



TRAINING & WORKFORCE DEVELOPMENT GROUP

Held: 9.30 a.m. on 17th November 2008
Phoenix House

Minutes

Present:			Apologies:
Mike Hutchinson (<i>Chair</i>)	MH	Norfolk DAAT	Vicky Lowry
Paul Berry	PB	CADS	Chris Reilly
Fiona Craig	FC	Connexions	Sue Graham
Alison Lamont	AL	Children's Services	
Andrew Barwick	AB	The Matthew Project	
Val Sharpe	VS	NORCAS	
Roz Czarnowska	RC	Norfolk Council for Voluntary Youth Services	
Bill Shelley	BS	Gt Yarmouth & Waveney MIND	
Veronica Nelhams (<i>Mins</i>)	VN	Norfolk DAAT	

Item	Subject
1.	<p>Apologies for absence and introductions</p> <p>MH welcomed everyone to the meeting – introductions were made. Apologies received were as shown above. As Chris Reilly could not attend his agenda item had been replaced by Bill Shelley who would be giving information on the Mental Health First Aid training.</p>
2.	<p>Acceptance of minutes from previous meeting of the Training & Workforce Development Group held on 22nd September (including any confirmation of any part of the minutes exempt under the FoI Act) and matters arising</p> <p>The Minutes were accepted as a true and accurate record of the meeting.</p> <p>At the last meeting of the TWDG the group asked whether there was funding available to support the ETE work that had been done. MH said that there was a small pot of £9,500 available. The report had been sent to Alison Keating of the NTA who was very pleased with the content of this piece of work and was currently working on NTA Guidance for the Region. Funding would be discussed further when the Guidance was made available.</p> <p>MH said that we had received approx 20 expressions of interest for Alcohol Brief Interventions Training – the closing date for tenders was 30th November and it was hoped to get the training in place as early as possible in the new year. MH told the group that predominantly this was for NHS staff but would also be extended to cover staff dealing with IDTS. It is hoped that any spare places could be offered out to the wider partnership.</p> <p>MH told the group that the training course Working with Families of Drug/alcohol Misusers was coming to an end next week and had been very well received and the delegates felt that it would be worthwhile running it again – this would be dependant on funding. MH</p>

	would be attending the final session to get the evaluation feedback.
3.	<p>Introducing Norfolk Council for Voluntary Youth Services, training and develop</p> <p>RC told the group about the work she was doing with the Council for Voluntary Youth Services and presented the group with a map of the types of organisations there were in the voluntary sector. She was currently pulling in information and building awareness around vetting.</p> <p>RC said that her core priorities for 2008/09 were:-</p> <ul style="list-style-type: none"> ➤ Commissioning ➤ Safeguarding ➤ Common Core ➤ Available Training ➤ Improving visibility of sector <p>RC said that the Voluntary Youth Service did not deliver training but would have a page on Every Child Matters to show suitable training that was available around the county. They were also holding their Annual conference next Wednesday. For further details their website address is www.norfolkcvys.org.uk.</p>
4.	<p>Mental Health First Aid Training</p> <p>BS attended the meeting to tell the group about the Mental Health First Aid Training that he is currently carrying out. This training had been going on in Australia for some years and recently both Scotland and Wales have taken it up. The official launch date for the training in England is December 10th.</p> <p>BS said that a variety of training methods were used for this 12 hour course and it could be run over 4 individual sessions or 2 days.</p> <p>FC asked if it would be ok for people who work with children.</p> <p>BS said that this would not be a problem although some slight adjustment with less or more emphasis on the different topics might be required.</p> <p>RC asked if any thought had been given to carrying out this training in clusters so that it represented an area more specifically. BS said that he had not thought about cluster training although it was feasible. More information could be obtained from the CSIP website. BS was an accredited trainer for this course</p>
5.	<p>Brief Interventions Training</p> <p>MH said that there would be 3 parts to this training. They were Alcohol Recognition – an on-line learning module which should be done prior to attending the Brief Interventions training. Then the one-day ‘classroom’ based Brief Interventions training. There would also be a Train the Trainer’s course so that the training can be cascaded.</p> <p>MH told the group that the Ketamine/Solvent abuse workshops had 24 people attending over the 2 days and had received extremely good feedback.</p> <p>MH distributed a list of probation training courses provided by Michael Butcher who provided ETE training for the Probation Service. MH to see whether the partnership could have any spare places on these courses. AL said that she had attended most of these courses and they were very much offender based and risk focused and fill up very quickly.</p>
6.	<p>Any Other Business</p> <p>AL said that she did not know whether she would be attending in the meeting in 2009 as the changes in her department might mean that Chris Reilly would be attending.</p>

	FC said that as of the beginning of December she would be on secondment to Children's Services looking at partnership to join-up training. She said that she would still like to sit on the group if she possibly could but would have to see where it sat with her new role. The work she would be doing would be in preparation for the Integrated Qualifications Framework which was being launched in October 2009.
7.	Date of Next Meeting Monday 19 th January 2009 9.30 a.m. at Phoenix House

Copies of Minutes and papers can be obtained from:-

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