



RECORD OF MEETING

TASK GROUP NAME:	Workforce Development Sub-group
CHAIRPERSON:	Garry Sutherland, Operations Manager, Turning Point Scotland
DATE OF MEETING:	03 April 2014
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Lucy Skea, Substance Misuse Specialist Pharmacist, NHS Grampian Lynn Geddes, Director, MCA Harry Gordon, Partnership and Development Officer, Grampian Police
ATTENDING:	Garry Sutherland, Operations Manager, Turning Point Scotland Jo Fergusson, Social Work Training Manager, The Moray Council Emma Johnston, Acting Service Manager, Quarriers Carers Support Service Susan Thom, Public Health Co-ordinator, NHS Grampian George Flett, Service Manager, Aberlour Child Care
IN ATTENDANCE:	John Campbell. Service Manager (LD, MH and D&A) & ADP Team Lead. Amanda Ware, Research and Information Officer, MADP
MINUTES:	Donna Philip, Support Team Administrator, MADP

<i>AGENDA ITEM/TOPIC</i>	<i>ACTION POINT</i>	<i>ACTION BY</i>
1. Welcome, introductions, apologies	<p>The Chair welcomed the group to the first meeting of 2014. Apologies noted as above. The group introduced themselves to each other and spoke of what they do and what they want to get out of the meeting.</p> <p>The ADP Team Lead gave an overview of the ADP. The ADP are currently looking to recruit a new Development Officer to undertake the work of all sub-groups. There are 4 Sub-groups; Workforce Development, Management and Performance, Early Years and Young people and Finance and Commissioning who all feed up to the Partnership. We will be looking at membership for this group to ensure that key members are sitting around the table.</p> <p>The Social Work Training Manager, ADP Team Lead and Chair of the Partnership met</p>	

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	with Isobel Nesbit to look at Workforce Development in ADP's. A questionnaire was viewed to hand out to services to look at what training they would like to see. The questionnaire will be circulated to the group and then out to a wider audience for collation for the next meeting.	
2. Discussion on remit of the group	The purpose of the group is to provide necessary direction and co-ordination to ensure effective implementation of the MADP training and development activities. The group are to look at a learning plan rather than a training plan. It was suggested that we look at the mandatory training given to services as a baseline and then look at the training above this.	
3. What specific work will the group do?	<p>The 3 ADP's in Grampian and RGU were working together on Workforce Development The ADP Team Lead is to speak to Angie Woods Clinical Practitioner Nurse who was part of the task force for an update on the progress of their discussions.</p> <p>It was noted that there have been some issues with booking training, particularly through STRADA as courses are either out with Moray or cancelled at the last minute. It was noted that due to budget cuts in STRADA that this has been a recurring problem. The ADP has good links with STRADA and we can look at bespoke training. CREW are also funded by The Scottish Government and they could also be asked to deliver training. There is however cost elements to all training. The Moray ADP distribute a Training Prospectus, however training does tend to be national as there is not much locally. It is hoped that once the ADP Development Officer is in post that they could look further into training.</p> <p>The group also discussed service users and families being part of workforce development and how we can up skill them. Early intervention could also be looked at as families are also part of a workforce. The ADP has a Public Involvement Officer for 2 days per week who could help in the planning of this and will be invited to this meeting.</p>	
4. Who are the people needed to form the group to help meet its outcomes?	<p>It was noted that the group would be enhanced by the inclusion of Housing and Education. The Chair is to discuss this further with the Head of Housing and Head of Integrated Children Services. At the present moment we could start the group small but keep the distribution list as is in the hope that more people will engage. Suggestions are welcome of new members.</p> <p>The Front Line Forum is also a good starting point to have a discussion with Front Line Workers on the training they would like to see.</p>	
5. What work will happen both within and outside this meeting?	<p>It was suggested that information can be distributed and consulted on before meetings are to be held. This will give some discussion points to start with.</p> <p>There was a Training Needs Analysis developed in 2011. It was felt that this is an extensive and detailed document and could be updated by use of the questionnaire. It was agreed that the questionnaire from Isobel Nesbit would be circulated to the group and then for wider distribution. This will help formulate a starting point on the training needed in Moray. The ADP will do most of the work to collate the information and bring to the next meeting.</p> <p>The Chair spoke to the ADP Development Officer in Aberdeenshire who had mentioned a Grampian wide Workforce Development Plan. It was agreed that a</p>	

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	plan would be set for Moray first and then we can send this to our counterparts in Grampian which can then be collated into a Grampian wide document if needs be.	
6. AOCB	<p>SMART Recovery Studio 8, MIDAS Social Work and Health undertook SMART Recovery with clients. Studio 8 reported back on their findings. It was felt that it was no benefit to Health and Social Work and Studio 8 felt that they could do this in a different way without having to purchase a SMART licence. The report from Studio 8 can be circulated to the group.</p> <p>CREW CREW's training is central based but it is hoped that they would be able to come to Moray or Grampian to undertake some sessions. It was also noted that CREW's website holds a wealth of information and could be very useful for services.</p> <p>NPS A date has been set for the next NPS meeting. The date will be circulated to the group for anyone who wishes to be part of the discussion on New Psychoactive Substance.</p> <p>Circle of Care A report has been circulated on the Circle of Care. This will be available to view on the ADP website.</p> <p>AFS Quarriers has undertaken training with AFS and SFAD. There has been some issues on getting information on drugs. It was suggested that SFAD could help with the drugs side of information,</p> <p>Health & Wellbeing The Mobile Information Bus will be available soon and it was noted this could be used for training or information sessions out with Moray.</p>	
7. Next Meeting	The next meeting will be held on the 5 th June at 10am in 9 North Guildry Street. Could you please let me of your attendance in advance? An email will be sent out with a reminder nearer the time.	

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