



TRAINING & WORKFORCE DEVELOPMENT GROUP

Held: 9.30 a.m. on

3rd July 2009

Phoenix House

Minutes

Present:			Apologies:
Mike Hutchinson (<i>Chair</i>)	MH	Norfolk DAAT	Vicki Lowry
Paul Berry	PB	CADS	Emma Sutton
Roz Czarnowska	RC	Norfolk Community Youth Service	Jeni Evans
Andrew Barwick	AB	The Matthew Project	Val Sharpe
Bill Shelley	BS	MIND	Caroline Loynes
James Fullam	JF	Norfolk DAAT	Alison Lamont
Graham Hayes	GH	H-Comms	
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 received were as shown above.</p>
2.	<p>Acceptance of minutes from previous meeting of the Training & Workforce Development Group held on 16th March 2009 (including any confirmation of any part of the minutes exempt under the Fol Act) and matters arising</p> <p>The Minutes of the meeting on 16th March 2009 were accepted as a true and accurate record of the meeting and there were no matters arising.</p>
3.	<p>Employment Pathway</p> <p>MH outlined to the group the work that was being carried out between Jobcentre Plus; The Matthew Project and Norfolk DAAT regarding employment pathway. This was a Government scheme to help get people misusing substances into treatment and then into paid work.</p> <p>MH said that he would be providing Jobcentre Plus (<i>this included Shaw Trust and A4e</i>) front line employees with 3 half day awareness courses and 45 people had signed up to these training events so far.</p> <p>The Matthew Project would be providing a single point of contact for this scheme and AB said that this would be a two-way referral as The Matthew Project could also refer clients to Jobcentre Plus.</p>

4.	<p>Review of Online Learning Tool (HCOMS)</p> <p>Graham Hayes from H-Comms came to present the final version of the e-learning tool to the group.</p> <p>RC suggested that the role the participant had in the services could be added so demand from the individual services could be measured</p>
5.	<p>Online Learning Tool, HCOMS, Update</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>
6.	<p>Brief Interventions Courses Feedback</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>Action: MH to set up meeting with ES; JP and AC</p>
7.	<p>Any Other Business</p> <p>There was no other business.</p>
8.	<p>Date of Next Meeting</p> <p>Monday 21st September 2009 9.30 a.m. at Phoenix House</p>

Copies of Minutes and papers can be obtained from:-

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