

RECORD OF MEETING

TASK GROUP NAME:	MDAAT Implementation Group
CHAIRPERSON:	Graham Jarvis, Community Learning and Development Manager, TMC
DATE OF MEETING:	Tuesday 28 th August 2007
LOCATION:	Room 308a, Council Headquarters, Elgin
APOLOGIES:	Lesley Fraser, Senior Planning Officer, MCHSP (LF) Mike Perera, Manager, Integrated Services (MP) Anna Jermyn, Research and Information Officer, CSP/ASBT/MDAAT (AJ)
ATTENDING:	Graham Jarvis, Community Learning and Development Manager (Chairman) (GJ) Blair Dempsie, Operations Manager, Criminal Justice and Substance Misuse (BD) Carol Kirkwood, Health Improvement Officer (Strategy), MCHSCP (CK) Tricia Joyce, Moray Council on Addictions (TJ) John Campbell, Turning Point Scotland (JC) Grant McCutcheon, LALO, Community Safety Partnership, TMC (GMcC) June Shennan, Homelessness Projects Officer, TMC (JS) Esther Jack, Drug & Alcohol Development Officer, MDAAT (EJ) Hugh Mackie, Chief Inspector, Grampian Police (HM) Julie McKay, Nurse Manager, Mental Health, NHS Grampian (JMcK) Jacqui Taylor, Employability Representative, SCVO (JT) Eric Scarborough, Head of Educational Support Services (ES)
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 25th June and matters arising	The minutes of the last meeting were accepted as an accurate record of the meeting. <u>Item 4</u> – the members were advised about the copyright law surrounding unauthorised use of our logos on the internet. ‘The logo is our copyright and as such is ours to assign with. The presence of our logo indicates an endorsement we clearly have not given. However, enforcement of our copyright in these matters is almost impossible and not financially viable so it is rarely advisable to pursue such issues.’	
Item 3. SWIA Report – Action	The group agreed the SWIA Report was accurate at time of writing but the group also agreed MDAAT had progressed	

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Plan	<p>and evolved in many areas independently of the report. Most of the recommendations in the report were Grampian wide and will be taken forward jointly. The Moray recommendations could be found on page 57 of the report and the MDAAT had already achieved some of those recommendations. It was also agreed by the group that we ought to be far more outcomes focused. The members agreed the text of the report read far more positively than the evaluation results. It was unanimously agreed that the inspection had been useful. The following recommendations can be found in the SWIA Report.</p>	
Moray Rec. 13	<p>Discussion ensued on the subtext and recommendations in the report with a view to forming a sub-group to produce an action plan.</p> <p>The group agreed partnership agencies performance reflects on the DAAT and pan Grampian organisations are accountable to the DAAT. However, although it was accepted that outcome indicators are different for all agencies, there should be consistently good case recording and each agency should be able to evidence their performance. The members felt that each agency should be able to assess, monitor and review their performance and this should be an ongoing process, which in turn should produce action plans. The group agreed that the PI Short-Life Task Group should address this recommendation and report back to the next Implementation Group meeting. The group agreed it would be beneficial to invite the Contracts Officer to the PI Task Group meeting, which is scheduled for Tuesday 4th September 2007.</p>	<p>PI Task Group</p> <p>AM</p>
Moray Rec. 14	<p>The group agreed Service Level Agreements (SLA's) needed to be clearer. BD will follow up this recommendation and inform the next Implementation Group meeting.</p> <p>JMcK will research who is responsible for SLA's within the NHS and will inform the group when the process will be concluded to fulfil recommendation 14.</p>	<p>BD</p> <p>JMcK</p>
Moray Rec. 15	<p>The exact meaning of this recommendation was not clear to the group. The Chairman agreed to discuss it with the Chairman of the Strategy Group. It was noted that Aberdeen City has a sub group which deals with Children & Young People. The group explored whether Moray should follow that lead.</p>	<p>GJ</p>
Moray Rec. 16	<p>The members agreed that this recommendation was fairly straightforward. BD and JMcK will follow up on this</p>	

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	recommendation and report back to the next Implementation Group meeting.	BD/JMcK
Item 4. MDAAT Communication Strategy	<p>A short life task group was formed to produce the MDAAT Communication Strategy. The Chair of this task group is Carol Kirkwood. The group had a productive meeting from which a draft Communication Strategy was produced. This was distributed amongst the members for consultation. At the next meeting of this task group, feedback received will be integrated into the strategy and an action plan will be developed.</p> <p>The members agreed that the format of the Communication Strategy should be changed to Aims, Objectives then Principles. AM will edit the strategy in preparation for the next meeting.</p>	CS Task Group AM
Item 5. MDAAT Web-site	The members were advised that preparations for the launch of the web-site was complete and it was hoped as many of them as possible would be available to attend the launch.	
Item 6. Stock-take of ADAT's	<p>The members were briefed on the salient points of the Stock-take Report and recommendations in relation to Moray. One of the recommendations in the Stock-take was that the adoption of National Quality Standards (NQS) should be promoted. As a result of this recommendation, the DDO has arranged for an NQS Roadshow to be held in Moray. AM will send out invitations and booking forms for the event in the near future.</p> <p>A meeting will take place between ADAT Chairs and Scottish Executive ministers on 10th September 2007, which Sandy Riddell, Chair of the MDAAT, will attend, to discuss the findings in the Stock-take. An overview of Moray as well as four key topics of concern for Moray has been sent to the Scottish Executive in advance of the meeting.</p>	AM
Item 7. CAP & Short Life Task Groups – Update	<p><u>MDAAT Performance Indicator (PI) Short Life Task Group</u></p> <ul style="list-style-type: none"> ➤ This group met on 11th June 2007 with the next meeting planned for 4th September 2007 ➤ Due to the absence of the Chair of this group, it was agreed by all members a temporary Chair should be appointed and the group should continue as normal ➤ The DDO will investigate other ADAT activity with regard to Performance Indicators <p><u>MDAAT Planned Needs Analysis (PNA) Task Group</u></p> <ul style="list-style-type: none"> ➤ As a result of this group meeting a mapping of current services in Moray took place which resulted in a comprehensive MDAAT Service Directory being produced ➤ This was received well by all members and most organisations stated they would be appreciative of a copy of the Service Directory in spreadsheet format ➤ The Drug & Alcohol (Development & Information) Team will explore costs for producing the chart 	EJ EJ/AM/SH

