



RECORD OF MEETING

TASK GROUP NAME:	Planned Needs Analysis (PNA) Task Group
CHAIRPERSON:	Tricia Joyce, Moray Council on Addictions
DATE OF MEETING:	3 rd September 2007
LOCATION:	252 High Street, Elgin, IV30 1BE
APOLOGIES:	Grant McCutcheon, Jacqui Taylor, Lesley Fraser, Esther Jack
ATTENDING:	Tricia Joyce, Moray Council on Addiction (TJ) 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>The minutes of the last meeting were accepted as accurate and there were no matters arising.</p> <p>The group discussed the Table of Needs Analysis which was produced as a result of feedback from research to establish whether or not the information was full and complete or provided identification of gaps in Needs Analysis. It was agreed there had been a fairly comprehensive response to the request for information and there didn't seem to be any gaps in Needs Analysis. Most agencies were consistently analysing their needs on an ongoing basis.</p> <p>The group also discussed the MDAAT CAP Planned Actions Quarterly Report to establish whether or not there were any Needs Analysis which would -</p> <ul style="list-style-type: none"> a) prevent the successful completion of Planned Actions for 2007/8 b) highlight any possible future needs 	

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	<p>As a result the following were identified -</p> <p>a) most targets in the CAP are national targets and are not Moray specific</p> <p>b) it would be helpful to have a Young Person specific project which explores current young persons' substance use behaviour in Moray. Especially considering the most recent information being used is the Griesbach Report from 2005 and the report was based on information from SALSUS 2002</p> <p>c) the group felt it would be beneficial to request an agenda item re. a review of availability of local information on Young People be added to the meeting of the Young Persons Review Group on 10th September 2007</p> <p>d) particular mention was made of the Prison Service in the CAP 2007/8 as far as including them in our Planned Needs Analysis Research Plan. Unfortunately the Addictions Team at Porterfield Prison is currently undergoing a series of considerable changes and any information will be unavailable until staffing of the Addictions Team at Porterfield Prison has been established</p>	AM
Summary	<p>The Mapping Exercise The mapping exercise has proven to be informative to the group and will continue to evolve as additional information is included such as more specific service provision. The Drug and Alcohol Development and Information Team will progress this. The MDAAT Mapping of Services Directory will also dovetail into the Training Directory e.g. it will serve to tailor training specifically to individual service providers.</p> <p>The Table of Needs Analysis The Table of Needs Analysis as a result of feedback received from information requested is complete. It identified two gaps in needs analysis –</p> <p>a) for current, local information on young people's substance use b) for identification of needs analysis by Porterfield Prison</p> <p>Report for the Implementation Group A brief report of the findings of this Task Group will be provided for the Implementation Group on 20th November 2007. It will detail how a Planned Needs Analysis Research Plan was developed and produced. It will include identification of all agencies who were targeted for information and it will show any gaps in needs analysis which were identified as a result of the findings in the research.</p>	TJ
Date of Next Meeting	The next meeting of the PNA Task Group is scheduled for Monday, 1 st October 2007 at 252 High Street, Elgin at 2pm	

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