

Introductory Guide to the CCPS website

Introduction

CCPS is the association of voluntary sector organisations who provide care and support services in Scotland.

CCPS exists to identify, represent, promote and protect the interests of its members so that they can then maximise the support they provide to the people who use their services.

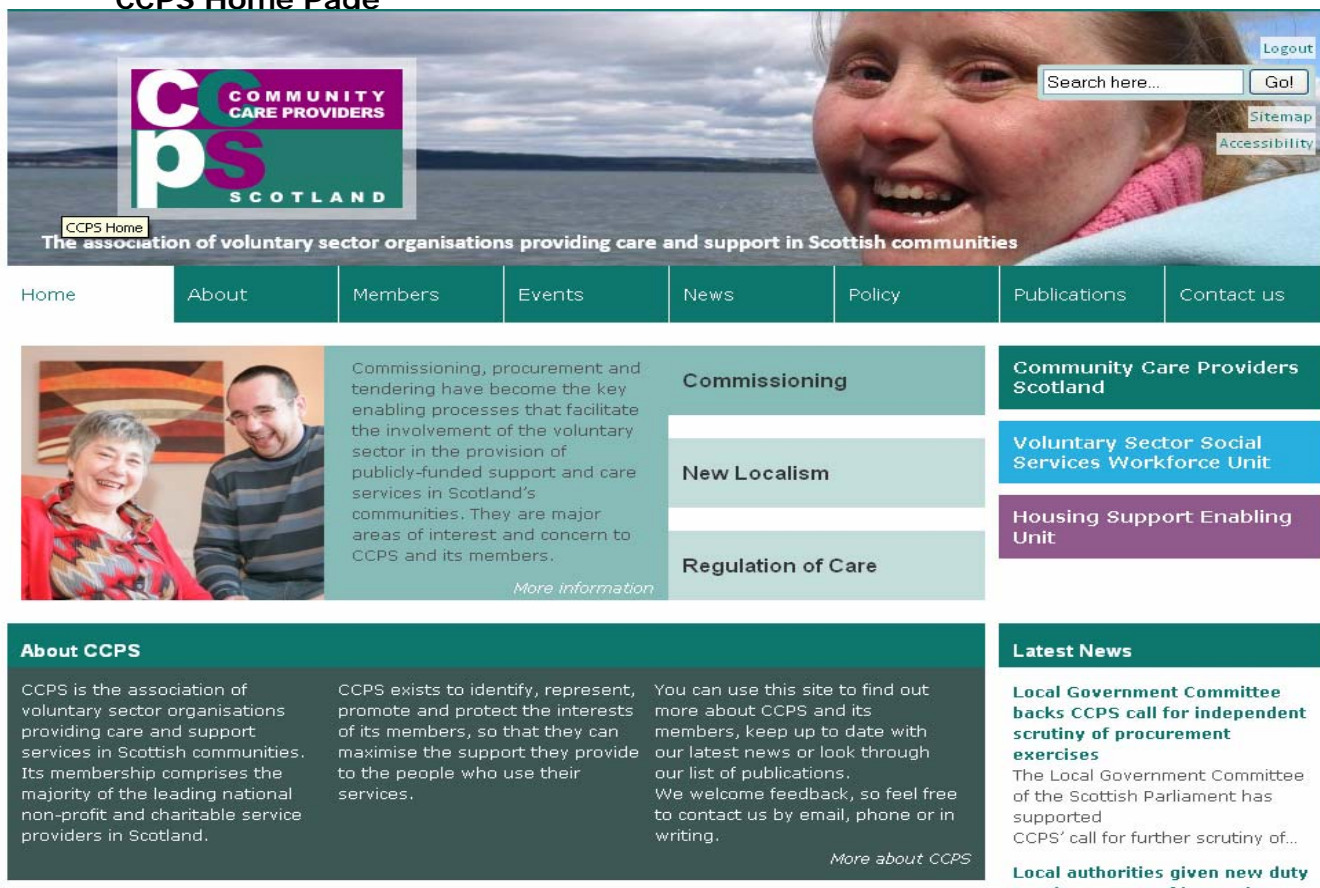
The CCPS website enables you to find out more about CCPS, its work and its members. It also provides up-to-date news, policy issues, information about forthcoming useful events, or access to our list of publications.

