

RECORD OF MEETING

TASK GROUP NAME:	MDAAT Implementation Group (2)
CHAIRPERSON:	Graham Jarvis, Community Learning and Development Manager, TMC
DATE OF MEETING:	Wednesday 23 rd April 2008
LOCATION:	Room 201, Council HQ, Elgin
APOLOGIES:	David Smith, Inspector, Substance Misuse Co-ordinator, Grampian Police (DS) Hugh Mackie, Chief Inspector, Grampian Police (HM) Mike Perera, Manager, Integrated Services (MP) Blair Dempsie, Operations Manager, Criminal Justice and Substance Misuse (BD) Eric Scarborough, Head of Educational Support Services (ES)
ATTENDING:	Graham Jarvis, Community Learning and Development Manager (Chairman) (GJ) Anna Jermyn, Research and Information Officer, CSP/ASBT/MDAAT (AJ) Grant McCutcheon, LALO, Community Safety Partnership, TMC (GMcC) Tricia Joyce, Moray Council on Addictions (TJ) Jacqui Taylor, Employability Representative, SCVO (JT) Lynn Geddes, MDAF Representative (LG)
MINUTES:	Angela Mills, MDAAT (AM)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
Item 1 - Apologies	As noted above	
Item 2 - Minutes of meeting held on 18th March 2008 and matters arising	These were held as accurate. Matters arising – 1. On the second page of the minutes in the 'Action By' column for Item 3 – the initials should read AM/LG 2. On the third page of the minutes in the 'Action By' column for Item 6 – the initials should read LG	
Item 3 – Task-list from meeting held on 18th March	The MDAAT Team Co-ordinator summarised the Task-list for the members. 1. Admin task completed 18-03 2. PI Template has progressed in that it is now a PI report. Next meeting is scheduled for 07-05 and this task is ongoing 3. The MDAAT PI Short Life Task Group has been revitalised with GMcC as Chair of the Group and a renewed membership. The PI Report will form part of the reporting tools submitted to the Scottish Government in June 2008 in	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	<p>place of the ADAT Corporate Action Plan which has been abolished by the Scottish Government. The first meeting of the new PI Task Group has been scheduled for Monday 19th May 2008 in the Meeting Room, 252 High Street, Elgin at 2pm</p> <ol style="list-style-type: none"> 4. No actual progress for joint MDAAT/MDAF Event 5. The review of the membership of the MDAAT is to remain on the agenda pending further research and discussion 6. Moray Drug, Alcohol and BBV Forum (MDAF) Action Plan was tabled at the MDAF meeting of 25th March 2008 7. No actual progress for joint MDAAT/MDAF Event 8. Preliminary meeting of the new PI Task Group Chair, Grant McCutcheon, The Community Analyst and the MDAAT Team Co-ordinator is scheduled to take place on 7th May 2008 9. Young Persons Action Plan was re-distributed for further consultation to all partners. There was a nil response so the Implementation Group decided to ratify the Action Plan in the absence of any negative feedback 10. Awaiting a communication with the correct figure for the PI report 11. Information requests for the PI Report will be addressed at both the preliminary and initial meetings of the revitalised PI Short Life Task Group 12. Awaiting a copy of the Analysis of Drug Overdose Data to distribute 	
<p>Item 4 – Strategy Group Update and matters arising</p> <p>Structure and Agenda of the joint MDAAT/MDAF event in July 2008</p>	<p>The Chair led the discussion on the actions handed down to the Implementation Group from the last Strategy Group meeting which took place on Wednesday 16th April 2008.</p> <p>➤ The Chair commenced debate about the joint MDAAT/MDAF event by informing the group that the agenda for the event would have to be ready in time for the Extraordinary Strategy Group meeting which is scheduled to take place on Friday 6th June 2008.</p> <p>1. Proposed initial draft agenda – Strategy Group Meeting – 0930 to 1100</p> <ul style="list-style-type: none"> ○ Consisting of the regular Strategy Group agenda items <p>Joint Forum Meeting – 1100 to 1200 Suggested topic for discussion – The Single Outcome Agreement: How are services meeting local outcomes?</p> <ul style="list-style-type: none"> ○ Debate on long-term funding for funded service providers ○ Debate on how the D&A agenda contained within the Single Outcome Agreement will be progressed in Moray <p>Open Meeting (with general public) 1200 to 1300</p>	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
<p>Notional identification of projects to benefit from any additional funding for Moray</p>	<p>Initial suggested format – Presentation by Chair of MDAAT (approx 15mins) Presentation by Chair of MDAF (approx 15mins) Symposium on Scottish Government Alcohol Debate which is to be launched publicly on 28th April (approx 30 mins)</p> <p>The SG has suggested the information and resources they're promoting for the Alcohol Debate might be useful to co-ordinate local activity on this initiative and provide substance for local events which are already planned as well as inspiring group discussions. The Alcohol Debate website will go live w/c 28 April followed by the Stakeholder pack which will be published on the Info Scotland site early May. The next update will include examples of the kinds of support materials (posters, leaflets etc) that action teams and their networks will be able to order to support their activity.</p> <p>The Team Co-ordinator will contact the National Substance Use Liaison Officer (Alcohol) at SAADAT to enquire about accessing the resources for the event.</p> <p>Updates on progress will be provided when appropriate.</p> <p><i>It should be noted the above suggested format for the joint event will be subject to discussion and ratification by both the MDAAT and the MDAF.</i></p> <p>2. MDAAT Team Co-ordinator should distribute the most recent unauthorised draft of the Moray Single Outcome Agreement to the Implementation Group members for their perusal in light of the fact it may be the topic for discussion during the joint meeting between MDAAT and MDAF</p> <p>3. MDAAT Team Co-ordinator to prepare a draft agenda for consultation and ratification at the next MDAF (20th May 2008), Strategy Group (6th June 2008) and Implementation Group (17th June 2008) meetings</p> <p>➤ The Strategy Group tasked the Implementation Group with identifying projects which might benefit from any additional funding which may be available in Moray. The group discussed various issues of funding. They were informed partners and service providers would be invited to tender bids for any available funding. The members were advised any additional funding would probably be constrained by the criteria attached to it. Agencies bidding for funding which was not restricted by specific criteria would have to evidence their project was 'supporting the work of the Drug & Alcohol Services in Moray'. A bidding process similar to</p>	<p>AM</p> <p>AM</p> <p>AM</p>

