



RECORD OF MEETING

TASK GROUP NAME:	Workforce Development Sub-group
CHAIRPERSON:	Joyce Lorimer – Service Manager
DATE OF MEETING:	20 February 2017
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Carol Sheridan - Senior Organisational Development – Training (MC) Susan Stronach - GIRFEC Partnership Officer
ATTENDING:	George Flett - Aberlour Youth Point Moray Lynsey Murray - Recovery Pathways Redesign Lead Susan Thom - Area Public Health Officer (NHS) Kelly Donnachie - Manager Guildry House (SACRO) Emma Johnston - Service Co-ordinator (Arrows) David Munro - Housing Services Manager (MC) Vicky Stables - Police Scotland
IN ATTENDANCE:	Paul Johnson – MADP Lead Officer
MINUTES:	Louise McKenzie – Administrator

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome & Apologies	Joyce welcomed the group. Apologies noted as above.	
2. Previous Minutes and Matters Arising	The previous minutes were approved by the group. Lynsey gave a brief update on the Moray Drug and Alcohol Recovery Conversation Café held on 24 November 2016. The event was well attended and the taster sessions went well. At future events Lynsey would like to see more Service User involvement.	

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	<p>Paul is doing an audit trail and has a plan in place regarding prevention work and looking to do an event later this year.</p> <p>Credit and thanks to Emma, Lynsey and colleagues for all their hard work in organising and running the Recovery Conversation Café which links directly to operational services.</p> <p>Paul informed he has been linking in with Susan Stronach regarding how alcohol and drug fits in and how it is embedded within other training through Children's Services. This will be discussed at the Children and Young People Sub-group.</p>	
3. Verbal TNA Update	<p>Paul gave the group a verbal update on where we are to date with the Training Needs Analysis.</p> <p>SDF have sent out the TNA questionnaire to 694 contacts and have received 140 responses as at 10 February.</p> <p>Joyce asked everyone round the table to go back to their staff and remind and encourage them to complete and return the questionnaire to SDF.</p> <p>Earlier work will be incorporated in the Workforce Development Plan. Paul has sent SDF Susan Thom's report which will be pulled in with the TNA questionnaire.</p> <p>Gareth Williams report on A & E Admissions makes several references to workforce development. Each piece of work will complement the other.</p> <p>Paul also informed he has been linking in with Carol Sheridan and they have been looking at where drug and alcohol can link in with other training. He has been looking at web based training to take forward.</p> <p>Joyce suggested finding a place to hold everything together. For example MADP having a resource bank and putting people in touch with each other.</p> <p>Susan Thom informed that Health Scotland delivered a Health Behaviour Training course in November 2016. It is a generic course in which some an elearning module is completed prior to attending for 2 full days. Susan advised the course is not just for NHS staff. The next course is taking place in March 2017 and is fully subscribed.</p>	
4. Services requesting training	<p>Paul has been looking at Learnpro – Learning management system and hopes the MADP will be able to develop training modules which can be accessed by everyone in the Council. Kelly and Susan confirmed that SACRO and NHS staff has access to Learnpro.</p> <p>Paul will speak to Carol Sheridan regarding ways in which other people can access the system.</p> <p>George asked if there is a central resource list. The group did not think that there was one but Paul suggested the MADP could develop and set one up, linking in with</p>	

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	other services and agencies.	
5. Briefing Re: ACMD Prevention	<p>Paul did a briefing to bring people's attention to the recommendations within the report. Primarily what are effective and ineffective interventions?</p> <p>The Scottish Whisky Action Fund 2017 is now open for applications. Paul has linked in with TSI Moray and Scottish Whisky Association who agree that ADP's should be promoting good practice and take account of what is effective and ineffective. The MADP may be asked to support an application to the Scottish Whisky Fund.</p> <p>A discussion took place regarding what training is currently delivered universally in schools. The short answer was no, it was up to individual schools what training was delivered.</p> <p>Susan MacLaren did a mapping exercise 2 – 3 years ago but the response was very small from schools.</p>	
6. Briefing Re: NPS	As the NPS report from Scottish Government is quite lengthy Paul produced a briefing for the group outlining the main points.	
7. Service User Views	<p>Paul to contact Fiona McPherson regarding Service User Involvement report. More Conversation Café's.</p> <p>Look at feedback from questionnaires and take forward from there.</p>	
8. AOCB	<p>Frontline Forum</p> <p>The next MADP Frontline Forum is being held on Wednesday 15 March which Emma Johnston has kindly agreed to facilitate. The topic for discussion is 'Alcohol in Later Life'.</p> <p>In June Debi Weir, Veterans Mentoring Service will be facilitating.</p> <p>The Forums are a good opportunity to help support and promote other organisations.</p>	
9. Date of next meeting	Monday 22 May 2017, 2pm at 9 North Guildry Street, Elgin	

Actions

Susan to send Paul details of Health Behaviour Training

Louise to send Vicky the NPS briefing and report

Vicky will try to obtain Police data on young people caught in possession

Paul to speak with Carol Sheridan about Learnpro access