



RECORD OF MEETING

TASK GROUP NAME:	Planned Needs Analysis (PNA) Task Group
CHAIRPERSON:	Tricia Joyce, Moray Council on Addictions
DATE OF MEETING:	15 th June 2007-06-26
LOCATION:	252 High Street, Elgin, IV30 1BE
APOLOGIES:	Grant McCutcheon, Jacqui Taylor
ATTENDING:	Tricia Joyce, Moray Council on Addiction (TJ) Lesley Fraser, Senior Planning Officer, MCHSP (LF) Esther Jack, D & A Development Officer, MDAAT (EJ) Stephen Hounsom, D & A Information and Prevention Officer, CSP (SH) Anna Jermyn, RIO, TMC (AJ)
MINUTES:	Angela Mills, MDAAT (AM)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
Open Meeting	<p>Initial meeting of the new MDAAT Planned Needs Analysis Task Group.</p> <p>The meeting started with a short review of how the original MDAAT Service Mapping Group had produced a Directory of Services covering four categories –</p> <ul style="list-style-type: none"> ◆ Prevention ◆ Early Intervention ◆ Treatment ◆ Continuation Support <p>These four categories were mapped for both adult services and young persons/children's services.</p> <p>The new Planned Needs Analysis Task Group has been set up to address a Key Action in the CAP 2007/8 (page 26) –</p>	

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	<p><i>'Develop a Planned Needs Analysis Research Plan for 2007/8 targeting groups such as the Prison Service and the wider population of Moray through Local Neighbourhood Forums and Youth Forums, also using the updated Community Plan to inform the Research Plan.'</i></p> <p>The group agreed the following actions:</p> <ol style="list-style-type: none"> 1. Update the Service Directory 2. Use the following section from the CAP 2007/8 to provide an overview of the information individual organisation's are currently using to plan their needs: 	EJ/SH
	<p><u>Section B3 and B5 of the MDAAT CAP 2007/8 - Turning Point Scotland</u> Studio 8 <i>This is a relatively new service in Moray. Their needs analysis came from the following –</i></p> <ul style="list-style-type: none"> ➤ <i>Integrated Care Seminar provided by EIU (Effective Interventions Unit)</i> ➤ <i>Grampian Police (Moray Division) – Indicated a 79% increase in drug possession over the last 12 months</i> ➤ <i>Increase in possession charges of 85% since 2001</i> ➤ <i>Increase of all drug offences by 68% since 2001</i> <p><u>SCVO -</u> Moray Youthstart – <i>analysis of needs locally for planning future of the partnership and tion of future work. Requires the ID of local strategies and agencies. Gaps identified. Aimed at disadvantaged Young People aged 16 – 24. (completed)</i> NEET Strategy – <i>Development officer post planned to carry out a mapping exercise of all agencies working within the NEET agenda and pull together this work in an attempt to pinpoint gaps and reduce duplication. NEET strategy group YP event (20th April) to identify the influences and factors which lead to YP becoming NEET, initiatives to reduce the numbers of NEET YP, inform the taking forward of the NEET strategy.</i> SCVO - <i>Analysis of local employers perceptions of substance misusers and numbers who have drug and alcohol policies in the workplace. To encourage more employers to employing ex substance misusers reduce instances of drug and alcohol misuse. To be carried out in partnership with the Moray Employer Coalition. Inform the CAP.</i> SCVO - <i>Planned analysis of the gaps in service locally linked to employability and substance misuse. This will be carried out in the next month.</i> Young Persons Homeless Theme Group - <i>short life working group – map current provision of homeless services, consider development of projects and initiatives to meet gaps in services. Linked to the</i></p>	

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	<p><i>Homelessness Strategy.</i></p> <ul style="list-style-type: none"> ➤ <i>Increased drug related deaths in Moray from 1999 to 2005</i> ➤ <i>Review of current services evidenced gaps in drop-in and waiting times</i> ➤ <i>Service Users Campaign which raised 4000 signatures in Moray</i> <p><u>MCA -</u> <i>Planned consultation of young people and individuals/organisations who work with them to ascertain need and counselling requirements for development of a young person specific counselling project.</i></p> <p><u>Grampian Police -</u> <i>Needs Analysis is undertaken continually by Grampian Police and regularly updated for the MDAAT.</i></p> <p>3. Research what information already exists. Prepare a matrix of partner organisations' needs analysis and explore the research they used to identify their needs analysis by asking all partner organisations to clarify the following questions re. their needs analysis:</p> <ul style="list-style-type: none"> ◆ What research did they use for their needs analysis? ◆ Did they use any other information/publications to support their findings ◆ The name of any other information/publications they used and the source of these documents ◆ What is the time-scale of the needs analysis? ◆ What is the scope of their needs analysis? ◆ Is their needs analysis still relevant? ◆ What was the completion date for their needs analysis? ◆ If their needs analysis is complete and the outcomes of their analysis are relevant to Drugs & Alcohol, can we have a copy of them? <p>AJ was tasked with sending an e-mail to all organisations to research the above information.</p>	
Date of Next Meeting	The next meeting of the PNA Task Group is scheduled for Friday 13 th July at 252 High Street, Elgin at 9.30am	AJ

CHAIRPERSON'S NOTES/COMMENTS

ISSUES TO BE REPORTED TO <MDAAT PNA Task Group>

CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES (where relevant)

Consultation with all MDAAT Partner Organisations

DETAILS OF EVIDENCE RETAINED AND LOCATION

All relevant documentation will be held on file at the office of the Moray Drug and Alcohol (D&I) Team at 252 High Street, Elgin