



# Midlothian Community Care Providers

Newsletter 3 - 25 January 2006

## FORUM NEWS

**Thursday 26  
January 2006.**

9.30 am - 12 pm,  
MVA, 4/6 White  
Hart Street,  
Dalkeith.

### Providers' Forum Training Mapping Workshop

The session will focus on training options for Community Care staff including induction, CPD and training to register with SSSC.

Only a few places left, if you haven't received the questions by email then you are not registered please contact Catherine ASAP on 131 660 5055.

**FRIDAY 24  
MARCH 2006** 10  
am - 1.30 pm,  
Loanhead Miners  
Welfare,  
Loanhead.

### Community Care Providers Forum

**Please note: Change from provisional date made at last meeting. And changed from first invitation.**

Open to all Community Care Providers in Midlothian. An agenda will be sent out nearer the event.

RSVP to Catherine by Monday 13 March. You can use the online reply form at <http://mccp.mvacvs.org.uk/eventsform.html>

## NEWS

19/1/06

### Seeking Small Voluntary Sector Organisations

The Voluntary Sector Social Services Workforce Unit is keen to hear from individuals who work for smaller voluntary sector organisations or are part of a network with lots of connections to smaller voluntary sector organisations. The Workforce Unit is aware that these organisations can often face quite different issues to their larger counterparts and are keen to ensure that they produce relevant materials, guidance and advice to meet their needs. In order to enable them to do this they would like to encourage smaller organisations to contact them and provide them with some information about the services that they provide and any specific issues that they think the Workforce Unit should be aware of. These organisations will then be added to the Workforce Unit's mailing list and kept informed about any new developments.

In addition to this the Workforce Unit intend to visit a variety of smaller organisations in person over the next few months to find out more about the issues that concern you.

To add your details to this list simply email <mailto:vswu.admin@ccpscotland.org>

If you would like to nominate your organisation for a visit please contact Caroline Sturgeon, Development Officer, Tel: 01786 849 752.

5/1/06

### Fast Track Graduate Scheme for Voluntary Sector Employers

This year's scheme will include voluntary sector employers. The deadline for confirming places and numbers is 26/1/06.

For more information see <http://www.sieswe.org/fasttrack/> or contact [s.z.macdonald@dundee.ac.uk](mailto:s.z.macdonald@dundee.ac.uk)

5/1/06

### Care Commission Fees 2006-07

Main fees are frozen at the 2005-06 level and Care Home fees will be reduced by 10%.

For full press release see <http://www.scotland.gov.uk/News/Releases/2005/12/22094637>

9/11/05

### Care Accolades 2006

The closing date for 2006 applications is 28 February. Awarded 2 June 2006, Marcliffe at Pitfodels Hotel, Aberdeen.

For details on how to enter see <http://www.sssc.uk.com/>

## CONSULTATIONS

Comments by 6  
February 2006

### Call for feedback on Housing Support and Care at home registration and inspection processes

The Care Commission would like to hear providers' views on the inspection process both what has worked well and any learning or development points. The Care Commission is particularly keen to hear views on:

- administrative processes
- inspection visits
- registration processes
- engagement with staff and service users
- the role of contact managers.
- possible solutions to problems encountered

Please email feedback to [Pamela.hill@carecommission.com](mailto:Pamela.hill@carecommission.com)

or post to Pamela Hill, Secretary to Marcia Ramsay, Development Manager: Adult Services Regulation, Care Commission, Compass House, Riverside Drive Dundee.

See

<http://www.carecommission.com/showpage.php?pageid=494>

Responses due  
by 10 February.

### Protection of Vulnerable Adults

Analysis of consultation responses and a draft partial Regulatory Impact Assessment (RIA) are available from <http://www.scotland.gov.uk/Topics/Health/care/VAUnit/ProtectingVA>

### Safer Recruitment Guidance for staff working in child care and with vulnerable adults.

The Scottish Executive have produced a draft document which is available from <http://www.ccpscotland.org/workforceunit/info/news.php>

Comments on the RIA should be sent to [VAUnit@scotland.gsi.gov.uk](mailto:VAUnit@scotland.gsi.gov.uk)

Comments on how the guidance can take better account of the voluntary sector's views can be sent to Billy Renfrew, Scottish Exec, [Billy.Renfrew@scotland.gsi.gov.uk](mailto:Billy.Renfrew@scotland.gsi.gov.uk).

Responses due  
by 10 February.