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
Feedback from 3 ADAT Chairs & PH Meeting on 21st April	<p>that of last year will take place as soon as the MDAAT has been advised how much, if any, funding is available for distribution. The MDAAT fund bidding form will be reviewed and clarified prior to distribution to partner organisations and service providers</p> <ul style="list-style-type: none"> ➤ Feedback had not yet been received from this meeting 	ALL
Item 5. PI Short Life Task Group Review	<ul style="list-style-type: none"> ➤ Chair of the Group Grant McCutcheon was unanimously voted in as Chair of the revitalised MDAAT Performance Indicator Short Life Task Group ➤ Membership Review The group discussed membership of this group given that they have the onerous task of producing a completed PI Report by June for submission to the Scottish Government. The MDAAT Team Co-ordinator informed the group that most of the original members of the group have opted to remain on it and there had been the offer of representation from additional agencies that had not been represented formerly. An initial meeting of a sub group is scheduled to take place on 7th May with the first main meeting scheduled to take place on 19th May. The MDAAT Team Co-ordinator will organise the meeting and distribute the Notice and Agenda for this meeting. The Chair of the Implementation Group suggested the PI Report be ready for the Extraordinary Strategy Group meeting which is scheduled for 6th June 2008. 	<p>GMcC/AJ/AM</p> <p>AM</p> <p>PI Short Life Task Group</p>
Item 6. Forum (MDAF) Update	<ul style="list-style-type: none"> ➤ The Chair of the Forum, LG, introduced TJ as the new Voluntary Sector Representative on the MDAAT ➤ The Chair of the Forum also informed the group that the next meeting of the MDAF has been postponed from 6th May to 20th May 2008 	
Item 7. AOCB	<p>BBV Public Awareness Campaign 2008/9</p> <p>An e-mail had been distributed to all agencies informing them of funding for a public awareness campaign for Blood Borne Viruses.</p> <p>The e-mail requested feedback from all agencies on how they thought the campaign should be progressed.</p> <p>The group discussed the issue and these were the initial thoughts –</p> <ul style="list-style-type: none"> ➤ GMcC felt the campaign should target specific groups ➤ The MDAAT would need further information in order to provide an informed response as to how to target the funding for the campaign, for instance <ul style="list-style-type: none"> ○ prevalence rates of BBV's in Grampian ○ data of groups involved with BBV's in Grampian ○ routes of transmission of BBV's in Grampian <p>The group also agreed that Moray would welcome a portion of</p>	

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
	<p>the funding to target issues specific to Moray.</p> <p>The MDAAT Team Co-ordinator will forward the members' response to the Sexual Health Improvement Co-ordinator, NHS Grampian for her information.</p> <p>Implementation Group Membership Review The group discussed the membership of the MDAAT Implementation Group given the high number of apologies for the meeting and the small number of attendees. The group reviewed the original line up of members and it became apparent that many of these members were not attending the Implementation Group meetings, and were in fact not even responding with apologies for absence. Many of these members belong to either NHS Grampian or Moray Community Social Care Partnership although local authority Housing was also notably absent. It was agreed by the members present at the meeting that their absence was inhibiting the progress and success of the Implementation Group since there was little representation for a large portion of the Integrated Service Group i.e. the Health sector. The Chair told the members he would discuss the issue with the Chair of the Strategy Group with a view to improving the situation of non-attendance at Implementation Group meetings.</p>	<p>AM</p> <p>GJ</p>
Item 10. Date of Next Meeting	The date of the next Implementation Group meeting is Tuesday 17 th June 2008 in Room 308, Council Headquarters, Elgin at 9.30am.	

CHAIRPERSON'S NOTES/COMMENTS

ISSUES TO BE REPORTED TO <MDAAT Implementation Group>

CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES (where relevant)

DETAILS OF EVIDENCE RETAINED AND LOCATION

All supporting documentation will be retained and filed along with the Minutes of meetings in the offices of the Moray Drug & Alcohol Team.