



RECORD OF MEETING

TASK GROUP NAME:	Workforce Development Sub-group
CHAIRPERSON:	Paul Johnson - MADP Lead Officer
DATE OF MEETING:	29 August 2016
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	David Millar – Locality Wellbeing Officer – (TMC) Susan Thom – Area Public Health Co-ordinator - (NHS)
ATTENDING:	Joyce Lorimer – Service Manager (TMC) Gareth Williams – Performance Officer (TMC) David Munro – Housing Services Manager (TMC) Emma Johnston – Service Co-ordinator - Arrows
IN ATTENDANCE:	Paul Johnson – MADP Lead Officer
MINUTES:	Louise McKenzie – Support Team 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.	
3. Taking the Draft Strategy Forward	Paul talked through his briefing sent out to members prior to the meeting regarding developing the Moray Workforce Development Strategy emphasising that Workforce Development is a priority outlined within the Quality Principles Improvement Plan as well as in the MADP Delivery Plan and MADP Annual report to Scottish Government. During discussions regarding the strategy the following areas were identified as relating to Scottish Drug Forum Work:	

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	<ul style="list-style-type: none"> • Drug Related Deaths • Alcohol Related Harm/Deaths • Being more proactive in respect of engaging people not in specialist services. • Child Neglect – This is a focus and priority of the Scottish Government and Moray. • Lloyds Funding –Arrows Family Service. • Budget Challenges • How data is collected and used. • DAISy – (Drug & Alcohol Information System) and ROW Tool – (Recovery Outcome Web Tool) with an agreed implementation plan. • TNA specific to alcohol and drug services. • TNA for the wider workforce. <p>George explained that each year SDF receive funding from Scottish Government to offer strategic support, as well as learning and development. He went on to explain about the different modules used over the years. There are four as detailed below:</p> <ul style="list-style-type: none"> • Establish training needs and produce an Action Plan. • Logic Modelling Approach setting out short, medium and long term outcomes. (This is the most popular approach) • Competency Based Approach • Workforce Wellbeing piece of work <p>George can bring experience from difference areas he’s worked in on a consultancy basis or can attend regular meetings.</p> <p>After some discussion the course of action agreed upon was to produce a Training Needs Analysis of specialist services and the wider workforce. Below is a list of the considerations for the TNA:</p> <ul style="list-style-type: none"> • How many surveys? (George has some templates he will send to Paul) • Decide on whether to split across the workforce or open access to everyone. • Information sheet for staff about TNA. • Do we want paper copies available? How would we keep anonymity? • Decide on a ‘go live’ date and ‘closure’ date for survey. • Choose a few people to test surveys before distributing to the wider workforce. <p>Actions</p> <ul style="list-style-type: none"> • George to send Paul survey templates • Send surveys out to workforce • Collect and collate the data • Evaluate the data • Send any feedback on the draft strategy to Paul 	<p>GB</p> <p>GB</p>
<p>4. Membership of the Group</p>	<p>Paul had expected feedback from the Scottish Government in respect of the Quality Principles Evaluation by 26 August. No feedback has been received as yet from Scottish Government but work has begun on the Action Plan. George informed that Moray is the only ADP who has produced an Action Plan based on the Care Inspection. Paul also informed that he is meeting with Jennifer Upson, SDF on 7 September to move the Action Plan forward as part of external support. Joyce – Chair expressed her appreciation that Moray ADP is fully embracing taking the Action Plan forward.</p>	

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	<p>Paul explained that there is a lot of work that compasses workforce development within the Quality Principles.</p> <p>George Burton, SDF informed that some ADP's have a standing agenda item regarding the views of Service Users. It was agreed that this would be added to our agenda.</p> <p>Membership of the MADP/WFD was discussed and the following was agreed :</p> <p>Moray Council Social Work Training Manager – Post vacant at present Moray Health and Social Care Partnership, Adult Social Care Service Manager – Joyce Lorimer Moray Council Children's Services Service Manager – David Millar (Locality Wellbeing Officer) Joyce will speak to Susan MacLaren to establish whether someone more senior may be appropriate to attend meetings. Learning & Development Manager, NHS – Police Scotland – Kev McPherson Moray SMS Development Officer – Lynsey Murray Arrows – Emma Johnson Aberlour Childcare Trust – George Flett MADP Support Team Lead – Paul Johnson Housing – David Munro, Housing Services Manager Public Health Promotions, NHS – Susan Thom</p> <p>Joyce will link in with Sandy Thomson, NHS Pharmacy Clinical Lead and Linda McKerron, NHS with regards to being part of MADP/Workforce Development Sub-group.</p>	JL
5. AOCB	None.	
6. Date of next meeting	The meeting dates for 2016 were circulated to the group. The next meeting is being held on 21 November, 9.30am in 9 North Guildry Street, Elgin.	