



## RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>Workforce Development Sub-group</b>
<b>CHAIRPERSON:</b>	John Campbell, Service Manager, MADP (JC)
<b>DATE OF MEETING:</b>	15 January 2013
<b>LOCATION:</b>	Meeting Room 1, The Annexe, Elgin
<b>APOLOGIES:</b>	Lucy Skea, Substance Misuse Specialist Pharmacist, NHS Grampian Tracey McFall, Deputy Head, STRADA Garry Sutherland, Area Manager, Turning Point Scotland Susan Leonard, Service Manager, Quarriers Steven McCluskey
<b>ATTENDING:</b>	Nicki Stewart, Public Involvement Officer, TMC Ann Griffin, Public Involvement Officer, TMC Jo Fergusson, SW Training Manager, TMC Jean Sinclair, Team Manager, MIDAS Social Work, TMC Harry Gordon, Partnership and Development Officer, Grampian Police Lynn Geddes, Director, MCA Kelly Smart, Service Supervisor, SACRO
<b>IN ATTENDANCE:</b>	Amanda Ware, Research and Information Officer, MADP
<b>MINUTES:</b>	Donna Philip, Support Team Administrator, MADP

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
1.	<p>The chair gave an update on the ADP. It is hoped that the TSI Chief Officer will chair the next WDsg meeting.</p> <p>A full ADP meeting was held on Friday 11<sup>th</sup> where the ADP budget was discussed. By the year end there will be a zero balance and many projects that the ADP has been able to fund through non recurring funds over the years will now no longer be funded.</p> <p>A new strategy will be developed over the course of the next 6 months and short life</p>	

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	<p>working groups will be set up to undertake this task. The Delivery Plan and Annual Report will also be constructed and submitted to the Scottish Government by end of March and beginning of June respectively.</p> <p>There has been a few reports out for consultation over the past few months including GOPR, Children and Young People Bill, Criminal Justice and more importantly Alcohol Licensing. There have been 3 focus groups set up by the ADP to discuss the Alcohol Licensing consultation and it is hoped that a wide representation attend these groups.</p> <p>The Management and Performance Sub-group will be leading on the new ADP Strategy. The Finance and Commissioning Sub-group have managed the budget well and will increase participation in the commissioning planning once the strategy has been developed and the Children and Young People Sub-group will be implemented in the next 3 months.</p> <p>The ADP is accountable to the Community Planning Partnership and will also report in to the Health and Social Care Committee and the Audit and Performance Committee through the Moray Council as well as the Community Health and Social Care Partnership. The key areas that the ADP currently has to address are Children and Young People, Carers, Workforce Development and Service User Involvement.</p>	
<b>2. Training</b>	<p>A discussion was generated regarding the best way to delivery learning throughout Moray. The Team Manager for MIDAS Social Work informed the group of the Children Affected by Substance Misuse training that she helped facilitated. Through this, participants were asked what level of knowledge they had on children affected by substance misuse. Once training was completed a follow up questionnaire was then completed that asked what their level of knowledge was now and if they were passing this on to their members of staff. The training was well received. The WDsg will now look at how this training was developed and replicated a similar structure in other areas of learning.</p>	
<b>3. Service User Involvement</b>	<p>The Public Information Officer gave an update on Service User Involvement (SUI). Postal surveys were carried out on a small snap shot of SU's and the information for these are still to be evaluated. There was also the option of a text survey which replied to questions with A, B and C answers which is also to be evaluated. Advisory groups have also been held with the SU's and good conversations have come out of these. There have been issues with SU's working on a project through Out of the Darkness Theatre Group and the DWP. The DWP are claiming that this would be classed as work experiences and can affect any benefits that the SU may be receiving. These issues are currently being resolved. There is the opportunity of working with young people in schools and getting their input into the messages sent out to the public.</p> <p>A discussion was held regarding the knowledge of parents and what information was required to be disseminated. The Public Information Officer will look at how we can measure this and take back to the next meeting.</p>	
<b>4. Front Line Forum</b>	<p>The Front Line Forum held 3 meetings last year and it is hoped that one will be held every quarter in 2013. These forums generated a lot of information and it is hoped that someone else will be able to facilitate the next one.</p>	
<b>5. Naloxone</b>	<p>Many staff, SU's, family members and friends have been trained in Naloxone. There</p>	

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	have been some issues around policy and procedures which are still be resolved. A specialist from SDF will visit Grampian soon to look at further options to be used in order to get Naloxone out to as much people as possible. Currently training in Moray is provided through 1:1 sessions, predominantly by the Integrated Team and through the Direct Access Service.	
<b>6. SACRO/Training</b>	<p>The SACRO Service Supervisor updated the group on what SACRO currently do. They are currently running 2 services, Guildry House and Covesea Road. She had recently contacted the ADP to find out what training there was in relation to drugs and alcohol in the area. It is felt that staff do not have the full knowledge of the signs, symptoms etc of drug/alcohol use. There is a need for local specialised training to be developed and delivered regarding housing and drug and alcohol.</p> <p>The chair advised that national training is available in this area but is not localised to Moray. This group will need to look at a local package of training which could include behaviour change and effects of alcohol and drug use.</p>	
<b>7. Training Needs Analysis</b>	In the Training Needs Analysis is was noted that everyone is not keen on 2-3 days training therefore other ways of learning were looked at including e-learning. It was agreed to look into a training programme with basic knowledge for all staff which can also be used within an induction pack for new staff in Tier 1 services. The Director of MCA suggested that the next Front Line Forum discussion is centred on what services want out of training. A training plan will also need to be developed.	
<b>8. Brief Interventions</b>	A small group was formed to look into brief interventions with people affected by another's substance misuse. The pilot went out to Housing and Job Centre Plus and the MIDAS Social Work Team Manager and Service Manager for Quarriers went out to all these services to discuss the protocol. Unfortunately there has not been a good response. They are now to visit both services to find out what has happened and a meeting will be held to discuss and evaluate. This will be fed back and discussed at the next meeting.	
<b>9. AOCB</b>	There was no AOCB.	
<b>10. Next Meeting</b>	The next meeting will be held on 16 <sup>th</sup> April at 10am in Meeting Room 1, The Annexe.	

**CHAIRPERSON'S NOTES/COMMENTS**

**Issues to be reported to:** Moray Alcohol and Drug Partnership  
**Details of evidence retained and location:** 252 High Street, Elgin, IV30 1BE