



TRAINING & WORKFORCE DEVELOPMENT GROUP

Held: 9.30 a.m. on 2nd June 2008
Phoenix House

Minutes

Present:			Apologies:
Mike Hutchinson (<i>Chair</i>)	MH	Norfolk DAAT	Caroline Loynes
Paul Berry	PB	CADS	Samantha Allan
Andrew Barwick	AB	The Matthew Project	Jeni Evans
Emma Sutton	AS	UEA	Fiona Craig
Alison Lamont	AL	Childrens Services	
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. Apologies were as shown above</p>
2.	<p>Acceptance of minutes from previous meeting of the Training & Workforce Development Group held on 7th April (including any confirmation of any part of the minutes exempt under the Fol Act) and matters arising</p> <p>The Minutes were accepted as a true and accurate record of the meeting. There were no matters arising.</p>
3.	<p>Monitoring Training Requests</p> <p>MH told the group that YPIG had asked for a steer on how to monitor requests for training. The group considered the following;</p> <p>The time involved in tailoring existing inputs to individual requests; the costs involved, the quality - if we don't do it; the goodwill gained from responding to the these requests; overlap/duplication of effort; requests probably splitting into training requests which have learner outcomes and general health promotion/ awareness raising requests which are harder to measure, and consider what happens when we say no - or who ends up doing the session.</p> <p>After some discussion the group suggest that funding is sought, possibly from the Information group, to undertake a scoping exercise, to answer basic questions like</p>

	<p>How many requests are actually coming in across the partnership; What type of requests are being made (for example training requests or general health promotion/ awareness);</p> <p>Who is asking for these inputs; Who is being approached to provide these sessions;</p> <p>Once this information is collated the group felt that it would be easier to suggest a suitable response and way forward and whether a more strategic approach should be put in place.</p>
4.	<p>Professional Refresher Training</p> <p>The group discussed the Professional Refresher Training and suggested that it be a day that updated staff on the Orange Guidelines; awareness of NICE guidance; facilitation on reflection of what services are doing; what's coming; what's new and more specific input into contingency management. It might be a possibility that the afternoon sessions be for workshops.</p> <p>The group also felt that this would be a useful annual event.</p>
5.	<p>Mental Health Awareness Training</p> <p>Discussions were held about the possibility of Mental Health awareness training. ES told the group that the UEA put on something very similar and that places were available at £75 per person. She also told the group that they were prepared to put events on for specific groups. Trainer's costs for the day would be approximately £400.</p> <p>PB asked about the Ketamine training and MH said that this would also probably include some training on solvents. It was suggested that this might consist of two half-day sessions as some people might want to attend both sessions; some might be more interested in Ketamine and some more interested in solvents.</p> <p>MH gave the group his notes on the learning objectives and AB said these should also embrace interaction with other substances. MH to draw up more detailed plans for the day and submit to the group.</p> <p>Action: MH to detail plans for Ketamine/Solvent Use training and submit to the group.</p>
6.	<p>Service User Engagement Group - Update</p> <p>The group were given details of the RPIH2 course that a number of the service user engagement training sub-group had been offered by Sue Green of the NHS Norfolk RIPH Programme – this training would help, support and encourage healthier lifestyles.</p> <p>A draft copy of 'Get a Life' was shown to the group and was very well received.</p>
7.	<p>Distance Learning</p> <p>MH told the group that the distance learning tool for the website had now been completed and would be included in the new re-vamped website when it was launched. In the meantime the members in attendance requested a download of the course on disc.</p> <p>Action: VN to send copy of distance learning tool to attending group members.</p>
8.	<p>Any Other Business</p> <p>There was no other business</p>
9.	<p>Date of Next Meeting</p> <p>Monday 22nd September 2008 9.30 a.m. at Phoenix House</p>

Copies of Minutes and papers can be obtained from:-

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