

RECORD OF MEETING

TASK GROUP NAME:	Workforce Development Sub-group
CHAIRPERSON:	Paul Johnson - MADP Lead Officer
DATE OF MEETING:	19 May 2016
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Susan Stronach – GIRFEC Partnership Officer Linda McKerron – Service Manager, Learning & Development (NHS) Jo Fergusson – Social Work Training Team Emma Johnston – Arrows Lynsey Murray – MIDAS Health George Burton – Scottish Drugs Forum
ATTENDING:	Tracey Gervaise - Health & Wellbeing Lead – NHS Susan Thom – Area Public Health Co-ordinator - (NHS) George Flett – Aberlour Youth Point Moray
IN ATTENDANCE:	Paul Johnson – MADP Lead Officer
MINUTES:	Louise McKenzie – Support Team Administrator

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome & Apologies	Paul welcomed the group. Apologies noted as above.	
2. Previous Minutes and Matters Arising	The previous minutes were approved by the group.	
3. Election of Chair	Paul has agreed to remain as Interim Chair for the group until a new chair has been elected. Paul advised that he will not be putting himself forward for the position of chair.	

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4. SDF Development	<p>George Burton, Scottish Drug Forum provided an updated proposal and Paul would welcome any views on the update.</p> <p>An area of deficit we have is around Workforce Development. This was also the conclusion from the joint Finance/Commissioning and Management/Performance meeting held on 12 May. It was acknowledged that there is good work being done in Children and Families but this needs to be coherent.</p> <p>Tracey suggested that we revisit the previous Training Needs Analysis which was carried out in 2011 as this was a robust and extensive piece of work which could be used as a baseline. It would be in line with our framework in terms of development, training, knowledge and skills which staff should be displaying.</p> <p>Susan informed that the results from the workforce questionnaire from the Forum mirror the results of those from the 2011 questionnaire.</p> <p>Paul suggested that with agreement from everyone that 2 – 3 people meet soon after 10 June to go over what needs to be done and pull the papers together rather than wait until the next quarterly meeting. Possible suggestions for the meeting were Jo Fergusson, Social Work Training Team and Emma Johnston, Arrows.</p>	
5. Frontline Forum Review Topics	<p>Susan gave the group feedback from yesterday's Forum which focused on Children & Young People Workforce Development. The main points to note are:</p> <ul style="list-style-type: none"> • There were good conversations • Good Evaluation • Good feedback from the groups <p>The next steps now are to adjust the work plan to reflect yesterday's forum and review the action plan.</p> <p>It was agreed that the workforce questionnaire would be circulated electronically to the sub-group to complete and give them a short deadline in which to return the form.</p> <p>A lot of work went into the preparation of work for the forum from Susan Thom, Laura Sutherland and Kirstie Wallace and as a result we now have something tangible to work with.</p> <p>Market Stall Event with Local Services around November 2016.</p>	
6. Housing Support Drug & Alcohol Training Update	<p>Paul gave the group a brief description of the training sessions he has been delivering to Housing/Homeless staff who are keen to receive training and information. After the next training session on 13 June, Paul will review the sessions before delivering to area housing staff and what the next stage of training will be.</p> <p>Paul informed he will ask Scottish Drug Forum if they can lead on more focused intervention areas.</p>	
7. AOCB	None.	
8. Date of next meeting	The meeting dates for 2016 were circulated to the group. The next meeting is being held on 22 August at 9.30am in 9 North Guildry Street, Elgin.	

Actions

- Circulate Training Needs Analysis to group and put forward a proposal.
- Arrange a meeting after 10 June.
- Susan will complete a report on yesterday's forum.
- Review 2011 Training Needs Analysis alongside the other documentation.
- Build the findings from Training Needs Analysis and other documentation into a revised Scottish Drugs

Forum Proposal.

- Paul to review initial training sessions to housing support staff before delivering to area housing staff.
- Paul will link in with George Burton, Scottish Drugs Forum regarding training on more focused intervention training.

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