



RECORD OF MEETING

TASK GROUP NAME:	Workforce Development Sub-group
CHAIRPERSON:	Paul Johnson - MADP Lead Officer
DATE OF MEETING:	22 February 2016
LOCATION:	9 North Guildry Street, Elgin
APOLOGIES:	Lynsey Murray – NHS Grampian Emma Johnston – Arrows Fiona McPherson – Public Involvement Officer Fiona Raeburn – NHS Grampian Jackie Hotherall – Aberlour Child Care Kev McPherson – Police Scotland Linda McKerron – NHS Grampian Lucy Skea – NHS Grampian Susan Leonard – Quarriers Susan Thom – NHS Grampian Tracy Grant - SAMH
ATTENDING:	George Flett - Service Manager, Aberlour Child Care Jo Fergusson – Social Work Training Unit Susan Stronach – GIRFEC Partnership Officer George Burton – Scottish Drugs Forum David Munro – Service Manager, Housing
IN ATTENDANCE:	Paul Johnson – MADP Lead Officer
MINUTES:	Louise McKenzie – Support Team Administrator

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
1. Welcome & Apologies	The Chair 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	<p>A chair for the sub-group requires to be elected. Paul stated he is happy to stand in as chair until a new chair is elected.</p> <p>Paul explained that we have to try to increase the number of people attending the group because the Scottish Government are in partnership with the Care Inspectorate to work with all ADP's to embed the quality principles.</p>	
4. SDF Proposal	<p>George Burton explained that Scottish Drugs Forum have taken over the proposal from STRADA.</p> <p>George and Paul had a meeting to discuss making the proposal more practical and realistic as after looking at the original proposal both agreed it was a bit ambitious given the recent fiscal pressure and change from Turning Point Scotland to Quarriers. Rather than a 5 year plan it was felt that a 2 year plan would be more beneficial.</p> <p>George suggested 3 sections of the workforce be chosen to focus on initially. Paul added that the housing support staff at Covesea Road are keen for information and training.</p> <p>The SDF National Quality team will be advising the Care Inspectorate.</p> <p>SDF have received lottery funding to work with ADP's there by giving us scope to do a need analysis on some area we might be looking at.</p> <p>Once phase 1 and 2 are down Paul suggested a small work group is established to discuss what the outcomes should be and how they will be measured.</p> <p>George went on to say that after staff in Forth Valley Housing department received specialist services training, referrals sent through were more appropriate. Areas to consider are:</p> <ul style="list-style-type: none"> • Have a process and tools to support referrals. • Build in a follow up to training to measure what impact the training has had. • Non statutory organisations which have an in with families. • Have training for trainers, a learning pathway and screening tools. • Ensure we cover both children and adult end. <p>Susan Stronach to find out where it fits with CPP.</p> <p>Paul and George to pull something together and link in with Jo at Social Work training unit. Minutes from Paul and George's meeting will be circulated via email before the next meeting.</p>	<p>SS</p> <p>PJ/GB</p>

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	<p>There is no plan or strategy currently in place in Moray. We need to develop a workforce development strategy.</p> <p>Paul to review membership of the group.</p> <p>Paul will circulate Quality Principles Position Statement to group members to have a look at and come back with ideas on how we can take this forward.</p> <p>George explained that the Post Graduate, MAC elective module, Social Work module elective will no longer be funded by the Scottish Government. Students currently working on this project will be allowed to complete it/</p>	<p>PJ</p> <p>PJ</p>
5. Date of next meeting	The meeting dates for 2016 were circulated to the group. The next meeting is being held on 19 May at 2pm in 9 North Guildry Street, Elgin.	

Actions

- Paul and George to pull something together and link in with Jo at Social Work training unit.
- Paul to review membership of the group.
- Paul will circulate Quality Principles Position Statement to group members.