Some areas of the website are for members-only, and this members' section is password-protected – please read on for more information about password access. Other parts of the website are open access, so any member of the public can view these pages.

This version of the CCPS website – www.ccpscotland.org - went online in September 2009. This brief guide should highlight and signpost you to a selection of areas of the website that we think that you may not be as familiar with, or be aware of how to find.

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CCPS Home Page



The screenshot shows the CCPS Home Page. At the top left is the CCPS logo with the text 'COMMUNITY CARE PROVIDERS SCOTLAND'. To the right is a search bar with 'Search here...' and a 'Go!' button. Further right are links for 'Logout', 'Sitemap', and 'Accessibility'. Below the logo is a navigation menu with tabs for 'Home', 'About', 'Members', 'Events', 'News', 'Policy', 'Publications', and 'Contact us'. The main content area features a large image of two people smiling, with text describing commissioning, procurement, and tendering processes. To the right of this image are three vertical tabs: 'Commissioning', 'New Localism', and 'Regulation of Care'. Further right are three horizontal tabs: 'Community Care Providers Scotland', 'Voluntary Sector Social Services Workforce Unit', and 'Housing Support Enabling Unit'. Below this is a 'Latest News' section with two news items: 'Local Government Committee backs CCPS call for independent scrutiny of procurement exercises' and 'Local authorities given new duty to take account of inspection...'. At the bottom left is an 'About CCPS' section with three columns of text.

Search

A search facility at the top right hand side of the page allows an overall search to be made of the whole CCPS site, and if a member is logged in to the secure members' section at the time, the search will include fields from the secure section as well. However, it is also possible to search by using the green tabs alongside the CCPS banner and logo – please see image above and list below;

- Home Page
- About Us
- Members' section
- Events
- News
- Policy
- Publications
- Contact Us

Accessing the CCPS Members' section of the website

The members' section of the website can be accessed from the CCPS Home page in two ways, either by using the horizontal green tab button in the middle of the page, which will take you to a log-in page, or by clicking on the small 'Login' button at the very top right hand side, above the search box. Once you are within the main pages of the site, you may also be given other opportunities to login to the members' section e.g. if you are being directed to a particular document or section which is securely stored within the members' pages.

Members will then be invited to enter the **CCPS Username and Password**, both of which are case-sensitive so may need extra care when being entered. The **Username** never varies (CCPSmember), but the password is changed on an annual basis, usually in early Autumn. If in doubt that you have the most up-to-date password in use, please contact the CCPS contact within your organisation (if you are aware who this is), or contact the CCPS office (see Contact Us section). More information about what is contained within the members' section can be found later in this guide.

Members Section (in detail) - www.ccpsscotland.org/members

Upon entering the members' section, you will see links down the left hand side of the page, which include the following areas.

- Email Groups
- CCPS Meetings (Board and Membership Meetings)
- Working Groups
- Local Authority pages
- Info Digests and archive
- Quick Policy Reference Guide
- CCPS Membership of Other Organisations

Where Members-only sections of the website are referred to within this document, you will see this symbol - * - indicating that the membership username and password are required to access those sections.

Housing Support Enabling Unit (HSEU) and Workforce Unit (VSSSWU)

The **Housing Support Enabling Unit (HSEU)** is a joint initiative of CCPS and the Scottish Federation of Housing Associations (SFHA). The aim of the Unit is to offer support and assistance to providers of housing support in the voluntary, private and Registered Social Landlord sectors.

The **Voluntary Sector Social Services Workforce Unit (VSSSWU)** is hosted by CCPS in collaboration with the Scottish Social Services Council (SSSC). The Workforce Unit's core purpose is to support and promote the development of the voluntary sector workforce. We have four main outcomes:

- 1. Information:** to improve the ability of voluntary sector social services employers to engage with the national workforce agenda
- 2. Intelligence:** Work collaboratively to improve the knowledge and picture we have of the voluntary sector social services workforce
- 3. Promotion:** Add value to the national workforce development agenda through optimising the Unit's role in supporting specific voluntary sector contributions
- 4. Policy:** Improve the impact voluntary sector social services organisations are able to make on the national policy agenda, through acting as a voice of and advocating for voluntary sector social service interests.

