

RECORD OF MEETING

TASK GROUP NAME:	MDAAT Implementation Group
CHAIRPERSON:	Graham Jarvis, Community Learning and Development Manager, TMC
DATE OF MEETING:	Tuesday 29 th May 2007
LOCATION:	Room 308a, Council Headquarters, Elgin
APOLOGIES:	Hugh Mackie, Chief Inspector, Grampian Police (HM) Julie McKay, Nurse Manager, Mental Health, NHS Grampian (JMcK) Jacqui Taylor, Employability Representative, SCVO (JT) Margaret Christie, Manager, Integrated Services (MC) Eric Scarborough, Head of Educational Support Services (ES) Lesley Fraser, Senior Planning Officer, MCHSP (LF)
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) Anna Jermyn, Research and Information Officer, CSP/ASBT/MDAAT (AJ) June Shennan, Homelessness Projects Officer, TMC (JS) Dr Maria Rossi, Consultant in Public Health, NHS Grampian (MR) Esther Jack, Drug & Alcohol Development Officer, MDAAT (EJ)
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 27th March 07 and matters arising	<ul style="list-style-type: none"> ◆ Item 6 – the date of the next Implementation Group meeting should read 29th May and not 22nd May 2007 ◆ Item 6 – request for the Communication Strategy to be rescheduled as an agenda item for the Implementation Group meeting on Monday 25th June 2007 at Grampian Police Headquarters, Resource Centre, Moray Street, Elgin at 9.30am (please see Agenda Item - AOCB for further information) 	AM AM
Item 3. Citric Acid Issue	There was discussion led by Dr Maria Rossi around the provision of citric acid at needle exchange outlets throughout Moray. The group were advised there were three options to choose from	

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iii. CAP – Forum Action Plan	<p>etc. Maria Rossi will contact the Scottish Health Survey in the hope of ascertaining costings involved in providing a more detailed survey sample for Moray.</p> <p>Tricia Joyce informed the group that Moray Drug, Alcohol & BBV Forum had produced an Action Plan (not yet ratified) which was an Action Point in the CAP 2007/8, which had already been addressed. It will be submitted at the next Forum meeting on 3rd July 2007 for ratification.</p>	<p>TJ/AM</p> <p>MR</p> <p>TJ</p>
Item 5 - Community Analyst	<p>The group welcomed Anna Jermyn to the meeting. Anna is a Research and Information Officer who has been appointed jointly to provide analysis for the MDAAT, the CSP and the ASBT. Funding of £10,000, which was ring-fenced for the appointment of a Community Analyst, is not required in this financial year, as Anna will remain in post until March 2008. At that time, the post of Community Analyst may be advertised. In her post as RIO/Analyst, Anna will be line managed by Andy Jamieson (ASBC), however, when the MDAAT require analysis of stats, they are to request that service through Grant McCutcheon (LALO, CSP). It was widely felt by the members that it would benefit the MDAAT greatly if a system of receiving quarterly statistics from all agencies could be developed.</p>	
Item 6 – Funding	<p>Blair Dempsie sought clarification from the group regarding the funding form the Scottish Executive for the Direct Access Service. He was informed by the group that the funding is built into the Direct Access Services spend already.</p>	
Item 7 – Web-site	<p>A discussion took place and the members were updated with progress on the web-site to date. It was hoped a launch would take place in June 2007. Members will be informed regularly on progress.</p>	EJ/AM
Item 8 & 9 – Performance Indicator Task Group and Performance Monitoring	<p>It was decided by all members to discuss Items 8 & 9 as one item. The group were informed the lead on this Task Group has been delegated to Lesley Fraser. In Lesley's absence (from the meeting) a new PI Task Group was established. The members are Lesley Fraser (Lead), Blair Dempsie, Tricia Joyce, Jacqui Taylor, Esther Jack, John Campbell, Anna Jermyn and Angela Mills (Minutes). The PI Task Group has scheduled an initial meeting for Monday 11th June 2007 at 10am at 252 High Street, Elgin. Angela Mills will liase with Lesley Fraser re the organisation of these meetings etc.</p>	<p>LF/BD/ TJ/JT/ EJ/JC/ AJ/AM</p> <p>LF/AM</p>
Item 10 – AOCB	<ul style="list-style-type: none"> ◆ Carol Kirkwood has agreed to progress a Communications Strategy on behalf of the Implementation Group (see Item 2) ◆ Funding of £9,000 which had been ring-fenced for the appointment of a Community Analyst is now available and members were advised they may bid for the available funding ◆ Angela Mills asked the Chairman if it was possible to alter the format of the documentation being used at the Implementation 	

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	Group meetings in order to fall into line with Moray Council policy and the documentation which is being used on Sharepoint, the new Moray Council Intranet system which is being rolled out initially through Community Services. The Chair agreed.	
Item 11 – Date of Next Meeting	The next MDAAT Implementation Group meeting will take place on Monday 25 th June 2007 at Grampian Police Headquarters, Resource Centre, Moray Street, 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.