

Agreed.

3. SDS Standard 13 Direct Payments for Employing Personal Assistants (DMu)

COSLA and Minister are currently reviewing standard for approval. Easy read version ready for publication.

Action: Subgroups to support community of practice in implementation of Standard 13.

Action: Chair to invite Disclosure Scotland to future PAPB to discuss PVG changes.

Action: Employment subgroup to collate questions regarding PVG changes for Disclosure Scotland.

4. Update from subgroups:

Training Subgroup (AMM)

- Induction and Resource Pack has now been split into an e-learning module for employers/PAs and an interactive workbook.
- [Learning Hub](#) now launched and promoted with two modules, with an additional three to be added.
- Following discussion with SSSC, they can promote Learning Hub and asked SDSS to consider promoting [CPL badge](#) within resources.
- Training for Trainers YouTube playlist currently in progress of being developed.
- Training Locator user testing now complete and training providers have been approached to begin listing on the Locator.
- All aspects of work to be completed by end of March.

PA Direct Payment National Agreement Subgroup (DMu)

Standard 13 in process of being approved by COSLA to enable publication. Guidance to accompany standard in development. Easy read version of standard now complete.

Wellbeing Subgroup (DMu)

- Meeting held on 27th February to establish priorities for 2025.
- Provided feedback for PAWS survey.
- Further updates to wellbeing hub resources for PAs.

Recruitment Subgroup (KH)

- My Job Scotland page has 1000+ vacancies posted and an average of 9,800 views a month. Data gap identified between how many people are clicking on ads compared to completed applications. Work underway with ISOs to address this.
- Recruitment toolkit being refined, aim to publish and share with ISOs/LAs/SiRDs in March.

Data and Research Subgroup (DMo)

JA new subgroup chair. Name change has occurred. Next meeting due mid-March. Currently seeking new members.

PA Employment (JM)

Subgroup in process of being formed. First meeting due to be held Monday 10th March.

Communications & Information Subgroup (JA)

Karen Procek has volunteered to chair subgroup following Marianne Scobie stepping down.

5. PA Workforce Survey (JA)

Action: Data subgroup to finalise PA Workforce Survey questions at their next meeting.

6. Workplan Refresh (DM)

Action: Secretariat to share draft workplan with PAPB for approval at next PAPB.

6. AOCB

Action: Data and wellbeing subgroups to liaise with JE to discuss findings from SSSC's Have Your Say Survey.

Action: Chair to invite SSSC to future PAPB to demonstrate SSSC Careers Toolkit.