Contact HSEU and VSSSWU

To seek more information relating to either Housing Support, or Workforce issues, you should also access the links respectively to the Housing Support Enabling Unit (HSEU) or Voluntary Sector Social Services Workforce Unit (VSSSWU) which are placed vertically along the outer right hand side of the page. It is worth bearing in mind that these two button links are the only ways to access the HSEU and VSSSWU sites, once you are in the CCPS website. The only other way to enter their sites will be if you already know the website address (URL) or you are using a search engine, like Google. For reference, HSEU's website is situated at www.ccpscotland.org/hseu and VSSSWU's website is at www.ccpscotland.org/workforceunit

How to find out more about CCPS and get involved in our work

Events - www.ccpscotland.org/events

This section contains details of events that either CCPS, or the CCPS-hosted units (HSEU and VSSSWU) are involved in running. There is also now a new dedicated CCPS Conference section, where details of the forthcoming CCPS Conference is advertised, and information and slides from previous Conferences are made available - www.ccpscotland.org/events/ccps-conferences

* Where events are for CCPS members' only, we have made sure that these remain hidden within the secure members' section. This means that to access any members-only events (eg AGMs, Council Meetings etc), you must login in to the members' section of the website first, then return to the events pages, where details of these events will then appear.

* Email Groups - www.ccpscotland.org/members/email-groups

CCPS runs email groups via a system called Campaign Helper, run by Workwithus at SCVO. As a CCPS member, you are entitled to receive regular updates from any email groups that you have elected to join. You can view the current list of CCPS email groups on this page.

Publications and 'Update' - www.ccpscotland.org/publications

This section allows access to various Research Reports, Briefing papers, Policy papers, and past Annual Reviews, that have been produced by CCPS. Most documents are available to download as a free PDF. In addition, archive copies of CCPS' latest quarterly Newsletter sent out to non-CCPS members – 'Update' – are listed here, and are available to view as a separate web page - <http://www.ccpscotland.org/publications/CCPS-Update-Newsletter>

Search

A search facility at the top right hand side of the page allows an overall search to be made of the whole CCPS site, and if a member is logged in to the secure members' section at the time, the search will include fields from the secure section as well. However, it is also possible to search by using the green tabs alongside the CCPS banner and logo – please see list below;

- Home Page
- About Us
- Members' section
- Events
- News
- Policy
- Publications
- Contact Us

How to find detailed information about CCPS Policy & Campaigning Work

Policy - www.ccpScotland.org/policy

Within the Policy section, there are dedicated Hot Topics pages. These are detailed pages containing a wealth of information (such as links to guidance, legislation, news stories and links to other useful websites) on specific and current topics, such as issues like Regulation of Care and Tendering and Procurement.

The Policy pages also contain up-to-date information about CCPS Representation on Scottish Government and associated Working Groups.

Policy also contains a separate section about CCPS Consultation Responses. This allows access to all of the responses that CCPS has made to Scottish Government (including other key agencies eg SSSC), as well as written evidence that has been sent or presented to relevant Scottish Government Committees.

* Quick Policy Reference Guide (QPRG) -

www.ccpScotland.org/members/ccps-quick-policy-reference-guide

This is a type of jargonbuster service which aims to make sure that CCPS members have all the information they need about new or unfamiliar areas of policy. It covers areas of legislation e.g. EU Working Time Directive etc, gives explanations about the work of relevant organisations eg Audit Scotland, Community Health Partnerships, and new areas of policy, such as pilot projects, advisory groups and awareness campaigns.

