



Moray Alcohol and Drug Partnership

RECORD OF MEETING

TASK GROUP NAME:	Management and Performance Sub Group
CHAIR:	Rankin Barr, Service Manager, Turning Point Scotland
Date:	7th September 2009
Location:	Heritage Centre, East End Primary School, Council HQ, Elgin
Attending:	Rankin Barr, Service Manager, Turning Point Scotland (RB) John Campbell, Support Team Lead, MADP (JC) Adrian Moar, Local Authority Liaison Officer (AM) Ian Wood, Assistant Regional Director, Aberlour (IW) Blair Dempsie, Operations Manager, TMC (BD) Mike Perera, Integrated Services Manager, NHS (MP) Lynn Geddes, Director of MCA (LG) Pat Greenhough, Scottish Drugs Forum, (PG) Jean Sinclair, Senior Social Worker, TMC (JS)
Apologies	Tracey Gervaise, Public Health Lead, NHS (TG) Corrine Begg, NESCP, (CB) Hugh Mackie, Chief Inspector, Grampian Police (HM)
Minutes:	Donna Matthew, MADP Administrator, TMC (DM)

AGENDA ITEM/TOPIC	ACTION POINT	ACTION BY
Presentation from PIP	<p>Rick Hodgeson from the Peer Involvement Project attended the Management and Performance Sub Group to give a short presentation of what they do.</p> <p>PIP was established to facilitate wider voluntary sector involvement for people affected by Hepatitis C. The project has 2 aims:</p> <p>To develop a network of Voluntary Sector organisations with roots in local communities affected by the Hep C.</p>	

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	<p>To develop a Service User network to help shape local services to meet their care and support needs.</p> <p>There are 2 briefing events being held:</p> <p>Elgin Library 14th October Inverness Spectrum Centre 15th October</p> <p>Rick informed the group that he would be looking to talk to Service Users on a 1:1 basis that have HIV and see what they think of the services they are provided with, treatments they receive etc.</p> <p>DM to send Rick email addresses of all in the Sub Group so he can distribute information to all.</p>	
1. Minutes/Action Points	<p>RB commented that he had noticed one error on the previous minutes in the Appointing Chair and Vice Chair</p> <p>“RB informed the group that he is working for Turning Point Scotland as Senior Manager”. This should have read “RB informed the group that he is working for Turning Point Scotland as Service Manager”.</p> <p>All minutes and Actions points were agreed.</p>	
2. Community Analyst	<p>JC informed the group that we are working towards intelligence led delivery and commissioning, we should be looking to use our Community Analyst, Amanda Ware in a productive way. Every quarter the Community Analyst will prepare a report for the MADP Partnership meeting. MP commented that it would be good to have Amanda attend the M&P meetings so that we are all clear of what we are doing and what the Analyst will be doing.</p>	
3. SOA	<p>RB informed the group that a report from ISD regarding waiting times for Grampian had been passed on today.</p> <p>JC advised the group as to the propped HEAT Tagets which were going to Ministers.</p> <p>Proposals Are:</p> <p>Referral to assessment: 90% of service users will be seen within 4 weeks, noi one will wait longer than 8. Assessment to treatment: 90% of service users will be seen within 4 weeks, no one will wait longer than 8</p>	

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	<p>weeks.</p> <p>JS commented that there was the problem with some of the figures being duplicated in the waiting times reports as clients are being counted twice if they are entering more than one service in the area. There should be a system in place such as a one door access so that everyone knows when a client has already been added to the waiting times.</p> <p>JC informed the group that a 4th Key Action point had been included in the SOA's which was the Reduction in Alcohol Offending. Sharon Milton had informed JC that there has been a few small issues with the other 3 key action points but these would be looked through at the next Partnership meeting.</p>	
<p>4. Moray Delivery Plan</p>	<p>JC informed the group that there was a Short Life Working group set up to discuss the Moray Delivery Plan for 2009/10. JC ran through the delivery plan with the group and commented that they are trying to ensure that all services are meeting the outcomes given. SWIA had criticised that services accross Grampian were not completing self assessment. The delivery plan will now incorporate a tool for self assessment for services to complete. The self assessment will feed into the MADP and show where we are going and what we should be doing. The community analyst will pull this information together and report back.</p> <p>JC asked the group if they had any comments on the document.</p> <p>LG commented that the only problem is that this is causing more paper work and not all services have the man power to carry this out. JC advised that it is up to individual services to create a structure to collect the information required.</p> <p>IW commented that the layout of the content and appendices could be better. JC noted that the document still needs some work done on it but this will be corrected.</p> <p>MP and PG commented that it would maybe be useful to run the document by Studio 8 or service users and also get their opinion.</p> <p>RB commented that he had some concerns over the membership of the Finance and Commissioning Sub</p>	

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	<p>Group. JC advbised that this was not the forum for this discussion. RB will take this to the next MADP Partnership meeting.</p> <p>JC informed the group that if they had anymore feed back then just to email him.</p> <p>The Moray Delivery Plan will be put to the Partnership in 2 weeks time.</p>	
5. Substance Misuse Strategy	<p>JC informed the group that the Substance Misuse Strategy was not complete as of yet. Once it is completed it would be put to the MADP Partnership and then the Healthier Strategic Group. It would then be distributed for wider consultation. We were hoping to have this strategy in place before February 2010 so that it will be in place to launch at a MADP conference which Fergus Ewing will be attending as Keynote Speaker.</p>	
6. Commissioning Strategy	<p>JC informed the group that the Commissioning Strategy will be going to the Partnership meeting for approval. This strategy fits with the Moray Delivery Plan and has outcomes and goals for us to work towards. PG asked JC if the Strategy contained Decommissioning Section, JC commented that yes it would.</p>	
7. Drug and Alcohol Evaluation	<p>JC informed the group that the Evaluation for Moray has been completed and will be going to the next Partnership meeting and then distributed between the sub groups. JC commented that the report did not contain anything that we didn't already know but does show us where we are going, what gaps we should be filling in services in Moray etc.</p>	
8. SWIA	<p>The SWIA report will be published at the end of the month. SWIA criticised Moray for being too slow in taking things forward but they did recognise that Moray were getting things done. JC commented that Sandy Riddell would like to hold a briefing session to discuss the SWIA report but this was unlikely to be held before the report is made public due to time constraints.</p>	
9. AOCB	<p>RB informed the group that unfortunately he would be standing down as Chair after this meeting as he has been given other commitments in his post with Turning Point Scotland outwith the Moray area. JC commented</p>	

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	that nominations for the Chair and Vice Chair should be sent to himself before the next meeting held on the 5 th October.	
Date of Next Meeting	The next Management and Performance Sub Group will be held on the 5 th October at 9.30am in Room 308a.	DM

CHAIRPERSON'S NOTES/COMMENTS

ISSUES TO BE REPORTED TO <Moray Alcohol and Drug Partnership Support Team

CONSULTATION PROCESS – PARTICIPANTS/OUTCOMES (where relevant)

DETAILS OF EVIDENCE RETAINED AND LOCATION

252 High Street
Elgin
IV30 1BE