### Scottish Parliament Health Committee Care Inquiry Evidence

The Health Committee is issuing an open call for written evidence as part of its inquiry into the Regulation of Care (Scotland) Act 2001 and the Community Care and Health (Scotland) Act 2002. Questions focus on Free Personal Care, the Care Commission and Direct Payments.

For more information and a proforma see <http://www.scottish.parliament.uk/business/committees/health/inquiries/careInq/he-careInq-call.htm>.

Consultation  
closes 17  
February

### Draft Fire Safety Guide Consultation

Document covers residential care premises.

For more information see <http://www.scotland.gov.uk/Consultations/TopPick2>

The closing date  
for consultation  
is 28 February.

### Voluntary Health Scotland Consultation

Fair for All - Disability have developed two documents to provide guidance on disability issues in the NHS:

- Strategic guidance to NHS Scotland in mainstreaming disability equality and access into policy and planning.
- Practical guidance to NHS Scotland in mainstreaming disability equality and access into service delivery.

Further information, including copies of the documents, is available on the Voluntary Health Scotland website [http://www.vhscotland.org.uk/library/ffa\\_disability.html](http://www.vhscotland.org.uk/library/ffa_disability.html)

## EVENTS

Thursday 2  
February,  
UPDATE 27  
Beaverhall Road  
Edinburgh  
9.30 - 4.30

### Action Learning Seminar: Awareness Raising of Quality Improvement of Learning and Development for Staff providing Care

Seminar organized by EVOC Care Learning for staff tasked with direct responsibility for developing learning and development provision in their organisation to achieve good practice as defined by the Care Regulations. Priority is given to local groups and organisations working in Edinburgh.

[www.evoc.org.uk/learning/programme/index.asp](http://www.evoc.org.uk/learning/programme/index.asp)

Monday 6  
February 2006,  
Scottish  
Exhibition and  
Conference  
Centre, Glasgow.

### **Make it Your Business**

The Scottish Consortium for Learning Disability (SCLD) are holding an event designed to help organisations understand how to make inclusion 'your business.' The conference fee for this event is £75, although there are 100 free places available for people with learning disabilities or family carers.

A booking form for this event can be downloaded from the news section of <http://www.ccpscotland.org/workforceunit/info/news.php>  
For more information about the Scottish Consortium for Learning Disability please visit their website:  
<http://www.sclcd.org.uk/>

Wednesday 22  
February  
Parish Halls  
Conference  
Centre, Glasgow

### **Flexible Working -The Shape of Future Employment Conference**

Action for Carers in Employment is organising this conference to explore the benefits of flexible working practices. The conference is being sponsored by the Equal Opportunities Commission. No fee will be charged but if they wish, delegates will have the opportunity to make a donation to Carers Scotland. As places are limited early registration is recommended.

For further information call Laretta or Margaret on 0141 221 9141. Register by e-mailing [margaret@carerscotland.org](mailto:margaret@carerscotland.org) with the following details: Name, organisation, position within the organisation, address, telephone number, any special needs, access or dietary requirements.

22 February  
2006, Glasgow

### **Developing the Housing Support Workforce Seminars**

Supporting People Enabling Unit, Voluntary Sector Social Services Workforce Unit and the SSSC are running these seminars for housing support staff to discuss

- Registration issues: timescales and qualifications
- Planning for success
- Sharing good practice: an employer's perspective

OR 24 February  
2006, Dundee

10 am - 12.45  
pm

Events are free but please book through <http://www.ccpscotland.org/workforceunit/events/> or by emailing [vswu.admin@ccpscotland.org](mailto:vswu.admin@ccpscotland.org)

Wednesday 15  
March 2006,  
10am - 1pm  
Perth.

### **Workforce Development Network: Learning Cultures, and Learning Logs.**

Voluntary Sector Social Services Workforce Unit

For more information (or to join the Workforce Development Network) please email [vswu.admin@ccpscotland.org](mailto:vswu.admin@ccpscotland.org) or see <http://www.ccpscotland.org/workforceunit/events/>

1 March 2006,  
County Hotel,  
Dalkeith

### **The Midlothian Social and Psychological Interventions Network (MSPIN) Stakeholders/Networking half day event**

Advance notice of this meeting to take place on 1 March, in the morning, at the County Hotel, Dalkeith.

This will be a free event - an opportunity to find out about, and become involved in, the work of the Network.

