



## TRAINING & WORKFORCE DEVELOPMENT GROUP

Held: 9.30 a.m. on

16<sup>th</sup> March 2009

Phoenix House

### Minutes

Present:	Apologies:
Mike Hutchinson ( <i>Chair</i> )      MH    Norfolk DAAT	Roz Czarnowska
Paul Berry                              PB    CADS	Sue Graham
Alison Lamont                        AL    Children's Services	Bill Shelley
Andrew Barwick                    AB    The Matthew Project	Val Sharpe
Emma Sutton                         ES    UEA	Caroline Loynes
Tracey Scarff                        TS    Norfolk DAAT	
Graham Hayes                        GH    H-Comms	
Veronica Nelhams ( <i>Mins</i> )        VN    Norfolk DAAT	

Item	Subject
1.	<p><b>Apologies for absence and introductions</b></p> <p>MH welcomed everyone to the meeting - apologies received were as shown above.</p>
2.	<p><b>Acceptance of minutes from previous meeting of the Training &amp; Workforce Development Group held on 17th November 2008 (including any confirmation of any part of the minutes exempt under the Fol Act) and matters arising</b></p> <p>The Minutes of the meeting on 17<sup>th</sup> November 2008 were accepted as a true and accurate record of the meeting and there were no matters arising.</p>
3.	<p><b>Review of Courses and the Transfer of Learning Questionnaire</b></p> <p>MH told the group that both Commissioning Groups had agreed that there should be a review of the current courses that the DAAT were funding and that a survey by using Survey Monkey was being carried out to ascertain the level of transfer of learning from people that had recently undertaken DAAT courses.</p> <p>TS showed the group how the Survey Monkey tool worked and the questions that were being asked by Mike. TS went through the options that you have when designing a survey and how the responses are collected. TS said that the first point of contact at NCC for Survey Monkey was Anne Tansley Thomas.</p> <p>AB said that he thought it would be a good idea if a survey could be set up to ask service users what they thought of the service they were attending.</p>

	<p>AL thought it might be an idea for all Partnership training providers to have a standardised questionnaire so that results could be compared.</p> <p>TS agreed to look at the possibility of non-NCC organisations being given access to Survey Monkey. Another possibility was that there could be a generic service user questionnaire with a link from the Nordat website which could be used by all service users and analysed at the DAAT.</p> <p>MH agreed to put this proposition to the DAAT Service User Training Sub Group to see whether it would be something they would be interested in developing.</p> <p><b>Action:</b> TS to look at access to Survey Monkey; MH to discuss at next Service User group.</p>
<b>4.</b>	<p><b>ETE Workshop Update</b></p> <p>MH told the group that the ETE workshop facilitated by Julie Westmacott had proved very successful and 25 people had attended from various organisations. A paper was presented by MH to the group.</p> <p>From this meeting it had been agreed that there would a 2<sup>nd</sup> workshop and a member from Jobcentre Plus would be invited attend TIG. It was also agreed that Rob Hetherington would be contacted as he had a series of provider contacts.</p> <p><b>Action:</b> MH to contact Rob Hetherington re provider contacts.</p>
<b>5.</b>	<p><b>Online Learning Tool, HCOMS, Update</b></p> <p>Graham Hayes from H-Comms attended the meeting to show the group the new learning website which was being developed for Nordat. The group thought the concept was very good and made one or two suggestions that Graham would incorporate into the development of this learning tool.</p>
<b>6.</b>	<p><b>Brief Interventions Courses Feedback</b></p> <p>MH told the group that about 70 people had already taken this course and it had evaluated very well but it had been difficult to develop links and get attendance from GPs and other surgery staff.</p> <p>It was felt that after this pilot period there might be some changes to be made to encourage more GPs to attend i.e. special half-day sessions for GPs.</p> <p>ES and MH would discuss all options with Jocelyn Pike and Alison Chaplin whose organisations were funding this training.</p> <p><b>Action:</b> MH to set up meeting with ES; JP and AC</p>
<b>7.</b>	<p><b>Any Other Business</b></p> <p>There was no other business.</p>
<b>8.</b>	<p><b>Date of Next Meeting</b></p> <p>Monday 18<sup>th</sup> May 2009 9.30 a.m. at Phoenix House</p>

Copies of Minutes and papers can be obtained from:-

Norfolk DAAT  
Phoenix House

Hall Road  
Norwich NR4 6DG  
Tel: 01603 677577  
Email: [veronica.nelhams@norfolk.gov.uk](mailto:veronica.nelhams@norfolk.gov.uk)