



Moray Alcohol & Drug  
Partnership

## RECORD OF MEETING

<b>TASK GROUP NAME:</b>	<b>Management and Performance Sub Group</b>
<b>CHAIRPERSON:</b>	<b>Tracey Gervaise, Public Health Lead</b>
<b>DATE OF MEETING:</b>	12 January 2010
<b>LOCATION:</b>	Room 201, Council HQ, Elgin
<b>APOLOGIES:</b>	Mike Perera, Integrated Services Manager, NHSG, ( <b>MP</b> ) Lynn Geddes, Director, MCA, ( <b>LG</b> ) Blair Dempsie, Operations Manager, TMC, ( <b>BD</b> )
<b>ATTENDING:</b>	Tracey Gervaise, Public Health Lead, NHSG, ( <b>TG</b> ) John Campbell, Support Team Lead, ADP, ( <b>JC</b> ) Hugh Mackie, Chief Inspector, Grampian Police, ( <b>HM</b> ) Amanda Ware, Community Analyst, TMC, ( <b>AW</b> ) Adrian Moar, Liaison Officer, TMC, ( <b>AM</b> ) Richard Donald, Head of Education, TMC, ( <b>RD</b> ) Jean Sinclair, Senior Social Worker, TMC, ( <b>JS</b> )
<b>MINUTES:</b>	Donna Philip, MADP Administrator, TMC ( <b>DP</b> )

<b>AGENDA ITEM/TOPIC</b>	<b>ACTION POINT</b>	<b>ACTION BY</b>
<b>1. Minutes and Action Points from Previous meeting</b>	TG commented that there were amendments to be made on the minutes.  Page 6, Paragraph 3 - Remove 'We are the ones accountable to this' and replace compare with cross.  The MCHSCP Management Plan also has a broad agenda to performance management and report and if the	

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	CHSCP can effectively utilise the scorecard system we should consider if we can apply it too.	
<b>Strategy</b>	<p>JC informed the group that the Strategy has been agreed in principle and was out for final consultation. There are still a few parts to input into Outcome 9 but this wouldn't take long to do. Sharon Milton will look at this.</p> <p>The Strategy will be edited and final comments will be added before being proof read and then sent to the printers. If anyone in the group had final comments then they should be sent to JC by the 15 January.</p> <p>The F&amp;C Sub Group discussed funding bids received at their last meeting. Letters will be sent out to services in due course if they have been successful. JS commented that she was a little disappointed with the time line of the bidding as they have lost a few weeks and they now only have until the end of March to use funding given.</p> <p>JC commented that this will be made a matter of priority and that JS comments would be fed back to F&amp;C Subgroup.</p>	
<b>2. Outcomes</b>	<p>JC informed the group that they have now completed the previous outcomes. The group will work through these to ensure that they are all comfortable with them. TG advised that the group will need to develop specific milestones to achieve the outcomes/targets. This will be done by scheduling dates and times with relevant Lead Officer's, groups, a draft will then be provided to the Partnership to review.</p> <p>TG ran through the Outcomes on Page 26 Appendix 1 of the Strategy. Links between National Outcomes and Local Outcomes are clear, concise and precise. It is also noted who the dedicated officer is to take lead.</p> <p>AC commented that there was still no mention of the Voluntary Sector in any of the Outcomes. TG replied that the Client Pathway outcomes provides an opportunity to review and potentially address this, as we will be able to review current service provision and identify where there is part duplication/duplication of services and/or gaps in service provision And that the MADP would then consider strategically commissioning service providers which includes the voluntary sector to deliver local services.</p>	

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	<p>The group also has an opportunity to review the outcomes and develop the milestones and this will give the group another opportunity to consider where the voluntary sector may deliver/support MADP services.</p> <p>Any more comments on this should be sent to JC but he did not receive any on this matter from the last meeting.</p> <p><b>6.4.3</b></p> <p>JS commented that she was a little unsure of where everyone stands regarding programmes and initiative action for children. An example that JS gave was that drug and alcohol dolls were being used with young mums. She didn't think that this was a great idea. We would need to look at how resources are being implemented.</p> <p>RD commented that the Moray Health and Well Being in Schools pilot project is still ongoing and that an integrated model to support the project will be developed and implemented in the near future. By completing this exercise a more co-ordinated approach will be achieved and sustained.</p> <p><b>6.4.4</b></p> <p>This Outcome is near completion and is nearly ready to go out for consultation. JC to link with JS over this.</p> <p>Thoughts and views to be forward back to JC. All partners need to be happy with the content before going ahead.</p>	
<b>3. Managing Performance</b>	<p>JC asked the group how we were going to break the Management and Performance template down. It was suggested that it would be better to have one short life working group to blitz this over one afternoon. This would give the opportunity for everyone to work together.</p> <p>HM commented that to work towards the milestone we would need to consider deployment of resources and keep it simple. We should be looking at how it is colour coded for Milestones to support the overall target.</p>	

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	<p>JC informed the group that some pre work had to be done before being taken to a short life working group. TG also commented that we should consider outcomes/targets with specific timescales; on how realistic we can achieve this.</p> <p>JC to set up Performance/Risk Template and send out to Lead Officers. This will then be taken to the next meeting to discuss and finalise.</p> <p>TG commented that any one who requires additional support in completing the timelines to contact TG or JC.</p> <p>It was decided that Team Leads would complete the template within 3 weeks for this to be returned to the Support Team and they will fully incorporate all the information into the template.</p>	
<p><b>4. National Support Outcomes</b></p>	<p>The Scottish Government have set up National Support Officers to assist ADPs. Steve Dalton has been appointed to Moray. He has sent out a questionnaire that we need to complete. No date was given for this to be sent back to the Support Officers. The MADP Support Team will complete and put out for consultation. HM asked if we would need information behind these questions to back this up as it looks like it is a self evaluation. JC replied that when we complete this we will go beyond the actual questions. For example what has been spent and what evidence we have.</p> <p>RD suggested it would be best to get this done as soon as possible so that we can get Steven up to the next meeting.</p> <p>There are 3 Support Officers and they are allocated an area each. They have given us 2 different Support Officers, Steven Dalton for the Shire and Moray and Mark Bitel for the City.</p>	

**CHAIRPERSON'S NOTES/COMMENTS**

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

**DETAILS OF EVIDENCE RETAINED AND LOCATION**

252 High Street, Elgin, IV30 1BE