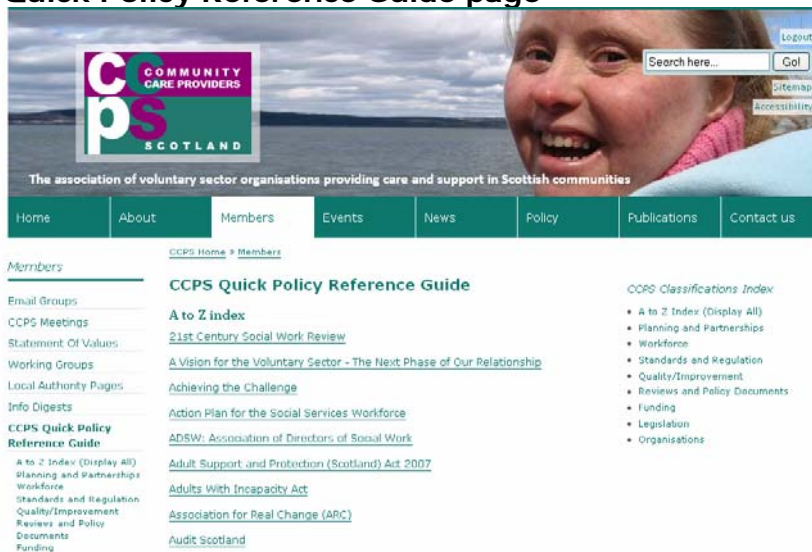
This QPRG section has been designed as a searchable database to make it more accessible. As can be seen from the image overleaf, you can search

- by the central alphabetical listing,
- by topic or classification area (see list along right hand side),
- or by the search box on the top right hand side of the page.

Information contained in the QPRG covers historical information about past policy documents and initiatives, e.g. Early Years Review, to current and ongoing areas of policy work e.g. PVG (Protection of Vulnerable Groups) Act.

This is intended very much as a 'living' document and detailed resource tool – previously it was a static PDF document that needed to be downloaded – but this new online database version will be updated regularly, you should start seeing links to it from other pages e.g Policy pages and News stories that will take you to specific and relevant sections, and there are cross-referenced links within it that will take you to other useful sections and external organisations.

Sample Quick Policy Reference Guide page



The screenshot shows the CCPS Scotland website. The header features the CCPS logo (Community Care Providers Scotland) and a navigation menu with links for Home, About, Members, Events, News, Policy, Publications, and Contact us. A search bar is located in the top right corner. The main content area is titled 'Members' and includes a sub-section for 'CCPS Quick Policy Reference Guide'. This section lists various resources such as 'A to Z Index', '21st Century Social Work Review', 'A Vision for the Voluntary Sector - The Next Phase of Our Relationship', 'Achieving the Challenge', 'Action Plan for the Social Services Workforce', 'ADSW: Association of Directors of Social Work', 'Adult Support and Protection (Scotland) Act 2007', 'Adults With Incapacity Act', 'Association for Real Change (ARC)', and 'Audit Scotland'. A 'Logout' button is visible in the top right corner.

* Info Digests and archive - www.ccpscotland.org/members/info-digests

The CCPS Information Digests are quarterly information bulletins which are sent out to CCPS members-only as hard copies. They are published every March, June, September and December. It is possible to view all Info Digests from 2006-present day as they are stored on the CCPS members' section of the website, in PDF format. They are available to download free of charge.

Other Publications and 'Update' - www.ccpscotland.org/publications

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<http://www.ccpscotland.org/publications/CCPS-Update-Newsletter>

How to find out more about what's happening in social care

News - www.ccpScotland.org/news

News Stories are currently being updated frequently – and it may be worth considering using the RSS Feed on the News pages which will automatically keep you updated on new stories as they go up, rather than actively having to seek them out. The RSS Feed can be found in the links on the left hand side of the page (as can be seen in the following page view). To set an RSS Feed up, you can find out more information at Wikipedia (<http://en.wikipedia.org/wiki/RSS>).

In addition, only the top five stories are kept on the main news page. For any news stories further back than that, you will need to access the News Archive pages, a link to which is also in the sub-headings on the left hand side of the page.

The screenshot shows the CCPS Scotland website. The header includes the CCPS logo and a navigation menu. The main content area displays three news items with their dates and titles. Each item includes a brief summary and a 'Full details' link. On the left side, there are links for 'News', 'News Archive', and 'CCPS News Feed'.

