



**PREVENTION & EDUCATION EXPERT ADVISORY GROUP MINUTES**

Wednesday 18<sup>th</sup> July 2007 at 2.00pm  
 ADAT Lodge, Ayrshire Central Hospital

**Present:**

- Grace Moore, NHS Ayrshire & Arran (Chair)
- Ruth Shepherd, ADAT Commissioner/Co-ordinator
- Angela Morrell, N/A Community Learning and Development
- Stuart Telfer, NHS Ayrshire & Arran, MHN Manager
- Andy Pulford, Public Health Research Officer, NHS Ayrshire & Arran
- Sharon Flynn, Health Promotion Manager, East Ayrshire CHP
- Jim Stafford, East Ayrshire Education Department
- Margaret McWilliam, Health Promotion Manager, North Ayrshire CHP
- Bobby McDowall, South Ayrshire Education Department

**In Attendance**

Doreen Purvis (Minutes)

		<b>ACTION</b>
<b>1.</b>	<b>Apologies</b> Lesley Reid, Gillian Connolly, Pat Lerpiniere, Jim Walker and Robert Stewart.	
<b>2.</b>	<b>Minutes from previous meeting held on 10<sup>th</sup> October 2006</b>  Minutes from the previous meeting were perused for accuracy. Grace advised the following amendments: Page 2, paragraph 2, "new" ADAT Prevention and Education action plan should be changed to "revised" ADAT Prevention and Education action plan. Page 2, paragraph 3, the Portman Group materials and findings are not on the Agenda Page 2, No. 5, "new" action plan should be changed to "revised" action plan.	
<b>3.</b>	<b>Matters Arising from meeting held on 23<sup>rd</sup> May 2007</b>  None.	
<b>4.</b>	<b>Action Points</b>  Actions Table Page 1: Item 3. MHN Information has been distributed to members.  Actions Table Page 1: Item 3 Grace asked everyone to confirm they had a copy of the Audit and Actions.  Actions Table, Page 1: Item 4 Presentation circulated 24 <sup>th</sup> May.  Actions Page, Page 1: Item 5 Ruth advised all outstanding actions had been added to a new template of	

	<p>the action plan for 2007-08.</p> <p>Actions Table, Page 1: Item 7 On Agenda</p> <p>Actions Table, Page 2, Item 10 Ruth confirmed she has contacted Biba Brand, Chair of DAISay Group to identify dates for this presentation.</p> <p>Actions Table, Page 2, Item 12 Sharon advised she had attended the regional event held in Edinburgh regarding CRAGRAT providing alcohol education in schools. The three areas identified to have this training (which focuses on responsible drinking targeted at schools) were Edinburgh, Lanarkshire and Glasgow. Sharon advised it required commitment from the Teachers as they are required to do the preparatory work, pre-questionnaires and surveys. The group agreed this was something the education departments need to decide whether it was appropriate to progress in their area</p>	Ruth Shepherd
5.	<p><b>Update on Schools Pilot Sub-Group</b></p> <p>Sharon gave update on meeting held 17<sup>th</sup> July at which Julie from Create Consultancy had been invited to give an overview which had been very helpful. Jim Walker is now taking this to the North Ayrshire Strategic Health Group meeting on 5<sup>th</sup> September for senior managements' approval. Grace voiced concern regarding materials produced being specifically for one school as the brief was for a pilot which was replicable across Ayrshire. Peter advised a Prevention Officer from the Information &amp; Research Team together with School Nurses and Health Visitors are doing training across three specific schools and this is being evaluated at the moment. Bobby McDowall agreed to contact Prestwick Academy for their opinion of the pilot carried out there. Grace felt this should be broadened out to look at:</p> <ul style="list-style-type: none"> <li>• What work should be done with parents</li> <li>• What work should be done with Community Learning &amp; Development</li> <li>• What work should be done with retailers and other agencies</li> <li>• Work being carried out in the context of health Promoting Schools</li> </ul> <p>Sharon asked for clarification that Create Consultancy will take this piece of work forward in a primary, secondary and special school across the three areas and agreed to get a costing for Ayrshire wide from Create Consultancy. Sharon agreed to get paper ready to present to Finance &amp; Commissioning Group. In addition the group would consider the remaining elements in the context of Health Promoting Schools</p>	Bobby McDowall  Sharon Flynn
5	<p><b>Needs Assessment of Alcohol and Drugs Services</b></p> <p>Andy gave an update of the progress to date. Regarding timescales fieldwork should be completed by the end of September and report ready for the end of October. A second stakeholder event is planned for 30<sup>th</sup> October to provide some initial findings. The report will be ready to go to the ADAT Steering Group on 19<sup>th</sup> December for validation.</p>	
7	<p><b>Licensing</b></p> <p>Ruth advised Licensing Forums are having their inaugural meetings. Irene Campbell and Maggie Watts attended the Licensing Forum Training at the end of June. ADAT have applied for places on all of the Licensing Forums.</p>	

	Maggie will attend East, Charles Lind is covering South and Alastair Cairns is covering North Ayrshire. Irene Campbell will attend any of the meetings if the designated member cannot attend.	
<b>8</b>	<b>Terms of Reference</b>  Grace advised the Group has been asked by ADAT to review our terms of reference. Discussion took place around reviewing the membership in order that there is no overabundance of CHP staff. Following discussion the group agreed the Terms of Reference and would review in six months time. Terms of Reference will now be submitted to ADAT Steering Group for approval.	Ruth Shepherd
<b>9</b>	<b>Training Needs Analysis</b> Peter advised the draft report is out for comments/changes/improvements. Once the final report is ready he would do a presentation to the Group. Grace proposed Ruth works with Peter to identify recommendations which are the responsibility of this group.	Peter McArthur/ Ruth Shepherd
<b>10</b>	<b>ADAT Prevention and Education Action Plan 2007-08</b>  Ruth has produced a new template and included actions still outstanding. It was agreed to go through this at the next meeting, and to make it the first item on the agenda. Template to be issued prior to next meeting.	Ruth Shepherd
<b>11</b>	<b>Correspondence</b>  None.	
<b>12</b>	<b>AOCB</b>  Angela requested that the PASS Report be circulated to members.	Ruth Shepherd
<b>13</b>	<b>Date and Time of Next Meeting</b>  Tuesday 14 <sup>th</sup> August 2007 at 2pm, ADAT Lodge, Ayrshire Central Hospital.	