



## RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>Workforce Development Sub-group</b>
<b>CHAIRPERSON:</b>	Garry Sutherland, Operations Manager, Turning Point Scotland
<b>DATE OF MEETING:</b>	6 June 2014
<b>LOCATION:</b>	9 North Guildry Street, Elgin
<b>APOLOGIES:</b>	Fiona Raeburn, Substance Misuse Specialist Pharmacist, NHS Grampian John Campbell, Service Manager (LD, MH and D&A) & ADP Team Lead Fabio Villani, Director of TSI Linda McKerron, Service manager, Learning and Development, NHS Grampian Tracy Grant, Service Manager, SAMH Kelly Smart, SACRO
<b>ATTENDING:</b>	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 Lynn Geddes, Director, MCA Harry Gordon, Partnership and Development Officer, Grampian Police Paul Johnson, ADP Team Manager
<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>
<b>1. Attendance</b>	The Chair welcomed the group. The table introduced themselves.	
<b>2. Apologies</b>	Apologies are noted as above.	
<b>3. Minutes from Previous Meeting</b>	Minor changes in the minute  Item 3 – The Chair would speak to Angie Woods and not the Team Lead Item 4 – The ADP Team Lead would speak to the Head of Housing and not the Chair.	

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>4. Matters Arising</b>	There were no matters arising.	
<b>5. Membership</b>	Education and Housing still need to be included into the group. It was agreed at the previous meeting that the membership would stay as is until a Training Needs Analysis is undertaken. Hopefully more service areas will begin to engage. It would also be beneficial to engage families in the construction of the Training Needs Analysis.	
<b>6. Training Needs Analysis</b>	It was agreed that a Training Needs Analysis would be a priority over the Grampian TNA at the moment. It was suggested that small group pull together to look at the TNA once the policy mapping document has been completed and the survey from the Scottish Government has been sent out. It is hoped that a draft TNA will be available in a month's time.	
<b>7. Grampian Workforce Development Plan</b>	The Chair spoke to Angie Woods, Clinical Practitioner Nurse to inform her of the Moray ADP developments for the Workforce Development. The Chair also spoke to Fraser Hoggan, ADP City Team Development Officer who is keen to share the works of the Aberdeen City's Workforce Development Strategy.  It was decided that the Garry, Paul, Amanda and Emma would meet to relook at policy mapping and TNA.	
<b>8. Policy Mapping</b>	If there any items that the group are mindful of in regards to policy mapping then they should send them to the ADP Team Manager prior to the above meeting taking place.	
<b>9. Outcome Start Training</b>	The drug and alcohol services in Moray has been using the Outcome Star for a while now. It has now transpired that a licence needs to be purchased to use the toolkit and systems. The ADP Research and Information Officer undertook the training and will disseminate the training to all services in the next few months.	
<b>10. Wider Service Design</b>	A small working group has been set up to look at the new service design of Studio 8. Once a plan has been constructed it will be taken to the Partnership table for approval.	
<b>11. AOCB</b>	SFAD Conference – The SFAD Conference was held on 30 <sup>th</sup> May. The event was well attended however, there was mixed reviews of the day.  AFS – AFS has now moved out of counselling training. Many agencies from around Scotland have come together and made a consortium (Scottish Training Consortium) to look at agencies and training needs. Training can be delivered locally and this can match up with what is already there.	
<b>12. Date of Next Meeting</b>	The next meeting is being held on 26 August at 10am. Venue to be confirmed.	

**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