



## RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>Workforce Development Sub-group</b>
<b>CHAIRPERSON:</b>	<b>Jane Mackie, Head of Community Care, TMC</b>
<b>DATE OF MEETING:</b>	21 February 2011
<b>LOCATION:</b>	Meeting Room 2, Spynie Dental Practice, Elgin
<b>APOLOGIES:</b>	Tracey McFall, Deputy Head, STRADA ( <b>TM</b> ) Linda McKerron, Learning and Development Manager, NHS Grampian ( <b>LM</b> )
<b>ATTENDING:</b>	Jane Mackie, Head of Community Care, TMC ( <b>JM</b> ) Joyce Lorimer, Social Work Training Manager, TMC ( <b>JL</b> ) Adrian Moar, Local Authority Liaison Officer, Grampian Police ( <b>AM</b> ) Lucy Skea, Substance Misuse Specialist Pharmacist, NHS Grampian ( <b>LS</b> ) Lynn Geddes, Director, MCA ( <b>LG</b> ) Susan Leonard, Manager, Quarriers ( <b>SL</b> )
<b>IN ATTENDANCE:</b>	John Campbell, Support Team Lead, MADP ( <b>JC</b> )
<b>MINUTES:</b>	Donna Philip, Support Team Administrator, MADP ( <b>DP</b> )

<i><b>AGENDA ITEM/TOPIC</b></i>	<i><b>ACTION POINT</b></i>	<i><b>ACTION BY</b></i>
<b>1. Welcome and Apologies</b>	JM welcomed the group.  Apologies noted as above.	
<b>2. Moray Alcohol and Drug Partnership</b>	JC gave an overview of what the Moray Alcohol and Drug Partnership (MADP) is and how they were established.  The Scottish Government has recently developed a statement on Supporting the Development of Scotland's Alcohol and Drug Workforce. The MADP had been waiting for this document to be published to give direction for setting up the Workforce Development Sub-group (WD).  The delivery framework that established ADP's encourages partners to work together in order to deliver positive outcomes within the Community Planning Partnership structure and to contribute towards Single Outcome Agreements (SOA).	

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	<p>NHS Boards are also accountable in the delivery of HEAT (Health Improvement, Efficiency, Access to Services and Treatment) Targets.</p> <p>The ADP budget is managed by the NHS with the Local Authority being the commissioning partner. The budget for the past 3 years was £108,000 for drugs and £334,000 for alcohol. The ADP have spent the last 18 months realigning the monies to avoid under spend/slippage. For this current year there is under spend of £160,000. The ADP has been looking at how to reallocate this money to avoid claw back. The WF Sub-group has funding of £24,000 available for taking forward development in the workforce.</p>	
<b>3. Sub-group Membership</b>	<p>The governance arrangements for the WD Sub-group are in the Constitution and the group is in quorate.</p>	
<b>4. Supporting the Development of the Workforce</b>	<p>The Statement issued by the Scottish Government gives direction as to what the differing tiers relating to the workforce are in relation to Workforce Development.</p> <p>Within the Statement there are 3 guides on various areas such as TNA and Service User Forums. These will be beneficial to the group in setting up forums and groups.</p> <p>JM asked if there were any training on at the moment. JL advised that there was not a lot going on at the moment within Social Work in relation to drug and alcohol. Training is currently ongoing around children affected by parental substance misuse. This is looking at the needs of the children that are affected by an adult's drug and/or alcohol problem.</p> <p>There is currently training through STRADA (Scottish Training on Drugs and Alcohol) but certain services are finding it difficult to access due to costs. STRADA have been invited to be part of the Sub-group and will take this offer up at future meetings.</p> <p>LG commented that MCA and YPAC have been carrying out needs led training such as Alcohol Brief Interventions (ABI) and Motivational Interviewing.</p> <p>JL commented that the TNA and Plan would be straight forward to do but it would be the capacity that could be the problem. The TNA guide will take the group through the steps of setting up.</p> <p><b>Action It was agreed that JL would meet with JC to pull together the work and then meet with JM to discuss further.</b></p>	
<b>5. Service Forum</b> <b>Users</b>	<p>The Service User Forums would incorporate a full spectrum of people and not just the person in treatment. A clear structure needs to be set to ensure that service users understand what the forum is for and what the MADP require from of it. The service users will also be able to tell the MADP what they want to see happen. The forum will be service user focussed and hopefully will get to the point that when the group is fully established the MADP will step back.</p> <p><b>Action JC to Contact Anne Griffin to ask for support and additional capacity for a temporary period in helping setting up a Service User Forum.</b></p>	

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<b>6. Staff Forum</b>	<p>It was suggested that instead of a meeting type forum a conference is set up annually/twice annually for staff from all agencies to attend. Workshops could be provided with key note speakers for the day. This would engage workers more in training needs.</p> <p>This will be looked into further once the TNA is complete.</p>	
<b>7. Aberdeenshire Funding Request</b>	<p>There is an opportunity for Grampian ADPs to top slice money from 2011 budget. Currently top sliced monies are ABI's and £1.3m for other historical projects within NHS.</p> <p>JC felt that this should come to the table to discuss further and receive feedback. The Shire ADP has put in a request for top sliced money for a Professional Development Officer for Grampian. If this was to be approved Moray would have the trainer for the equivalent of 1 day a week.</p> <p>Aberdeenshire need both ADPs to agree to this for this to be supported. As far as JC was aware City were not approving the bid.</p> <p>There were a few concerns that 1 day a week was not enough for Moray. As the TNA is not yet established the sub-group felt that until then the group do not know what they need at the moment.</p> <p>It was agreed unanimously that Moray is not willing to support this funding bid.</p>	
<b>8. AOB</b>	<p>It was agreed that the membership of the WF Sub-group would be reviewed quarterly and that the group were satisfied with the membership so far.</p>	
<b>9. Date of next meeting</b>	<p>The next meeting will be held on Monday 11 April 2011.</p>	

#### **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