



Alcohol and Drug Action Team

Executive Training Group Minutes

Date: 22 April 2008

Time 9.30am

Venue ADAT Lodge

Present **Alister Cairns, Chairperson**
 Don Wilson, Addiction Services
 May Simpson Service Manager for Training, North Ayrshire Council
 Liz Clelland, South Ayrshire JPIG
 Irene Campbell, ADAT

In Attendance

Doreen Purvis, ADAT Support Team (Minutes)

1	APOLOGIES Pat Lerpiniere, Annmarie McIntosh, Adele Still and Susan Wilson	Action
2	MINUTES OF THE LAST MEETING Minutes of the last meeting were agreed as accurate.	
3	MATTERS ARISING Terms of Reference will be amended and circulated for comments. All other matters are on the Agenda.	Irene
4	STRADA COURSES Alastair gave an update on the new STRADA Training Courses which are now open to anyone advising that they are now all held in Glasgow which has implications in terms of staff travelling. The Group discussed exploring formal accreditation and training which could be included in staffs' initial induction period with services. It was agreed systematic analysis of attendance at training courses would be useful as this would highlight any particular trends and also gaps which need addressed. Alastair agreed to link in with staff at Dundonald and bring an analysis in terms of the training forum courses attended over the last year back to a future meeting. Alastair suggested having a half day workshop at the next meeting date to work on an Advisory Framework in terms of training. Irene agreed to contact STRADA for details of who attended their courses from Ayrshire & Arran last year. Alastair advised he will write to STRADA setting out the Group's concerns regarding booking courses.	Alastair/ Irene
5	FEEDBACK ON TRAINING NEEDS ANALYSIS REPORT This feedback pulls together costings for each of the activity areas and is going back to the Steering Group in June. It was agreed to carry this forward to the August meeting.	Irene

6	ACTION POINTS Members agreed to move this item to the end of the meeting and make changes direct via a laptop.	
7	STRATEGIC PLAN – ACTION POINTS TO PROGRESS As above.	
8	FEEDBACK ON BRIEF INTERVENTIONS PILOT Don gave feedback on the Brief Interventions Training advising training will be rolled out across the country and there will be a Training Co-ordinator in each area. Members discussed the benefits of using the Moodle System and putting a link together hosted under the ADAT framework and Alastair suggested having a demonstration at a future meeting.	Don
9	OVERDOSE AWARENESS TRAINING Graham McIntosh from SDF wishes to organise overdose prevention training and Irene and Alastair are meeting with him and will feedback at the next meeting.	Irene
10	GROUP MEMBERSHIP The Group agreed changing the membership should be done over a period of time and it was agreed to consolidate membership with the Local Authorities and then look at membership in terms of the voluntary sector. It was agreed to keep this as a standing item. Liz agreed to identify an additional South Ayrshire Representative via her Training Group. Alastair advised Choose Life would like to attend the next meeting to make a link. Members agreed May should be the link as she attends the Choose Life Steering Group and is also on the Steering Group taking forward training.	Liz
12	ANY OTHER BUSINESS Members discussed the parallels between this Group and the Prevention and Education Sub Group. It was agreed it would be useful for someone from this Group to be on the Prevention & Education Group and members agreed Alastair should write to Prevention & Education to make this case.	Alastair
13	SET MEETING DATES FOR 2008 Meeting dates (at ADAT Lodge) have been set as follows: 9.30am- 12.30pm , 2 nd July 2008 9.30am 11 th September 2008 9.30am 13 th November 2008	