Further information to follow once programme finalised.  
Contact:  
Simon Miller,  
MSPIN Coordinator,  
Health in Mind, tel: 0131 663 1616, email: [simonmiller@health-in-mind.org.uk](mailto:simonmiller@health-in-mind.org.uk)

16 March,  
Edinburgh

### **Advance Notice - EVOC Training Providers' Fair**

EVOC is bringing together a Training Providers' Fair specifically for the voluntary and community sectors in Edinburgh and surroundings. At present, EVOC invites training providers and related agencies with an interest in show-casing their courses and training materials to complete an expression of interest for update of a Fair stall.

There will be display stalls, networking sessions and an activity programme.

Contact: Claire Whitecross,  
EVOC Learning, tel:  
0131 555 9100

Thursday 23  
March, UPDATE  
27 Beaverhall  
Road Edinburgh  
9.30 - 4.30

## Action Learning Seminar: Awareness Raising of Quality Improvement of Learning and Development for Staff providing Care

Seminar organized by EVOC Care Learning for staff tasked with direct responsibility for ensuring that learning and development provision in their organisation achieves good practice as defined by the care regulations. Priority is given to local groups and organisations working in Edinburgh

[www.evoc.org.uk/learning/programme/index.asp](http://www.evoc.org.uk/learning/programme/index.asp)

## FUNDING

28/11/05

### Achieving the Challenge funding increased

Funding is available for staff working for private or voluntary social care providers who are expected to register with the SSSC in either phase one or phase two of its registration process.

Additional funding has been made available so the project can now offer more places to staff working for organisations in the Scottish Enterprise area.

Further details and an application form can be obtained from the project's website at:

<http://www.achievingthechallenge.com>

### Source of Funding Information

Person

#### Midlothian Voluntary Action Funding Support Service

Voluntary Organisation may contact MVA's Funding Support Service for advice and support on funding matters.

For more information contact Lesley Kelly 0131 663 9471 or see

<http://www.mvacvs.org.uk/services.html>

Document

Midlothian Voluntary Action, 2005. "*Sources of Small Grants for Organisations in Midlothian*"

Available from

<http://mccp.mvacvs.org.uk/Documents/MidlothianSmallGrants.doc>

Website / database

#### Midlothian 4 Business

Web-based service set up for the use of business, charities, community groups and social enterprises. The website includes the following searchable databases:

- local support
- funding search
- grants and tax credits
- loans and venture capital
- awards

See

[www.open4business.info/midlothian](http://www.open4business.info/midlothian)

Document

Scottish Social Services Council, 2005. "*Funding for training: a guide for private providers of social care services.*"

Available from the SSSC website

<http://www.sssc.uk.com/Library/Current+Publications/Reports/Reports.htm>

Document

Scottish Executive, 2005. "*A guide for the Voluntary Sector to Scottish Executive Grants 2005-06.*"

Available online from

<http://www.scotland.gov.uk/Publications/2005/08/2291032/10331>

Document

Voluntary Sector Social Services Workforce Unit, 2005. "*Navigating the Funding Streams*".

Available online from

<http://www.ccpscotland.org/workforceunit/info/publications.php>

## TRAINING

### SCVO Training

Courses cover a broad range of topics from IT to organisational governance, from personal development to capacity building to meet the training requirements of the Sector.

<http://www.scvo.org.uk/scvo/SCVOEvents/SCVOTrainingByMonthHome.aspx>

Every Monday 30  
January-26 June.  
Stevenson  
College  
(Sighthill).  
9.30am-4.30pm

### SQA Certificate in Training Practice

The certificate is at SCQF Level 6 and at a level equivalent to SVQ Level 3. Total cost including accreditation fee is £215.

For further information see <http://www.evoc.org.uk/learning/evoclearning.htm> or contact Caoimhe on 0131 5559124, [cboylan@evoc.org.uk](mailto:cboylan@evoc.org.uk)

Monday 20  
February 2006  
MVA, 4/6 White  
Hart St, Dalkeith.

### Using Excel for Monitoring and Business Planning

Microsoft Excel is a very commonly used spreadsheet programme, mostly for creating charts and working out calculations to analyse a collection of data. This session is in two parts. The first session, run by William Liu, looks at the basics of using Excel. The second session, by Lesley Kelly, shows how Excel can be used to produce financial information for business plans, and to assist in meeting funders' monitoring requirements.

