



## RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>Workforce Development Sub-group</b>
<b>CHAIRPERSON:</b>	Paul Johnson – MADP Lead Officer
<b>DATE OF MEETING:</b>	21 August 2017
<b>LOCATION:</b>	9 North Guildry Street, Elgin
<b>APOLOGIES:</b>	Joyce Lorimer – Service Manager Carol Sheridan - Senior Organisational Development – Training (MC) Susan Stronach - GIRFEC Partnership Officer Lynsey Murray - MIDAS Team Lead Vicky Stables - Police Scotland Lucy Skea - NHS Grampian Linda McKerron - NHS Grampian George Flett - Aberlour Youth Point Moray Kelly Donnachie - Manager Guildry House (SACRO)
<b>ATTENDING:</b>	Susan Thom - Area Public Health Officer (NHS) Emma Johnston - Service Co-ordinator (Arrows) David Munro - Housing Services Manager (MC) Chris Page - Partnership Development Officer (MC)
<b>IN ATTENDANCE:</b>	Paul Johnson – MADP Lead Officer
<b>MINUTES:</b>	Louise McKenzie – Administrator

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>1. Welcome &amp; Apologies</b>	Paul welcomed everyone to the meeting. Apologies noted as above.  Paul informed the group that due to capacity and resources within Aberlour Youth Point Moray George Flett has advised Paul he is unable to attend future meetings.  Paul took the opportunity to give thanks and appreciation to George on behalf of	

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	the sub-group and agreed that he will ensure George is kept up to date with progress.	
2. Previous Minutes and Matters Arising	<p>The previous minutes were approved by the group.</p> <p>With regards to item 4 in the previous minutes <i>‘Training following the CPP Inspection will be taken forward through the Children’s and Young Peoples Sub-group’</i> Children’s Services have requested the 10k underspend from Operation Avon and Safer Street’s be transferred to the Children and Young People Sub-group to take forward the alcohol and drug related actions within the Children’s Services Plan. At present no business plan or case has been received by Children’s Services to take to the MADP.</p>	
3. CREW2000 Update	<p>Paul thanked Susan Thom who kicked started this training opportunity through discussion with her contacts.</p> <p>Crew2000 are offering 2 free half day training sessions focussing on Drug Trend Awareness. There is capacity for 25 delegates on each course. The training has been booked for 30 and 31 October 2017. The training has been widely advertised and at the last count over 100 people has signed up for the training.</p>	
4. SDF Training Options Update	<p>The MADP have negotiated 4 days free training to be delivered by Scottish Drugs Forum. The training courses that have been arranged are based on the findings from the Training Needs Analysis. They are:</p> <ul style="list-style-type: none"> <li>• Introduction to Trauma</li> <li>• Understanding Stigma</li> <li>• Drugs and Bugs</li> <li>• Tooting v Shooting</li> <li>• Introduction to Motivational Interviewing</li> <li>• Drugs and Mental Health</li> </ul> <p>The training will take place week commencing 13 November. Ideally we would have liked to spread the training out a bit but are restricted by SDF’s schedule.</p> <p>Emma informed that the quality of the training is good. Quarriers have commissioned training from SDF in the past in Moray and other areas.</p>	
5. Workforce Development – referenced in Delivery Plan	<p>Paul informed that he is at an early stage in reviewing and planning of the Delivery Plan for 2018 -2021. Draft copies of the plan will be getting circulated in the near future and Paul advised that the document is everyone’s document and it is important that everyone looks at it critically and objectively to ensure it accurately reflects the needs of Moray. Workforce development is covered within the Plan and this will be used to start planning for the future.</p> <p>All members of the group agreed to review the Delivery Plan and take forward. It would be very much appreciated if comments and feedback could be returned to Paul by <b>18 September 2017</b>.</p>	
6. Planning for the Future/Review of Training Needs Analysis	<p>Paul suggested building in a budget line in the 2018/19 budget for workforce development and training following on from this year’s training.</p> <p>After discussion it was agreed to stick with what’s planned for this year which is a lot more than last year then evaluate and use as a stepping stone for next year.</p>	

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	<p>David suggested looking at prevention work in schools. Paul informed that work does take place in schools but there is a gap in information. This group requires greater steering and guidance from Children's Services.</p> <p>The MADP are waiting for clarification from the Children and Young People's sub-group on what direction this should take and who will take this forward. Paul advised he has a meeting scheduled with Iain MacDonald on 23 August.</p>	
<b>7. Date of next meeting</b>	<b>Monday 20 November 2017, 2pm at 9 North Guildry Street, Elgin.</b>	

### Actions

- **Joyce to send Louise at ADP information on mental health to disseminate to partner agencies. Carried forward from previous meeting.**
- **Table briefing at the Children and Young People Sub-group meeting. Carried forward from previous meeting as Children and Young People Sub-group postponed to 14 September 2017.**
- **Everyone to read through Delivery Plan and comments/feedback to Paul by 18 September 2017.**