CCPS News Page

Policy - www.ccpScotland.org/policy

Within the Policy section, there are dedicated Hot Topics pages. These are quite detailed pages containing a wealth of information (such as links to guidance, legislation, news stories and links to other useful websites) on specific and current topics, such as issues like Regulation of Care and Tendering and Procurement.

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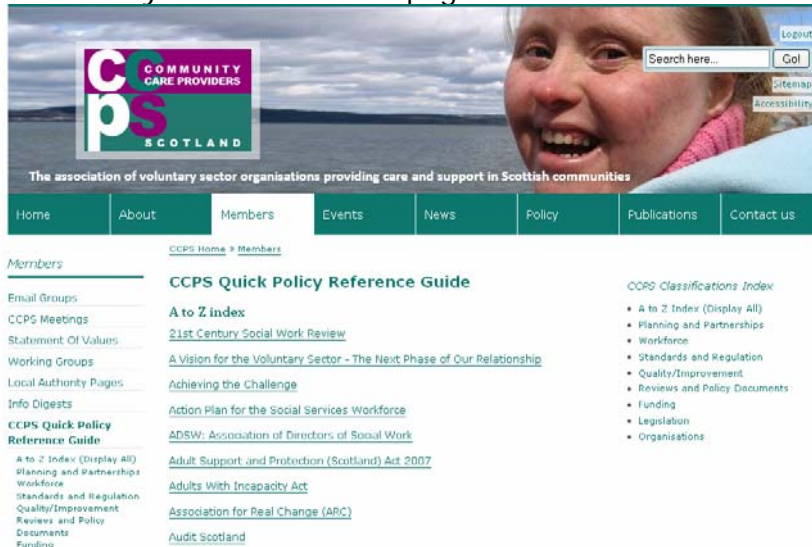
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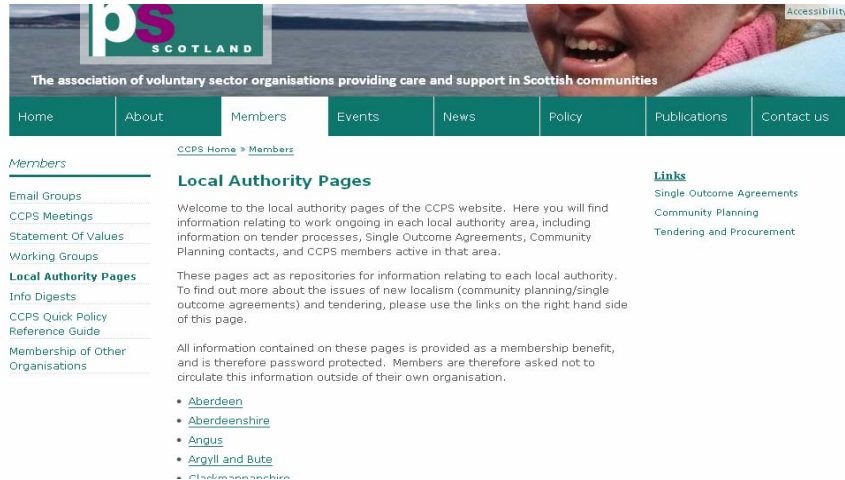
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Sample Quick Policy Reference Guide page



* **Local Authority pages** - www.ccpscotland.org/members/local-authority-pages

These are new pages that list all 32 Scottish Local Authorities. These pages are intended to act as repositories for information relating to each local authority. See image of this section below.



This is also intended as a 'living' and ongoing section of the website – where you can access local information that you may be needing to research.

Information has been gathered with the intention that it is as up-to-date as possible – although this is difficult to maintain in some areas eg Community Planning contact details, as these change frequently. However, members can assist CCPS by letting us know if they are made aware when some information is no longer relevant or needs to be updated.

By clicking on each one – see example page below for Edinburgh City Council – you will find links to information relevant for CCPS members such as information about

- the Single Outcome Agreements for that council,
- which CCPS members are active or have services within that council area,
- local representation in the Community Planning Partnership there, and
- whether there are any local tendering exercises underway or completed for that council.



Contact Us

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