Booking essential. Contact MVA on 0131 663 9471, or by email: [info@mvacvs.org.uk](mailto:info@mvacvs.org.uk)

We hope to cover the following points:

- Basic Introduction
- Creating Spreadsheet
- Creating Charts / Graphs
- Setting up Business Plans

Trainers: William Liu & Dr Lesley Kelly, MVA

Tuesday 21  
February 2006,  
MVA, 4/6 White  
Hart St, Dalkeith.

### Full Cost Recovery

Any organisation that is hoping to negotiate contracts needs to know the real costs of providing their service to be able to tender appropriately. Therefore this course should be of interest to many local organisations.

Booking essential. Contact MVA on 0131 663 9471, or by email: [info@mvacvs.org.uk](mailto:info@mvacvs.org.uk)

The course will be run by Pamela Redpath from Community Enterprise Ltd, who is a qualified accountant.

January - June

### EVOC Learning Programme

See <http://evoc.org.uk/learning/programme/>

January - March

### Carers Scotland

There are a number of courses available. Full day course fees: £95 voluntary Sector/£125 statutory agencies. (20% discount for online bookings)

For more information or to book contact Christine McInnes on 0141 221 9141. [training@carerscotland.org](mailto:training@carerscotland.org) or online booking facility at <http://www.carerscotland.org>

## PUBLICATIONS

23/01/06

### Supporting People: A view from Scotland's voluntary organisations.

CCPS have prepared this document, which is supported by SCVO and SFHA. It is in response to concerns about the Supporting People budget. It is now available to download and there are case studies online to support the document.

For more information see <http://www.ccpscotland.org/casestudies/index.php>

- 19/01/06      **Safer Recruitment**  
 The Scottish Executive has recently prepared a draft document "*Safer Recruitment Guidance for staff working in child care and with vulnerable adults*" and would welcome comments on how the guidance can take better account of the voluntary sector's views.  
 The draft is available from <http://www.ccpscotland.org/workforceunit/info/news.php>  
 Please e-mail any comments to Billy Renfrew at the Scottish Executive: [Billy.Renfrew@scotland.gsi.gov.uk](mailto:Billy.Renfrew@scotland.gsi.gov.uk)
- 05/01/06      **Smoke Free Scotland**  
 Legislation comes into force on 26 March 2006. The Scottish Executive have produced "*Smoke-free Scotland. Guidance on smoking policies for the NHS, local authorities and care service providers.*"  
 See <http://www.scotland.gov.uk/Resource/Doc/47121/0020880.pdf>
- 9/11/05      **Workforce Development**  
 Scottish Executive, 2005. "*National Strategy For The Development Of The Social Service Workforce In Scotland. A Plan for Action 2005 - 2010.*" Edinburgh: Scottish Executive.  
 ...or the overview  
 Available online from <http://www.scotland.gov.uk/Publications/2005/11/07104403/44040>  
<http://www.scotland.gov.uk/Publications/2005/11/07103926/39271>
- 30/10/05      **Skills Sets**  
 The first Skills Sets for the social service workforce in Scotland have been produced. They cover; dementia care; learning disability; physical disability; substance misuse; mental health; secure accommodation; drugs and alcohol working with people with complex physical care needs. Skills Sets help employers, assessors and candidates identify the SVQ units and underpinning knowledge most relevant to their area of practice.  
 Further information regarding the Skills Sets is available from Keith Quinn, SSSC Learning and Development Adviser at [keith.quinn@sssc.uk.com](mailto:keith.quinn@sssc.uk.com)  
 To request copies of the Skills Sets (pdf format or hard copy) please contact Vanessa Glenday at [vanessa.glenday@sssc.uk.com](mailto:vanessa.glenday@sssc.uk.com)
- 15/11/05      **Updated Qualifications Guide**  
 "*Demystifying the Qualifications Maze*" has been updated to reflect changes made by SSSC.  
 Scottish Centre for Employment Research, 2005. "*Something to believe in. Recruitment problems and opportunities in the Scottish voluntary sector.*" Glasgow: University of Strathclyde.  
 For more information see <http://www.ccpscotland.org/workforceunit/info/publications.php> or phone 01786 849 752  
 Available online from <http://www.hrm.strath.ac.uk/scer/publications.html>
- Updated to March 2005      **Midlothian Socio-Demographic Profile 2005**  
 Useful statistics to support funding applications.  
 Available from MVA website, (see Social Inclusion Report) <http://www.mvacvs.org.uk/publication.html>

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