



RECORD OF MEETING

TASK GROUP NAME:	Workforce Development Sub-group
CHAIRPERSON:	Garry Sutherland, Operations Manager, Turning Point Scotland
DATE OF MEETING:	04 December 2014
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Susan Thom, Public Health Co-ordinator, NHS Grampian Jackie Hothersall, Director of Children and Families, Aberlour Child Care Trust Harry Gordon, Partnership and Development Officer, Grampian Police David Munro, Acting Housing Needs Manager, The Moray Council Linda McKerron, Learning Development Service Manager, NHS Grampian
ATTENDING:	Garry Sutherland, Operations Manager, Turning Point Scotland Jo Fergusson, Social Work Training Manager, The Moray Council George Flett, Service Manager, Aberlour Child Care Lynn Geddes, Director, MCA Jo McLeod, Manager, Guildry House, SACRO Tracey McFall, Director, STRADA (Audio Conference)
IN ATTENDANCE:	Paul Johnson, Team Co-ordinator, MADP Amanda Ware, Research and Information Officer, MADP Joanne Lynham, Development Officer, MADP
MINUTES:	Donna Philip, Support Team Administrator, MADP

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome & Apologies	The Chair welcomed the group. Apologies noted as above.	
2. Previous Minutes and Matters Arising	The previous minutes were approved by the group.	
3. STRADA strategic support for Moray ADP	The Director, STRADA gave a overall view of the suggested pilot for Workforce Development in Moray.	

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	<p>STRADA is nationally commissioned by The Scottish Government. STRADA has shifted into more strategic work over the past year to support ADP's.</p> <p>STRADA produced a logic model to undertake a Workforce Development Strategy. The logic model was chosen as it best captures the workforce and fits with most strategic approaches. The Director, STRADA gave a run through of the phases of the project.</p> <p>Phase 1 The ADP will look at pulling together strategic leads for a half day event to look at what workforce development is going to look like in 5+ years' time etc. The group will also look at the high level strategic outcomes needed. It was agreed that a 10 year plan would fit locally with long term plans in Moray.</p> <p>Phase 2 Phase 2 will look at what we do already in Moray, what needs to be put in place and look at current gaps. Local workshops will be set up and facilitated by STRADA. The Team Co-ordinator, ADP and Operations Manager, Turning Point Scotland will look at who attends these groups to ensure that there is full commitment from all workforces.</p> <p>Phase 3 STRADA will look at the data from phases 1 & 2 and how the reference points fit. It will take 3-4 months to pull all this together and the agreed final logic model with outcomes will be available by April/May.</p> <p>Phase 4 Phase 4 will look at pulling together 5-6 people who have local knowledge of the current systems and services to look at the short term outcomes/indicators and how these are measured. It can take up to 6 months to pull this data together and STRADA will meet with the ADP Support Team every 4-6 weeks to discuss further. A report will be pulled together monthly by STRADA.</p> <p>Phase 5 Phase 5 will look at sourcing information, identifying activates and identifying a lead.</p> <p>Once the phases have been implemented STRADA will take a step back and let the ADP implement the changes at a local level. STRADA will keep in touch if any problems arise. STRADA will then review the process in a year and look at areas that have been improved or need improving. STRADA will also monitor the implementation through e-surveys and check that the process is still working sufficiently to ensure quality assurance.</p> <p>Actions</p> <ul style="list-style-type: none"> • Tracey will compile a brief of the logic model to the ADP before everyone breaks up for the Christmas. • The group will reconvene in January with the full ADP to discuss if they will be buying in. The Workforce Development Sub-group will be the reference point for the project. 	

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4. National Support to Alcohol and Drug Partnerships	The National Support to Alcohol and Drug Partnership report was distributed to the group for information. The Forth Valley Strategy Plan is included in the report and gives a good idea of what the Moray ADP will be undertaking in regards to a Workforce Development Strategy.	
5. Date of next meeting	The meeting dates for 2015 were circulated to the group. The next meeting is being held on 23 rd February at 10am in 9 North Guildry Street.	

CHAIRPERSON'S NOTES/COMMENTS
<p>Issues to be reported to: Moray Alcohol and Drug Partnership Details of evidence retained and location: 252 High Street, Elgin, IV30 1BE</p>