



Your Moray

## Moray Alcohol and Drug Partnership

### RECORD OF MEETING

<b>TASK GROUP NAME:</b>	Finance and Commissioning Sub Group
<b>CHAIRPERSON:</b>	Sharon Milton, Superintendent, Grampian Police
<b>DATE OF MEETING:</b>	9 <sup>th</sup> July 2009
<b>LOCATION:</b>	Room 101a, Council HQ, Elgin
<b>APOLOGIES:</b>	Blair Dempsie, Operations Manager, TMC <b>(BD)</b> Ken Hamilton, Business Manager, NHS Grampian <b>(KH)</b>
<b>ATTENDING:</b>	Sharon Milton, Superintendent, Grampian Police <b>(SM)</b> John Campbell, Support Team Lead, MADP <b>(JC)</b> George Gartly, Contracts and Commissioning Manager, TMC <b>(GG)</b> Mike Perera, Integrated Services Manager, Mental Health, NHS, <b>(MP)</b> Bob Sivewright, Finance Manager, NHS <b>(BS)</b> Robert Gilmore, Accountant, TMC <b>(RG)</b>
<b>MINUTES:</b>	Donna Matthew, MADP Administrator, TMC <b>(DM)</b>

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>1. Role and Remit</b>	JC informed the group that the Finance and Commissioning Sub Group arose from the restructuring of the Moray Alcohol and Drug Partnership (MADP) process. This will align with National Guidance from the Scottish Government and the Finance and Commissioning Sub Group will assist the MADP with all financial and commissioning issues and be accountable through the Healthier Strategic Group (HSG).	

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	<p>SM asked the group if they had any questions or thoughts on the new constitution for the MADP which includes the F+C Sub Group. SM also stated that in section 1.13.1 and section 1.13.1.2 shows the part that the F+C have to play within the MADP. SM commented that F&amp;C meetings are quorate when 3 members are present. SM advised the group that we should send out a letter to KH to ensure that he attends the meetings on a regular basis. JC commented that KH would be dipping in and out of the group due to other commitments but as BS attends he would be able to give the group the information that we need.</p> <p>MP pointed out that in section 3.9.4 states that if the Chair (SM) is unable to attend meetings the meetings would be rescheduled. SM commented that if she was unable to attend she would be looking for JC to Chair the group in her absence so that we are running in schedule to activities that may be brought to the table.</p>	
<b>2. SOA</b>	<p>JC informed the group that the MADP had to submit a process template with priority and outcomes. On this paper it is mapped out what actions we need to take, who's involved, evidence etc. The Healthier Strategic Group had an emergency meeting to discuss the break down of this template into key action for each National Outcome. JC informed the group that these key actions will be in line with the Moray Evaluation which is due out shortly.</p> <p>The three key actions were taken to the Partnership meeting to discuss. SM commented that there has been a fourth key action added on the Impact of reduction violence and crime disorder and she will discuss this with JC at another time.</p> <p>The key actions have been broken down into QTR milestones.</p> <p>MP commented that it would be a good idea to have a written report/evaluation on the key actions taken out so that when it comes to a tendering process we will be more proactive with the impact and outcomes that have been achieved. This was agreed by the group.</p> <p><b>Review and Re-Design Local Substance Misuse Services</b></p> <p>JC informed the group that the scoping exercise in the 2<sup>nd</sup> QTR will be taken forward with help from the Scottish Drug Forum. JC and Sonia Morrison (Contracts, TMC) will be visiting the ADP in West Lothian on the 23<sup>rd</sup> July to discuss how Moray should be going about this and to see how they implemented their commissioning strategy. JC will also be visiting Aberdeenshire to also see how they have taken this forward.</p> <p>JC informed the group that there is a draft paper on the Pathways for Drug and Alcohol Services which he will forward onto the group</p>	

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	<p>once he receives it from the Scottish Government. The national guidance is very much aimed at single door entry and this is something that will have to be considered by the MADP. It will also be in the Heat Targets that by 2013 we will be looking to have a date of referral to treatment of 21 days.</p> <p>The Commissioning Strategy will need to be completed in draft form by September so that it can be put to the table at the Partnership meeting for discussion on changes etc. Once completed it will then need to go to the Healthier Strategic Group meeting in October.</p>	
<b>3. Contracts</b>	<p>The paper Tender Time line for Addictions Services contracts was put to the table for discussion. SM asked GG if the time scales were achievable for the tender. GG commented that they have been successful in the past and he does not have any worries over this tender if the finance has been allocated. This needs to be confirmed.</p> <p>JC commented that we will lose £170,000 from Local Authority which is provided for Turning Point Scotland but this needs to be clarified if it is being paid by NHS to MCA or if it will be put in a pot for us to use. SM commented that we should be writing a letter to KH and Local Authority to clarify what is happening to all money currently being made available to provide drug and alcohol services.</p> <p>SM commented that this should be a standard item on the Agenda for each meeting to keep us informed on what is happening.</p>	
<b>4. Commissioning Strategy</b>	Discussed in Agenda Item 2.	
<b>5. Alcohol Resource Grampian</b>	<p>JC informed the group that an ADAT Chairs meeting was taking place on the 16<sup>th</sup> July in Aberdeen. SM will attend in Sandy Riddell's place.</p> <p>The papers had been put out to the group for comment. JC read out comments from an email he received regarding the funding allocations which came out with some good points.</p> <p>SM commented that JC and herself should meet up to discuss what they will be bringing to the table at the meeting on Thursday 16<sup>th</sup>.</p> <p>MP commented that our down fall in Moray was that we do not have data collectors like Aberdeen City have and this is something that we need to catch up on. JC commented that 1 to 2 years data may not be accurate and for the first 2 years of practice, the direct access service were not asked to report their figures.</p>	
<b>6. MADP Allocated Funding</b>	JC met with BS to discuss the record of spending in the MADP. From 2008/2009 there has been some slippage and that some monies were allocated at a later stage. SM commented that the	

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	<p>paper is asking more questions that it is giving answers and that we would need to look at how we can look at each partner and which stage they are at. JC commented that BS has completed a paper which gives a better explanation of where everything is. SM commented that it would be a good idea if RG, BS and GG met up to develop the spreadsheet so that will show, who the owner of each contract is, where we are at and the exact dates money was received etc. SM also commented that Allocated Spends should be a standard item on the agenda and the updated spreadsheet should be tabled at subsequent meetings.</p> <p>JC informed the group that employability had no provider at this time and that he was thinking of using the £40,000 which has not been allocated, to put it out to tender or put towards a one year pilot as employability is something that we need to focus on.</p> <p>It was agreed that £10,000 be used to bring in a consultant to identify where we need to be with employability in Moray.</p>	
<b>Date of Next Meeting</b>	DM to send out dates for next meeting.	<b>DM</b>

**CHAIRPERSON'S NOTES/COMMENTS**

**ISSUES TO BE REPORTED TO Moray Alcohol and Drug Partnership**

**CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES (where relevant)**

**DETAILS OF EVIDENCE RETAINED AND LOCATION**  
**252 High Street, Elgin, IV30 1BE**