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	<ul style="list-style-type: none"> ➤ In addition to the MDAAT Service Directory, the team has produced an MDAAT Training Directory. It is regularly updated and can be found on the new MDAAT web-site ➤ The members felt it would be appropriate for gaps in service provision to be identified as a result of the PNA research ➤ Findings of the PNA Short Life Task Group should be presented to the Implementation Group for them to decide on the future of this short-life task group <p><u>MDAAT CAP Quarterly Report – 2nd Quarter 2007</u></p> <ul style="list-style-type: none"> ➤ The Drug & Alcohol (Development & Information) Team produced a quarterly report detailing actions achieved against planned actions in the current Corporate Action Plan ➤ The quarterly report was discussed amongst the group ➤ The DDO thanked everyone for their help in producing the CAP and for their continuing support in the provision of information for it ➤ During the discussion it was noted there was a need for some slight amendments to the report. AM will edit these amendments <p><u>MDAAT Training Directory 2007-8</u></p> <ul style="list-style-type: none"> ➤ The Directory was well received by the group and comment was made about how helpful it has been enabling managers to view current training information quickly and easily <p><u>Drug & Alcohol Services Report</u></p> <ul style="list-style-type: none"> ➤ The group agreed a template should be produced for this report which will include input from our front-line service delivery partners ➤ The final report will be statistically led and analysed ➤ The DDO will research information which will help to inform this template <p><u>MDAAT Funding meeting with the Scottish Executive</u></p> <ul style="list-style-type: none"> ➤ Senior members of the MDAAT will meet with Karen McGuigan of the Safer Communities Division at the Scottish Executive ➤ The DDO was initially advised to explore alternative sources of funding and contact has been made with Lloyds TSB PDI and Robertson Trust ➤ JC informed the group that Studio 8 would be forced into initiating their exit strategy on 1st December 2007 ➤ The DDO informed the group that Lloyds TSB were actively seeking services to fund in Moray ➤ Partners were advised to apply to explore whether or not they would meet required criteria for funding from Lloyds TSB PDI. The group was advised that Lloyds 	<p>TJ</p> <p>AM</p> <p>EJ</p> <p>GJ/BD/EJ</p> <p>EJ</p>

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	<p>provide half match funding</p> <p><u>SE National Quality Standards (NQS) Roadshow – Moray</u></p> <ul style="list-style-type: none"> ➤ An informative event run by the SE will take place in Moray at the Mansefield Hotel, Mayne Road, Elgin on Tuesday 30th October 2007 ➤ AM will ensure the event has an adequate supply of NQS publications ➤ The team is co-ordinating the event and members were advised they would be receiving a booking form and programme for the event very soon <p><u>MDAAT Young Persons Group meeting</u></p> <ul style="list-style-type: none"> ➤ This group are meeting to discuss the findings from the Griesbach Report ➤ It is meeting on Monday 10th September 2007 	<p>ALL</p> <p>AM</p> <p>AM</p> <p>EJ</p>
Item 8. Big Lottery Young Persons Bid	<p>TJ is leading this bid on behalf of MCA. The group was updated on progress. So far there had been a favourable response from the Big Lottery. Currently, a consultation is taking place to inform the business plan to present to the Big Lottery for £75,000.00. The Implementation Group was asked if it would agree to part fund the Young Persons Bid by £50,000.00 over five years. The group asked to view the funding proposal, the outline funding proposal, which is being lodged with the Big Lottery. TJ will provide the MDAAT with the outline bid at the next Implementation Group meeting on 25th September 2007.</p> <p>It was noted that the Implementation Group is unlikely to be in a position to award funding until the outcome of the meetings with the SE is known.</p>	<p>TJ</p>
Item 9. AOCB	<ul style="list-style-type: none"> ➤ The 'Little Green Book' – A Moray Service Directory has been produced and printed by the Drug, Alcohol and BBV Forum and is being distributed throughout Moray ➤ A new Needle Exchange (NEX) service commences the third week in September at Studio 8. ➤ A new service users group has commenced in Buckie having been provided by funding from the Moray Drug, Alcohol and BBV Forum. It is called the 'Out in the Open' group and aims to provide support and advice to families of substance misusers ➤ Grampian Police Substance Co-ordinator will be invited to attend the next Implementation Group meeting to brief the group on Critical Incident issues 	<p>TJ</p> <p>JC</p> <p>TJ</p> <p>HM</p>
Item 11 – Date of Next Meeting	<p>The next MDAAT Implementation Group (2) meeting will take place on Tuesday 25th September 2007 in Room 308, The Moray Council HQ, Elgin at 9.30am</p>	

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.